

I. CATALOG INFORMATIONA. Discipline: WORK EXPERIENCEB. Subject Code and Number: WEXP M31C. Course Title: Job and Career Readiness

D. Credit Course units:

Units: 0.5Lecture Hours per week: 0.5Lab Hours per week : 0Variable Units : No

E. Student Learning Hours:

Lecture Hours:

Classroom hours: 8.75 - 8.75

Laboratory/Activity Hours:

Laboratory/Activity Hours 0 - 0**Total Combined Hours** in a 17.5 week term: 8.75 - 8.75

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:

Provides an understanding of how to prepare for employment in order to achieve job or career goals. Includes examination of soft skills employers want and assessment of individual strengths. Discusses handling the job search process effectively in terms of motivation and stress management. Teaches how to develop a Personal Action Plan - a personalized, step-by-step strategy to move forward in job search or career development.

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	identify job search techniques that are most successful.	Review list of personal and professional networking contacts.
2	identify individual strengths and skills that an employer would value.	Assess personal profile for skills and strengths.
3	prioritize job search activities stating career goals and methods of achieving goals and timelines.	Evaluate Personal Action Plan for quality and timeliness.

III. COURSE CONTENT

Estimated %	Topic	Learning Outcomes
Lecture (must total 100%)		
12.50%	Job search techniques and goal setting	1, 2, 3
12.50%	Reasons job hunters do not get hired	1
12.50%	What employers want - personal strengths	2
12.50%	Evaluation of weaknesses and strategies for improvement	2, 3
12.50%	Best job search techniques	1, 2, 3
12.50%	Handling the job search	1, 3
12.50%	Career assessments and other resources	1, 3
12.50%	Personal Action Plan	2, 3
Lab (must total 100%)		

IV. TYPICAL ASSIGNMENTS

A. Writing assignments

Writing assignments are required. Possible assignments may include, but are not limited to:	
1	analysis of personal application of presented material through personal profile of skills and strengths.

B. Appropriate outside assignments

Appropriate outside assignments are required. Possible assignments may include, but are not limited to:

1	develop a Personal Action Plan synthesizing information presented in class with personal reflection on goals and priorities.
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C. Critical thinking assignments

Critical thinking assignments are required. Possible assignments may include, but are not limited to:

1	create a list of personal and professional contacts with whom to network.
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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)

Guest Speakers, Group Projects, Computer Assisted instruction, Discussions/seminar, Audio Visual

Optional Field Trips

Required Field Trips

VI. METHODS OF EVALUATION

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

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

1. Assess personal profile for skills/strengths.

2. Evaluate personal action plan for quality and timeliness.

VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

Yate, Martin. Knock 'em Dead 2010: The Ultimate Job Search Guide. Adams Media, 2009.

Bolles, Richard. What Color Is Your Parachute? 2011: A Practical Manual for Job-Hunters and Career-Changers. Ten Speed, 2010.

VIII. STUDENT MATERIALS FEES

No Yes

IX. PARALLEL COURSES

College	Course Number	Course Title	Units
Cerritos College	CG1	Career Planning	1
Fresno City College	WSTS 45	Re-Entry Career Planning and Development	1
Cuesta College	COUN 254	Career Exploration	1

X. MINIMUM QUALIFICATIONS

Courses Requiring a Masters Degree:
 Counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent. (NOTE: a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to title 5, section 53410.1.)

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:
Research using the Library's print and online resources.

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 M31: Not Applicable

XIV. WORKPLACE PREPARATION

WEXP M31: Not Applicable

XV. DISTANCE LEARNING COURSE OUTLINE ADDENDUM

WEXP M31: Not Applicable

XVI. GENERAL EDUCATION COURSE OUTLINE ADDENDUM

WEXP M31: Not Applicable

XVII. STUDENT MATERIALS FEE ADDENDUM

WEXP M31: Not Applicable

XVIII. REPEATABILITY JUSTIFICATION TITLE 5, SECTION 55041

WEXP M31: Not Applicable

XIX. CURRICULUM APPROVAL

Course Information:

Discipline: WORK EXPERIENCE

Discipline Code and Number: WEXP M31

Course Revision Category: Outline Update

Course Proposed By:

Originating Faculty Karen DuBois 09/10/2010

Faculty Peer: Karen DuBois 08/30/2010

Curriculum Rep: Margaret Tennant 08/31/2010

Department Chair: Corey Wendt 09/02/2010

Division Dean: Patricia Ewins 09/04/2010

Approved By:

Curriculum Chair: Mary Rees 12/08/2010

Executive Vice President: Edward Knudson 12/06/2010

Articulation Officer: Letrisha Mai 09/24/2010

Librarian: Mary LaBarge 10/06/2010

Implementation Term and Year: Spring 2011

Approval Dates:

Approved by Moorpark College Curriculum Committee: 12/07/2010

Approved by Board of Trustees (if applicable): _____

Approved by State (if applicable): _____