Course Title: CAREER & LIFE PLANNING
Course Code: COUNS 110
Professor: ANH NGUYEN, M.S./M.A.
Counselor/Associate Professor
College of the Canyons
Counseling Office
Canyons Hall Room 234
anh.nguyen@canyons.edu
661-362-3265

Format: ONLINE
Course Length: 8 WEEKS

Introduction
Welcome to Counseling 110! I'm very excited to have you in my class and look forward to helping you achieve success in your academic, personal, and professional lives. Congratulations on taking the first step toward setting goals for your future career and professional lives by registering in this class. I am here to help support you. Please do not hesitate to contact me if you have any questions or concerns about this class.

Course Description
Career & Life Planning 110 introduces self-assessment tools to identify college majors and careers by clarifying interests, skills, abilities, values and personality type. Students will examine the decision-making process, self-management, life roles and goal setting. It includes a review of labor market trends, career research, interviewing skills, resume and cover letter writing and job search strategies.

Prerequisites: None Transferability: CSU

Course Objective
To assist students as they examine their major and career options. The goal is for students to have a better understanding of what they want to major in and what their future career plans are. Course objectives include:

- Understanding the career planning and decision making process
- Finding a career path and/or major consistent with individual skills, values, interests, and personality style
- Recognizing the skills needed to succeed in a particular occupational field
- Gaining resume writing and interviewing skills
• Having a better understanding of oneself

Student Learning Outcome
At the end of this course, it is expected that students who have actively participated and completed all assignments will be able to:
• Assess and evaluate personal characteristics including their skills, values, interests, abilities and personality traits as they apply to academic, career, and personal decisions throughout one's lifespan.

Textbook Information
FREE Open Educational Resources (OER) Textbook.

There is NO COST to you as a student. All the materials are FREE and available through CANVAS in an online, pdf format.

If you wish to purchase the Counseling 110 OER in a hard copy format, you can do so in the COC Bookstore for a small fee. Copies of the textbook are also available at the COC Library and TLC (for room use only).

Course Information
This is a 100% ONLINE course with no in-person meetings required. In this class, it is expected that you complete all assignments online (including but not limited to lectures, videos, discussions, and quizzes) using COC’s course management system, CANVAS. In order to participate in this class, you must have access to a computer, internet services, and a web cam or scanner. We will be utilizing photo/video devices and/or online audio devices so that you can post recordings, videos, and/or photos as part of your assignments when needed. All communication is through CANVAS announcements, email, and/or discussion boards.

DO NOT UNDERESTIMATE COUNSELING COURSES. It is important to have good self-management skills and self-discipline to keep up with the assignments in order to be successful in this online class. Just like in a traditional classroom, you are expected to PARTICIPATE, SHOW UP (ONLINE), AND DO THE WORK. You will be expected to participate in discussions each week and complete all quizzes, exams, journals, and projects as scheduled.

This course will be available in CANVAS on the first day of the academic term. You must log into CANVAS on the first day of the term to avoid being dropped from the class. Thereafter, you will be expected to log into CANVAS at least every other day. If you add this class after the first day of the term, it may take up to 24 hours before you will have access to CANVAS. If you cannot log in after 24 hours, please send me an e-mail. See below for information on how to log into CANVAS.

All announcements, assignments, discussions, and quizzes for this class will be posted online by 11:59 p.m. Friday of the week prior for the upcoming week. All assignments are due as noted in CANVAS.

To access the online class work, you will need to log into College of the Canyons’ course management system called CANVAS: https://coc.instructure.com/.
USERNAME: your My Canyons username
PASSWORD: students

If you have not taken an online course before, I strongly recommend that you review the CANVAS online tutorials available at: http://guides.instructure.com/m/4210/c/56054.

Please change your password after you log into CANVAS for the first time. Go to: https://community.canvaslms.com/docs/DOC-2893 to learn how to change your password.

For help with logging into and/or using Canvas, please contact COC Student Tech Support:
- Email: cvsupport@canyons.edu
- Business Hours/Weekday: 661-362-3344
- After Hour and Weekend (5pm-8am): 1-877-889-9052

Other Relevant Course Information
Distance education/online learning is not for everyone. Please examine your preferred learning style. 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. To determine if you are ready for a hybrid/online course and know what to expect, visit:
- Orientation to Online Courses: http://www.canyons.edu/Offices/DistanceLearning/OnLine/Pages/OrientationOH.aspx
- What to Do after You Register for an Online Course: http://www.canyons.edu/Offices/DistanceLearning/OnLine/Pages/AboutHybrid.aspx
- Test Your Potential as an Online Student: http://www.miracosta.cc.ca.us/Instruction/DistanceEducation/quiz.aspx

Student Support Services
Canvas
The course can be accessed via Canvas at cv.canyons.edu on the first day of the course. Follow the login instructions at the bottom of the screen to log in. Here, you can also access Canvas user guides with helpful tips for navigating and using Canvas. For any Canvas related issues please call the Canvas Student Support line at (661)362-3344 during college business hours, or (877)889-9052 for 24/7 support.

Distance Learning
Check out the Distance Learning website for more information on a variety of topics that can help you be a successful online student such as: exam proctoring, learning styles, computer skills, and tips for student success. If this is your first online course, feel free to take our online learning readiness assessment to assess your skills.

The Learning Center (TLC)
The TLC provides FREE tutoring resource to COC students including:
- Face-to-face & ONLINE tutoring
- Testing Center: offers test proctoring services for courses that have required proctored exams
• Study Jam Review Sessions
• Computers with over 300 software programs
For more information visit the TLC Website.

Disabled Students Program & Services (DSPS)
College of the Canyons DSPS provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at COC. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of the college programs and activities through appropriate and reasonable accommodations. For more information on their services visit the Disabled Students Program & Services website.

Online Counseling
The Counseling Department offers appointments online. You can schedule an appointment by visiting the Online Counseling website. Counselors can help you map out a plan to reach your educational goals as well as advise you on course selection and registration.