# PG R101: CAREER DEVELOPMENT AND LIFE PLANNING

**Originator**
jmunyantwali

**College**
Oxnard College

**Discipline (CB01A)**
PG - Personal Growth

**Course Number (CB01B)**
R101

**Course Title (CB02)**
Career Development and Life Planning

**Banner/Short Title**
Career Devel and Life Plan

**Credit Type**
Credit

**Start Term**
Fall 2021

**Catalog Course Description**
This course is designed to assist students with self-exploration, career transitions and career-life planning in order to achieve success in a diverse society. Planning and organizing skills that encourage a systematic approach to career development will be used by examining values, interests, skills, life roles, personality type, personal self-management, decision-making and goal setting throughout the life span.

**Taxonomy of Programs (TOP) Code (CB03)**
4930.10 - Career Guidance and Orientation

**Course Credit Status (CB04)**
D (Credit - Degree Applicable)

**Course Transfer Status (CB05) (select one only)**
A (Transferable to both UC and CSU)

**Course Basic Skills Status (CB08)**
N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**
E - Non-Occupational

**Course Cooperative Work Experience Education Status (CB10)**
N - Is Not Part of a Cooperative Work Experience Education Program

**Course Classification Status (CB11)**
Y - Credit Course

**Educational Assistance Class Instruction (Approved Special Class) (CB13)**
N - The Course is Not an Approved Special Class

**Course Prior to Transfer Level (CB21)**
Y - Not Applicable

**Course Noncredit Category (CB22)**
Y - Credit Course

**Funding Agency Category (CB23)**
Y - Not Applicable (Funding Not Used)

**Course Program Status (CB24)**
1 - Program Applicable

**General Education Status (CB25)**
Y - Not Applicable

**Support Course Status (CB26)**
N - Course is not a support course

**Field trips**
May be required

**Grading method**
Letter Graded

**Alternate grading methods**
Credit by exam, license, etc.
Student Option- Letter/Pass
Pass/No Pass Grading

**Does this course require an instructional materials fee?**
No

**Repeatable for Credit**
No

**Is this course part of a family?**
No

## Units and Hours

**Carnegie Unit Override**
No

## In-Class

**Lecture**
**Minimum Contact/In-Class Lecture Hours**
52.5
**Maximum Contact/In-Class Lecture Hours**
52.5

**Activity**

**Laboratory**

## Total in-Class

**Total in-Class**
**Total Minimum Contact/In-Class Hours**
52.5
**Total Maximum Contact/In-Class Hours**
52.5

## Outside-of-Class

**Internship/Cooperative Work Experience**

**Paid**

**Unpaid**

## Total Outside-of-Class

**Total Outside-of-Class**
**Minimum Outside-of-Class Hours**
105
**Maximum Outside-of-Class Hours**
105

## Total Student Learning

**Total Student Learning**
**Total Minimum Student Learning Hours**
157.5
**Total Maximum Student Learning Hours**
157.5

**Minimum Units (CB07)**
3
**Maximum Units (CB06)**
3

**Student Learning Outcomes (CSLOs)**

| | **Upon satisfactory completion of the course, students will be able to:** |
| --- | --- |
| 1 | Identify and explain their personality type and how it relates to career success. |
| 2 | Identify five different career resources that will assist them in career exploration. |
| 3 | Develop a complete student ed plan. |

**Course Objectives**

| | **Upon satisfactory completion of the course, students will be able to:** |
| --- | --- |
| 1 | Assess their personality types, interests, and values |
| 2 | Formulate a list of lifetime goals |
| 3 | Apply a decision making process to practical problem scenarios provided in the textbook |
| 4 | Identify priorities based on lifetime goals |
| 5 | Select time management strategies to accomplish lifetime goals |
| 6 | Identify motivational techniques for personal success |
| 7 | Develop an understanding of how societal and cultural conditioning influences career choices |
| 8 | Practice effective communication techniques |
| 9 | Increase awareness and appreciation of social diversity |
| 10 | Apply and appreciate the interrelationships of change, stress and crisis, as well as learn methods of coping with each |
| 11 | Develop an educational plan consistent with career goals |
| 12 | Identify transferable skills (for example critical thinking, problem solving, decision making, etc.) |
| 13 | Identify money management techniques that lead to financial security |
| 14 | Navigate the college portal for college and class announcements and assignments |

