

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

CLP 30 - Career Life Planning

3 Unit(s)

Prerequisite(s): NONE

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU

51 hours Lecture

This course is a comprehensive career life planning course with a focus on self-exploration, career exploration, decision making and goal setting, job search strategies, and understanding the world of work in our global economy. Through self assessment students will learn about their interests, personality styles, values, transferrable skills, natural talents and strengths, lifestyle, learning styles, communication styles, and career fitness.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Explore one's social, psychological, and physiological self in relation to careers and career planning.
- B. Identify and evaluate local, state, national, and global labor market trends.
- C. Apply knowledge of one's values, interests, personality style, skills, learning styles, and lifestyle to education and career planning decisions.
- D. Apply knowledge of communication styles and skills in personal, professional and social settings.
- E. Identify one's learning style and skills, and the connection between learning styles and brain hemisphere dominance.
- F. Evaluate and analyze the educational requirements of specific majors and careers.
- G. Research and evaluate careers, jobs, employers, industries, and labor market trends using online resources and by completing informational interviews.
- H. Create effective resumes, cover letters, and job applications; demonstrate appropriate interviewing skills; and describe effective networking and job search strategies.
- I. Identify and apply principles related to personal lifelong social, psychological and physiological wellness.
- J. Utilize emerging technologies for self-exploration, career information, and job search strategies.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Course expectations and overview	1.00
2. Work and labor market trends	4.00
3. Elements of career and life planning = integrating self awareness, social skills and personal health for lifelong fulfillment	3.00
4. Self-assessment of one's values, interests, personality style, skills, wellnes, and learning styles	6.00
5. Communication skills for personal, social and professional relationships	2.00
6. Technology for self-exploration, career information and job search strategies	2.00
7. Career research detailing educational and training requirements, skills, salaries and labor market	6.00

8. Informational interviewing, communication styles, and personal presentation (clothing, hygiene, relational skills)	3.00
9. Evaluating self-knowledge, personal/professional goals, and career information related to decision making	4.00
10. Job search skills	6.00
11. Personal and psychological impact of stress in the workplace: strategies for personal and professional stress management and wellness	2.00
12. Career success skills, time and financial management	6.00
13. Career maintenance and advancement	3.00
14. Putting it together - writing a plan for an integrated approach to career and life	3.00
Total Hours	51.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Guest Speakers
- C. Class Activities
- D. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- E. Discussion
- F. Reading Assignments
- G. Multimedia Presentations
- H. Research Activities

V. METHODS OF EVALUATION

- A. Exams/Tests
- B. Oral Presentation
- C. Class participation
- D. Written Assignments
- E. Essays and research papers
- F. Worksheets and reports
- G. Workbook Activities
- H. Practical Evaluation (i.e., informational interviews)

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read about a current career trend online and summarize it to share in class.
 - 2. Read about a specific career of your choice on the EUREKA career information system online and be ready to share and discuss it in the next class meeting.
- B. Writing Assignments
 - 1. After completing your career assessments including an interest inventory and personality assessment, write about the career and educational paths reported and how they relate to you.
 - 2. After completing your career assessments including an interest inventory and personality assessment, write about a career path you might pursue, specifically addressing the physical and/or psychological stressors related to that profession. Discuss how you can use your particular interests and personality preferences to address these stressors proactively.
- C. Out-of-Class Assignments

1. Using the strategies presented in class, schedule and complete an informational interview for career information.
2. Watch three career videos featured by an industry of your choice on the website roadtripnation.com and write a summary of what you learned about the careers including what you like most and what you like least about each career.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Sukiennik, D., Bendat, W., & Raufman, L. The Career Fitness Program: Exercising Your Options. Tenth Edition. Pearson Prentice Hall, 2012.
- B. Ducat, D. Turning Points: Your Career Decision Making Guide Plus NEW MyStudentSuccessLab 2012. Prentice Hall, 2012.

Materials Other Than Textbooks:

- A. Career activity workbooks (i.e. CLP 30)
- B. Personal preference inventories (may include interest, aptitude, personality, value, skills, learning styles, communication styles, and lifestyle)
- C. Reference Materials
- D. Online Resources

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