GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: LIFE 700   DIVISION: 90   ALSO LISTED AS:

TERM EFFECTIVE: Spring 2024   CURRICULUM APPROVAL DATE 10/13/2020

SHORT TITLE: CAREER READINESS

LONG TITLE: Workforce Preparation and Job Readiness

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
0	18	Lecture:	0	0
		Lab:	1 TO 10	18 TO 180
		Other:	0	0
		Total:	1 TO 10	18 TO 180

Out of Class Hrs:	00.00
Total Learning Hrs:	18.00 TO 180.00

COURSE DESCRIPTION:

This non-credit course is designed for prospective employees that will assist them in workforce preparation. Students will practice decision making and problems solving skills that can be utilized to enter the workplace. Completers of this course will gain training in preparing for job search and obtainment through a variety of activities that will focus on speaking, listening, reading, and writing.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES
        N - Non Credit

REPEATABILITY: R - Course may be repeated
Maximum of 99 times

SCHEDULE TYPES:

      03 - Lecture/Laboratory

      04 - Laboratory/Studio/Activity

      046 - Laboratory - LEH 0.6

      05 - Hybrid

      71 - Dist. Ed Internet Simultaneous

      72 - Dist. Ed Internet Delayed

      73 - Dist. Ed Internet Delayed LAB

      736 - Dist. Ed Internet LAB-LEH 0.6

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Apply analytical thinking, decision making, and problem-solving techniques that improve awareness, judgement, understanding, and logical reasoning.

2. Increase knowledge and ability to effectively communicate within the workplace.

COURSE CONTENT:

Curriculum Approval Date 10/13/2020

1-10 hours

Introduction and overview of problems solving through the job search process.

Course topics covered will include:

1-10 Hours

Content: Job searching tools and techniques.

Performance Objective: Students will practice writing and speaking skills through job searching activities.

1-10 hours

Content: Basic overview of Microsoft 365

Performance Objectives: Students will learn and practice creating documents using Microsoft 365.

1-10 Hours

Content: Researching resume examples and practicing effective resume writing techniques.

Performance Objectives: Student will learn about various resume formats and practice resume writing using various formats.

1-10 Hours

Content: Researching cover letter and letters of reference examples and practice effective writing techniques.

Performance Objectives: Student practice writing skills by developing cover and reference letters using various formats learned.

1-10 Hours

Content: Practice listening and speaking skills through mock interviewing.

Performance Objectives: Students will role play asking and answering interview questions demonstrating skills they have acquired.

1-10 Hours

Content: Professional networking in both digital and in-person settings.

Performance Objectives: Students will practice decision making and writing skills through the development of a networking plan.

1-10 Hours

Introduction and overview of workplace skills.

1-10 hours

Content: Identify and practice workplace soft skills through reading and writing.

Performance Objectives: Students will research and practice three soft skills of their choosing.

COURSE CONTENT (Continued):

1-10 hours

Content: Research and identify various workplace communication styles.

Performance Objectives: Students will practice various speaking and written workplace communication.

1-10 hours

Content: Research workplace conflict and generational variances in the workplace.

Performance Objectives: Students will demonstrate understanding of generational differences, and ways to reduce or eliminate conflict in the workplace through role playing, case studies, and/or reflecting on personal experiences.

1-10 hours

Introduction to goal setting, personal management, and self-assessments.

1-10 hours

Content: Explore and identify career goals.

Performance Objectives: Students will create short and long term goals, identify steps to obtain goals and develop a timeline.

1-10 hours

Content: Explore and discover ways to identify their strengths, interests, skills and abilities.

Performance Objectives: Students will participate in and analyze outcomes of personality, career, and skills assessments.

1-10 hours

Introduction and overview of decision making through the job search process.

1-10 hours

Content: Research and analyze different types of decision-making models.

Performance Objectives: Students will identify steps to making a good decision and be able to defend their decision.

1-10 hours

Content: Students will practice decision making and problem solving skills through labor market research.

Performance Objectives: Students will research and complete job market analysis for a minimum of three jobs.

1-10 hours

Content: Students will practice skills acquired during this course to complete a Job Shadow Project.

Performance Objectives: Students communicate verbally and in writing with a prospective employer to shadow an employee and provide a written report about the experience.

METHODS OF INSTRUCTION:

This is a lab course that may be offered in person, online, or hybrid.

METHODS OF EVALUATION:

Skill demonstrations

Percent of total grade: 70.00 %

In class participation and discussions.

Writing assignments

Percent of total grade: 30.00 %

Resume, Cover Letter, Portfolio, and Job Shadow Project

REPRESENTATIVE TEXTBOOKS:

Textbooks are not required for this course.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

Not Transferable

UC TRANSFER:

Not Transferable

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: K

Noncredit Category: J

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: A

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000619921

Sports/Physical Education Course: N

Taxonomy of Program: 493012