## Course Content

**Lecture/Course Content**
1. Personality inventories
2. Occupational and interest inventories
3. Values clarification exercises
4. Goal setting principles
5. Decision making models
6. Time management methods
7. Money management techniques
8. Techniques Applying behavior modification principles to establish successful habits
9. Cultural and economic trends
    a. Interpersonal communication
        i. Being a good listener
        ii. Barriers to effective communication
        iii. The language of responsibility: "I" and "you" statements
        iv. The "win-win" approach to problem solving
    b. Diversity
        i. Understanding and appreciating social diversity
        ii. Prejudice and discrimination
    c. Career Assessment and Research
        i. Assessment of personality, interest, values to choose an appropriate major and career and to develop an educational plan
        ii. Research potential careers
    d. Career Outlook and Salary
        i. Career trends of the future
        ii. Work skills necessary for future success
        iii. Research techniques utilizing the library and the Internet

**Laboratory or Activity Content**
None

## Methods of Evaluation

**Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):**
Written expression

**Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):**
Essay exams
Essays
Group projects
Individual projects
Journals
Objective exams
Oral presentations
Quizzes
Reports/papers
Research papers

## Instructional Methodology

**Specify the methods of instruction that may be employed in this course**
Audio-visual presentations
Computer-aided presentations
Collaborative group work
Class activities
Class discussions
Distance Education
Field trips
Group discussions
Guest speakers
Instructor-guided interpretation and analysis

Instructor-guided use of technology
Internet research
Lecture
Small group activities

**Describe specific examples of the methods the instructor will use:**
1. Instructor-guided lecture, with large group and small group discussion on goal setting
2. Classroom or individual exercises such as taking personality inventory tests
3. Individual projects such as interviewing professionals in the student's career choice
4. Guest speakers such as, career development counselor, human resource specialists and others
5. Online assignments on www.my10yearplan.com that allow students to explore their career interests by first understanding who they are, what they want and how they can attain it

## Representative Course Assignments

### Writing Assignments
1. Complete Textbook Assignments
2. Complete Goal Setting Journal Entries
3. Complete Career Center Assignment
4. Complete Library Assignment
5. Complete Transfer Center Assignment

### Critical Thinking Assignments
1. Participate in classroom and small group discussions about pursuing careers based on outsiders influence versus self interests and passions
2. Participate in classroom and small group discussions about overcoming different kinds of life challenges in order to achieve life goals
3. Comparing and contrasting different career paths in relation to desired lifestyles

### Reading Assignments
1. Textbook and Online Assignments from career exploration online resources
2. Career Articles

### Other assignments (if applicable)
1. Students will complete online career assessments and analyze their results in determining their career interests and life goals
2. Students will interview or job shadow one to two people in careers that they are considering and summarize or present their findings in relation to their careers of interest
3. Students will use DegreeWorks to map out an educational plan that would lead to career of interest

## Outside Assignments

### Representative Outside Assignments
1. Summary of career interests and how they relate to students personality type
2. A paper on resources provided by the college to help with college success based on the college website
3. A summary of College Websites that assist with college transfer
4. A summary of websites and college resources that assist with career exploration
5. Prepare written and/or oral presentation on student support services, career options, transfer options or educational pathways
6. Visit a student service department/s and provide summary of the personnel and kinds of support provided
7. Research reports on academic strategies, learning styles, university research, student services, personal goals and student planners.
8. Online assessment/surveys on career interests and study skills
9. Reports on interviews conducted to learn about college resources and career options
10. Written report or Oral Presentation on Job Shadowing/Informational Interview experience
11. Sample education plans created in DegreeWorks
12. Sample Cover Letter and Resume
13. Weekly short assignments related to lecture or presentations

