

COURSE OUTLINE

Revision: Teri Eguchi and Don Howard, February 2008

DEPARTMENT: Counseling

CURRICULUM: Human Development

COURSE TITLE: Career Planning

COURSE NUMBER: HDC 100

TYPE OF COURSE: Academic Transfer/Elective

COURSE LENGTH: 1 quarter

CREDIT HOURS: 2

LECTURE HOURS: 22

LAB HOURS: 0

CLASS SIZE: 25

PREREQUISITES: COMPASS: W=68 & R=81
(Or Instructor's Permission)

COURSE DESCRIPTION:

Introduces a systematic approach to help the individual gain a better understanding of self relating to occupational interests and goals. Includes testing and discussions of values, interests and skills.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication – Read and listen actively to learn career-related topics covered. Speak and write effectively for career-related purposes.
2. Human Relations – Recognize the diversity of cultural influences and values related to careers.

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STUDENT LEARNING OUTCOMES ADDRESSED: (cont.)

3. Critical Thinking and Problem Solving – Think critically in evaluating information and making decisions related to majors and careers.
4. Technology – Select and use appropriate technological tools for career-related tasks.
5. Information Literacy – Access and evaluate information from a variety of sources, including technology. Use information to achieve career goals.

GENERAL COURSE OBJECTIVES:

At the end of the course the successful student will possess the competencies below:

1. Knowledge of the importance of self-concept.
2. Understanding developmental changes and transitions.
3. Skills to enter and participate in education and training.
4. Skills to participate in work and lifelong learning.
5. Skills to locate, evaluate and interpret career information.
6. Skills to prepare to seek, obtain, maintain and change jobs.
7. Understanding how the needs and functions of society influence the nature and structure of work.
8. Skills to make career decisions.
9. Understanding the impact of work on individual and family life.
10. Understanding the continuing changes in male and female roles.
11. Skills to make career transitions.

TOPICAL OUTLINE:	APPROX. HOURS
I. Course Introduction	2
II. Occupational Exploration	2
A. Occupational Awareness (Major Occupational Groups)	
B. Current Labor Market Trends (National, State & Local)	
C. Career Information Resources	
III. Educational Exploration	3
A. Relationship between Occupations and Education & Training	
B. Education and Training Information Resources	

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TOPICAL OUTLINE: (cont.)	APPROX. HOURS
IV. Self Assessment and Self Knowledge	10
A. Assessment of Interests	
B. Relationship between Interests And Occupations	
C. Assessment of Personality	
D. Relationship between Personality and Occupations	
E. Assessment of Skills	
F. Relationship between Skills and Occupations	
G. Assessment of Values	
H. Relationship between Values and Occupations	
I. Assessment of Personal Resources (e.g., time, money, energy level, human support systems)	
J. Relationship between Personal Resources and Occupations	
K. Diversity	
V. Career Decisions	3
A. General Decision-Making Strategies	
B. Synthesis of Decision-Making Strategies, Occupational & Educational Exploration and Self Knowledge	
VI. Career Plan	2
A. Written and Oral Career Plan	
B. Timetable for Implementing Career and Educational Decisions	
Total hours:	22

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DATE: February 2008

Course Prefix and Number: HDC 100
 Course Title: Career Planning

SLO #	Included in Course Objective Number	SSCC Student Learning Outcomes
SLO 1.1	1 -11	Communication - Read and listen actively
SLO 1.2	1 -11	Communication - Speak and write effectively
SLO 2.1		Computation - Use mathematical operations
SLO 2.2		Computation - Apply quantitative skills
SLO 2.3		Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills
SLO 3.1		Human Relations - Use social interactive skills to work in groups effectively
SLO 3.2	2,9	Human Relations - Recognize the diversity of cultural influences and values
SLO 4.1	1,7,8,9	Critical Thinking and Problem Solving -
SLO 5.1		Technology - Select and use appropriate technological tools
SLO 6.1		Personal Responsibility - Be motivated and able to continue learning and adapt to change
SLO 6.2		Personal Responsibility - Value one's own skills, abilities, ideas and art
SLO 6.3		Personal Responsibility - Take pride in one's work
SLO 6.4		Personal Responsibility - Manage personal health and safety
SLO 6.5		Personal Responsibility - Be aware of civic and environmental issues
SLO 7.1	3,4,5,6,8	Information Literacy - Access and evaluate information
SLO 7.2	3,4,5,6,8,11	Information Literacy - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society

PREPARED BY: Stephen Coates-White
 DATE: July 17, 2008