I. **OVERVIEW**

The following information will appear in the 2016 - 2017 catalog

GUIDE 111—CAREER EXPLORATION 1 UNITS

Formerly listed as: GUIDE - 111: Career Awareness
18.00 Lecture Hours

**Recommended for Success:** Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 49 or satisfactorily complete READ 40 or qualification by the MJC assessment process.

Assists students in exploring career alternatives through development of skills necessary for the research, selection and planning of a life-long career. The role of attitudes, interests, values and skills will be addressed. Interests, temperament/personality and values tests may be used. Important aspects of occupational choice will be covered along with occupational information. An educational plan will be developed. Students must complete a conference with a counselor during the semester. Field trips are not required. Not repeatable. (P/NP Only) **Transfer:** (CSU) (CC: GUIDE 11) **Local Requirement:** (Guidance)

II. **LEARNING CONTEXT**

Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goal specified in Section III, Desired Learning:

### A. COURSE CONTENT

1. **Required Content:**

   A. Personal assessment (values, aptitudes, interests, skills, lifestyle preferences); may include the use of test instruments
   B. Approaches to career planning and decision-making
   C. Occupational factors and socio-economic factors (hours, salaries, work environment, etc.)
   D. Labor market trends
   E. Sources of occupational information
   F. Decision-making skills
   G. Educational planning

   1. Resources and services
   2. Educational options and their requirements

      a. courses and prerequisites
      b. certificate, vocational and transfer programs
      c. graduation requirements
      d. transfer admission requirements
3. Development of a detailed educational plan

B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**
   
   Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 49 or satisfactorily complete READ 40 or qualification by the MJC assessment process.

2. **Requisite Skills**
   
   Before entering the course, the student will be able to:
   
   A. Demonstrate basic writing skills.
   
   B. Demonstrate basic reading skills.

C. **HOURS AND UNITS**

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D. **METHODS OF INSTRUCTION (TYPICAL)**

Instructors of the course might conduct the course using the following method:

1. Class lecture/discussions
2. Lead classroom exercises
3. Audio-visual presentations
4. Guest speakers
5. Present a problem-solving approach to developing career alternatives and analyzing their merits
6. Present research methods in relation to decision-making and critical analysis of career alternatives
7. Supervised class projects (e.g. Career Center research)
8. On-line instruction

E. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**

   Time spent on coursework in addition to hours of instruction (lecture hours)

   A. Daily or weekly reading assignments.
   
   B. Daily or weekly homework assignments.
   
   C. Daily or weekly research or career assessments.

2. **EVIDENCE OF CRITICAL THINKING**
Assignments require the appropriate level of critical thinking

A. Students do research and write a report on a career of their choice to include education needed, beginning salary, expected job growth and the schools that offer that major.

B. Students will identify on-line resources such as csumentor, assist, ucop and others to use with their educational and career goals.

C. Students will explore career websites such as Eureka, California Career Cafe and Onet online to do career research.

D. Students will develop an educational plan based on their career goals.

F. TEXTS AND OTHER READINGS (TYPICAL)


2. Other: EUREKA website/materials
   Myers Briggs Type Indicator
   Strong Interest Inventory
   Other assessments as necessary

III. DESIRED LEARNING

A. OBJECTIVES

1. Required Objectives
   Upon satisfactory completion of this course, the student will be able to:
   a. Identify the important variables to be considered when choosing a career. (Student’s interests, values, skills/aptitude and life goals.)
   b. Identify career planning and decision-making methods.
   c. Analyze information about career choices and alternatives.
   d. State the role of community colleges in the context of post high school educational opportunities.
   e. Know MJC regulations, procedures, and curricula requirements including certificate, associate degrees, and transfer requirements.
   f. Create and analyze educational goals in the context of life goals, abilities, interests, values, career choices, and alternatives.
   g. Write a detailed educational plan.

