**IOP 3103 OCCUPATIONAL COUNSELING AND CAREER DEVELOPMENT**

**Duration of the Course:** The course is 3 Credit Units providing 45 Contact Hours.

**Course Description:** The course gives the student the basic foundation in counseling people at work including the key questions in career counseling. The enables to understand and assess issues related to personal and career growth and development.

**Course Objectives:**

By the end of the course students should be able to:

1. Explain what is meant by the consulting process model
2. Describe and illustrate theories of career development
3. Demonstrate career life planning and goal setting strategies
4. Explore and explain career guidance programs for special populations
5. Describe and explain the career barriers people meet in the course of their careers
6. Demonstrate the challenges in career management
7. Illustrate the process of career direction and job search
8. Illustrate theories of career choice and development
9. Explore the functional and transferable skills
10. Describe the work content and special knowledge skills
11. Explain appropriate learning skills for higher education and career development

##### Course Content:

The consulting process, Theories of career development, Career life planning, Career guidance programs, Career barriers, Challenges in career management, Career direction and job search, Functional and transferable skills, Work content and special knowledge skills, Learning skills for higher education and career development

**Teaching /Delivery methods**

Lectures, Class presentations, and Independent study

**Learning Outcomes**

**Assessment methods**

Coursework /assignment, Tests, Presentation skills /class discussions, Attendance and Examination

CW =30% Exam = 70%

**Indicate reading**

**Learning Resources**

1. Carroll, M. (1996). Workplace Counseling, Sage Publications, London.
2. Herr, E. L. & Cramer, S. H. Career guidance and counseling through the life span: Systematic approaches, (4th Ed.). Harper Collins, New York.
3. Schein, E. H. (1978). Career Dynamics: Matching Individual and Organizational Needs, London, Addison-wesley.
4. Schein, E. H. (1987). Process consultation; Lessons for managers and consultants, Addison-Wesley publishing, California.
5. Zunker, G. V. (1994). Career Counseling, Applied concepts of life planning, California: Brooks/Cole.