

College of San Mateo
Official Course Outline

1. **COURSE ID:** CRER 127 **TITLE:** Career Choices II: Job Search
Units: 0.5 units **Hours/Semester:** 8.0-9.0 Lecture hours; and 16.0-18.0 Homework hours
Method of Grading: P/NP Only

2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU
AA/AS Degree Requirements:
 CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**
Catalog Description:
 Focuses on job search preparation. Topics include: the 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 a successful interview. A materials fee as shown in the Schedule of Classes is payable upon registration.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 1. Complete an employment application that is detailed and accurate.
 2. Construct a resume using current guidelines for effective resume writing.
 3. Write a customized cover letter using guidelines for effective cover letter writing.
 4. Create a script to answer at least 3 commonly asked interview questions.
 5. Use at least one networking method to establish professional contacts.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. Establish a career and job objective
 2. Research potential employers
 3. Construct a professional resume and cover letter
 4. Market themselves through networking and by establishing professional contacts
 5. Prepare for and practice effective job interview techniques
 6. Conduct appropriate follow-up activities and acknowledgments

6. **COURSE CONTENT:**
Lecture Content:
 1. The world of work: Identifying trends and recognizing changes in the work place.
 2. Researching the twenty-first century job market and the local, national and global economy. Utilizing online resources including Groupon, Monster, LinkedIn, for example.
 3. Stating your objective and focusing the job search.
 4. Constructing a resume, cover letter, application and portfolio.
 5. Establishing a network of professional contacts.
 6. Informational interviewing: Non-traditional job hunting.
 7. Interview guidelines: Making a favorable impression. Anticipating and rehearsing interview questions to formulate effective responses, handle difficult questions and communicate preparation for the position.
 8. Follow-up: Acknowledging the interviewer, learning from the interview, seeking feedback and planning the next step
 9. Formal Thank You letter: Good manners matter

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
 Typical methods of instruction may include:
 - A. Lecture
 - B. Critique
 - C. Activity
 - D. Discussion
 - E. Guest Speakers

F. Observation and Demonstration

G. Other (Specify): 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.

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

A professional resume, cover letter and thank you note

Worksheets and brief written reflections

Reading Assignments:

CRER 127 Workbook

Job Announcements

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

A. Class Participation

B. Class Work

C. Homework

D. Projects

E. Simulation

F. This is a skill development course. Students will practice, demonstrate, and receive feedback about their written documents (resume, etc.) and interviewing skills.

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

A. Parker, Y., Brown, B.. *The damn good resume guide: A crash course in resume writing*, 1st ed. Ten Speed Press, 2012

B. Ellis, D.. *From master student to master employee*, 4th ed. Boston, MA: Wadsworth, 2014

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Course Originator: Kevin Sinarle