

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

INTD 500W

COURSE TITLE

CAREER TRANS/JOB-SEARCH WRKSHP

ALTERNATE TITLE(S)

CAREER/LIFE SKILLS WORKSHOP

TYPE COURSE

NON-FEE

CATALOG COURSE DESCRIPTION

Multi-faceted workshop designed to help individuals succeed in their search for employment, obtaining a job change or finding a new second career; and, alert individuals to the subtle emotional and psychological trauma associated with job-search and career transition. Effective job search techniques will be discussed to include techniques associated with self/skill evaluation, effective resume writing, interview and follow-up processes. Workshop to be adapted, in content and length, to the employment interests/objectives of participants. (FT)

LECTURE/LABORATORY HOURS

4-15 total hours

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To develop realization among participants that the search for employment and/or career change is a full-time job deserving of participants concentrated study and devotion to achieve success; and, to provide the necessary knowledge and techniques for one to succeed.

COURSE OBJECTIVES

To develop individual assessment and job search skills to degree necessary for an individual to effectively obtain satisfactory job/career.

SECTION II

COURSE CONTENT AND SCOPE

1. Introduction
2. San Diego Community College District
 - 2.1. Vocational programs
 - 2.2. Testing and assessment services available
3. Determining Goals and Objectives
 - 3.1. Assess personality
 - 3.2. Assessing skills/interests
 - 3.3. Assessing skill transferability
 - 3.4. Evaluation of work experience
 - 3.5. Determine career/job objectives and compatibility of skills/self to career/job
4. The Job Search
 - 4.1. How do we start
 - 4.1.1. Self assessment
 - 4.1.1.1. Interests
 - 4.1.1.2. Weaknesses
 - 4.1.1.3. Skills
 - 4.1.1.3.1. Adaptive skills
 - 4.1.1.3.2. Functional skills
 - 4.1.1.3.3. Specific content skills
 - 4.1.1.4. Values
 - 4.1.1.5. Geographic considerations

COURSE CONTENT AND SCOPE (CONTINUED)

- 4.1.1.6. Objectives
- 4.2. Identify positions/jobs of interest by
 - 4.2.1. Job titles
 - 4.2.1.1. Descriptions
 - 4.2.1.2. Skill requirements
 - 4.2.1.3. Educational/skill requirements
 - 4.2.1.4. Salary range
 - 4.2.2. Industries of interest
 - 4.2.3. Sources
 - 4.2.3.1. Libraries
 - 4.2.3.2. Newspapers
 - 4.2.3.3. Professional publications
 - 4.2.3.4. Contract personal, professional
- 4.3. Focus (considering all the above)
 - 4.3.1. Establish job/position listing by priority of interest
 - 4.3.2. By industries of interest
 - 4.3.3. Geographic location/preference
- 4.4. References – meaningful
- 5. Develop Job Search Plan
 - 5.1. Aggressive and operational job search plan required to efficiently pursue your job search – have feeling for time consumed in just the initial phase
 - 5.1.1. The plan
 - 5.1.1.1. Establish date you will commence project – and a deadline for completions
 - 5.1.1.2. The hours per day to be devoted to task
 - 5.1.1.3. Date to commence and complete initial writing of resume, re-writing, printing of, etc.
 - 5.1.1.4. Establish list of
 - 5.1.1.4.1. Jobs/corporations of interest
 - 5.1.1.4.2. Personal contacts within industry
 - 5.1.1.4.3. List of references
 - 5.1.1.5. Deadlines/target dates for project(s) completion
(NOTE: Get started before you retire – get job before you retire – for military audiences)
- 6. The Informational Interview
 - 6.1. What is it – purpose
 - 6.1.1. Advantage
 - 6.2. Whom do I interview
 - 6.3. How do I learn his identity
 - 6.4. How do I establish contact
 - 6.5. Plan for the conduct of the interview
 - 6.6. Added benefits
 - 6.6.1. Become accustomed to presenting self
 - 6.6.2. Validate your interest re position/job/industry
 - 6.6.3. Obtain focus on how to prepare/slant resume
 - 6.6.4. Validate resume

COURSE CONTENT AND SCOPE (CONTINUED)

- 6.6.5. Learn about industry/personalities of those with whom you will interview
- 6.6.6. Observe others in terms of dress/behavior etc.
- 6.6.7. Learn about how employees feel about organization
- 7. Understanding the Job Market
 - 7.1. Traditional
 - 7.2. Hidden
 - 7.2.1. Source of job info
 - 7.2.2. Community development agencies not to be overlooked
 - 7.3. Professional development/placement agencies
 - 7.4. Employment agencies
 - 7.5. How do most people get their jobs
- 8. The Resume
 - 8.1. Considering all above – lets prepare a resume that will have the impact and results we want
 - 8.1.1. Purpose
 - 8.1.1.1. Helps refine your focus, evaluations, objectives subsequent to all out research and self evaluation
 - 8.1.1.2. Transition/translation of all your experience/training/achievements etc. into a marketing tool
 - 8.1.2. Types
 - 8.1.2.1. Chronological
 - 8.1.2.2. Functional
 - 8.1.3. Content
 - 8.1.4. Lay-out/arrangement
 - 8.1.5. Validation
 - 8.1.5.1. Informational interview
- 9. The Cover Letter
 - 9.1. Purpose
 - 9.2. Real objective
 - 9.3. Content
 - 9.4. Focus
 - 9.5. Remember industry's objectives-profit
 - 9.6. Targeting vs. the numbers game
 - 9.7. Follow-up
- 10. Interviewing
 - 10.1. Do's and don'ts
 - 10.2. Stress questions
 - 10.3. Intimidation – both ways
 - 10.4. Body language and dress (look like you belong)
 - 10.5. Forget salary – benefits – temporarily
 - 10.6. Don't be bashful
 - 10.7. Follow-up
- 11. Salary/Benefit Negotiation
 - 11.1. Scheduled salary review
 - 11.2. Bonus & commission
 - 11.3. Stock options

COURSE CONTENT AND SCOPE (CONTINUED)

- 11.4. Profit sharing
- 11.5. Expense account
- 11.6. Company car
- 11.7. Deferred compensation
- 11.8. Retirement plan
- 11.9. Insurance
- 11.10. Club membership
- 11.11. Medical, dental, vision care
- 11.12. Etc
12. The San Diego Job Market
13. Job Search in Other Geographic Areas From San Diego
 - 13.1. General
 - 13.2. How to Conduct
14. The Overall Emotional/Psychological Effect of an Extended Job Search on Self, Spouse/Family-Both Immediate and Long-Range Effects as Result of
 - 14.1. Lack of focus
 - 14.2. Lack of sincere concentrated effort
 - 14.3. Rejection shock
 - 14.4. Mid-life crisis
 - 14.5. Insecurity – compounded
15. Statistical Flashback – For Emphasis
 - 15.1. Lapse time to obtain new job
 - 15.2. 95-98% of resumes not well written
 - 15.3. 10% of personnel may require medical or psychological assistance
 - 15.4. Acceptance of low paying and/or inappropriate jobs
16. Minimizing the Effects
 - 16.1. Be aware
 - 16.2. Recognize potential problem
 - 16.3. Plan and act effectively/efficiently
 - 16.4. Keep spouse informed 0 include spouse in process
 - 16.5. Support systems – lean on
17. Duration of Job-Search
 - 17.1. Properly planned and executed
 - 17.2. Improperly planned and executed
18. Services Available to You Through San Diego Community College District (Repeat for Emphasis)
 - 18.1. Skill assessment
 - 18.2. Aptitude test
 - 18.3. Vocational education
 - 18.4. Refresher courses
 - 18.5. Etc.
19. When Do I Start

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

NONE

OUTSIDE ASSIGNMENTS

NONE

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

NONE

EVALUATION

1. The students will evaluate the workshop content and the instructor(s) through the completion and submission of an appropriate evaluation form/questionnaire.
2. The student will determine and establish goals for self and periodically evaluate his/her progress in achieving those goals upon completion of the workshop.

METHOD OF INSTRUCTION

Lecture, guest speakers, panel discussion.

TEXTS AND SUPPLIES

Instructor developed and furnished.

PREPARED BY Frank H. Whitton DATE 6/15/84

REVISED BY Instructional Services, SLOs added DATE March 10, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog