



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	EDEV
Course Number:	121
Descriptive Title:	Career Preparation
Division:	Library and Learning Resources
Department:	Educational Development
Course Disciplines:	Educational Development
Catalog Description:	This course assists students in selecting a career and developing effective job-seeking skills. Students will complete inventories for interests, personality, work values, and motivated skills and will then research various careers, including the education required. In addition, students will practice the steps needed to attain employment and will identify laws and agencies which protect the rights of the disabled in the workplace. This course is designed for students with disabilities and is open to all students. This course is occasionally taught in American Sign Language and is designed for students who are deaf or hard-of-hearing.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	EDEV35 AND EDEV140 or equivalent
Enrollment Limitation:	
Hours Lecture (per week):	3
Hours Laboratory (per week):	1
Outside Study Hours:	6
Total Course Hours:	72
Course Units:	3
Grading Method:	Letter Grade or Pass/No Pass
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	Prior to July 1992
Transfer UC:	No
Effective Date:	
General Education: ECC	Pending: Recommend ECC GE area designation of Health and Physical Education as ECC currently has other courses that are in that area to include College Success courses, self development courses, etc.
Term:	propose fall 2026
Other:	

CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	
CalGETC:	
Term:	
Other:	
Student Learning Outcomes:	SLO #1 Personal Profile Students will recognize and describe the connection between their personal profile (interests, values, skills/aptitudes, personality) and a viable career choice. SLO #2 Laws Students will identify the laws which pertain to the rights of the disabled in the workplace. SLO #3 Job Search Documents Students will prepare pertinent job-search documents.
Course Objectives:	1. Identify and prioritize individual career abilities and skills, interests, personality traits, and work values. 2. Compare and contrast different career clusters. 3. Evaluate career preferences. 4. Research academic and vocational career choices. 5. Evaluate various community employment resources. 6. Analyze effective job interviewing strategies. 7. Identify and utilize the elements of an effective cover letter, resume and completed application forms. 8. Describe legal employment rights under Americans With Disabilities Act/504 and the agencies which protect those rights.

Major Topics:

I. Course overview and standards (6 hours, lecture)

- A. Purpose of career planning
- B. Finding the best fit: personal traits and the factors of a job or career field
- C. Introduction to the world of work
- D. Career goal, objectives, timeline
- E. Consideration of other major life roles

II. Self analysis/Self assessment (6 hours, lecture)

- A. Personality Inventory
- B. Aptitude and Motivated Skills Inventory
- C. Work Values Inventory
- D. Interests Inventory
- E. Physical ability as per the minimum qualifications for a job
- F. Influence of family, community, and culture on career choices
- G. Self-appraisal of "universal skills" including technology

III. Career clusters: Job Analysis (8 hours, lecture)

- A. Job Title
- B. Qualifications
- C. Work conditions and the "factors" of a job
- D. Self-employment vs. working for others
- E. Employment outlook
- F. Education/training, including use of tools / computer technology
- G. Salary, benefits, advancements
- H. Safety / risk factors in the workplace

IV. Identifying Research Resources On and Off Campus (2 hours lecture, 2 hours lab)

- A. Career Center / Eureka Software System
- B. Computer Lab for Resume / Cover Letter / www.onetonline.org
- C. Job placement center
- D. Small Business Development Center
- E. CA EDD (Employment Development Department)
- F. Social Security Administration
- G. Center for Independent Living
- H. Networking for information and mutual support

V. Career decision-making (4 hours, lecture)

- A. Decision making methods
- B. Selecting a primary career goal
- C. Selecting a back up career goal

VI. Employment resources (6 hours, lecture)

- A. Job placement office
- B. Job/career fairs
- C. Internet postings
- D. Newspaper advertisements

- E. Employment services
- F. Human resources
- G. Professional publications
- H. Networking
- I. Informational interviewing

VII. Americans With Disabilities Act/504 (4 hours, lecture)

- A. Section 504 of the Rehabilitation Act of 1973
- B. Title I of the Americans with Disabilities Act of 1990
- C. Agency for support: Dept of Vocational Rehabilitation
- D. Agency for redress: Dept. of Fair Employment and Housing

