

West Hills College Coalinga
Course Outline of Record Report
 09/14/2018

IS002 : Career Planning

General Information

Author(s):	-
Subject (CB01):	IS
Number (CB01):	002
Course Title (CB02):	Career Planning
Department:	Interdisciplinary Studies
Proposal Start:	Spring 2018
TOP Code (CB03):	(4930.12) Job Seeking/Changing Skills
CIP Code:	32.0105
CIP Name:	Job-Seeking/Changing Skills
SAM Priority Code (CB09):	Non-occupational
Distance Education Approved:	Yes
Course Control Number (CB00):	CCC000326228
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
External Review Approval Date:	09/27/2010
Course Description:	IS 002 examines the career development process and teaches students a quantifiable decision-making process that will help them identify and plan for their career/life planning and educational goals. The course focuses on self and career exploration, as well as identifying an educational pathway to achieve desired professional goals. Students will identify their interests, values, skills, and personality types as they relate to career/life planning and educational goals. (AA, CSU)
Submission Rationale:	No value

Faculty Requirements

Master Discipline Preferred:	<ul style="list-style-type: none"> Counseling
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	No value
Additional Bachelors or Associates Discipline:	No value

Course Development Options

Course Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Rationale For Credit By Exam/Challenge

No value

Course Special Class Status (CB13)

Course is not a special class.

Allowed Number of Retakes

0

Retake Policy Description

No value

Grade Options

- Letter Grade methods

Course Prior to College Level (CB21)

Not applicable.

Allow Students To Audit Course

Associated Programs

Course is part of a program (CB24)

Associated Program

No value

Award Type

No value

Transferability & Gen. Ed. Options

Request for Transferability (CB05)

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	1	Total Course In-Class (Contact) Hours	18	Total Student Learning Hours	54
Maximum Credit Units (CB06)	1	Total Course Out-of-Class Hours	36	Faculty Load	-

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non-Credit Category (CB22)

Credit Course.

Non-Credit Characteristics

No value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	1	2
Lab Hours	-	-
Activity Hours	-	-

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	18
Lab	-
Activity	-
Total	18
Course Out-Of-Class Hours	
Lecture	36
Lab	-
Activity	-
Total	36

Time Commitment Notes for Students

No value

Faculty Load

Extra Duty: -

Faculty Load: -

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No value	No value	No value	No value

Requisites

Advisory

ENG110B - Intermediate Reading & Writing

A. Read introductory collegiate level vocabulary B. Determine the main idea of a paragraph C. Sequence the major ideas of a passage D. Compose phrases and simple sentences in response to short answer test questions

Entrance Skills

Skill	Content Review
No value	No value

Limitations on Enrollment

Limitation	Provide Rationale
No value	No value

Specifications

Methods of Instruction	Methods of Instruction Rationale
Internet Research	B. Internet searches
Class Discussions	C. Group discussions
Other	A. Readings

Assignments

Writing Assignments/Proficiency Demonstration - A. A summary of the learning objectives from the various assessments and assignments will be required of the student. B. The final assignment of a career project will be required in essay form.

Assignments that demonstrate critical thinking - A. Students will be asked to participate in group discussions and/or write opinion essays after each assignment.

Assignments, methodologies, or other examples of how cultural pluralism is addressed - The instructor will facilitate discussions and assignments presented in class so the students have an understanding of their unique characteristics they bring to the workforce compared to the various diverse populations in the labor market not only in the Central Valley, but in the United States. Students are introduced to research presented from other students' perspectives to include but are not limited to gender dominant careers such as truck driving and nursing and the biases and resolutions presented when working in those industries.

Methods of Evaluation		Methods of Evaluation Rationale		
Project		B. Career project paper		
Participation		C. Participation in discussions		
Other		A. Written assignments		
Equipment				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
Other Instructional Materials				
Description	Author	Citation		
No Value	No Value	No Value		
Materials Fee				
No value				

Learning Outcomes and Objectives

Course Objectives

A. identify his or her interests, values, skills and personality type as they relate to career/life planning.

B. relate self-assessment data to specific occupations and/or career fields.

C. examine information regarding specific occupations by researching job descriptions, job requirements and other pertinent data.

D. examine the various techniques and aspects of informed decision-making.

CSLOs

IS-002-CSLO-01: The student will compare and contrast careers based on critical thinking, analytical and decision-making skills.

Expected SLO Performance: 70.0

IS-002-CSLO-02: The student will identify career goals based on their strengths and talents.

Expected SLO Performance: 70.0

Outline

Course Outline

- A. Overview of career planning process
- B. Career assessment program
- C. Values clarification
- D. Skills assessment
- E. Accomplishment story
- F. Personality mosaic/inventory
- G. Career searching resources
- H. Informational interviewing
- I. Resume writing