



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	HDEV
Course Number:	504
Descriptive Title:	Introduction to Career and Life Planning
Division:	Behavioral and Social Sciences
Department:	Psychology and Human Development
Course Disciplines:	Education, Psychology, Counseling
Catalog Description:	This noncredit course introduces students to career and life planning. Students will assess their work values, skills, interests, strengths, and personality traits to better understand their potential career paths. Topics covered include exploring career options in diverse settings, educational opportunities, effective decision-making strategies, and techniques for successful job searching. The course introduces students to the tools and knowledge needed to create career and life plans, while considering personal goals and values.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	Eligibility for English 1A/English C1000 or equivalent
Enrollment Limitation:	
Hours Lecture (per week):	1
Hours Laboratory (per week):	0
Outside Study Hours:	2
Total Course Hours:	18
Course Units:	0
Grading Method:	Pass/No Pass/Satisfactory Progress
Credit Status:	Noncredit
Transfer CSU:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education:	ECC
Term:	
Other:	
CSU GE:	
Term:	

Other:	
IGETC:	
Term:	
Other:	
Student Learning Outcomes:	<p>Upon successful completion of the course, students will have achieved the following Student Learning Objectives:</p> <p>SLO #1 Educational and Career Planning</p> <p>Students will identify the elements of an effective plan for achieving personally meaningful educational and career goals.</p> <p>SLO #2 Career-Related Factors</p> <p>Students will explain how career-related factors are relevant to educational and career goals.</p> <p>SLO #2 Job Search Skills</p> <p>Students will describe effective job search skills and how to tailor them to individual career interests.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. Describe individual differences in personality traits and characteristics. 2. Examine work values, skills, strengths, and personal interests as they relate to career choice. 3. Identify psychological, sociological, and physiological influences on decision-making in education and careers. 4. Identify decision-making models and strategies for determining educational and career choices. 5. Utilize occupational information resources. 6. Discuss career and workplace contexts for a diverse and changing society. 7. Explain the components of a career and life plan that identifies long- and short-term goals. 8. Identify the characteristics of an effective resume. 9. Describe the components of effective job interviews.
Major Topics:	<p>I. Introduction to Career and Life Planning (3 hours, lecture)</p> <ol style="list-style-type: none"> 1. Career development across the life span 2. Factors influencing career satisfaction 3. Diversity, equity, inclusion, and accessibility in careers and in the workplace. <p>II. Overview of Career-Related Factors (3 hours, lecture)</p> <ol style="list-style-type: none"> 1. Personality traits and characteristics 2. Skills, strengths, and interests 3. Work values <p>III. Information Gathering and Research (3 hours, lecture)</p>

	<ol style="list-style-type: none"> 1. Resources for educational and career exploration 2. Career research <ol style="list-style-type: none"> 1. Career assessment 2. Occupational research 3. Interviewing for information <p>IV. Decision Making Processes (3 hours, lecture)</p> <ol style="list-style-type: none"> 1. Models for decision making 2. Strategies for personal and career success across the life span 3. Identification of educational and career options for a diverse work environment <p>V. Career and Life Planning (3 hours, lecture)</p> <ol style="list-style-type: none"> 1. Applying self-awareness, career research, and decision making models 2. Elements of effective short- and long-term goals 3. Components of a personal mission statement <p>VI. Job Search Plans (3 hours, lecture)</p> <p>A. Job search tools and resources</p> <p>B. Effective resumes</p> <p>C. Competitive job applications</p> <p>C Successful employment interviews</p>
Total Lecture Hours:	18
Total Laboratory Hours:	0
Total Hours:	18
Primary Method of Evaluation:	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	In a one-page essay, describe the results of a self-assessment tool utilized in class. Based on these results, select a career that would be a potential match for these results. Explain why you believe the career you chose is appropriate, citing specifics from the assessment results and from your readings.
Critical Thinking Assignment 1:	Using a career research tool discussed in class, select one occupation to research in-depth. In a one-page essay, analyze the occupation by reporting on the following: required skills, abilities, and knowledge; duties and responsibilities; work context and values; required education and training; expected earnings; and projected labor trends for the immediate future (the next 1-5 years) and in the long term (the next 5-10 years). Identify specific sources used to conduct your research.
Critical Thinking Assignment 2:	Applying the goal-setting model discussed in class, create a Career and Life Plan that includes long- and short-term goals for securing a position in your chosen career. Incorporate how you will use career and job search tools and resources discussed in class. In a paragraph, explain how these goals support your career satisfaction. Include what you have learned about your personality traits, skills, strengths, personal interests, and work values.

Other Evaluation Methods:	Essay Exams, Journal kept throughout course, Objective Exam, Term or Other Papers, Written Homework
Instructional Methods:	Group Activities, Guest Speakers, Lecture, Multimedia presentations, Role play/simulation
If other:	
Work Outside of Class:	Journal (done on a continual basis throughout the class, Required Reading, Study, Written Work (Such as essay/composition, report, analysis, research,)), Answer Questions
If Other:	
Up-To-Date Representative Texts:	Printed Text - Reardon, R., Lenz, J., Dozier, V. C., Roark, K. A., & Hultman, J. D. <i>Career development and planning: A comprehensive approach</i> (8th ed.). Kendall Hunt, 2024. Digital Text (OER Text) - Dillon, D. <i>Modern blueprint for college and career success.</i> Verson 2.0. Pressbooks, 2024. https://pressbooks.pub/modernblueprint/ . Creative Commons Attribution 4.0 International License.
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	Eligibility for English 1A/English C1000 or equivalent
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding	Apply critical thinking skills and appropriate strategies in the writing process in order to compose, revise and edit journals, written homework, essay exams and papers. Apply basic reading skills such as skimming, scanning, reading for comprehension, and

course objective under each skill(s). If applicable	critical reading in academic, personal, and professional situations. Select and employ reading strategies to interpret the content of a college-level textbook, with special focus on constructing a thesis statement and providing valid support. Read and apply critical thinking skills to college-level expository prose for the purposes of writing and discussion. Apply critical thinking skills to college-level expository prose for the purpose of writing and discussion.
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Juli Soden
Date:	03/07/2019
Original Board Approval Date:	
Last Reviewed and/or Revised by:	Kristie Daniel-DiGregorio
Date:	10/08/2024
Last Board Approval Date:	01/13/2025
Effective Term:	FA 2025