

SAMPLE COURSE OUTLINE

FOR CTE VERSION OF CAREER AND LIFE PLANNING COURSE

(Use this version when planning for high school dual enrollment where high school teacher is faculty)

Department: (Determine appropriate CTE department)

Subject Area and Course Number:

Course Title: (Example: Personal Planning)

Discipline: (Example: Office Technologies)

Units: 3

Repeatability: May be repeated 0 time(s)

Catalog Course Description:

Learn to evaluate a career and how to identify and evaluate interests, opportunities, skills, and training needed for chosen career path.

Description for Schedule of Classes:

Learn to evaluate a career and how to identify and evaluate interests, opportunities, skills, and training needed for chosen career path.

Lecture Hours: 48-54 (Total Hours: 3.2 per week) **Laboratory Hours:** None

Prerequisite: None

Concurrent Corequisite: None

Course Advisories: None

Limitation on Enrollment: None

Math and English Skills Advisories: Eligibility for one level below transfer level English

Course Objectives:

- Identify personal principles and values
- Describe in writing how to use the visioning technique to develop career goal
- Create a personal profile of goals
- Assess current skills and identify the gap between where you are and your goals
- Identify areas for development based on a current job description in a desired field
- Describe the problem-solving model to develop a plan to meet goals
- Complete a decision-making matrix based on research related to a chosen field
- Create a personal budget profile based on specific industry sector information
- Analyze and describe budget impact on future decision making
- Create a 10-year personal plan that includes appropriate training and skills required to attain stated goals
- Identify tools to research future career fields
- Deliver an oral presentation describing the planning and goal-setting process and the decision-making structure used to create the personal planning profile and 10-year Plan

Student Learning Outcomes:

- Describe the visioning process to develop career goals
- Identify and describe goals ascertained as a result of the process
- Apply effective decision-making based on research in building a realistic budget
- Apply problem-solving techniques to refine the goal-setting process
- Develop a comprehensive 10-year Plan to include portfolio items

Course Content and Scope:

Course curriculum does not include psychometrics.

- Principles and values assessment
- Visioning process
- Personal goal profile
- Personal strengths and weaknesses for career planning
- Skills gap assessment
- Problem-solving model
- Effective decision making
- Personal budget building
- Integration of budget with personal planning goals
- 10-year Plan process
- Research tools related to specific industry sectors
- Synthesis of information and presentation skills

Methods of Instruction:

Lecture, Observation and Demonstration, Discussion, Visiting Lecturers, Videos and Multimedia (as applicable)

Sample Assignment

1. Research various industry sectors for information related to possible career paths
2. Develop a goal-setting profile
3. Develop a personal budget based on appropriate research
4. Deliver an oral presentation based on research and personal planning

Required Assignments

The student will be required to participate in class activities, complete all application/exercises.

Methods of Evaluation:

Final grades will be based on the student's performance within the following activities:

1. Class activities 50%
2. Tests, cases, or assignments 25%
3. Application exercises 25%

Appropriate Texts and Supplies:

Bingham, Mindy and Stryker, Sandy (2017). *Career Choices and Changes: A workbook to discover who you are, what you want, and how to get it.* Academic Innovations.