

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

SUBJECT AREA AND COURSE NUMBER

INTD 501

COURSE TITLE

CAREER DEVELOPMENT

ALTERNATE TITLE(S)

CAREER AWARENESS; CAREER  
DECISION MAKING; JOB SEARCH  
TECHNIQUES

TYPE COURSE

NON-FEE

CATALOG COURSE DESCRIPTION

Group and individual instruction, guidance and analysis of personal and career goals using a career development model that focuses on digital soft skills, assessment, exploration, decision-making and job search/action. Course includes assessment of related interests, skills, abilities, values, aptitudes and personality type. Topics include preparing for the job search; employment applications; resumes; cover letters; interviewing techniques and mock interview practice; grooming; job development/professional networking and job retention. (FT)

LECTURE/LABORATORY HOURS

27

ADVISORY

NONE

RECOMMENDED SKILLS 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

Achievement of the course objectives will enable the student to:

1. Gain a better understanding of and ability to articulate their job-related interests, skills, abilities, transferable skills, aptitudes and personality type and how they relate to the job market.
2. Increase awareness on occupational requirements and the local labor market.
3. Develop a cover letter, resume, thank-you letter and job application.
4. Learn job interviews skills leading to confidence and success in the job search.

COURSE OBJECTIVES

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

1. Identify through self-assessment their marketable skills.
2. Identify occupations, industries and companies to target for employment opportunities.
3. Demonstrate effective job interview techniques.
4. Update resume and cover letter to each specific employment opportunity.

**SECTION II**

COURSE CONTENT AND SCOPE

1. Career Assessment Activities
  - 1.1. Career interest inventory (choices of online career planner)
  - 1.2. Corporate/industry Values clarification exercise
  - 1.3. Transferable skills (sort and match transferable skills list)
  - 1.4. Aptitude test to determine appropriate training paths (for career changers)
2. Career Exploration Assignments
  - 1.5. Research occupations identified by the career assessment
  - 1.6. Research local labor market conditions
  - 1.7. Research related training programs and providers
  - 1.8. Complete career exploration assignment
3. Decision Making Process
  - 1.9. Complete career goal setting assignment using S.M.A.R.T. process
  - 1.10. Write personal mission statement supported by assessment and research data

### COURSE CONTENT AND SCOPE (CONTINUED)

4. Written Job Search Preparation
  - 1.11. Overview of resumes and cover letters; formats, business writing techniques
  - 1.12. Development of resume and cover letter
  - 1.13. Job application completion
  - 1.14. Thank you letter completion
5. Employment Interview Training
  - 1.15. Overview and practical application of interpersonal communication
  - 1.16. Overview of employment interview styles and techniques
  - 1.17. Review of interview questions and appropriate answers
  - 1.18. Demonstration of interview skills via mock interviews
6. Grooming and Appearance Overview
  - 1.19. Instruction and classroom demonstrations of acceptable grooming standards for job search by employers and retail clothing representatives
  - 1.20. Group project incorporating lessons learned on workplace appearance and behavior
7. Innovative Job Development and Job Retention Skills
  - 1.21. Principles of networking and how to uncover the “hidden” job market
  - 1.22. Overview of new employee orientation programs and techniques for success

### APPROPRIATE READINGS

Reading assignments may include, but are not limited to, planners, guides and occupational websites, such as:

Choices Planner guides on [www.bridges.com](http://www.bridges.com)

O-Net, Employment Development Department databases

### WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to:

1. Completion of interest inventory and research on selected occupations.
2. Completion of Career Goal Setting
3. Completion of Personal Mission Statement with supporting documents and background information.
4. Completion of Cover Letter, Resume, and Thank You Letter.

### OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, Informational interview with worker in target career/job. Attendance at one local Job Fair.

### APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments that demonstrate critical thinking may include, but are not limited to, development of a Personal Mission Statement that integrates insight from the self-assessment assignments. Development of a Career Goal Plan that demonstrate a strategic plan and justification.

### EVALUATION

Students will be evaluated by their performance on all listed assignments in addition to the instructor's observation during class of individual behavior and group participation.

Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

### METHOD OF INSTRUCTION

The method of instruction may include lectures, demonstrations, laboratory, a project-based learning assignment, group breakouts, role-playing, mock interviews, field trips (virtual or in person) and guest speakers.

This course, or sections of the course, may be offered through distance education.

### TEXTS AND SUPPLIES

The instructor will provide a course syllabus and handouts.

Students will have required readings from selected online materials including career assessment and research projects.

Students will be expected to wear interview appropriate attire during mock-interview.

Optional Text:

*Roadmap: The Get-It-Together Guide for Figuring Out What To Do with Your Life (Career Change Advice Book, Self Help Job Workbook)*, Roadtrip Nation, Brian McAllister, Mike Marriner, Nathan Gebhard, Chronicle Books, 2020 or current edition

*What Color Is Your Parachute? 2020: A Practical Manual for Job-Hunters and Career-Changers*, Richard N. Bolles, Ten Speed Press, 2019 or current edition

*How to Write the Perfect Resume: Stand Out, Land Interviews, and Get the Job You Want*, Dan Clay, 2018 or current edition

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REVISED BY Doug Elliot DATE 2/07

REVISED BY Instructional Services/SLO's Added DATE January 24, 2014

REVISED BY Marne Foster, Chinazom Iwuaba, Veleka Iwuaba DATE June 2, 2021

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