

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

X Transfer Course   X A.A. Degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** COUN 115 – Career/Life Planning

**UNIT VALUE:** 3.0

**MINIMUM NUMBER OF SEMESTER HOURS:** 48

**BASIC SKILLS REQUIREMENTS:** None

**ENTRANCE REQUIREMENTS:** None

**PREREQUISITE:**

**COREQUISITE:**

**RECOMMENDED PREPARATION:**

**SCOPE OF COURSE:** A course designed to motivate the student to take responsibility for the management of his/her life, recognizing the values of planning as a means of coping with uncertainty, and relating work effectively to one's own life. *May be offered on educational television.* CSU

**SPECIFIC COURSE OBJECTIVES:** Successful students will:

- Become aware of his/her values, interests, and abilities as they relate to career choice.
- Understand the changing nature of work and lifestyles in the United States.
- Apply the principles of goal setting and other personal management techniques to the process of career choice.
- Be able to take responsibility for creating a satisfactory work/lifestyle balance.
- Learn to acquire the necessary information to undertake career/lifestyle planning.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- I. Introduction to Career/Life Planning
  - A. Dealing with change, making decisions
  - B. Personal responsibility in career/life planning
  - C. Use of Career Center Resources
  - D. Goal setting, short and long-term planning

- E. The “self” and one’s personal attributes
  - F. The importance of self-esteem in career choice
  - G. Essentials for succeeding in college
- II. Assessment of students’ skills, values and interests
- A. Assessment of skills
    - 1. Transferable Skills
    - 2. Job Specific Skills
  - B. Motivational patterns
  - C. Interests
  - D. Values
- III. The World of Work
- A. How occupations are organized
  - B. Work and people environments
  - C. Organizational structures
  - D. Entrepreneurism
  - E. Qualities essential for success
- IV. Conducting a Job Search
- A. Researching for information
  - B. Finding the jobs
    - 1. Discovering job openings
    - 2. Hidden job market
    - 3. Resume
    - 4. Interviews

**REQUIRED READING:** (Varies according to instructor. The following is an example).

Sukiennik, Diane. The Career Fitness Program. 6<sup>th</sup> ed. Upper Saddle River, NJ: Prentice Hall, 2002

**SUGGESTED READING:**

Bolles, Richard N. What Color is Your Parachute? Berkeley, CA: Ten Speed Press, 2003.

Kennedy, Joyce L. and Laramore, Darryl. Career Book. Lincolnwood, IL: VGM Career Horizons, 1993.

Krantz, Les. The Jobs Rated Almanac. New York, NY: Pharos Books, 2000.

Parker, Yana. The Damn Good Resume Guide. Berkeley, CA: Ten Speed Press, 1996.

Parker, Yana. The Resume Catalog. Berkeley, CA: Ten Speed Press, 1996.

Block, Jay and Michael Betrus. 101 Best Resumes for Grads. Highstown, NJ: McGraw-Hill, 2003

**REQUIRED WRITING:** Students complete either a three-page paper or weekly one-page papers which summarize what they discovered about themselves (skills, values, interests, personal attributes), the careers researched in depth and a discussion of career goals.

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.**

Each week, students will read the assigned text, study lecture notes, write in a journal or complete a written assignment or an activity such as interviewing a prospective employer or researching careers in the Career Resource Center.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply:**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

- 33 1/3% - attendance, participation, in-class assignments
- 33 1/3% - workbook or written assignments
- 33 1/3% - Final Exam and Notebook

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit:

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** John Dise

**SIGNATURES ON FILE**