

Course Outline

COURSE: GUID 530 **DIVISION:** 30 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2019 **CURRICULUM APPROVAL DATE:** 11/13/2018

SHORT TITLE: JOB READINESS

LONG TITLE: Job Readiness

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
3	18	Lecture:	3	Lecture:	54
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	3	Total:	54

COURSE DESCRIPTION:

This course is designed to provide a comprehensive, well-organized approach to assist individuals with the identification of occupational choices and the development of job readiness skills necessary to obtain and maintain employment in a competitive or supported work setting. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: R - Course may be repeated
 Maximum of 99 times, 100 credit hours

SCHEDULE TYPES:

- 02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Identify vocational skills, interests, abilities and personal work style.
- Measure of assessment: Surveys, class discussion, oral report

Year assessed, or planned year of assessment: 2018

2. Identify appropriate workplace accommodations and under what circumstances they might be applied.

Measure of assessment: Class discussions and research

Year assessed, or planned year of assessment: 2018

3. Create a Master Application, Resume, Cover Letter and Letter of Reference/Resignation.

Measure of assessment: Written report

Year assessed, or planned year of assessment: 2018

4. Construct and compose three informational interviews with local employers.

Measure of assessment: Written and oral report

Year assessed, or planned year of assessment: 2018

5. Organize a professional networking resource sheet.

Measure of assessment: Written report

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 11/13/2018

3 Hours

Review course outline, in-class networking activity, completion of the Career Occupational Placement Survey (COPS). SPO: Students will learn about career clusters and occupational interest categories.

Homework: assembly of Career Portfolios.

3 Hours

Scoring and interpretation of the COPS; discussion and analysis of the results. SPO: Students will learn under which categories their interests fall and what jobs are associated with each of these categories.

Homework: completion of the planning guide.

3 Hours

Discussion of completed planning guides; investigation of vocational exploration resources such as the Dictionary of Occupational Titles. SPO: Students will learn how to conduct vocational research using computer programs. Homework: students arrange to tour the career center on campus and report their findings.

6 Hours

Discuss online resources and websites such as ONET; class discussion and assignment related to how the want ads can be used to identify labor market trends; "Who am I" activity; review of important concepts covered thus far in preparation for quiz. SPO: Students will learn the usefulness of knowing how to interpret labor market trends and how this information can assist them with making career decisions. Homework: obtain a local newspaper and review the classified section.

4 Hours

Quiz and review/discussion of answers in class; lecture on how and what to gather for Personal Information. SPO: Students will learn the value of developing a network list. Homework: gather materials required to complete achievements paper.

4 Hours

Discussion of student's individual achievements and how avocational accomplishments can be very relevant towards obtaining employment and enhancing self-esteem; Discussion of References section; "Workplace Who Wants to be a Millionaire?" in class game show. SPO: Students will learn about the relevance of their personal achievements to the development of their vocational plans. Homework: complete 2 exercises which explore achievement experiences.

4 Hours

Practice writing a letter of reference and resignation; complete both letters for homework along with a letter of request for a real recommendation letter; discussion of Employment Objectives section of portfolio; begin Goals and Plans chapter. SPO: Students will learn how to write their own letter of reference and how to identify an appropriate career objective. Homework: obtain 2 employment applications and bring to next class.

3 Hours

True/False test about applications - group activity, in class discussion of results. SPO: Students will learn the do's and don'ts of completing a Master Application. Homework: begin completing individual employment records and complete.

3 Hours

Discussion of typical questions on application forms. SPO: Students will learn how to identify improper questions on an application and ways to respond to these kinds of inquiries appropriately. Homework: begin process of completing an error-free Master Application.

3 Hours

Discussion of resume writing, how to organize information etc; practice writing a cover letter in-class group activity; develop phrases that can be used in resumes; share sentences and critique. SPO: Students will learn how to create action statements that accurately reflect their job skills and work experience. Homework: complete a final cover letter draft.

3 Hours

Mid-Terms due; discussion about the primary differences between chronological versus functional resumes. SPO: Students will learn what type of resume format best suits their background and be able to develop their own resume using that format. Homework: Master Application/Letter of Reference.

3 Hours

Students share reasons for choosing which type of resume they will create; discussion on planning your job search; begin Networking chapter of portfolio. In-class quiz and discussion about the sources of job leads; begin Research section of portfolio; lecture about informational interviewing and explanation of related assignment. SPO: Students will learn how to contact potential employers and conduct an interview. Homework: arrange to meet with a vocational specialist individually for help with developing a resume; complete networking assignment; create a list of 3 employers and questions to be asked of each one.

4 Hours

Practice calling employers and asking them questions (use real phones), students will play both the part of the employer and the part of the student or potential employee; critique the pros and cons of different techniques used during this activity. SPO: Students will enhance their communication skills and self-esteem. Homework: continue to practice at home with friends, family members using a "script" you have made for yourself.

6 Hours

"Vocational Jeopardy" in-class game show; discussion of interviewing techniques; Career Information Employer Panel. SPO: Students will learn how to prepare themselves for an interview. Homework: answer 20-25 interview questions included in portfolio.

2 Hours

Final exam.

METHODS OF INSTRUCTION:

Lecture, class discussion, group activities, speaker panel and out of class assignments.

OUT OF CLASS ASSIGNMENTS

Required Outside Hours: 108

Assignment Description:

Assembly of Career Portfolios.

Completion of the planning guide.

Students arrange to tour the career center on campus and report their findings.

Obtain a local newspaper and review the classified section.

Complete 2 exercises which explore achievement experiences.

Obtain 2 employment applications and bring to class.

Complete individual employment records.

Begin process of completing an error-free Master Application.

Complete a final cover letter draft.

Master Application/Letter of Reference.

Arrange to meet with a vocational specialist individually for help with developing a resume.

Complete networking assignment.

Create a list of 3 employers and questions to be asked of each one.

Continue to practice at home with friends, family members using a "script" you have made for yourself.

Answer 20-25 interview questions included in portfolio.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 20.00 %

20% - 40% Written homework; Term papers

Skill demonstrations

Percent of total grade: 40.00 %

40% - 50% Class performance; Field work

Objective examinations

Percent of total grade: 20.00 %

20% - 30% Multiple choice; True/false

REPRESENTATIVE TEXTBOOKS:

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: S
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: E
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000254235
Sports/Physical Education Course: N
Taxonomy of Program: 493030