

College of San Mateo

Course Outline

- New Course
 Update/No change
 Course Revision (Minor)
 Course Revision (Major)

Date: 08/2007

Department: Career and Life Planning **Number:** CRER 127
Course Title: Career Choices II: Job Search **Units:** .5
Hours/Week: Lecture: total of 8 hours **Lab:** 0 **By Arrangement:** 0

Length of Course

- Semester-long
 Short course (Number of weeks: 1 - 8)
 Open entry/Open exit

Grading

- Letter
 Credit/No Credit
 Grade Option (letter or Credit/No Credit)

1. **Prerequisite** (Attach Enrollment Limitation Validation Form.)

none

2. **Corequisite** (Attach Enrollment Limitation Validation Form.)

none

3. **Recommended Preparation** (Attach Enrollment Validation Form.)

none

4. **Catalog Description** (Include prerequisites/corequisites/recommended preparation.)

Career Choices II: Job Search (.5)
(Credit/No Credit grading) (Open entry/open exit or short course)
Two lecture hours plus one hour by arrangement per week for four weeks.
This class is focused on the job search preparation. Topics to include: the hidden job market, resume, networking, marketing yourself, gathering information, preparing for the interview, common interview questions, successful interview strategies and follow-up actions. Students will practice and receive coaching on all phases of the successful interview. (CSU)

5. **Class Schedule Description** (Include prerequisites/corequisites/recommended preparation.)

CRER127 Career Choices II: Job Search
A practical skill building course focused on the latest methods to prepare you to identify employers, gather job information, build a current resume, anticipate interview questions, make a favorable impression and complete follow-up activities. Students will practice all phases of the job search and receive coaching and feedback.
It is recommended that students report to Career Services in Building 5, Room 128 during the first week of classes to select class dates and times. Credit/No Credit grading. Open entry/open exit. May be taken up to 2 times for a total of 1 unit. (CSU)

6. Course Outcomes (Identify 5-8 expected learner outcomes using active verbs.)

At the conclusion of this job search skills course students will be able to define and act on the skills of:

- Researching potential employers
- Establishing a job objective
- Collecting personal data to construct a professional resume
- Formatting a resume
- Networking and establishing professional contacts
- Marketing techniques
- Informational interviewing
- Job Interviewing
- Anticipating interview questions and responses
- Follow-up activities
- Writing cover letters, thank you letters
- Dressing appropriately for the job

7. Course Content (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)

- a. The world of work: Identifying trends, recognizing changes in the work place
- b. Researching the field: Global economy, twenty-first century jobs, technology and knowledge workers
- c. Stating your objective: Knowing what you want to do and how to find employment
- d. Paper work: Constructing your resume, cover letter, application and electronic portfolio
- e. Making a favorable impression: Rehearsing and anticipating your questions and answers
- f. Networking: Establishing your support circle
- g. Informational interviewing: Non-traditional job hunting
- h. Interview guidelines: Practice getting it right
- i. Handling difficult questions: How you communicate matters
- j Follow-up: Learn form the interview, debrief, and plan your next step
- k. Formal Thank You letter: Good manners matter
- l. Accepting a job offer: Negotiating salary, benefits, start date
- m. Review the interview process: Evaluate and correct where necessary

8. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.)

Instructional methods include but are not limited to short lectures, role play activities, practice interviews, discussions, Internet research, readings and job research. Practice interviews may be video taped for feedback.

9. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

This is a skill development course and students will practice, demonstrate, and receive feedback on the skills listed above under section 6, Course Outcomes.

10. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

This is a .5 unit course, conducted over a total of 8 hours. A selected compendium of handouts, such as resume, interview questions, internet sites plus topical readings will be used.

Supplemental texts:

The Career Fitness Program: Exercising Your Options; Diane Sukiennik, William Bendat, Lisa Raufman, (2001) sixth edition, Prentice Hall

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