

Yellow highlights- added to the COR

Course Outline: CCS 101, Career and Life Planning

Course Description

This course will assist students in establishing and achieving education, career, and life goals through a comprehensive approach to effective planning. Students will examine how psychological, **cultural**, social, physical and environmental factors impact career and life choices.

Assignments

Writing Assignment -

Students are required to:

1. Complete written responses to in-class or reading assignments
2. Write a reaction paper to the self-assessments
3. Keep a journal of insights and reactions to questions posed in readings or in class
4. Write a 'day at work' and 'day-of-leisure' fantasy paper
5. Complete written responses to exercises in each textbook chapter
6. Critique career-related articles on the Internet
7. Create a cover letter and resume
8. Write a plan for achieving their educational and career goals for the year
9. Summarize their work/volunteer experiences in a work autobiography
10. Complete an educational plan that includes all courses and prerequisites required for an educational goal

Reading Assignment -

Reading assignments will be assigned on a weekly basis and will be drawn from the textbook, journal articles, newspapers, internet sites, and various career-related books. Readings will focus on career and educational planning, career assessments, academic major and occupational information, decision making strategies, and job search skills and strategies; students will note use of terms, concepts and theories.

Outside Assignments -

1. Reading and writing assignments as detailed above and below
2. Compose and type cover letter, resume
3. Interview or shadow a person in a career field of interest
4. Practice job interviewing skills
5. Complete career and college searches using Internet and published material
6. Meet with Mendocino College counselor to discuss academic and career goals
7. Visit the college's Career Center to research and evaluate academic major, occupation and industry information
8. Prepare a career portfolio that includes a collection of accomplishments and evidence reflecting class assignments, samples of education, work, leisure, and community service activities and a reflective essay
9. **Create a visual presentation that illustrates your vision of your future that considers your individual cultural and familial influences.**
10. **Interview an elder in your family or in your culture about his/her perspective on how your family and culture complement or challenge a person's career decision.**

Course Objectives

- ✓ Apply educational and career planning strategies to one's own life to make effective education, career and life decisions
- ✓ Identify the campus student support services that assist students with stress management and coping strategies
- ✓ Explore and assess aspects of health and wellness to recognize their impact on career/life resiliency
- ✓ Propose coping strategies for effective stress management that enhance self-awareness, personal growth, and balance among mental, social and spiritual aspects of health
- ✓ Recognize and assess the physiological and emotional aspects of stress
- ✓ Construct a purposeful resume and persuasive cover letter that emphasize specific achievements and skills that meet employer needs
- ✓ Arrange the components of an effective job search
- ✓ Create a comprehensive education plan that includes all courses and prerequisites required and sequencing needed to achieve the academic goal
- ✓ Design a career-development action plan with specific short- and long-term education and career goals that includes completion time frames
- ✓ Identify barriers to education and career goals commonly faced by students and propose strategies for overcoming obstacles
- ✓ Identify and analyze psychological, **cultural**, and sociological influences on education, career, and personal decision making
- ✓ Compare and contrast positive and negative decision-making strategies; apply the principles of effective decision making to the formulation of life goals
- ✓ Research and evaluate academic major, occupation, and industry information, utilizing computerized and web-based career information systems and informational interviews
- ✓ Examine current workplace trends, including global and technological changes; assess the resulting implications for career planners, **include demographic trends.**
- ✓ Identify and analyze interests, personality characteristics, preferred skills, and work values; integrate these into education planning and career decision making
- ✓ Examine the relationship of self-concept to education, career, and life planning
- ✓ Compare and contrast the assumptions of career development theories, including stages of career development, tasks appropriate to each stage, and subsequent implications for education and career choice over the life span
- ✓ Create a personal mission statement that reflects one's purpose over the life span
- ✓ Relate the role of student support services and academic resources to student success and effective decision making

Student Learning Outcomes

Identify and discuss career-related interests, personality characteristics, transferable skills and values.

Demonstrate effective job application, resume writing and interview skills

Create a comprehensive education plan using web-based college and training information and counseling resources

Research and evaluate occupational information utilizing web-based and other career information systems and informational interviews

Analyze and apply information gained from self-assessment instruments and career research to create a career development action plan