

I. CATALOG INFORMATION

- A. Discipline: WORK EXPERIENCE
- B. Subject Code and Number: WEXP M36
- C. Course Title: Strategies for Career Success

- D. Credit Course units:
 - Units: 0.5
 - Lecture Hours per week: 0.5
 - Lab Hours per week : 0
 - Variable 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 credit

- H. Is the course co-designated (same as) another course: No Yes
 If YES, designate course Subject Code & Number: _____

- I. Course Description:

Provides information on how to prepare for and achieve employment success. Discusses the importance of understanding workplace culture and expectations, understanding and practicing workplace ethics, responding well to critical feedback, managing stress and conflict, and working within a team environment.

- 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 key actions that demonstrate workplace personal responsibility and ethics, including punctuality, appropriate dress, and honest work practices. | Evaluate student generated list of why employees get fired/let go. |
| 2 | define skills critical to working in a team. | Evaluate conflict resolution case studies; assess appropriate communication skills on topic worksheet. |
| 3 | describe general components of a workplace culture, analyze an individual workplace to determine the culture, and develop personal strategies to fit with that culture. | Assessment of written assignment on workplace culture analysis and personal strategies to fit in. |

III. COURSE CONTENT

| Estimated % | Topic | Learning Outcomes |
|----------------------------------|-----------------------------|-------------------|
| Lecture (must total 100%) | | |
| 15.00% | Reasons employees get fired | 1, 2 |
| 15.00% | Employer expectations | 1 |
| 15.00% | Company culture | 3 |
| 25.00% | Teamwork | 2 |
| 15.00% | Stress management | 2 |
| 15.00% | Handling criticism | 2 |
| Lab (must total 100%) | | |
| | | |
| | | |

IV. TYPICAL ASSIGNMENTS

A. Writing assignments

| | |
|---|--|
| Writing assignments are required. Possible assignments may include, but are not limited to: | |
| 1 | writing in journals and performing self-assessments. |
| | |

| | |
|---|---|
| 2 | reflections on readings. |
| 3 | analysis of appropriate behaviors. |
| 4 | evaluation of others' behaviors in role-playing exercises. |
| 5 | essays on application of course material to individual workplace. |

B. Appropriate outside assignments

| | |
|---|---|
| Appropriate outside assignments are required. Possible assignments may include, but are not limited to: | |
| 1 | assigned readings. |
| 2 | assigned analyses of class discussions, role-playing, video-viewing, or other classroom presentation. |
| 3 | analysis of individual workplace situation. |
| 4 | interviews with workplace supervisors and/or managers. |
| 5 | complete soft skills worksheet "Would you hire you?" |
| 6 | describe a time when you were able to successfully resolve a situation when you experienced a conflict with a co-worker or a customer. What steps did you take? What advice would you give to someone needing to achieve resolution in a scenario where there was conflict? |

C. Critical thinking assignments

| | |
|---|---|
| Critical thinking assignments are required. Possible assignments may include, but are not limited to: | |
| 1 | analyze an individual workplace to determine the company culture; detail personal strategies needed to fit within that culture. |
| 2 | complete case study on successful conflict resolution. |

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)
 Group Projects, Guest Speakers, Discussion/seminar, Audio Visual

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 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. Assessment of analysis of an individual workplace to determine the company culture; detail personal strategies needed to fit within that culture.

2. Evaluation of completed case study on successful conflict resolution.

VII. REPRESENTATIVE TEXTS AND OTHER COURSE MATERIALS

Hess, Peter. Career Success: Right Here, Right Now!. 2nd ed. South-Western Educational, 2007.

Ullrich, Kathryn. Getting to the Top: Strategies for Career Success. Silicon Valley Press, 2010.

Handouts

VIII. STUDENT MATERIALS FEES

No Yes

IX. PARALLEL COURSES

| College | Course Number | Course Title | Units |
|----------------------------|---------------|-------------------------------|-------|
| Mendocino College | CCS 100 | Career Planning Success | 1.5-3 |
| Palo Verde College | CWE 150 | Career Success Seminar | 1 |
| Cerritos College | COUN 200 | Success in College and Career | 3 |
| San Francisco City College | LERN 61 | Orientation to Career Success | 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 M36: Not Applicable

XIV. WORKPLACE PREPARATION

WEXP M36: Not Applicable

XV. DISTANCE LEARNING COURSE OUTLINE ADDENDUM

WEXP M36: Not Applicable

XVI. GENERAL EDUCATION COURSE OUTLINE ADDENDUM

WEXP M36: Not Applicable

XVII. STUDENT MATERIALS FEE ADDENDUM

WEXP M36: Not Applicable

XVIII. REPEATABILITY JUSTIFICATION TITLE 5, SECTION 55041

WEXP M36: Not Applicable

XIX. CURRICULUM APPROVAL

Course Information:

Discipline: WORK EXPERIENCE

Discipline Code and Number: WEXP M36

Course Revision Category: Outline Update

Course Proposed By:

Originating Faculty Charles Brinkman 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): _____