Student Success (STSU) 1019 Career/Life Planning (2 Units)
[formerly Psychology 47, Psychology 1519]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 32 hours lecture

Catalog Description: The course focuses on values and the decision-making process. Emphasis is placed on self discovery of goals, interests, and abilities through a series of self-assessments. Other subjects covered include resume writing, the job interview process, and the exploration of career alternatives. Not open to students who have successfully completed 1519.

Type of Class/Course: Degree Credit

Text: None

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student should be able to

1. state knowledge of skills, interests and values related to the world of work,
2. demonstrate knowledge of job hunting skills, such as
   a. resume
   b. cover letter
   c. interview preparation, and
3. set future career goals.

Course Scope and Content:

Unit I     Personal Assessment
   A. Super’s Theory of Self-concept
   B. Life Stages
   C. Job vs. Career
   D. Generational Differences

Unit II    Positive Self Esteem
   A. Past and Present Actions
   B. Positive Self Talk
   C. Multiple Intelligences
   D. Emotional Intelligence
   E. Role Models
Unit III    Values
A.     Core Values
B.     Needs and Motivators
C.     Balance
D.     Leisure

Unit IV    Personality and Interests
A.     Personality Type
B.     Majors
C.     Holland Interest Environment
D.     Career Clusters
E.     Interest Inventories

Unit V    Skills Assessments
A.     Accomplishments
B.     Skills
C.     Transferable Skills
D.     Secretary’s Commission on Assessing Necessary Skills (SCANS)

Unit VI    Societal Influences
A.     Gender Roles
B.     Equality
C.     Age
D.     Race
E.     Disability
F.     Technology
G.     Globalization

Unit VII    Career Options
A.     Brainstorming
B.     Research Options
C.     Government Jobs
D.     Labor Publications
E.     Computerized Sources
   1.     O*Net Online
   2.     Eureka
   3.     Dictionary of Occupational Titles (DOT)

Unit VIII    Develop a Life Plan
A.     Barriers
B.     Decision making Strategies
C.     Goals Setting
D.     Stress Management
E.     Financial Goals

Unit IX    Job Search Steps
A.     Comprehensive Job Search Strategy
B.     Your Own Business
C.     Career Services
D.     Networking
E.     Informational Interview
Unit X     Resume Writing
A.   Types of Resumes
B.   Portfolios
C.   Electronic Resumes
D.   Cover Letters
E.   Thank You Notes

Unit XI    Interview Process
A.   Before the Interview
B.   Practice Questions
C.   Segments of the Interview
D.   Illegal Questions
E.   Factors Influencing Hiring

Unit XII   Managing Your Career
A.   Keeping the Job
B.   Future Plans

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of the regular class time doing the following:

1.   Answering questions
2.   Problem solving activity or exercise
3.   Written work
4.   Journal
5.   Observation of or participation in an activity related to course content

Methods of Instruction:

1.   Lecture
2.   Activities
3.   Role play
4.   Videos

Methods of Evaluation:

1.   Substantial writing assignments, including:
   a. Written class exercises
   b. term or other papers
   c. written homework
2.   Other examinations, including:
   a. extensive journal entries

Supplemental Data:

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<th>493010: Guidance</th>
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<td>SAM Priority Code:</td>
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<td><strong>Distance Education:</strong></td>
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<td><strong>Funding Agency:</strong></td>
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<td><strong>Program Status:</strong></td>
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<td><strong>Noncredit Category:</strong></td>
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<td><strong>Special Class Status:</strong></td>
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<td><strong>Basic Skills Status:</strong></td>
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<td><strong>Prior to College Level:</strong></td>
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<td><strong>Cooperative Work Experience:</strong></td>
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