Hello Everyone and Welcome to Counseling 110, Career- Life Planning!

This is an online class for *Fall Semester 2017*. We do not meet in person at all and yes, **it is an 8 week course.** I will be connecting with you online on and off throughout each week, checking in with you, and assisting you in the class process. Also, I will share with you some of my own Career Experiences which will hopefully evoke deeper thought related to the design of your OWN personal Career pathway! The ultimate goal of this course is to prepare you as an individual and to invest in yourself by understanding, assessing, and mindfully establishing a plan of action.

**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 to your effective career and life decisions.
2. Utilize specific job search techniques.
3. Analyze trends and issues in the changing workplace.
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. Develop short and long-term goals.
8. Demonstrate successful collaborative workplace and group setting behaviors through classroom exercises.
10. Analyze personal career advancement opportunities.
And now, in order to take this class, you must have access to a computer, internet services and e-mail. All communications are done through CANVAS; you will be required to log into Canvas various times throughout the week in order to complete each assignment. You can access COC Canvas through: [https://coc.instructure.com/login/canvas](https://coc.instructure.com/login/canvas)

**The book is Free & online! It will be posted on CANVAS!**

*You will be required to login by the fourth day of class, 10:00 pm.*  
*Failure to login by the time listed will result in being dropped from the course.*  
I highly recommend that you take a look at the online tutorials provided by the COC to better familiarize yourself with Canvas.

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 examine 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)

If you have any questions, please email me in advance I’m looking forward to working with you all in class. *kerry.brown@canyons.edu*

*KerryFaythe Brown*  
*Professor/Counselor/Faculty*