

# CAREER LIFE PLANNING (CRLP)

## CRLP 7 • SELF-ASSESSMENT

<b>Units:</b>	4
<b>Hours:</b>	4 lecture per week (48 total per quarter)
<b>Advisory:</b>	May not be concurrently enrolled in CRLP 71; not open to students with credit in CRLP 70.
<b>Degree and Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Area VII: Lifelong Learning
<b>Transferable:</b>	CSU/UC
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Comprehensive approach to career and life planning. Students will explore their individual skills, interests, values, and personality style as they relate to career choice. This intensive career investigation will also encompass lifestyle assessment like the influence of career choice on the family unit, decision making, goal-setting, job search strategies, resume writing and interviewing skills. This course is helpful to people considering a career change or undecided about a college major.

## CRLP 71 • EXPLORING CAREER FIELDS

<b>Units:</b>	1
<b>Hours:</b>	1 lecture per week (12 total per quarter)
<b>Advisory:</b>	May not be concurrently enrolled in CRLP 7.
<b>Degree and Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	CSU
<b>Grade Type:</b>	Pass/No Pass Only
<b>Repeatability:</b>	Not Repeatable

Explore career options compatible with student's strengths and interests. Using resources on the campus as well as on the Internet and in communities to investigate specific career choices, researching job descriptions, desired employee characteristics, training/education requirements, salary ranges and employment trends.

## CRLP 73 • EFFECTIVE RESUME WRITING

<b>Units:</b>	1
<b>Hours:</b>	1 lecture per week (12 total per quarter)
<b>Degree and Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Area VII: Lifelong Learning
<b>Transferable:</b>	CSU
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Development of successful resume writing skills including understanding of the hidden job market, types of resumes and tips that will create resumes that result in interviews.

## CRLP 74 • SUCCESSFUL INTERVIEWING TECHNIQUES

<b>Units:</b>	1
<b>Hours:</b>	1 lecture per week (12 total per quarter)
<b>Degree and Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Area VII: Lifelong Learning
<b>Transferable:</b>	CSU
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Development of successful interviewing skills, including techniques for pre-interview preparation, dynamics of an interview, salary negotiations and follow-up.