

**I. COURSE DESCRIPTION:**

A. Department Information:

Division: Student Support  
Department: Counseling  
Course ID: SDEV 102  
Course Title: College to Career  
Units: 2  
Lecture: 2 hours  
Laboratory: None  
Prerequisite: None

- B. Catalog and Schedule Description: Designed for students seeking direction in setting academic and career goals. A bio-psycho-social perspective will be used to highlight the person-environment dynamics crucial to a well-rounded preparation for a fulfilling career. Major topics will include evaluation of personal interests, abilities and values, and the utilization of technological resources to identify career choices and labor market trends. (formerly HUMDV 102)

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One**

**III. EXPECTED OUTCOMES FOR STUDENTS:**

Upon successful completion of the course, the student should be able to:

- A. Identify interests and analyze aptitudes, values and personality traits as related to career development
- B. Utilize career and life planning literature and resources that pertain to labor market trends in society
- C. Evaluate occupational options employing information gathered through career research and narrow occupational choices based on information obtained through self-assessment
- D. Write a standard resume and cover letter
- E. Define personal and professional characteristics required for success
- F. Utilize the Internet, career assessments, and software to analyze career information

**IV. COURSE CONTENT:**

- A. Introduction to career development and life planning processes
  1. Adult life stages: physiological, cognitive, and social implications
  2. Career developmental stages and barriers to achievement
  3. Decision-making skills and strategies
- B. Goal-Setting
  1. Goals and outcomes strategies
  2. Short term goals
  3. Long term goals
  4. Stress management relative to environmental factors, personal coping, self-efficacy, and social support resources
- C. Career Testing and Interpretation
  1. Self-Directed Search (SDS)
  2. COPS (Career Occupational Preference System)
  3. Myers-Briggs Type Indicator (MBTI)
  4. Evaluation of results
  5. Implication for career choice
- D. Self-esteem and personal development
  1. Clarification of needs, interests, and values
  2. Relationship of needs, interests, and values to career choice
  3. Examination of personality and interest variables as they relate to career choice
- E. Skills identification and development

1. Physical and motor skills
  2. Cognitive skills
  3. Interpersonal skills
  4. Technological skills
  - F. Societal trends, cultural norms and biases that affect career choice
    1. Workplace trends
    2. Cultural diversity
    3. Promising occupations
    4. Salary projections
    5. Job satisfaction and success in multi-cultural and diverse work settings
  - G. Use of published and computerized sources of information about career choice
    1. Eureka
    2. Career Center demonstration of Internet sites
  - H. Choice of major to meet career goal
    1. UC Pathways, CSU Mentor, AICCU Mentor
    2. ASSIST
    3. UC Application – Personal Essay
    4. Catalog use and research
  - I. Understanding the job market
    1. Labor statistics
    2. Supply and demand
    3. Geographic factors
  - J. Job search strategies
    1. Informational interviewing
    2. Networking
    3. Electronic job search techniques
  - K. Development of the resume and cover letter
    1. Formats for the resume
    2. Background and skills information
  - L. Job interview strategies
    1. Mock interviews
    2. Proper interview attire
- V. METHODS OF INSTRUCTION:**
- A. Lecture
  - B. Demonstrations
  - C. Group discussion
  - D. Audio-visual presentations
  - E. Field trips
  - F. Role-playing
  - G. Guest speakers
  - H. Self-assessment inventories
- VI. TYPICAL ASSIGNMENTS:**
- A. Journal writing
  - B. Use of Eureka (career information system) to research career options
  - C. Evaluate and summarize career inventory results in essay format
  - D. Self assessment paper that analyzes individual values, interests, skills, and career inventories
  - E. Interview a faculty member about a major, and write a one-page paper.
  - F. Write a personal essay for the UC application
- VII. EVALUATION(S):**
- A. Methods of Evaluation
    1. Class participation

San Bernardino Valley College  
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2. Journal writing
3. Essays
4. Mid-term
5. Final Examination

Sample Examination Questions:

- a) Describe how personal characteristics play a role in career satisfaction.
- b) Define "Transferable Skills" and discuss their applicability to career choice.

- B. Frequency of Evaluation
1. Midterm examination
  2. Final examination
  3. Minimum of three one page essays

**VIII. TYPICAL TEXT(S):**

Sukiennik, D., Bendat, W., and Raufman, L. The Career Fitness Program: Exercising Your Options. Pearson Education, 2000.

Schmidt, G., Kolpin, T., Riedlinger, B., Choy, C. Personal and Career Exploration. Kendall/Hunt, 2000.

Ellis, D. and Toft, D. Becoming a Master Student. Houghton Mifflin Company, 2002.

Downing, Skip. On Course Strategies for Creating Success in College and in Life. Houghton Mifflin, 2002.

Sherfield, R., Montgomery, R., Moody, P. Cornerstone: Building on Your Best. Prentice Hall, 2002.

Williamson, J., McCandrew, D., Muse, C. Roadways to Success. Prentice Hall, 2004.

**IX. OTHER SUPPLIES REQUIRED OF STUDENTS: None**