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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. This course is offered on a Pass/No Pass basis only. Not open to students who have successfully completed PSYC 1518, 1519 or STSU 1018.

Type of Class/Course: Degree Credit

Text: Bendat, William, Diane Sukiennik, and Lisa Raufman. *Taft College Career Development*.  
US: Pearson, 2015. Print.

Dahlstrom, Harry. *The Job Hunting Handbook*. Holliston: Dahlstrom & Company, 2014. Print.

*California Career Planning Guide*. 2<sup>nd</sup> edition. State of California

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 ~~Game~~ 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