Welcome to Counseling 110, Career- Life Planning! You have registered for Section 29623, an online class. We will have no in person meetings. This course will provide you with the skills necessary to find the best fitting career for you. The goal of this course is to assist you in the decision making process of selecting the best fitting career path for you. You will be on a journey to assess, explore, and research all of your options.

**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.

We will be using Open Educational Resources (OER) materials for this course! There is no cost to you as a student – all the materials necessary for this course are **FREE** to you and will be available through Canvas in an online format. If you wish to purchase the Counseling 110 OER text in a hard copy format, you will be able to do so in the bookstore for a small fee.
Keep in mind that this is 8-week course (October 16- December 9, 2017). You will be expected to log onto the Canvas site every other day. I will be posting announcements, assignments, discussion items, and homework activities 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 course work will be completed online using Canvas. You will not be able to sign into Canvas class prior to October 16, 2017.

If you add my class after October 16, 2017 it may take two business days before your account is created in Canvas. If you cannot logon after two business days, please send me an e-mail.

Once you log in to Canvas, 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

If you have any questions that need to be answered in advance, feel free to call me at (661) 362-3273 or send me an e-mail (dora.lozano@canyons.edu) I will respond to you within 48 hours. Please write COUNS 110 # 29623 in the subject line.

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

Dora Lozano

Counseling Professor/College of the Canyons
