

**EL CAMINO COLLEGE
COURSE OUTLINE OF RECORD - Approved**

Subject:	BUS
Course Number:	106
Descriptive Title:	Career Planning
Division:	Business
Department:	Business Administration
Course Disciplines:	Business, Business Education, Office Technologies
Catalog Description:	This course will introduce students to personal career planning concepts. Through course readings and activities, students will learn how to identify employment trends in the marketplace, gain perspective on employer hiring practices, and develop an understanding of application processes. Students will write and refine information in the forms of resume, cover letter, LinkedIn and other social networking sites, and other correspondence. Emphasis will be placed on getting an interview, understanding typical interview processes, and developing conversational interview skills.
Recommended Preparation:	English 1 or eligibility for English 1A or qualification by appropriate assessment
Course Length:	Full Term
Hours Lecture (per week):	2
Hours Laboratory (per week):	0
Outside Study Hours:	4
Total Hours:	36
Course Units:	2
Grading Method:	Letter Grade and Pass/No Pass
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	2/19/2008
Transfer UC:	No
Effective Date:	
General Education:	ECC
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	

<p>Student Learning Outcomes:</p>	<p>SLO #1 Career Opportunities</p> <p>Evaluate, assess, and research career opportunities and requirements based on values, aptitudes and interests.</p> <p>SLO #2 Preparing for Employment</p> <p>Prepare professional employment applications, resumes, and cover letters.</p> <p>SLO #3 Professionalism and Poise</p> <p>Demonstrate professionalism and poise in job interviews.</p>
<p>Course Objectives:</p>	<ol style="list-style-type: none"> 1. Evaluate careers based on values, aptitudes, and interests. 2. Assess the opportunities and requirements in a career of interest. 3. Assess skills and work attitudes from an employer's perspective. 4. Assemble and evaluate research on prospective employers using a variety of sources including the Internet. 5. Construct an efficient job search plan. 6. Organize data for completing employment applications. 7. Design resumes. 8. Compose professional cover and follow-up letters. 9. Demonstrate professionalism and poise in job interviews with prospective employers. 10. Formulate plans for adjusting quickly and achieving success in a new position. 11. Apply techniques on a job that result in maximum career advancement.
<p>Major Topics</p>	<p>I. Course Introduction (1 hour, lecture)</p> <ol style="list-style-type: none"> A. The Search B. Job versus Career <p>II. The Marketplace and Workplace (3 hours, lecture)</p> <ol style="list-style-type: none"> A. Exploring Fields and Companies B. Personal Inventory C. Personal Statement of Purpose D. Workplace Cultures <ol style="list-style-type: none"> 1. In the office 2. Online from remote locations E. Communications in the Workplace <ol style="list-style-type: none"> 1. Oral communications 2. Written communications 3. Telephone skills 4. Virtual skills F. Career Fields <p>III. Resumes, Cover Letters and other Documents (3 hours, lecture)</p> <ol style="list-style-type: none"> A. Purpose of Resumes B. Value of Cover Letters <p>IV. Writing Resumes and Cover Letters (3 hours, in class exercise)</p> <ol style="list-style-type: none"> A. Sections <ol style="list-style-type: none"> 1. Action Verbs

2. Clarity
 3. Value of Bullets and White space
- B. Draft and Review

V. Writing a Cover Letter (3 hours in-class exercise)

- A. Sections
- B. Draft and Review

VI. Reading Position Descriptions Lecture 3 hours)

- A. Identifying "Critical" Requirements
- B. Identifying "Other" Requirements
- C. Matching Experience with Position Description.

VII. Applications (Lecture 3 hours)

- A. Applying for Jobs
- B. Navigating Online forms
- C. Other Forms to Consider
- D. References

VIII. Understanding Interviews (3 hours lecture)

- A. Understanding the Employer Perspective
 1. Online
 2. Telephone
 3. One-on-one
 4. Panel

IX. Interview Preparation (4 hours lecture)

- A. Employer Testing
- B. Types of interview
 1. Online
 2. Telephone
 3. One-on-one
 4. Panel
- C. Typical interview questions
- D. Asking questions

X. The Interview (4 hours lecture)

- A. Physical preparation
 1. Online considerations
 2. Telephone considerations
 3. In person considerations
- B. Mental preparation
- C. Positive impressions
- D. Mock interviews

XI. After the Interviews (3 hours lecture)

- A. Negotiation Strategies
- B. Preparing for the New Position
- C. Dealing with Rejection

	<p>XII. Starting the New Position (3 hours lecture)</p> <ul style="list-style-type: none"> A. Building Relationships B. Identifying Mentors C. Excellence on the Job D. Managing Your Next Career Step E. Searching for a job while employed F. How to resign
Total Lecture Hours:	36
Total Laboratory Hours:	0
Total Hours:	36
Primary Method of Evaluation	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	Prepare a 1-page professional social media profile for a site such as LinkedIn
Critical Thinking Assignment 1:	<ol style="list-style-type: none"> 1. Search for a position of interest. 2. Copy the position description. 3. Evaluate the items on the position description to determine which items are required and which are possibly negotiable. 4. Prepare a table to match your experience with the position description. 5. In a 1-page paper discuss why you consider yourself a "good match" for the position.
Critical Thinking Assignment 2:	<p>After participating in a recorded "ZOOM" mock interview, prepare a 2-to-3 page written evaluation of your performance. Specifically address the following:</p> <ol style="list-style-type: none"> 1. Which questions did you answer well? 2. Which questions did you answer poorly? What might have been a better response? 3. Do you think the overall impression you gave was positive? Why? 4. Which questions were the easiest to answer? Why? 5. Which questions were the most difficult to answer? Why?
Other Evaluation Methods:	Class Performance, Examinations, Presentation, Written Homework
Instructional Methods:	Lecture, Multimedia presentations, Role play/simulation
If other:	
Work Outside of Class:	Skill practice, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Textbooks:	Lisa M. D. Owens, Crystal Kadakia, Lauri Hardwood; <u>Your Career: How to Make It Happen</u> . 10th ed. Cengage Learning, December 2020.
Alternative Textbooks:	
Required Supplementary Readings:	

Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite:	
Requisite and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	English 1
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	<p>Students need well-developed reading skills in order to understand and interpret information in their textbooks and writing skills to develop essays and projects.</p> <p>ENGL 1- Summarize, analyze, evaluate, and synthesize college-level texts. ENGL 1 -Write a well-reasoned, well-supported expository essay that demonstrates application of the academic writing process</p>
Requisite:	Eligibility for English 1A or qualification by appropriate assessment
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	<p>This course involves reading college level textbooks, developing projects, and answering essay questions. A student's success in this class will be enhanced if they have these skills.</p> <p>Summarize, analyze, evaluate, and synthesize college-level texts. Write a well-reasoned, well-supported expository essay that demonstrates application of the academic writing process.</p>
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Lois Steffey
Date:	03/01/1979
Original Board Approval Date:	
Last Reviewed and/or Revised by:	David Pahl
Date:	11/18/2021

Last Board Approval

Date: 01/182022