

| Cerro Coso Community College   |  |                      |               |                                   |                      |                 |         |             |  |
|--|--|----------------------|---------------|-----------------------------------|----------------------|-----------------|---------|-------------|--|
| COURSE OUTLINE OF RECORD   |  |                      |               |                                   |                      |                 |         |             |  |
| Form A (Course Description)  |  |                      |               |                                   | Date                 | 10/22/08        |         | Page 1 of 1 |  |
| Discipline   | PDEV   |                      | Course No.    | C075                              | Units                | 1.0             |         |             |  |
| Course Title   | Career Alternatives                                |                      |               |                                   |                      |                 |         |             |  |
| Non-Credit Category  |  |                      |               |                                   |                      |                 |         |             |  |
| Revision Due Date  |  |                      |               | Final Approval due NOT LATER THAN | 10/31/08             |                 |         |             |  |
| <a href="#">Click link to view instructions for completing COR Form A.</a>   |  |                      |               |                                   |                      |                 |         |             |  |
| Methods of Instruction/Total Hours of Instruction  |  |                      |               |                                   |                      |                 |         |             |  |
| Lecture  | (1.0 unit = 18 hours)                              |                      |               | 18                                |                      |                 |         |             |  |
| Lab  | (1.0 unit = 54 hours)                              |                      |               |                                   |                      |                 |         |             |  |
| Open Lab   | (1.0 unit = 54 hours)                              |                      |               |                                   |                      |                 |         |             |  |
| Activity   | (1.0 unit = 54 hours)                              |                      |               |                                   |                      |                 |         |             |  |
| Work Experience  | (1.0 unit = 60 hours (volunteer); 75 hours (paid)) |                      |               |                                   |                      |                 |         |             |  |
|  | <b>Total Hours</b>                                 |                      |               | 18                                |                      |                 |         |             |  |
| Catalog Course Description   |  |                      |               |                                   |                      |                 |         |             |  |
| Through this course, students evaluate their individual life-style preferences through use of class assessment tools. Students explore the world of work and educational programs and have an opportunity to develop career decisions and action plans necessary to achieve individual career goals. |  |                      |               |                                   |                      |                 |         |             |  |
| Conditions of Enrollment   |  |                      |               |                                   |                      |                 |         |             |  |
| Pre-Requisite  |  |                      |               |                                   |                      |                 |         |             |  |
| Co-Requisite   |  |                      |               |                                   |                      |                 |         |             |  |
| Advisory   |  |                      |               |                                   |                      |                 |         |             |  |
| Repeatability  |  |                      |               |                                   |                      |                 |         |             |  |
| Repeatability  | No   | Grading Method       | Pass/No Pass  |                                   | Credit by Exam       | No              |         |             |  |
| Materials Fee  |  |                      |               |                                   |                      |                 |         |             |  |
| Materials Fee  | No   | Amount               |               |                                   |                      |                 |         |             |  |
| Justification  |  |                      |               |                                   |                      |                 |         |             |  |
| SAM Code   | E Non-Occupational                                 |                      |               |                                   |                      |                 |         |             |  |
| Program Identification   |  |                      |               |                                   |                      |                 |         |             |  |
| General Education Applicability  |  |                      |               |                                   |                      |                 |         |             |  |
| General Education Applicability  |  | Cerro Coso           |               | CSU Certification                 |                      | IGETC           |         |             |  |
| Minimum Qualifications Discipline List   |  |                      |               |                                   |                      |                 |         |             |  |
| Master's Degree Required   | Counseling   |                      |               |                                   |                      |                 |         |             |  |
| Master's Degree Not Required   |  |                      |               |                                   |                      |                 |         |             |  |
| Office Use Only  |  |                      |               |                                   |                      |                 |         |             |  |
| Approval Type  | Revision   | BT Action            | 12/12/08      |                                   |                      |                 |         |             |  |
| Course TOPS Code   | 4930.12  | Stand Alone Status   | Yes           |                                   | Stand Alone Approval |                 |         |             |  |
| Transferability  |  |                      |               |                                   |                      |                 |         |             |  |
| A  | Cerro Coso GE                                      | CSU GE Certification |               |                                   |                      | IGETC           |         |             |  |
| Form Submission  |  |                      |               |                                   |                      |                 |         |             |  |
| COR Part A   | 12/9/08  |                      | COR Part B    | 12/9/08                           |                      | Content Review  |         |             |  |
| DE Addendum  |  |                      | GE Addendum   |                                   |                      | Course Deletion |         |             |  |
| Signature Page   | 5/20/09  |                      |               |                                   |                      |                 |         |             |  |
| Approval Dates   |  |                      |               |                                   |                      |                 |         |             |  |
| First Review   | 10/24/07   |                      | Second Review | 11/7/08                           |                      | Final Approval  | 8/28/09 |             |  |

**Cerro Coso Community College**

**COURSE OUTLINE OF RECORD**

|                                |                     |                   |            |              |
|--------------------------------|---------------------|-------------------|------------|--------------|
| <b>Form B (Course Content)</b> |                     | <u>Date</u>       | 10/22/2008 | Page 1 of 2  |
| <u>Discipline</u>              | PDEV                | <u>Course No.</u> | C075       | <u>Units</u> |
|                                |                     |                   | 1.0        |              |
| <u>Course Title</u>            | Career Alternatives |                   |            |              |
| <u>Non-Credit Category</u>     |                     |                   |            |              |

**Student Learning Outcomes & Assessments**

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

| SLO      | Learning Outcome Description   | Outcome Assessment Definition  |
|----------|--|--|
| <b>A</b> | Analyze and evaluate the effectiveness of job changing strategies  | This will be assessed by a discussion, scored with a rubric.           |
| <b>B</b> | Identify their values, skills, interests, and accomplishments using a career decision making model                   | This will be assessed by a student survey, scored with a Likert scale. |
| <b>C</b> | Define and evaluate their current jobs and career aspirations  | This will be assessed by a project, scored with a rubric.              |
| <b>D</b> | Develop a plan based on the latest job search strategies and techniques  | This will be assessed by a project, scored with a rubric.              |
| <b>E</b> | Develop skills in networking, the application process, resume analysis, resume writing, interviewing, and marketing. | This will be assessed by a demonstration, scored with a rubric.        |
| <b>F</b> | Identify and appraise current online resources to assist with career exploration and planning                        | This will be assessed by a paper, scored with a rubric.                |

**Detailed Topical Outline**

- A. Introduction (A, C)
  - 1. Overview of job search strategies
  - 2. Definition of goals and career aspirations
  - 3. The career planning process
- B. Self-promotion (A, B, E)
  - 1. Strategies for positive self-presentation
  - 2. Public Speaking
  - 3. How to develop effective techniques for self-marketing
- C. Applications (A, D, E)
  - 1. Application formats
  - 2. Effective application strategies
- D. Resumes (A, B, D, E, F)
  - 1. Options in resume formats
  - 2. Model resumes
  - 3. Effective resume strategies
  - 4. Resources for resume development
- E. Career Tests (B)
  - 1. Myers-Briggs Personality Type Indicator
  - 2. Career Assessment Inventory
  - 3. Work value/interest inventories
- F. Internet Resources (A, D, F)
  - 1. Evaluating internet resources
  - 2. Effective strategies for using internet resources
  - 3. Job search/career exploration strategies online
- G. Interviewing (A, D, E)

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| <u>Discipline</u>              | PDEV                | <u>Course No.</u> | C075       | <u>Units</u> 1.0 |
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1. Importance of preparation
2. Questions to expect
3. Effective interviewing techniques and strategies

**Lab Content Description (if applicable)**

**Methods of Presentation**

*Course instructional methods may include but are not limited to:*

- A. Lecture on course material
- B. Class Discussion
- C. Structured exercises and journal assignments

**Assignments & Methods of Evaluation**

*Assessment of student performance may include but is not limited to:*

- A. Presentations (A, B, E)  
*Example: Students will prepare an autobiographical speech.*
- B. Exams
- C. Exercises(A, D, E)  
*Example: Students will prepare a resume.*
- D. Assessments and inventories (B)  
*Example: Students will take Myers-Briggs Personality Type Indicator*
- E. Projects(A, D, F)  
*Example: Using resources covered in the class, students will develop a career exploration plan, focusing on one particular career of interest.*
- F. Interviews (A, D, E)  
*Example: Student will conduct an interview of a person currently in a perspective job field*
- G. Discussions

**Out of Class Assignments**

- A. Papers (A-F)
- B. Internet and library research (A-F)
- C. Interviews (A-F)
- D. Assessments (A-F)

**Required Texts**

*Reading assignments are required and may include but are not limited to:*

- Dahlstrom, H. (2004). *The Job Hunting Handbook*. Holliston, MA: Dahlstrom & Company.  
 Bolles, R. (2005). *What Color is Your Parachute*. Berkeley, CA: Ten Speed Press.

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**COURSE OUTLINE OF RECORD**

|   |                     |                   |          |              |
|---|---------------------|-------------------|----------|--------------|
| <b>Form D (Distance Education Addendum)</b> |                     | <b>Date</b>       | 10/22/08 | Page 1 of 4  |
| <b>Discipline</b>                           | PDEV                | <b>Course No.</b> | C075     | <b>Units</b> |
| <b>Course Title</b>                         | Career Alternatives |                   |          |              |
| <b>Non-Credit Category</b>                  |                     |                   |          |              |

**COURSE CATALOG DESCRIPTION**

Through this course, students evaluate their individual life-style preferences through use of class assessment tools. Students explore the world of work and educational programs and have an opportunity to develop career decisions and action plans necessary to achieve individual career goals.

**Instructions:** Address each item listed below as specifically as possible, explaining the necessary changes made to the methods of instruction and evaluation to use distance education technology (fully or in part) as the intended method of delivery. Please attach a copy of the current Course Outline of Record.

**Delivery Method(s).** Check all that apply.

|               |  |            |   |               |
|---------------|--|------------|---|---------------|
| <b>Hybrid</b> |  | <b>iTV</b> | X | <b>Online</b> |
|---------------|--|------------|---|---------------|

**Describe the rationale for offering the course via the identified method(s) of delivery.**

| Rationale  | Hybrid | iTV | Online |
|--|--------|-----|--------|
| This course serves educational needs of an identified population                                 |        |     | X      |
| This course is required for a distance education degree or certificate                           |        |     |        |
| There is insufficient enrollment for this course a particular site                               |        |     | X      |
| There are schedule, facilities, and/or instructor conflicts for this course at a particular site |        |     |        |
| Other  |        |     |        |

**For each identified method of delivery, describe how the hours of instruction make this course equivalent to the hours of instruction defined in the Course Outline of Record.**

|        |  |
|--------|--|
| Hybrid |  |
| iTV    |  |
| Online | Students will participate in class instruction activities by spending the required contact hours per week reading or viewing lecture material, participating in discussions with fellow students and the instructor, and taking quizzes, exams, or other assessments that would be done in the traditional face-to-face classroom. |

**For each identified method of delivery, describe how assignments and evaluations will be adapted to accommodate the identified method of delivery. Assignments and evaluations must be equivalent to (if not the same as) those noted in the COR.**

| Method of Delivery | Assignment | Evaluation |
|--------------------|------------|------------|
| Hybrid             |            |            |
| iTV                |            |            |

