

COUN-111: CAREER DECISION-MAKING

Effective Term

Fall 2025

CC Approval

03/07/2025

AS Approval

03/13/2025

BOT Approval

03/20/2025

COCI Approval

04/30/2025

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications

Counseling (Master's Degree)

And/Or

Subject Code

COUN - Counseling

Course Number

111

Department

Counseling (COUN)

Division

Counseling (COUN)

Full Course Title

Career Decision-Making

Short Title

Career Decision-Making

CB03 TOP Code

4930.10 - Career Guidance and Orientation

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

E - Non-Occupational

Rationale

Course description update to more accurately reflect intent of this course. Updated SLO language, objectives, textbook publication, added Examples of learning activities and Methods of Evaluation.

SECTION B - Course Description

Catalog Course Description

This course will guide students through a short-term career and educational planning process, to develop the skills and resources necessary to make an informed career decision and to set realistic, achievable goals.

SECTION C - Conditions on Enrollment**Open Entry/Open Exit**

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**SECTION D - Course Standards****Is this course variable unit?**

No

Units

1.50

Lecture Hours

27.00

Outside of Class Hours

54

Total Contact Hours

27

Total Student Hours

81

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content**Student Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:

1. Through self-exploration using career assessment results, students will apply the skills and knowledge necessary to make informed career and educational decisions.
2. Utilize current career and educational research tools.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Identify and evaluate in writing preferred and transferable skills, interests, abilities, values, and personality style, in a career and educational decision-making context.
2. Develop a career and educational plan for the implementation and achievement of meeting a primary career goal.

3. Identify and analyze major trends in the world of work.
4. Formulate identifiable career and college major decisions, based upon knowledge of self and the world of work.
5. Utilize online career development and college resources to plan, develop, and evaluate career and educational goals.
6. Examine diversity in the workplace including issues of equity, racism, sexism and non-traditional roles.

Course Content

1. Introduction to career and educational planning:
 - a. Career development theory
 - b. The career planning process
 - c. The educational planning process
 - d. Introduction to and explanation of career assessment instruments
 - e. Self and career awareness
2. Taking and scoring self-assessment instruments
3. Interpretation of self-assessment instruments
4. Identification of preferred and transferable skills
5. Demographic, economic, and occupational trends
6. Decision making skills
7. Goal setting skills
8. Orientation to online career resource materials
9. Research of occupational information, career trends, and college majors
10. Orientation to use of informational interviewing and networking
11. Integration of information, for achievement of informed decision-making and realistic goal-setting
12. Conducting informational interviews
13. Identification of educational resources for vocational and transfer options

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Lecture	In person lectures.
Other	Lecture, online resources, group activities, and interview role plays.

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Homework	Reading and writing assignments from the textbook or from online resources such as www.eureka.org .
Projects	Research project on occupations that correspond to one's assessment results, different occupations within a specified industry and college majors that correspond to one's assessment results.

Portfolios	Job search portfolio consisting of a current sample application, resume, references, skill samples, etc.
Oral Presentations	Final oral presentation demonstrating knowledge and experienced gained from job shadow or informational interview assignment.

Assignments

Reading Assignments

Articles provided by the instructor, for example:

1. Occupational Outlook Quarterly articles
2. Articles published by the Department of Labor on current labor market trends
3. State of California Labor Market Information Newsletter

Writing Assignments

1. Completion of an informational interview or a job-shadow assignment, for the purpose of experiencing one's career or educational interest from the perspective of someone doing that work.
2. Completion of a career and/or educational research paper using resources such as internet sites, hard copy resources, informational interviews, job or educational site visits, or the NVC Career Center resources.

For example: The paper will reflect a comprehensive understanding and evaluation of self and the career/educational goals; research from various resource will be used to make better informed career/educational career decision.

SECTION F - Textbooks and Instructional Materials

Material Type

Other required materials/supplies

Description

A battery of career assessment instruments for identifying one's preferred interests, skills, values, and personality style.

Material Type

Open Educational Resource (OER)

Author

Dave Dillon

Title

Blueprint for Success in College and Career

Edition/Version

1.2

Publisher

Linda Bruce Bill and Lumen Learning

Year

2021

Course Codes (Admin Only)

ASSIST Update

No

CB00 State ID

CCC000514141

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No