Dear Student,

Welcome to Counseling 110, Career- Life Planning! You have registered for Section 11749, an online class. We will have no in person meetings. This course will provide you with the skills necessary to be a successful online student. The goal of this course is to prepare you for the challenges of online and distance education classes by encouraging your individual initiative, confidence and motivation.

After completing this course, you should be able to:

1. Explain how the assessment of personal characteristics such as values, skills, interests, life roles and personality relate to effective career and life decisions.
2. Utilize specific job search techniques.
3. Analyze trends and issues in the changing workplace and explain how they may affect the student’s job outlook.
4. Explore and apply career development information through the use of technology.
5. Analyze occupational decision-making models and implement a specific model for a career choice.
6. Explain how specific job acquisition skills can be utilized to obtain employment.
7. Differentiate between and develop short and long-term goals.
8. Demonstrate successful collaborative workplace and group setting behaviors through classroom exercises.
10. Analyze personal career advancement opportunities.

In order to take this class, you must have access to a computer, internet services and e-mail. All communications are done through e-mail, chat rooms or the discussion board.

Keep in mind that this is a 16-week course (August 24, 2015 to December 11, 2015). You will be expected to log onto the blackboard site every day. I will be posting announcements, assignments, discussion items, and quizzes that you will be expected to participate in each week. Keep in mind that all quizzes, assignments and discussions must be completed by the posted due dates. No late work will be accepted.
All course work will be completed online using Blackboard. Be sure to complete the Blackboard orientation. You will not be able to sign into Blackboard class prior to August 24, 2015. [https://bb9.canyons.edu/](https://bb9.canyons.edu/)

If you add my class after February 10, it may take two business days before your account is created in Blackboard. If you cannot logon after two business days, please send me an e-mail.

<table>
<thead>
<tr>
<th>USERNAME</th>
<th>YOUR 7-digit Student ID (ex. 1234567)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSWORD</td>
<td>student</td>
</tr>
</tbody>
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Once you log in, you should change your password to something unique that you will remember. Your password does not reset to “student” each semester.

Distance education is not for everyone, please exam your personal learning style preference. You should be self-motivated, independent, enjoy spending time on the computer, have the ability to articulate your voice in written language and have the time required to complete the class.

Are you ready for distance education? If you do not know, please take the following distance learning self-assessments: How prepared are you for distance learning? In addition, determine your technology know-how quizzes at [http://www.canyons.edu/offices/distance_learning/info/Assessments.asp](http://www.canyons.edu/offices/distance_learning/info/Assessments.asp)

Textbook: Title: The Career Fitness Program 10th Edition
Author: Diane Sukennik, William Bendat and Lisa Raufman
Publisher: Pearson
ISBN #: 9780132762335

If you have any questions that need to be answered in advance, feel free to call me (661) 362-3352 or send me an e-mail (susan.ling@canyons.edu). I will respond to you within 48 hours. Please write COUNS 110 # 17749 in the subject line.

I’m looking forward to having you in my class.

Susan Ling
Counseling Professor
College of the Canyons