IV. METHODS OF EVALUATION (TYPICAL)

A. FORMATIVE EVALUATION

1. Class participation
2. Strong Interest Inventory
3. Myers Briggs Type Indicator
4. Problem-solving exercises
5. Written assignments and research
6. Educational planning worksheet
7. Use of website resources

B. **SUMMATIVE EVALUATION**

1. Educational plan
2. Conference with counselor
GUIDE - 111: Career Exploration

Course Learning Outcomes

Upon satisfactory completion of this course, the student should be prepared to:

1. Develop an accurate Educational Plan based on student's educational goal.
2. Identify the important variables to be considered when choosing a career (student's interests, values, skills/aptitudes, and life goals).
3. Create and analyze educational goals in the context of life goals, abilities, interests, values, career choices, and alternatives.
4. Identify three resources that they can utilize for career exploration.
DE Addendum

PREPARED BY: Marcos Garcia
COURSE PREFIX AND NUMBER: GUIDE 111
COURSE TITLE: Career Exploration
EFFECTIVE DATE: 01/09/2017

DISTANCE EDUCATION: ONLINE COURSE All class time is done online. Students must have access to a computer and the Internet. Course has no on-campus meetings.

METHOD OF INSTRUCTION:
- Asynchronous Discussion
- Synchronous Discussion
- Viewing and Listening to Videos
- Online Activities
- Written Assignments
- Reading Course Materials
- Quizzes, Exams, and Surveys

CHECK BELOW THE METHODS THAT WILL ENSURE APPROPRIATE INSTRUCTOR/STUDENT CONTACT AS REQUIRED BY TITLE 5:
- Telephone Contact
- Email
- Discussion Boards
- Grading Feedback
- Office Hours

DESCRIBE HOW THE METHODS SELECTED WILL ALLOW STUDENTS TO MEET THE COURSE LEARNING OUTCOMES OF THE COURSE:
Online Guide 111 instructors will use a variety of tools to ensure that the instructor and students have adequate contact during the course. For instance, instructors often ask students to e-mail and/or call with questions and concerns. Instructors and students often use Discussion Boards to share knowledge. Instructors can verify that students enter into Blackboard/Canvas and complete assignments on a regular basis.

ARE THE METHODS OF EVALUATION DIFFERENT FROM THOSE LISTED ON THE APPROVED COURSE OUTLINE?
IF SO, IN WHAT WAYS DO THEY DIFFER?
No, the methods of evaluation are the same as listed on the course outline.

DE Addendum

PREPARED BY: Marcos Garcia
COURSE PREFIX AND NUMBER: GUIDE 111
COURSE TITLE: Career Exploration
EFFECTIVE DATE: 01/09/2017

DISTANCE EDUCATION: MIXED MODALITIES/HYBRID COURSE Some, but not all, class time is replaced by distance education. Students must have access to a computer and the Internet. Course has one or more on-campus meetings.
Describe this hybrid option. Typically, what parts of the course are done face-to-face? Typically, what parts are done online?
Some, but not all, class time is replaced by distance education. Students must have regular access to a computer which is connected to the internet. Course has one or more on-campus meetings. This course is a blend of both live and online instruction. Depending on student demand and scheduling, the course is scheduled 50% online with 50% live. In-class activities include lecture, discussion, group activities, as well as some in-class quizzes and hands-on exams. The online course will have built-in computer or Web-based activities to enhance learning and guidance in career selection and job search techniques. A written educational plan will be submitted via the Blackboard. Other online activities will include quizzes, exams and videos.

METHOD OF INSTRUCTION:
- On Campus Orientation Sessions
- Group Meetings/Review Sessions
- Asynchronous Discussion
- Synchronous Discussion
- Viewing and Listening to Videos
- Online Activities
- Written Assignments
- Reading Course Materials
- Quizzes, Exams, and Surveys

CHECK BELOW THE METHODS THAT WILL ENSURE APPROPRIATE INSTRUCTOR/STUDENT CONTACT AS REQUIRED BY TITLE 5:
- Telephone Contact
- Email
- Discussion Boards
- Question & Answers Discussion Forum
- Office Hours

DESCRIBE HOW THE METHODS SELECTED WILL ALLOW STUDENTS TO MEET THE COURSE LEARNING OUTCOMES OF THE COURSE:
Evaluation will be based on a combination of testing, completion of career projects and the demonstration of career research.

ARE THE METHODS OF EVALUATION DIFFERENT FROM THOSE LISTED ON THE APPROVED COURSE OUTLINE?
IF SO, IN WHAT WAYS DO THEY DIFFER?
No, the methods of evaluation are not different from those listed on the approved course outline.