

**College of San Mateo**  
**Official Course Outline**

**1. COURSE ID:** CRER 100    **TITLE:** Career Planning and Life Exploration

**Units:** 3.0 units    **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours

**Method of Grading:** Grade Option (Letter Grade or Pass/No Pass)

**Recommended Preparation:**

Eligibility for ENGL 100, or Eligibility for ENGL 105

**2. COURSE DESIGNATION:**

**Degree Credit**

**Transfer credit:** CSU; UC

**3. COURSE DESCRIPTIONS:**

**Catalog Description:**

This course is designed to help students demonstrate an understanding and appreciation for the impact and significance of career choices on their lifestyle and social experiences. Provides a comprehensive approach to life and career planning. Topics include evaluation of students' values, skills, personality and interests, an analysis of career research and exploration, and learning current job seeking skills. An intensive career investigation that encompasses decision-making, goal-setting, job search strategies, resume writing, and interviewing skills will be completed. Students will analyze the relationship between themselves, their life choices and the ongoing process of career planning and self-development.

**4. STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Evaluate career interests, skills, values, and personality to make well informed career choices.
2. Identify and understand the key factors that may influence your education, career, and personal decision-making.
3. Identify the different factors which contribute to college success.
4. Demonstrate the ability to integrate knowledge and self-awareness to identify appropriate life and career choices.

**5. SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Create an effective resume to be used for career-related opportunities.
2. Demonstrate knowledge of informational interviewing skills.
3. Define life stages and their relationship to career and life planning.
4. Examine occupations, college majors and/or vocational programs that relate to identified interests.
5. Analyze and integrate personality as it relates to fields of study and career satisfaction.
6. Select and integrate satisfying transferable and self-management skills into the career development process.
7. Define and clarify life and career values.
8. Summarize how motivated values can affect future career and life planning decisions.
9. Identify and choose appropriate educational and career resources on-campus and on-line for career/college major research.
10. Analyze possible careers and/or majors as to appropriate personal fit based on all career assessment results.
11. Explain how personal beliefs, social and cultural conditioning and workplace trends affect career choices and career planning.
12. Demonstrate ability to appraise print and web-based information regarding labor market trends and careers.
13. Examine individual decision-making process and goal setting strategies.
14. Distinguish successful components of job search strategies, effective resume, cover letters and interview skills.

**6. COURSE CONTENT:**

**Lecture Content:**

1. Exploration of Career Development Theories: life span stages, social-psychological factors including Maslow's Herzberg's and Super's Theories.
2. Define work values; Understand personality type in relation to possible career and life satisfaction.

3. Interests clarification: Career Assessment Inventory (Focus2Career) to align with counseling division and Promise; research and evaluation of interests and careers.
4. Career Resources and Research: research careers and college majors using any of the following resources: O\*Net, Occupational Outlook Handbook, EUREKA (The California Career Information System) and web-based resources. Using these resources to explore the labor market and projected career trends. Follow up with an informational interview assignment.
5. Academic majors in relation to interests, values, and abilities; Evaluation of myths related to majors and careers; Exploration of majors utilizing EUREKA, Project Assist and college catalogs.
6. Skills Identification through evaluation of self-management skills, transferable skills using EUREKA Micro Skills IV, and motivated skills card sort; assessment of strengths and areas to improve on the SCAN competencies for the 21st Century.
7. Values clarification using motivated values card sort; values checklist/activities.
8. Decisions and Goal-Setting: a critical examination of all career assessments, research completed and integration of social and cultural decision-making implications.
9. Job Search Process: Examination of effective job search strategies; development of a resume and cover letter; techniques for effective networking and interview skills and critique of the videotaped mock job interview.
10. Guest Speakers: Invite specific industries and pathways of student interest and in fields with occupation growth in the bay area aligned with our Workforce Development programs to speak to our students.

## 7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Critique
- D. Discussion
- E. Guest Speakers

## 8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

### Writing Assignments:

1. Personal History Paper- students prepare a 2-3 page report that summarizes their background, education, work, and leisure activities.
2. Putting It All Together Paper - students prepare a 3-5 page paper that summarizes their reflection around career choices and describes their best fit in a job or career.
3. Career Exploration Assignment- students research 3 careers/occupations and write a 4-6 page paper which summarizes their results.
4. Professional Portfolio: Develop a comprehensive 10-Year Career and Education Plan. Includes professional resume, LinkedIn account, cover letter, awards, applications, interview questions/responses, and any other support documents to help prepare for the future. Students will present their professional portfolio during final class periods.

### Reading Assignments:

1. Textbook Reading: Read one chapter per week, approximately 15 pages per chapter
2. Career Articles: Read one article per week, approximately 5-7 pages per week
3. College Catalog/Pathways Review: Read approximately 10 pages per week and review of transfer/IGETC pathways that align with students career interests

### Other Outside Assignments:

1. Informational Interview Report/Presentation- Students arrange and conduct an interview, prepare a 3-5 page written report, and make a class presentation.
2. (OPTIONAL) Visit to College of San Mateo, as a class to visit, Learning Centers, Counseling Division, Financial Aid Department, Welcome Center, Learning Communities, Library and other Student Services Programs, prepare a 2-3 page reflection of the visit and how the services CSM, or a Community College, provides will support them upon beginning college

## 9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Group Projects
- C. Homework

D. Oral Presentation

E. Papers

F. Portfolios

G. Projects

H. Quizzes

I. Research Projects

J. Completion of a personal essay which includes personal, career and educational goals. Various quizzes for review on specific topics. A career research paper submitted with personal conclusion stated. Mock Job Interview with strengths and areas for improvement highlighted. Textbook report on select chapters for personal and career growth. Informational Interview completed and shared with a summary critique of highlights. Portfolio submitted with all class assignments assessment test results summarized with the conclusion for future action.

10. **REPRESENTATIVE TEXT(S):**

Possible textbooks include:

A. Bingham, M. and Stryker, S.. *Career Choices and Changes*, 5th Edition ed. Academic Innovations, 2017

Possible software includes:

A. My 10 Year Plan. Melinda Bingham & Associates, LLC, 2005-2019 ed.  
<https://secure.my10yearplan.com/>

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**Effective Term:** Fall 2022

**Course Originator:** Leonardo Cruz