Dear Student,

Welcome to Counseling 110, Career-Life Planning! You have registered for Section 17746. We will have no in person meetings.

This course will provide you with the skills necessary to select a major and career path. You will have the opportunity to take several career assessments, research different occupations and create a plan of action to achieve your goal.

After completing this course, you should be able to:

1. Explain how your personal assessments such as values, skills, interests, life roles and personality relate your 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.

You will be expected to log onto blackboard various times throughout the week in order to keep up with discussion boards and weekly assignments. I will be posting announcements, assignments, and discussion items that you will be expected to participate in each week. Keep in mind that all assignments and discussions must be completed by the posted due dates. **No late work will be accepted.**

All coursework will be completed online using Blackboard. Be sure to complete the Blackboard orientation to help you familiarize yourself with Blackboard. You will be required to login before August 26th at 11:30 p.m. Failure to login by this time
will result in being dropped from the course. I highly recommend you take a look at the online tutorials provided on the COC Blackboard site: https://bb9.canyons.edu/

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.

<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>
</table>

Distance education is not for everyone; please examine your personal learning style preference. You should be self-motivated, self-disciplined, and 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

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) 362-3456 or send me an e-mail (graciela.martinez@canyons.edu). I will respond to you within 48 hours. Please write COUNS 110 # 17746 in the subject line.

I’m looking forward to working with you this semester!

Graciela Martinez
Counseling Faculty
College of the Canyons