



IMPERIAL COMMUNITY COLLEGE DISTRICT  
IMPERIAL VALLEY COLLEGE  
COURSE OUTLINE-OF-RECORD

DIVISION: Student Services

DATE: February 02, 2012

COURSE TITLE: Personal and Career Development

COURSE NO.: COUN 100

UNITS: 3

LEC HRS. 54.00

LAB HRS. 0

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

This comprehensive course explores the issues and tasks related to personal and career development over the lifespan. By applying psychological, sociological, and physiological principles, students will utilize the career planning process to begin to prepare effectively for work in the 21st century global economy. Topics include assessment of interests, personality characteristics, transferable skills, and work values, career exploration, and decision-making strategies. Job search preparation includes development of a resume, cover letter, and interviewing skills. Prepares new and re-entry students to explore, identify, and integrate career and life planning goals. Emphasis is placed on the importance of actively managing one's career to achieve success in all life roles. A \$6.00 lab fee will be charged. (CSU)

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade or Pass/No Pass

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify career options with emphasis on individual personal interests, abilities, and values. (ILO1, ILO2, ILO4, ILO5)
2. Appraise the perception of the "world of work" and develop an understanding of the process that ensures successful identification and obtainment of a specific major/degree and employment/career. (ILO1, ILO2)
3. Appraisal of acquired skills that recognize the methodology and techniques for creating opportunities for successful career planning. (ILO1, ILO2)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Compare and contrast the assumptions and implications of major career development
2. Identify theories including stages of career development, tasks appropriate to each stage and subsequent implications for adjustment and career choice over the lifespan. Students will examine the significance of self-concept related to career planning.
3. Identify and analyze interests, personality characteristics, preferred skills, and work values and integrate into career decision-making.
4. Assess current workplace trends including global and technological changes and the resulting implications for career planners, while developing and enhancing career/life resiliency and physiological/psychological wellness over the lifespan

to thrive in the new global economy.

5. Research and evaluate detailed occupational and industry information utilizing computerized and web-based career information systems and informational interviews.

6. Compare and contrast positive and negative decision-making strategies and apply the principles of decision-making to formulation of career goals.

7. Identify and analyze psychological and sociological influences on career decision-making.

8. Evaluate potential psychological, sociological, and cultural barriers to achievement of career goals and strategies for overcoming obstacles.

9. Design a career development action plan with specific short-term objectives and long-term goals with completion time frames.

10. Plan the components of an effective job search.

11. Construct a purposeful resume and persuasive cover letter emphasizing specific achievements and skills that meet employer needs.

12. Demonstrate an understanding of the dynamics of the interviewing process in a mock interview.

13. Identify and evaluate physiological and emotional aspects of stress and coping strategies for effective stress management to enable self-awareness, personal growth and balance between mental, social, and spiritual aspects of health.

14. Explore and assess aspects of health and wellness including nutrition, exercise, sleep, relaxation, and development of social networks to understand their impact on career/life resiliency.

15. Reflect on one's own time management skills and explore effective time management strategies to achieve goals.

16. Apply the principles of career management to one's own life, recognizing that it is a lifelong process requiring ongoing evaluation and reprioritizing of values to incorporate all life roles into a healthy work/life balance.

#### VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Personal values, needs, and goals.	10.00%
2. Exploring personal interests as related to potential careers.	20.00%
3. Exploring personal abilities and limitations.	10.00%
4. Exploring occupations and realistic career choices.	20.00%
5. Current career opportunities.	15.00%
6. Pathways for education and training.	10.00%
7. Locating career opportunities.	5.00%
8. Applications, resumes, and interviewing techniques.	10.00%
TOTAL	100%

#### VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Essay

Mid-Term/Final Exam(s)

Objective

Oral Assignments

Problem Solving Exercise

Quizzes

Written Assignments

Other, please identify

Final Project-Career Portfolio and Career Research

VIII. INSTRUCTIONAL METHODOLOGY:

Audio Visual

Computer Assisted Instruction

Demonstration

Discussion

Group Activity

Individual Assistance

Lab Activity

Lecture

Distance Learning

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Reading Assignments: Textbook, handout Material to supplement text Computerized career research Writing, Problem Solving or Performance: Required writing assignments 1. Autobiography 2. Written responses to text exercises and questions 3. Written journal entries throughout course 4. Occupational research report 5. Informational interview essay 6. Resume and cover letter 7. Decision-making/action-planning essay

Reading and Writing:

Chapters from textbook, worksheets, and career research via internet and/or library.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

Sukiennik, Diane, Bendat, William, Raufman, Lisa (2009). *The Career Fitness Program, Exercising Your Options* (9th/e). Upper Saddle River, New Jersey Pearson Prentice Hall. ISBN: -0137010419

<http://www.bls.gov>

<https://actapps.act.org/eDISCOVER/>

<http://www.bls.gov/OCO/>

<http://www.cacareercafe.com/>

<http://www.bls.gov/green/greencareers.htm>