

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

PREREQUISITES:

COREQUISITES:

STUDENT LEARNING OUTCOMES:

1. The overall goal of this course is to provide a structured, self-directed, competency-based process for students who need individualized assistance in improving communication skills, defining career goals, and obtaining essential job seeking skills.

TOPICS AND SCOPE:

Inactive Course: 12/08/2008

Competencies are organized in the following manner:

Module One--Communication in the Workplace

This module is designed to help the student develop and practice communication skills (oral and written) used in the workplace. Lessons will include:

- Improving the quality of communication (diagnostic testing - pretest/posttest). Emphasis in the areas of spelling, grammar, punctuation skills, sentence and paragraph structure.
- Communication in the workplace, gathering and using information in the workplace.
- Using problem-solving strategies.
- Starting a new job.
- Communicating with co-workers.
- Participating in groups.
- Following and giving directions.
- Presenting your point of view.
- Communicating with clients, customers, and supervisors.

Students can expect to listen, speak, read, and write in each lesson.

Module Two -- Career Exploration

This module is designed to help the student explore career alternatives. Lessons will include:

- Understanding yourself.
- Defining your "ideal" job (written job description and oral presentation).
- Goal setting techniques.
- Utilizing Career Center (Eureka, Discover).
- Job shadowing.
- Informational interview.
- COPS testing.

^uModule Three - Job Seeking Skills^s

This module is designed to help the student develop and practice job finding skills.

Lessons will include:

- Job search vocabulary.
- Utilizing newspapers and want ads.
- Identify sources of job leads.
- Contacting employers (written).
- Telephone techniques.
- Find the "hidden" job openings.
- Identify and develop strategies to overcome barriers to employment.
- Develop a job search plan.

^uModule Four -- Interviewing Skills^s

This module is designed to help the student develop and practice effective interview techniques. Lessons will include:

- Learn results oriented interview techniques.
- Improve your answers to problems interview questions.
- Learn legal and illegal interview questions.
- Role play interviews.
- Video-tape "mock" interview.
- Writing business letters (letter of request for information, thank you, etc.)

^uModule Five -- Resume Writing^s

This module is designed to teach the student how to prepare a resume. Lessons will include:

- Autobiography - written and oral.
- Completing a Personal Data Sheet.
- Develop a powerful skills language.
- Techniques for providing a superior resume.

This is a variable unit, individualized course.

Units earned are at the ratio of one unit for 54 hours of lab work.

Students can expect to listen, speak, read, and write in each lesson.

COURSE OBJECTIVES:

At the conclusion of this course the student will be able to understand the use the following:

1. Improve oral and written communication skills.
2. Identify concrete job goals.
3. Determine personal work readiness.
4. Develop a list of employer prospects.
5. Develop a personal resume and employer contact letters.
6. Contact employers by telephone and/or personally and make job inquiries.
7. Complete and submit several different job applications.
8. Participate in simulated and real life job interviews.
9. Develop a job search plan.

REPRESENTATIVE TEXTBOOKS:

Lab materials provided by program.

SUPPLEMENTAL DATA:

Basic Skills: N
Classification: D
Noncredit Category: Y
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
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: D
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000320790
Sports/Physical Education Course: N
Taxonomy of Program: 493012