



Revised by: J. Rangel-Escobedo  
Reviewed by: C. Duron  
Reviewed by: V. Jacobi  
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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:

TOP Code:	493010: Guidance
SAM Priority Code:	E: Non-Occupational



Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE