

COUN 302: CAREER READINESS

New Course Proposal

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Originator

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Co-Contributor(s)

Name(s)

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Justification / Rationale

This course provides students with the tools needed to pursue their career goals. Students are empowered with the resources necessary to determine their career aspirations, devise a plan to achieve those aspirations, and enact that plan. By creating a low hour course that can be offered in a variety of modalities, students will benefit from instructor guidance and feedback through their job exploration process. Noncredit provides a zero cost option for both our new students as well as matriculating ABE and ESLN students seeking career paths.

Effective Term

Fall 2020

Credit Status

Noncredit

Subject

COUN - Counseling

Course Number

302

Full Course Title

Career Readiness

Short Title

CAREER READINESS

Discipline

Disciplines List

Counseling

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

Students will learn strategies for successfully entering and transitioning in the workplace. Students will learn how to maximize their strengths, skills, and college learning for gainful and satisfying employment. Students will create a personal brand and professional in-person and online presence to optimize their career opportunities. Resumes, interviewing, professional etiquette, job search, networking, are discussed, developed, and practiced.

Schedule Description

Students will learn strategies for successfully entering and transitioning in the workplace. Students will learn how to maximize their strengths, skills, and college learning for gainful and satisfying employment. Students will create a personal brand and professional in-person and online presence to optimize their career opportunities. Resumes, interviewing, professional etiquette, job search, networking, are discussed, developed, and practiced.

Non-credit Hours

27

Lecture Semester Hours

9

In-class Hours

9

Out-of-class Hours

18

Total Semester Hours

27

Required Text and Other Instructional Materials
Resource Type

Instructional Materials

Open Educational Resource

Yes

Class Size Maximum

35

Course Content

Module Topics:

1. Career exploration
 - a. Students explore the resources they can use to find job openings in their chosen career fields.
2. Resume writing
 - a. Students create a professional resume using resume building tools.
3. Interviewing skills and professional etiquette
 - a. Students learn how to demonstrate insight and confidence during job interviews.
4. Branding
 - a. 30 second pitch and networking

Course Objectives

	Objectives
Objective 1	Research opportunities in career fields and occupations of interest.
Objective 2	Write resume and documentation for the job search process.
Objective 3	Communicate personal and professional strengths in networking and interview situations.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Display confidence and effectiveness when interviewing for positions.
Outcome 2	Use various resources to search for job/internship opportunities.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	Creation of a resume
Role Playing	Practice interviews and 30 second pitch

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Critiques	Feedback on resume	In Class Only
Critiques	Interview preparation	In and Out of Class

Critiques	30 second pitch	In and Out of Class
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

Assignments

Other Out-of-class Assignments

1. Job exploration using job search tools

Grade Methods

Pass/No Pass Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

50

On-campus %

50

Instructional Materials and Resources

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Timely feedback and return of student work as specified in the syllabus
 Discussion forums with substantive instructor participation
 Weekly announcements

External to Course Management System:

Direct e-mail

For hybrid courses:

Scheduled Face-to-Face group or individual meetings
 Supplemental seminar or study sessions

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

Instructor will provide guidance in job search process and written feedback on resume, interview, and pitch assignments. Students will critique assignments of classmates.

Other Information

MIS Course Data

CIP Code

32.0105 - Job-Seeking/Changing Skills.

TOP Code

493010 - Guidance

SAM Code

D - Possibly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Workforce Prep Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Workforce Preparation

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

Non credit provides a zero cost option for both our new students as well as matriculating ABE and ESLN students seeking career paths.

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

Ramirez_Career Exploration Program.docx

Approvals**Curriculum Committee Approval Date**

12/03/2019

Academic Senate Approval Date

12/12/2019

Board of Trustees Approval Date

01/17/2020

Chancellor's Office Approval Date

01/31/2020

Course Control Number

CCC000612685

Programs referencing this courseCareer Exploration and Readiness Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=305/>)