

CAREER LIFE PLANNING (CRLP)

CRLP 7 • SELF-ASSESSMENT

Units: 4
Hours: 4 lecture per week (48 total per quarter)
Advisory: May not be concurrently enrolled in CRLP 17; not open to students with credit in CRLP 70.

Degree and Credit Degree-Applicable Credit Course

Status:

Foothill GE: Area VII: Lifelong Learning

Transferable: CSU/UC

Grade Type: Letter Grade (Request for Pass/No Pass)

Repeatability: 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 17 • EXPLORING CAREER FIELDS

Units: 1
Hours: 1 lecture per week (12 total per quarter)
Advisory: May not be concurrently enrolled in CRLP 7; not open to students with credit in CRLP 71.

Degree and Credit Degree-Applicable Credit Course

Status:

Foothill GE: Non-GE

Transferable: CSU/UC

Grade Type: Letter Grade (Request for Pass/No Pass)

Repeatability: Not Repeatable

Formerly: CRLP 71

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

Units: 1
Hours: 1 lecture per week (12 total per quarter)
Degree and Credit Degree-Applicable Credit Course
Status:
Foothill GE: Area VII: Lifelong Learning
Transferable: CSU
Grade Type: Letter Grade (Request for Pass/No Pass)
Repeatability: 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

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

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