

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

INTD 505

COURSE TITLE

GENERAL CIVIL SERVICE REVIEW

ALTERNATE TITLE(S)

CLERICAL EXAM-JOB PREPARATION

TYPE COURSE

NON-FEE

CATALOG COURSE DESCRIPTION

This course offers an intensive review of the basic skills necessary to pass an employment test as well as help in developing job-search skills. The student will gain confidence and proficiency in taking tests, and in applying and interviewing for a job. (FT)

LECTURE/LABORATORY HOURS

3 hours per week
(for 9 weeks)

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

COURSE OBJECTIVES

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

1. Take an employment test, feeling confident that he/she is prepared for it.
2. Demonstrate proficiency in the basic skills necessary for employment including grammar and punctuation, vocabulary, spelling arithmetic, filing, and following directions.
3. Write an effective letter of application.
4. Complete an application form neatly and accurately, answering "stress" questions with positive words.
5. Use his/her resume in seeking employment.
6. Show evidence that he/she is prepared for an interview.

SECTION II

COURSE CONTENT AND SCOPE

1. Pre-Test
2. Weekly Update on Current Examinations Open and Employment Opportunities
3. Basic Arithmetic Review Using Civil Service-Type Practice Problems
 - 3.1. Fundamental processes
 - 3.2. Fractions
 - 3.3. Decimals
 - 3.4. Percents
4. Fundamentals of English Review
 - 4.1. Business English fundamentals roundup
 - 4.2. Typical errors
 - 4.3. Selecting the correct sentence
 - 4.4. The biggest troublemakers
 - 4.5. Sample test questions
 - 4.6. Where would you divide these words?
 - 4.7. Proofreading exercises
5. Spelling
 - 5.1. A few rules to remember

COURSE CONTENT AND SCOPE (CONTINUED)

- 5.1.1. ie and ei
- 5.1.2. Silent e
- 5.1.3. Double final consonants
- 5.1.4. Endings – able and – ible
- 5.1.5. Always plural
- 5.1.6. Always singular
- 5.1.7. Finally y and ie
- 6. Filing
 - 6.1. Numeric filing
 - 6.1.1. Practice tests
 - 6.1.2. Decimal code numbers
 - 6.2. Subject filing practice test
 - 6.3. Sample test questions
 - 6.4. Summary of 20 basic rules
 - 6.4.1. Applying the 20 basic rules
 - 6.5. Alphabetic practice tests
- 7. Vocabulary
 - 7.1. 12 ways to increase your vocabulary
 - 7.2. Synonyms and antonyms
 - 7.3. Verbal analogies
 - 7.3.1. Word relationships
 - 7.4. Words Frequently confused
 - 7.5. Sample test questions
- 8. Practice Tests (Timed)
 - 8.1. Clerical aptitude
 - 8.1.1. Name checking
 - 8.1.2. Number checking
 - 8.1.3. Filing
 - 8.1.4. Spelling
 - 8.2. Sample federal office assistant exam
 - 8.2.1. Verbal Abilities
 - 8.2.2. Clerical Abilities
 - 8.3. Office procedures
 - 8.4. Business fundamentals
 - 8.5. Types of test questions on might expect on
 - 8.5.1. County Junior and Intermediate Clerk/Typist and Steno Exam
 - 8.5.2. City Junior and Intermediate Typist and Steno Exam
 - 8.5.3. State Office Assistant Exam
 - 8.5.4. City Schools Clerk and Secretary Exams
 - 8.5.5. San Diego Community Colleges Clerical Assistant Exam
 - 8.5.6. Private industry employment exam
 - 8.5.7. Temporary service employment exam
- 9. Going After and Getting a Job
 - 9.1. Employment application form
 - 9.2. Resume
 - 9.3. Letter of application

COURSE CONTENT AND SCOPE (CONTINUED)

- 9.3.1. Answering a blind ad
- 9.4. Preparing for the interview
 - 9.4.1. Follow-up letter

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

NONE

OUTSIDE ASSIGNMENTS

NONE

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

NONE

EVALUATION

The student will:

1. Set goals and evaluate the achievement of these goals upon completion of the course.
2. Attend class regularly and participate in class activities.
3. Take a pre-test and post-test.
4. Show progress on weekly practice test.
5. Construct a “selling” resume.
6. Write a letter of application.
7. Qualify for a certificate upon completion of the course.

METHOD OF INSTRUCTION

Lecture, guest speakers, class discussion, role-playing, audio-visual aids, practice tests, teacher-prepared exercises.

TEXTS AND SUPPLIES

See attached bibliography used by instructor.
Many teacher-prepared handouts are distributed to the class.

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PREPARED BY Leona Plummer DATE July, 1982

REVISED BY Instructional Services, SLOs added DATE March 3, 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