

**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; 16.0-18.0 Homework hours; 24.0-27.0 Total Student Learning hours  
**Method of Grading:** Pass/No Pass 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: job market trends, 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 guidance on the major stages of a job or internship search.

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 recent trends and recognizing changes in the workplace.
2. Researching the current job market and the local, national and global economy. Utilizing online resources including LinkedIn, Indeed.com, JobSpeaker, industry websites, and more.
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 recorded 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 letter

Worksheets and brief written reflections

**Reading Assignments:**

- CRER 127 Workbook
- Job Announcements
- Assigned articles and chapters

#### 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 verbal interviewing skills.

#### 10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Dillon, D.. *Blueprint for Success in College and Career*, ed. Rebus Community, 2021
- B. Ellis, D.. *From Master Student to Master Employee*, 5th ed. Boston, MA: Wadsworth, 2017

Other:

- A. Dahlstrom, H. *Job Hunting Handbook*. Dahlstrom & Co. 2018

**Origination Date:** October 2023

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**Effective Term:** Fall 2024

**Course Originator:** Rosaline Negrete