VIII. Resume (4 hours lecture, 2 hours lab)

- A. Goal of a resume
- B. Guidelines
- C. Resume formats

IX. Correspondence (4 hours, lab)

- A. Telephone
- B. E-Mail
- C. Cover Letter
- D. Follow up letter
- E. Thank you letter
- F. Acceptance letter
- G. Declining letter

X. Applications (6 hours, lecture)

- A. Goal of an application
- B. Guidelines
- C. Application practice

XI. Developing Interview Skills (10 hours, lab)

- A. Setting goals for the interviewing
- B. Interview preparation, including rehearsal and attire
- C. Strategies for disclosing a disability and requesting accommodations
- D. Strategies for handling questions
- E. Interview types
- F. Mock interviews

XII. Job offers (4 hours, lecture)

- A. Evaluating job offers
- B. Negotiating

XIII. The first job (4 hours, lecture)

- A. Succeeding at the first job

	B. Job retention and promotion strategies
Total Lecture Hours:	54
Total Laboratory Hours:	18
Total Hours:	72
A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):	
A.2. Primary Method of Evaluation (Part 2 - all courses; choose one):	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	Using the ECC Career Center, prepare a two-page written report on a career of choice and present it orally to the class. Include the following topics: job title, Dictionary of Occupational Titles Number (found on the website, ONETONLINE) personal characteristics, education and training, work environment, California pay, California outlook, benefits and related occupations.
Critical Thinking Assignment 1:	In a one-page report, compare and contrast self-employment with working for others.
Critical Thinking Assignment 2:	In a four-page report, synthesize your personal profile assessment results (personality traits, work values, aptitudes/skills, interests), and correlate these results with the requirements (factors) of two possible career choices you have researched in E.D. 121.
Other Evaluation Methods:	Class Performance, Essay Exams, Fieldwork, Journal kept throughout course, Matching Items, Multiple Choice, Performance Exams, Reading Reports, Term or Other Papers, True/False, Written Homework
Instructional Methods:	Discussion, Field trips, Guest Speakers, Lab, Lecture, Multimedia presentations, Role play/simulation
If other:	Internet Presentation/Resources Focused research - Career Center, Internet and other resources. In-class student reports. Informational interviews, typically conducted off campus.
Work Outside of Class:	Answer questions, Required reading, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	Field research, such as a career informational interview, a visit to the CA Dept. of Vocational Rehabilitation or the Center for Independent Living A reduction of independent study hours from 4 to 3 hours per week is with the understanding that learning concepts from lecture will also be covered in lab.
Up-To-Date Representative Texts:	Kalil, Carolyn. Follow Your Inner Heroes to the Work You Love. DreamMaker Publishing, Inc., 2013. (Discipline Standard) Brown, Dale S. Learning a Living: A Guide to Planning Your Career and Finding a Job for People With Learning Disabilities, Attention Deficit Disorder, and Dyslexia. Woodbine House, 2000. (Discipline Standard) Instructor-generated materials
Alternative Texts:	

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 Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	EDEV35 AND EDEV140
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	Comprehend college level textbook. EDEV35 - Utilize prior knowledge and experience to construct meaning at a literal level of a given text. Employ basic study skills and reading strategies to explain at the literal level the content of a text. Employ basic critical thinking skills such as distinguishing fact from opinion, making valid inferences, and formulating implied main ideas. Computer literacy for online research and work-related documents. EDEV 140 - Demonstrate proper use of a computer keyboard and mouse (or appropriate alternative input device) to access the computer. Create, edit, save and print a word document. Demonstrate knowledge of specific vocabulary terms. Access the Internet and acquire and gather research information for a specific research project.
Requisite Skill:	
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	

Course Created by:	Ray Lovell
Date:	03/19/1984
Original Board Approval Date:	
Last Reviewed and/or Revised by:	Tiffanie Lau
Date:	03/12/2025
Last Board Approval Date:	06/26/2025
Effective Term:	FA 2026