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|---|---------------------|-------------------|----------|------------------|
| <b>Form D (Distance Education Addendum)</b> |                     | <b>Date</b>       | 10/22/08 | Page 2 of 4      |
| <b>Discipline</b>                           | PDEV                | <b>Course No.</b> | C075     | <b>Units</b> 1.0 |
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| <b>Non-Credit Category</b>                  |                     |                   |          |                  |

|        |  |  |
|--------|--|--|
| Online | Assignments will be sent via mail, fax, or submitted electronically via the class website. | Evaluation will be done by the instructor and distributed via the class website. |
|--------|--|--|

**Indicate the proposed maximum class size for each identified method of delivery.**

|        |    |  |
|--------|----|--|
| Hybrid |    |  |
| iTV    |    | <i>Preferred maximum enrollment for iTV courses is 20 students at each site.</i> |
| Online | 45 | <i>Preferred maximum enrollment for online courses is 45 students.</i>           |

**For each identified method of delivery, describe how the instructor will identify and respond to students experiencing difficulty.**

|        |   |
|--------|---|
| Hybrid |   |
| iTV    |   |
| Online | Assessments and participation will be monitored for signs of student difficulty and/or lack of participation, and Identified students will be contacted individually via email and the Early Alert process and encouraged to use optional group meetings, instructor office hours, or tutor programs. |

**Regular effective contact is a requirement of Title 5, Section 55204. Identify the methods of regular effective contact that may be used (Check all that apply):**

| Methods of Contact                         | Hybrid | iTV | Online | Comments |
|--|--------|-----|--------|----------|
| Text-Based Contact                         |        |     |        |          |
| E-Mail                                     |        |     | X      |          |
| Outside Reading                            |        |     | X      |          |
| Research (LRC, Internet, Other)            |        |     | X      |          |
| Lecture                                    |        |     | X      |          |
| Discussion Forum                           |        |     | X      |          |
| Chat/Instant Messaging                     |        |     | X      |          |
| Electronic Presentation (e.g., PowerPoint) |        |     |        |          |
| Document Camera                            |        |     |        |          |
| Smart Board                                |        |     |        |          |
| Other                                      |        |     |        |          |

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| <b>Form D (Distance Education Addendum)</b> |                     |                   | <b>Date</b> | 10/22/08     | Page 3 of 4 |
| <b>Discipline</b>                           | PDEV                | <b>Course No.</b> | C075        | <b>Units</b> | 1.0         |
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|  |  |  |   |  |
|--|--|--|---|--|
| <b>Audio-Based Contact</b>   |  |  |   |  |
| Telephone  |  |  | X |  |
| Synchronous Audio (e.g., CCC Confer, etc.)                         |  |  |   |  |
| Asynchronous Audio (e.g., WAV, WMA, etc.)                          |  |  |   |  |
| Other  |  |  |   |  |
| <b>Video-Based Contact</b>   |  |  |   |  |
| Synchronous Video  |  |  |   |  |
| Asynchronous Video (e.g., Archived Breeze, Flash, WMV, Read, etc.) |  |  |   |  |
| CD   |  |  |   |  |
| VHS  |  |  |   |  |
| DVD  |  |  | X |  |
| Other  |  |  |   |  |
| <b>Website Support</b>   |  |  |   |  |
| MOODLE   |  |  | X |  |
| Outside Website (e.g., Publisher, CourseCompass, Aplia, etc.)      |  |  |   |  |
| Electronic Posting of Grades                                       |  |  | X |  |
| Feedback   |  |  | X |  |
| Lecture Materials  |  |  | X |  |
| Other  |  |  |   |  |
| <b>Classroom Support</b>   |  |  |   |  |
| Remote Equipment Start-up  |  |  |   |  |
| Test Proctoring  |  |  |   |  |

