



**SECTION 1 - BASIS**

COURSE TYPE: N Noncredit

SUBMITTED BY:

DISTANCE EDUCATION CERTIFICATION

EFFECTIVE TERM: Summer 2018

Does the course content overlap or duplicate any other course content?

DUPLICATION / OVERLAP

**Note: Consultation with the faculty, department(s) and dean(s) where the overlap occurs is required and documentation of the consultation should be attached to course proposal prior to the proposal being submitted to the Curriculum Office (Stage 5).**

**Be advised that consulting with other departments and working with their department meeting schedules may take several weeks.**

A. Specifically, what unique topics are taught in the proposed course?

B. What percentage of each course contains the same topics?

C. Are these topics taught in different ways/to different audiences at different skill levels?

D. Explain why the proposed course requires the overlapping content.

E. What is stated in course descriptions to ensure that students know which course is appropriate for them, given the overlapping content?

**SECTION 2 - Course Identification**

COURSE ID: BS COURSE NUMBER: ABE05

COURSE TITLE (FULL): Career Development

COURSE TITLE (SHORT): Career Development

COURSE DIVISION: Continuing Education Division

COURSE DEPARTMENT: Adult Basic Education

COURSE SUBJECT:

DISCIPLINE:

Course Identification Numbering System (C-ID):

C-ID Full Title ( <https://c-id.net> )

TOP CODE : 493060 Adult Basic Education (Grades 1-8)



CIP CODE:

**SECTION 3 - Course Attributes**

**COURSE CREDIT STATUS:**

**BASIC SKILLS:** Basic Skills Course

**PRE-COLLEGIATE LEVEL:** Y - Not Applicable

**SAM PRIORITY CODE:** E

**FUNDING AGENCY CATEGORY:** Not Applicable

**COURSE VARIATION:**

**CROSS LISTING STATUS:**

Does this course share an outline with any other course or courses?

**COURSE PROGRAM STATUS:** 1 - Program Applicable

**REPEATABILITY:** Noncredit Repeatable

**NONCREDIT COURSE TYPE:** C - Basic Skills

**NONCREDIT ENHANCING FUNDING:** True

**STATE TRANSFER CODE :**

**STATE CLASSIFICATION CODE :** K Other - NCR Enh Funding

**NONCREDIT SPECIAL CHARACTERISTICS CODE :** Non applicable

**Sports/Physical Education Course :** No

**GRADING METHOD :** N Noncredit



**CREDIT BY EXAM:** Not Allowed

**WORK EXPERIENCE:**

**PREREQUISITES, CO-REQUISITES OR ADVISORY FOR ENROLLMENT (ENTRY STANDARDS)**

- None
- Adding prerequisites, corequisites or advisories
- Maintaining prerequisites, corequisites or advisories
- Removing prerequisites, corequisites or advisories

**Non Standard Requisite**

**Section 4 - Course Workload Values**

<b>Faculty Contact Hours</b>	<b>Lecture</b>	<b>Lab</b>	<b>Act/Clin</b>	<b>Total</b>
Minimum Contact Hours	4	0	0	4
Maximum Contact Hours	90	0	0	90
Minimum Out of Class Hours	0	0	0	0
Maximum Out of Class Hours	0	0	0	0
Minimum TBA Hours	0	0	0	0
Maximum TBA Hours	0	0	0	0
Scheduled Hours	0	0	0	0
Minimum Units	0	0	0	0
Maximum Units	0	0	0	0

<b>Work Experience Hours</b>	<b>Paid</b>	<b>Unpaid</b>
Minimum Hours	0	0
Maximum Hours	0	0
Minimum Units	0	0
Maximum Units	0	0

**Lab/Lecture Parity :** No

- Yes, Parity Approved
- Not Requesting Parity
- Applying for Parity

**METHODS OF INSTRUCTION**



- Lecture
- Laboratory
- Lecture and Laboratory
- Distance Learning
- Open Entry/Exit
- Independent Studies
- Work Experience
- Other TBA

**Class Size :** 0

### Section 5 - Course Certifications

**CSU GENERAL EDUCATION AREA**

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER (IGETC) AREA**

**ASSOCIATE DEGREE GRADUATION REQUIREMENTS**



## Section 6 - Course Certifications

### CATALOG DESCRIPTION

Career preparation, assessment, and interest inventory. Exploration of career fields and employment opportunities. Resume writing, cover letter, interview skills, and employment portfolio. Internet for use in career exploration.

### SCHEDULE DESCRIPTION

Career assessment and preparation.

### COURSE OUTLINE WITH INFORMATION

#### LECTURE TOPICAL OUTLINE

Career assessment and inventory  
Career field exploration  
Employment resources  
Job application  
Resume development  
Cover letter and thank you letter  
Interview skills  
Job attire  
Employment portfolio

#### LAB TOPICAL OUTLINE

#### MEASURABLE OBJECTIVES

1. Identify career interests and personality preferences using career assessment instruments.
2. Research career field and employment resources and apply to job search strategy.
3. Use technology to complete job applications.
4. Produce clear and coherent resume, cover letter, and thank you letter that demonstrate organization and appropriate style.
5. Prepare for and participate effectively in mock interviews by clearly and persuasively expressing skills.
6. Demonstrate knowledge of appropriate job attire.
7. Integrate and collect career materials to create employment portfolio.

#### METHODS OF EVALUATION

**Category 1. Substantial written assignments for this course include:**

Job application, resume, thank you letter, and cover letter

**If the course is degree applicable, substantial written assignments in this course are inappropriate because:**

**Category 2. Computational or non-computational problems solving demonstrations**



**Category 3. Skills Demonstrations**

Mock interview, work attire demonstration, and employment portfolio

**Category 4. Objective examinations**

**SAMPLE ASSIGNMENTS**

(Assignments should be directly related to the objectives of the course. They should be specific enough to provide real guidance to faculty and clear expectations for students. Descriptions of the type or examples of assignments are required. For example, rather than “term paper” state “term paper comparing and contrasting the social aspects of hunting tactics of two mammal species.” This section must establish that the work is demanding enough in rigor and independence to fulfill the credit level specified. The nature of the assignments must clearly demand critical thinking. Assignments should be adequate to assure that students who successfully complete them can meet the objectives of the course. Appropriate out-of-class work is required for credit courses.)

1. Complete the resume outline/preparation worksheet. You will review this with your counselor or instructor. From this outline you will create a professional resume that includes all of the important elements.
2. After you have participated in a mock interview, evaluate your interview based on a scale of 1-5 for the following criteria: appropriate interview attire, body language, tone of voice, communication skills, rapport, knowledge of the job and company, attitude, and follow-up questions. Compare your self-evaluation with one of your peer’s evaluation of your mock interview.
3. Complete career assessments with a counselor. Once you have completed the assessments, the counselor will score them. You will follow-up with a separate appointment to review the results and to begin exploring career fields of interest.

**TEXTBOOKS**

Title	Publisher	Edition	Author	Date	Online Education Resource
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**If substantial assignments then justification of older textbooks**

Requisites			
& / Or	Course Name	Type	Is Being

**Preconditions of Enrollment Justification Notes/Comments:**