

I. CATALOG INFORMATIONA. Discipline: WORK EXPERIENCEB. Subject Code and Number: WEXP M901

C.

Course Title: Strategic Job Search

D. Credit Course units:

Units: _____

Lecture Hours per week: 0.23 – 0.46Lab Hours per week : 0Variable Units : No

E. Student Learning Hours:

Lecture Hours:

Classroom hours: 4.025 - 8.05

Laboratory/Activity Hours:

Laboratory/Activity Hours 0 - 0**Total Combined Hours** in a 17.5 week term: 4.025 - 8.05

F. Non-Credit Course hours per week _____

G. May be taken a total of: 1 2 3 4 time(s) for creditH. Is the course co-designated (same as) another course: No Yes
If YES, designate course Subject Code & Number: _____

I. Course Description:

Assists students to develop and implement a strategic career and job search plan. Presents sources of occupational information and shows students how to utilize this information in the career planning and job search process.

J. Entrance Skills

*Prerequisite: No Yes Course(s)
_____*Corequisite: No Yes Course(s)
_____Limitation on Enrollment: No Yes
_____Recommended Preparation: No Yes Course(s)
_____Other: No Yes

K. Other Catalog Information:

II. COURSE OBJECTIVES

Upon successful completion of the course, a student will be able to:

		Methods of evaluation will be consistent with, but not limited by, the following types or examples.
1	classify occupational information into career clusters and job areas.	Class participation Satisfactory completion of required assignments
2	locate reliable and up-to-date occupational information on the internet.	Class participation Satisfactory completion of required assignments
3	locate training and education information on the internet.	Class participation Satisfactory completion of required assignments
4	describe common employment and job search problems.	Class participation Satisfactory completion of required assignments
5	analyze individual employment options.	Class participation Satisfactory completion of required assignments
6	design and create a professional resume and cover letter.	Class participation Satisfactory completion of required assignments
7	prepare for information and employment interviews.	Class participation Satisfactory completion of required assignments
8	evaluate and negotiate employment offers.	Class participation Satisfactory completion of required assignments

III. COURSE CONTENT

Estimated %	Topic	Learning Outcomes
Lecture (must total 100%)		
25.00%	Occupational Classification Systems a. Career Clusters and Areas b. Locating Occupational Information c. Eureka d. O'NET	1, 2, 7, 8
25.00%	Classifying Educational Programs	3, 5, 7

	a. Locating College Training Programs b. Connecting Self-Knowledge with Occupational Information	
10.00%	Beginning an Employment Campaign a. The Nature of Employment Problems b. Knowledge of Employment Options	2, 4, 5
20.00%	Written Communications in the Job Search Process a. Resume b. Cover Letter c. Social Media	5, 6, 7
20.00%	Interpersonal Communications in the Job Search Process a. Information Interviews b. Employment Interviews c. Negotiating and Evaluating Employment Offers	5, 7, 8

IV. TYPICAL ASSIGNMENTS

A. Writing assignments

Writing assignments are required. Possible assignments may include, but are not limited to:	
1	development of a comprehensive profession resume, with consideration of critical feedback from the instructor and peers.
2	preparation of a professional cover letter, with consideration of critical feedback from the instructor and peers.

B. Appropriate outside assignments

Appropriate outside assignments are required. Possible assignments may include, but are not limited to:	
1	use the internet and the Google image search tool to find an example of a resume which needs significant improvement, and make improvements based on knowledge and skills gained in class.
2	use the internet and the Google image search tool to find an example of a cover letter which needs significant improvement, and make improvements based on knowledge and skills gained in class.

C. Critical thinking assignments

Critical thinking assignments are required. Possible assignments may include, but are not limited to:	
1	completion of a Career Field Analysis project, to help students learn about sources for occupational and educational information, and to give them an opportunity to conduct in-depth research on one occupation. Students will (1) research information across 16 categories associated with a single occupation, (2) write a college-level paper to improve and demonstrate personal writing and research skills, (3) learn how to more effectively use education/career information resources, and (4) demonstrate project management skills in executing a work assignment effectively and on-time.
2	engagement in class discussion, including responding to prompts and questions from instructor.