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| <b>Form D (Distance Education Addendum)</b> |                     | <b>Date</b>       | 10/22/08 | Page 4 of 4      |
| <b>Discipline</b>                           | PDEV                | <b>Course No.</b> | C075     | <b>Units</b> 1.0 |
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|  |  |  |   |  |
|--|--|--|---|--|
| Teaching Assistant   |  |  |   |  |
| Other  |  |  |   |  |
| For each identified method of delivery, identify hardware needed by the instructor to teach this course effectively. |  |  |   |  |
| Standard College IT infrastructure   |  |  | X |  |
| For each identified method of delivery, identify hardware needed by the student to complete the course successfully. |  |  |   |  |
| Computer with internet connection, CD, DVD, audio playback, and printer.   |  |  | X |  |
| For each identified method of delivery, identify software needed by the student to complete the course successfully. |  |  |   |  |
| Software capable of playing audio and video from CD and DVD, word processing program                                 |  |  | X |  |

| Cerro Coso Community College                    |                                 |            |      |         |     |
|---|---------------------------------|------------|------|---------|-----|
| COURSE/PROGRAM APPROVAL                         |                                 |            |      |         |     |
| Form S (Course/Program Approval Signature Page) |                                 |            |      |         |     |
| Discipline/Program                              | PDEV                            | Course No. | C075 | Units   | 1.0 |
| Course/Program Title                            | Career Alternative              |            |      |         |     |
| Reason for Deletion                             |                                 |            |      |         |     |
|   |                                 |            |      |         |     |
| Signatures                                      |                                 |            |      |         |     |
| Initiator                                       |                                 |            |      |         |     |
| Name  | Signature                       |            |      | Date    |     |
| Heather Ostash                                  | /s/ Heather Ostash              |            |      | 5/15/09 |     |
| Faculty Chair                                   |                                 |            |      |         |     |
| Name  | Signature                       |            |      | Date    |     |
| Paula Suarez                                    | /s/ Paula Suarez                |            |      | 5/15/09 |     |
| Approved For: PDEV C023 REVISION                |                                 |            |      |         |     |
| Name  | Signature                       |            |      | Date    |     |
| Paula Suarez                                    | /s/ Paula Suarez                |            |      | 5/15/09 |     |
| Jan Moline                                      | /s/ Jan Moline                  |            |      | 5/20/09 |     |
| CIC Chair                                       |                                 |            |      |         |     |
| Name  | Signature                       |            |      | Date    |     |
| Dennis I. VanderWerff, Ph.D                     | /s/ Dennis I. VanderWerff, Ph.D |            |      | 4/28/09 |     |
| Vice President Academic Affairs                 |                                 |            |      |         |     |
| Name  | Signature                       |            |      | Date    |     |
| James Fay, Ph.D.                                | /s/ James Fay, Ph.D.            |            |      | 4/28/09 |     |



**PDEV C075 Career Alternatives** CRN: 30680 1 unit

Wed. 2-4:20pm March 17<sup>th</sup> – May 12<sup>th</sup> 2010 Instructor: Gayle Whitlock Office Hours M-F by appt.

## Syllabus

The Career Alternatives course is designed to help the student identify their traits, lifestyle, working conditions, and transferable skills as they look at options for employment and career-changes. This will be accomplished by worksheets, inventories and assessments that will identify these items and more.

- **Materials needed:** It is mandatory that you have the current book for the class. It is available in the office today, if you've not gotten your book yet. Textbook: Richard Bolles *"What Color is Your Parachute 2010"*. Class Handouts, and Inventories

**Participation** is a large part of this course. Discussion of worksheets, and job hunting experiences, as well as, assignments done at home will be used to decide if a student receives a Pass or Fail for the course. Since we only meet one day a week for eight weeks please be sure to clear your schedule for this class time. If you are not able to do this please drop the class now.

**Topics Covered include:** Introduction, Self-Promotion, Applications, Resumes, Career Tests, Internet Resources, and Interviewing.

### Assignments:

**March 17, 2010** Read through Chapter 5. Do the worksheet on traits and the worksheet on Verbs- Things I can do and things I can't.

March 24 Spring Break

March 31 Read Chapters 6 through 10. Handouts from class

April 7 TBA

April 14 TBA

April 21 TBA

April 28 TBA

May 5 & May 12 Presentations