

Lassen Community College Course Outline

CARS 153 Job Seeker Skills Workshop Series

0.0 Units

I. Catalog Description

By attending Job Seeker Skills workshops students will develop the skills to locate employment opportunities, write winning resumes, and successfully interview-in addition to making a realistic self-appraisal of values, interests and capacities and applying these toward the selection of a future career. This course has been approved for correspondence, hybrid and online delivery.

Does not transfer to UC/CSU

34 Hours Lecture

Scheduled: Fall

II. Coding Information

Repeatability: Repeatable, up to 34 hours

Grading Option: Not Graded (non-credit)

Credit Type: Noncredit (Not Community Service)

TOP Code: 493012

III. Course Objectives

A. Course Student Learning Outcomes

Upon completion of this course student will be able to:

1. Demonstrate enhanced employment-seeking skills learned in workshop(s) attended.

B. Course Objectives

Depending upon workshops attended; upon completion of this course student will be able to accomplish one or more of the following:

1. Complete a master job application
2. Write a resume
3. Write a Cover letter
4. Describe networking skills
5. Participate in a mock job interview
6. Identify resources to use, and factors to consider when exploring occupations
7. Identify resources to use, and factors to consider when exploring educational opportunities
8. Create a career plan

IV. Course Content

A. Job Applications

1. Master Job Application
2. Job Search Resources

B. Resume

1. Assessment
2. Write
3. Final

C. Cover letter

1. Format
2. Content
- D. Networking
- E. Interviews
 1. Informational
 2. Employment
- F. Career Exploration
 1. Job descriptions
 2. Related skills
 3. Required education
 4. Wages
 5. Career ladders
- G. Exploring educational opportunities
 1. Educational exploration resources
 2. Local and regional educational opportunities
 3. Financial aid resources
- H. Developing a Career Plan

V. Assignments

A. Appropriate Readings

1. Liptak, J. (2015) *Overcoming Barriers to Employment Success*, (2nd ed.). St. Paul, MN: JIST Publishing. ISBN: 978-1-63332-030-7
2. Krannich, R.L. (2016) *The Ex-Offender's New Job Finding and Survival Guide: 10 Steps for Successfully Re-Entering the Work World*, Manassas Park, VA: Impact Publications. ISBN: 978-1-57023-362-3.
3. Other readings as deemed appropriate by the instructor

B. Written Assignments

1. Applications
2. Resume
3. Cover letter
4. Career/Educational Research
5. Career Plan

C. Expected Outside Assignments

Completion of one hour of homework per week, including reading and writing assignments.

D. Specific Assignments that Demonstrate Critical Thinking

1. Self-assess employment-seeking needs.
2. Analyze job-seeking resources and select those that best meet personal needs.

VI. Methods of Evaluation

Traditional Classroom Instruction

Classroom discussion, writing assignments, demonstrations and activities, assessments, and participation.

Correspondence Evaluation

Same as face-to-face with the exception of participation in classroom activities. Students will be expected to complete assignments and activities

equivalent to in-class assignments and activities. Written correspondence and a minimum of six opportunities for feedback will be utilized to maintain effective communication between instructor and student.

Hybrid Evaluation

Students will be expected to complete online assignments and activities equivalent to in-class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous (chat/forum) will be evaluated for participation and to maintain effective communication between instructor and students.

Online Evaluation

A variety of methods will be used, such as: writing assignments, asynchronous and synchronous (chat/forum) discussions, posting to online website and email communications using the districts approved learning management system.

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery **Correspondence Delivery**

Hybrid Delivery **Online Delivery**

Correspondence Delivery

Assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face-to-face instructional delivery. Written correspondence and a minimum of six opportunities for feedback will be utilized to maintain effective communication between instructor and student.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 11 hours, or 1/3 of the lecture hours, will be taught face-to face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Online Delivery

A variety of methods will be used, such as: asynchronous and synchronous (chat/forum) discussions, posting to online website and email communications using the districts approved learning management system.

VIII. Representative Texts and Supplies

No textbook required.

Instructor-supplied handouts.

IX. Discipline/s Assignment

Basic Skills-Interdisciplinary Noncredit, Counseling

X. Course Status

Current Status: Active

Original Approval Date: 9/24/1996

Chancellor's Office Approval Date: 09/27/2010

Revised By: Lisa Gardiner

Curriculum/Academic Standards Committee Revision Date: 11/29/2022