

Counseling 100
Personal and Career Development
Fall 2012

Instructor: Gilbert Campos
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Textbook: The Career Fitness Program, Tenth Edition

Course Objective: This comprehensive course explores the issues and tasks related to personal and career development over the lifespan. Applying psychological, sociological, and physiological principles, students will utilize the career planning process to begin to prepare effectively for work in the 21st century global economy. Topics include assessment of interests, personality characteristics, transferable skills, and work values, career exploration, and decision-making strategies. Job search preparation includes development of a resume, cover letter, and interviewing skills. Prepares new and re-entry students to explore, identify, and integrate career and life planning goals. Emphasis is placed on the importance of actively managing one's career to achieve success in all life roles.

Grading:	Points
Attendance and Class Participation	300
Class work	200
Homework & Quizzes	200
Projects	200
Final exam	100

Final Grade based on total amount of points earned:

900-1000-----	A
800-899-----	B
700-799-----	C
600-699-----	D
Below 600-----	F

Class Policies:

- No **cell phones** allowed in class during class time.
- No food or drinks in the classroom. Bottled water is acceptable.

Students with disabilities at Imperial Valley College are eligible for accommodations related to their disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Services are provided to students with mobility, visual, hearing, speech, and orthopedic impairments, learning disabilities, psychological disabilities, Acquired Brain Injury, and other health impairments. Services are provided on an individual basis and may include reader services, note taking, tutoring, counseling, sign language interpreting, priority registration, learning disability assessment, and adapted computer instruction."

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CLASS SCHEDULE

- 08/21/12 Introduction, review course syllabus and course overview.
- 08/28/12 What IVC has to offer? Discuss certificates, majors, and transfer studies. Discuss universities, UC's and CSU's. Education and your career. Chapter 1: Personal assessment. Understanding the differences between a job and a career. Overview of life stages. Choosing and changing careers.
- 09/04/12 Chapter 2: Programming yourself for success. Self-esteem, positive outlook, assertiveness, humor, and self-confidence.
- 09/11/12 Chapter 3: Values clarification. Defining your values, clarifying values, and needs and motivators.
- 09/18/12 Chapter 4: Focusing on you: personality and interest. Exploring personality and identifying your fields of interest.
- 09/25/12 Chapter 5: Skills assessment. Defining your skills, identifying your skills, and transferable skills. Personality traits.
- 10/02/12 The world of work. Chapter 6: Society and career choices. **Assign and Discuss Class Project.**
- 10/09/12 Chapter 7: Brainstorming career options.
- 10/16/12 Chapter 8: Making Decisions: Decision making strategies. Goal setting.
- 10/23/12 Chapter 9: Targeting your job or career search. Evaluating career choices. What really matters in a career?
- 10/30/12 Chapter 10: Resumes. Preparing a winning resume. Strategies and techniques.
- 11/06/12 Chapter 11: Interviewing successfully. Techniques and strategies
- 11/13/12 Chapter 12: Future focus
- 11/20/12 Start classroom presentations
- 11/27/12 Finish classroom presentations.
- 12/04/12 Final Exam.