V. METHODS OF INSTRUCTION

Methods of instruction may include, but are not limited to:

- Distance Education – When any portion of class contact hours is replaced by distance education delivery mode (Complete DE Addendum, Section XV)
- Lecture/Discussion

Laboratory/Activity

Other (Specify) Class participation
Completion of three required assignments

Optional Field Trips

Required Field Trips

VI. METHODS OF EVALUATION

Methods of evaluation may include, but are not limited to:

- | | | |
|-----------------------------------------------|----------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Essay Exam | <input checked="" type="checkbox"/> Classroom Discussion | <input checked="" type="checkbox"/> Skill Demonstration |
| <input type="checkbox"/> Problem Solving Exam | <input type="checkbox"/> Reports/Papers/Journals | <input checked="" type="checkbox"/> Participation |
| <input type="checkbox"/> Objective Exams | <input type="checkbox"/> Projects | <input checked="" type="checkbox"/> Other (specify) |

Assessment of three required assignments

VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

Barnett, Bill. The Strategic Career: Let Business Principles Guide You. Stanford Business Books, 2015.

Sukiennik, Diane, and Lisa Raufman. The Career Fitness Program: Exercising Your Options. 11th ed. Pearson, 2015.

EUREKA Career Information System. EUREKA, CCIS, 2018 ed.
EUREKA is a career information system used for self-assessment, career exploration, and college/post-secondary exploration.

Selected videos from Lynda.com

Lynda.com is an online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. Videos selected for use in this course will emphasize career exploration and attainment.

VIII. STUDENT MATERIALS FEES

No Yes

IX. PARALLEL COURSES

College	Course Number	Course Title	Units
Santa Barbara City College	PD NC002	Strategic Job Search	0

X. MINIMUM QUALIFICATIONS

Non-Credit Course:
Any one of the following: (1) A bachelor's degree; and two years of occupational experience related to the subject of the course taught. (2) An associate degree; and six years of occupational experience related to the subject of the course taught. (3) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter.

XI. ARTICULATION INFORMATION

A. Title V Course Classification:

1. This course is designed to be taken either:

- Pass/No Pass only (no letter grade possible); or
 Letter grade (P/NP possible at student option)

2. Degree status:

Either Associate Degree Applicable; or Non-associate Degree Applicable

B. Moorpark College General Education:

1. Do you recommend this course for inclusion on the Associate Degree General Education list?

Yes: No: If YES, what section(s)?

- A1 - Natural Sciences - Biological Science
 A2 - Natural Sciences - Physical Science
 B1 - Social and Behavioral Sciences - American History/Institutions
 B2 - Social and Behavioral Sciences - Other Social Behavioral Science
 C1 - Humanities - Fine or Performing Arts
 C2 - Humanities - Other Humanities
 D1 - Language and Rationality - English Composition
 D2 - Language and Rationality - Communication and Analytical Thinking
 E1 - Health/Physical Education
 E2 - PE or Dance
 F - Ethnic/Gender Studies

C. California State University(CSU) Articulation:

1. Do you recommend this course for transfer credit to CSU? Yes: No:

2. If YES do you recommend this course for inclusion on the CSU General Education list?

Yes: No: If YES, which area(s)?

- A1 A2 A3 B1 B2 B3 B4
C1 C2 D1 D2 D3 D4 D5
D6 D7 D8 D9 D10 E

D. University of California (UC) Articulation:

1. Do you recommend this course for transfer to the UC? Yes: No: 2. If YES do you recommend this course for the Intersegmental General Education Transfer Curriculum (IGETC)? Yes: No: IGETC Area 1: English Communication

- English Composition
 Critical Thinking-English Composition
 Oral Communication

IGETC Area 2: Mathematical Concepts and Quantitative Reasoning

- Mathematical Concepts

IGETC Area 3: Arts and Humanities

- Arts
 Humanities

IGETC Area 4: Social and Behavioral Sciences

- Anthropology and Archaeology
 Economics
 Ethnic Studies
 Gender Studies
 Geography
 History
 Interdisciplinary, Social & Behavioral Sciences
 Political Science, Government & Legal Institutions
 Psychology
 Sociology & Criminology