**Articulation**

**Comparable Courses within the VCCCD**
COUN M02 - Career and Life Planning
GW V01A - Discovering the Right Career

## District General Education

## A. Natural Sciences

## B. Social and Behavioral Sciences

## C. Humanities

## D. Language and Rationality

## E. Health and Physical Education/Kinesiology

## F. Ethnic Studies/Gender Studies

## CSU GE-Breadth

## Area A: English Language Communication and Critical Thinking

## Area B: Scientific Inquiry and Quantitative Reasoning

## Area C: Arts and Humanities

## Area D: Social Sciences

## Area E: Lifelong Learning and Self-Development

**E Lifelong Learning and Self-Development**
Approved

## Area F: Ethnic Studies

## CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

## IGETC

## Area 1: English Communication

## Area 2A: Mathematical Concepts & Quantitative Reasoning

## Area 3: Arts and Humanities

## Area 4: Social and Behavioral Sciences

## Area 5: Physical and Biological Sciences

## Area 6: Languages Other than English (LOTE)

**Textbooks and Lab Manuals**
**Resource Type**
Textbook

**Description**
Mindy Bingham and Sandy Stryker (2019).*Career Choices and Changes* (Sixth Edition). Academic Innovations. 9781878787

| Resource Type |
| --- |
| Textbook |

**Description**
Oxnard College Catalog

## Distance Education Addendum

### Definitions

**Distance Education Modalities**
Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

### Faculty Certifications

**Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.**
Yes

**Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.**
Yes

### Regular Effective/Substantive Contact

**Hybrid (1%–50% online) Modality:**

| Method of Instruction | Document typical activities or assignments for each method of instruction |
| --- | --- |
| Video Conferencing | Students will participate in Zoom lectures in which they may have small group or in class discussions related to the lecture |
| Other DE (e.g., recorded lectures) | Students will listen to pre-recorded lectures or videos pertaining to a specific topic. They may also have assigned readings, activities and/or assignments to be completed on a specified online platform. |
| Asynchronous Dialog (e.g., discussion board) | Students will respond to different discussion topics and will comment on other students responses |
| Synchronous Dialog (e.g., online chat) | Students will share their thoughts of the online lecture in an online chat with their classmates |

**Hybrid (51%–99% online) Modality:**

| Method of Instruction | Document typical activities or assignments for each method of instruction |
| --- | --- |
| Other DE (e.g., recorded lectures) | Students will listen to pre-recorded lectures or videos pertaining to a specific topic. They may also have assigned readings, activities and/or assignments to be completed on a specified online platform |
| Asynchronous Dialog (e.g., discussion board) | Students will respond to different discussion topics and will comment on other students responses |
| Video Conferencing | Students will participate in Zoom lectures in which they may have small group or in class discussions related to the lecture |
| Synchronous Dialog (e.g., online chat) | Students will share their thoughts of the online lecture in an online chat with their classmates |

**100% online Modality:**

| Method of Instruction | Document typical activities or assignments for each method of instruction |
|---|---|
| Other DE (e.g., recorded lectures) | Students will listen to pre-recorded lectures or videos pertaining to a specific topic. They may also have assigned readings, activities and/or assignments to be completed on a specified online platform |
| Asynchronous Dialog (e.g., discussion board) | Students will respond to different discussion topics and will comment on other students responses |
| Video Conferencing | Students will participate in Zoom lectures in which they may have small group or in class discussions related to the lecture |
| Synchronous Dialog (e.g., online chat) | Students will share their thoughts of the online lecture in an online chat with their classmates |

## Examinations

**Hybrid (1%–50% online) Modality**
Online
On campus

**Hybrid (51%–99% online) Modality**
Online
On campus

**Primary Minimum Qualification**
COUNSELING

## Review and Approval Dates

**Department Chair**
09/14/2020

**Dean**
09/18/2020

**Technical Review**
10/28/2020

**Curriculum Committee**
10/28/2020

**DTRW-I**
MM/DD/YYYY

**Curriculum Committee**
12/09/2020

**Board**
MM/DD/YYYY

**CCCCO**
MM/DD/YYYY

**Control Number**
CCC000106299

**DOE/accreditation approval date**
MM/DD/YYYY