

Course Outline of Record

1. Course Code: AGBU-059B
2.
 - a. Long Course Title: Careers
 - b. Short Course Title: CAREERS
3.
 - a. Catalog Course Description:
 This course emphasizes basic methods of enhancing one’s success when seeking employment. Students study strategies for locating potential employers, completing applications, preparing resumes and interview techniques. Opportunities are provided for students to experience interview processes.
 - b. Class Schedule Course Description:
 This course emphasizes basic methods of enhancing one’s success when seeking employment.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
 - ENVIRONMENTAL HORTICULTURE AS Degree and Transfer Preparation
 - ENVIRONMENTAL HORTICULTURE AS Degree for Employment Preparation
 - ENVIRONMENTAL HORTICULTURE Certificate of Achievement
 - TURFGRASS MANAGEMENT AS Degree for Employment Preparation
 - TURFGRASS MANAGEMENT Certificate of Achievement
4. Total Units: 1.00 Total Semester Hrs: 18.00
 Lecture Units: 1 Semester Lecture Hrs: 18.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 36 Allow Audit: No
 Repeatability No Repeats Allowed
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
N/A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. Fry, Ron (2001). Your First Resume (5th/e). Franklin Lakes, NJ Career Press. ISBN: -
 College Level: Yes
 Flesch-Kincaid reading level: 12
7. Entrance Skills: *Before entering the course students must be able:*
8. Course Content and Scope:

Lecture:

1. Overview of seeking employment
2. Determining career goals
3. Locating potential employers
4. Proper completion of job applications
5. Preparing a personal resume
6. Preparing for a job interview
7. Interview techniques
8. Conducting and/or participating in an interview

Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:

1.

The student will be able to identify strategies for locating potential employers and completing applications.

2.

The student will develop a comprehensive resume outlining their education and job experiences.

3.

The student will be able to discuss various situations encountered during a job interview and how to properly handle these situations.

10. Course Objectives: *Upon completion of this course, students will be able to:*

a. Understand and practice basic methods for identifying potential employers.

b. Understand and complete job applications.

c. Create and prepare a personal resume.

d. Demonstrate and critique basic interview strategies.

e. Understand and assess the impact of appropriate dress on job seeking.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

a. Demonstration, Repetition/Practice

b. Discussion

c. Lecture

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 18.00

Outside Class Hours: 36.00

a. In-class Assignments

1. Mock interview with employer student required to dress for interview
2. Conduct teamwork demonstrations with peers with specific goals to achieve
3. Role playing – employer/employee to solve work related issues such as tardiness, not a team player or lack of work ethics

b. Out-of-class Assignments

1. Prepare resume – learn process, and professional expectations
2. Prepare for interview for employment

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework
- Group activity participation/observation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Student preparation

14. Methods of Evaluating: Additional Assessment Information:

Resume preparation, interview preparation role playing outcomes and techniques to motivate employees Performance in interviews – feedback to give student opportunity to improve and enhance job marketability

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Fulfill the requirements for an entry- level position in their field.

Apply critical thinking skills to execute daily duties in their area of employment.

Apply critical thinking skills to research, evaluate, analyze, and synthesize information.

Exhibit effective written, oral communication and interpersonal skills.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

IO - Aesthetics

Value appearance in terms of how pleasing it is in movement, form, and function.

IO - Critical Thinking and Communication

Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Remove English 70

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*

b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

a. Course Control Number [CB00]: CCC000065985

b. T.O.P. Code [CB03]: 11200.00 - Agriculture Business, Sal

c. Credit Status [CB04]: D - Credit - Degree Applicable

d. Course Transfer Status [CB05]: B = Transfer CSU

e. Basic Skills Status [CB08]: 2N = Not basic skills course

f. Vocational Status [CB09]: Possibly Occupational

g. Course Classification [CB11]: Y - Credit Course

h. Special Class Status [CB13]: N - Not Special

i. Course CAN Code [CB14]: *N/A*

j. Course Prior to College Level [CB21]: Y = Not Applicable

k. Course Noncredit Category [CB22]: Y - Not Applicable

l. Funding Agency Category [CB23]: Y = Not Applicable

m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): ENVIRONMENTAL HORTICULTURE,ENVIRONMENTAL HORTICULTURE,ENVIRONMENTAL HORTICULTURE,TURFGRASS MANAGEMENT,TURFGRASS MANAGEMENT

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

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23. Enrollment - Estimate Enrollment

First Year: 0

Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Jeffrey, W Place Origination Date 10/27/17