IGETC Area 5: Physical and Biological Sciences (mark all that apply)

- Physical Science Lab or Physical Science Lab only (non-sequence)
 Physical Science Lecture only (non-sequence)
 Biological Science
 Physical Science Courses
 Physical Science Lab or Biological Science Lab Only (non-sequence)
 Biological Science Courses
 Biological Science Lab course
 First Science course in a Special sequence
 Second Science course in a Special Sequence
 Laboratory Activity
 Physical Sciences

IGETC Area 6: Language other than English

- Languages other than English (UC Requirement Only)
 U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)
 U.S. History, Constitution, and American Ideals (CSU Requirement ONLY)

XII. REVIEW OF LIBRARY RESOURCES

- A. What planned assignment(s) will require library resources and use?

The following assignments require library resources: N/A

- B. Are the currently held library resources sufficient to support the course assignment?

YES: NO:

If NO, please list additional library resources needed to support this course.

XIII. PREREQUISITE AND/OR COREQUISITE JUSTIFICATION

WEXP M901: Not Applicable

XIV. WORKPLACE PREPARATION

WEXP M901: Not Applicable

XV. DISTANCE LEARNING COURSE OUTLINE ADDENDUM

WEXP M901: Not Applicable

XVI. GENERAL EDUCATION COURSE OUTLINE ADDENDUM

WEXP M901: Not Applicable

XVII. STUDENT MATERIALS FEE ADDENDUM

WEXP M901: Not Applicable

XVIII. REPEATABILITY JUSTIFICATION TITLE 5, SECTION 55041

Please check all that apply:

1. This is a course in which the **content differs** each time the course is offered. For the course in which the content may change significantly after a period of time, there must be a mechanism for ensuring that when a student wants to re-enroll, the content is different from the last time the student took the course. Indicate in the course description the circumstances that would permit repetition.

2. This is an **activity course** where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for the following reasons:

- Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
- Active participatory experience in individual study for group assignments is the basic means by which learning objectives are obtained.

NOTE: Foreign language courses, for-credit ESL courses, and non-degree-applicable basic skills courses are NOT considered activity courses and therefore cannot be repeated.

3. This is a **physical education activity course**.

NOTE: Activity courses which involve the same primary educational activity (e.g., golf) or different levels of the same activity (e.g., beginning and intermediate golf), must combine all enrollments across all of these similar courses for purposes of the four enrollment repeatability limitation. In other words, a student may not enroll in beginning and intermediate golf four times each, but may enroll in these golf courses for a total of four times.

4. This is a **visual or performing arts courses** in music, fine arts, theater or dance.

NOTE: An exception is made for activity courses in the visual and performing arts in the same area (e.g., piano) that are a part of a transfer sequence (documentation maybe required). Students may repeat each level of each course (e.g., Piano 1, 2 and 3) up to three times for a total of four enrollments in each course.

XIX. CURRICULUM APPROVAL

- A. Course Information:
1. Discipline: WORK EXPERIENCE
 2. Discipline Code and Number: WEXP M901
 3. Course Revision Category: New Course
- B. Course Proposed By:
1. Originating Faculty Trevor Hess 10/22/2018
 2. Faculty Peer: Jolie Herzig 11/28/2018
 3. Curriculum Rep: _____
 4. Department Chair: Traci Allen 11/28/2018
 5. Division Dean: Howard Davis 11/23/2018
- C. Approved By:
- Curriculum Chair: Jerry Mansfield 12/17/2018
- Executive Vice President: _____
- Articulation Officer: Letrisha Mai 12/05/2018
- Librarian: Mary LaBarge 12/05/2018
- D. Implementation Term and Year: _____
- E. Approval Dates:
1. Approved by Moorpark College Curriculum Committee: 12/11/2018
 2. Approved by Board of Trustees (if applicable): 02/19/2019
 3. Approved by State (if applicable): _____