

Mt. San Jacinto College
Integrated Course Outline of Record

Form B

Submitted by:	Sonia Nelson	Date:	12/17/2020
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Department	Subject	Course Number	Title
Non-Credit Career Enhancement Program	Non-Credit Career Enhancement Program NC/CEP	950	Career Enhancement Skills (formerly NC/CEP-001X)

Units/Hours
Each lecture unit requires 1 hour per week of class time, and 2 hours per week of study outside of class.
Each laboratory unit requires 3 hours per week of class time.
Each activity unit requires 2 hours per week of class time and 1 hour per week of study outside of class.

Total Units

Total Contact Hours

8.00 - 16.00

Stand Alone:

Program Applicable

AA/AS Degree General Ed Breadth Area(s):

-none-

General Education Justification:

Maximum Enrollment:	30
Maximum Enrollment Justification:	Course requires significant individualized instruction or assessment – check all that apply: * Course relies on small group dynamics as a means of instruction or assessment. * Course requires that each student be evaluated individually on a set of skills more than twice per semester. Justification: This course will require role-playing activities designed to assess each student's understanding of the job interview process. In addition, student resumes will have to be completed and

Grading Method:

TOP code:

assessed and feedback will have to be provided in a very short span of time.

NC-P/SP/NP

4930.12

Can be Taken

99

time(s) for credit (max 4)

- Visual or Performing Arts course that is required to meet major requirements for UC/CSU
- Intercollegiate athletics course
- Academic/vocational competition course

Catalog Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course). (75 words or less in gray box below).

This course will provide the student with the skills and knowledge needed to clarify their employment needs, establish short and long term career goals. Job search techniques, resume development, and interview skills will be emphasized along with the skills and personal characteristics required to obtain and keep a job.

Schedule Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course). (25 words or less in gray box below).

This course is intended to develop career planning, job search, interview, and career success skills.

Need for the course:

This course is part of a sequence of courses in the Light Duty Automotive Services Certificate of Completion sequence which is designed to assist students in the development of entry level employment skills.

Prerequisite(s):

Prerequisites go through a separate approval process. See Forms E1-E6 for details. (For further clarification, contact the Prerequisite Subcommittee)

-none-

Corequisite(s):

Corequisites go through a separate approval process. See Forms E1-E6 for details.

-none-

Recommend Preparation:

Recommended Preparation goes through a separate approval process. See Forms E1-E6 for details.

-none-

Other Enrollment Criteria:

-none-

Learning Objectives:

(please number each objective and express in behavioral terms) Upon the completion of the course the student will be able to do the following:

1. Demonstrate the ability to create a job search plan and identify relevant job opportunities.
 2. Produce a properly completed employment application.
 3. Compose a basic resume and cover letter.
 4. Recognize the importance of punctuality and show the ability to dress appropriately for an employment interview.
 5. Exhibit the ability to respond appropriately to employment interview questions.
 6. Develop a post-interview follow-up plan and demonstrate the ability to practice those skills.
 7. Compose an effective follow-up letter.
 8. Demonstrate the ability to communicate effectively with co-workers and customers.
 9. Develop positive character traits such as enthusiasm and reliability.
 10. Exhibit the ability to develop a career path to follow.

Course Content:

(please number the outline of main topics and subtopics)

1. Career Preparation Skills
 - A. Setting and achieving career goals
 - B. Labor market research and identification of employment opportunities
 - C. Completing employment applications
 - D. Writing cover letters and resumes
 - E. Developing interview skills
 - a. The interview process
 - b. Answering interview questions
 - c. Appropriate dress for the job interview
 - F. Interview follow-up practices
 2. Career Development Skills
 - A. Motivational skills emphasizing work readiness
 - B. Basic written and oral communication skills
 - C. Creating a businesslike image
 - D. Problem solving skills
 - E. Becoming part of a team
 - F. Personal growth and continuing education

Methods of Instruction:

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

- **Method:** Lecture
Integration: Lecture and demonstration on major topics will be used to inform students about basic principles and techniques utilized to find and keep a job.
 - **Method:** In-class Exercises
Integration: In-class reading will develop the student's ability to read aloud and assist in interview preparation.
 - **Method:** Activity
Integration: Small group activities such as role playing will develop job interview skills and the ability to function as part of a group.
 - **Method:** Homework
Integration: Individual writing assignments such as completing forms and preparing resumes, cover and follow-up letters.

Methods of Evaluation:

A student's grade shall be determined by the instructor using multiple measures of performance related to the course objectives. Methods of evaluation may include but are not limited to the following:

- **Method:** Role-playing/Simulation
Integration: Preparing for role play interview practice.
 - **Method:** Final Performance

- **Integration:** Instructor evaluation of the individual participant's progress in conducting a mock job interview.
- **Method:** Class Performance
- **Integration:** Competency based written assignments related to identification of career choices and employment opportunities and composing cover and follow-up letters.

Examples of Assignments:

Students will be expected to understand and critique college level texts or the equivalent. Reading and writing, as well as out of class assignments are required. These assignments may include but are not limited to the following:

1. Competency-based written tests of writing skills
 - A. Identify an advertised employment opportunity
 - B. Catalogue personal traits and skills necessary to fill that opportunity
 - C. Compose a cover letter describing interest in and skills suited to this opportunity
2. Competency-based tests of oral communication skills
 - A. Small group role play
 - a. Students will be divided into groups of three
 - b. Individual students will take turns playing the interviewer(s) and interviewee
 - c. Individual students will provide constructive feedback to the interviewee

Textbooks:

- Halderman, J.A. (2016). *Automotive Technology Principles, Diagnosis, and Service 5th* Pearson. ISBN: 978-0-13-399461-2
- Gray, M., E., and L. E. Gray (2018). *Auto Upkeep* Rolling Hills Publishing. ISBN: 978-1-62702-014-5
- Gilles, T. (2019). *Automotive Service: Inspection, Maintenance, Repair* Cengage Learning. ISBN: 978-1337794039

Other Resources:

- Riverside County Office of Education Regional Occupational Program Job Search Handbook.

Minimum Qualification

- Counseling (Masters Required) **or**
- Non Credit