

ADLTED 766.5 Course Outline as of Fall 2018**CATALOG INFORMATION**

Dept and Nbr: ADLTED 766.5 Title: TRANSITION TO CAREERS

Full Title: Workforce Preparation 5: Transition To Careers

Last Reviewed: 3/14/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	8	Lecture Scheduled	0
Minimum	0	Lab Scheduled	4.00	4	Lab Scheduled	32.00
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 32.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

Catalog Description:

This course is designed to introduce students to the necessary information, resources, choices, strategies, and decision-making processes used to transition to career and post-secondary education programs and majors leading to careers. Students will gain a better understanding of the recruiting practices of industry and public employers. Students will learn how to market their skills, talents, and educational attainments to career training programs and potential employers.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADLTED 766.4

Limits on Enrollment:**Schedule of Classes Information:**

Description: This course is designed to introduce students to the necessary information, resources, choices, strategies, and decision-making processes used to transition to career and post-secondary education programs and majors leading to careers. Students will gain a better understanding of the recruiting practices of industry and public employers. Students will learn

how to market their skills, talents, and educational attainments to career training programs and potential employers. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 766.4

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Identify key resources necessary for career and employment success.
2. Develop and initiate a ten-year transition plan for college and career.
3. Recognize the impact of career choice on personal lifestyle as well as the impact education has on future life satisfaction.
4. Demonstrate the skills to locate, analyze, and apply career information using online tools.

Objectives:

Upon completion of the course, students will be able to:

1. Describe and locate career search and placement services and resources
2. Explain how to use appropriate career search and placement resources effectively
3. Identify recruiting strategies used by colleges and employers, and explain the impact on next-steps decision-making
4. List necessary steps to achieve academic, employment, and personal goals
5. Explain the impact of a college degree on employment opportunities
6. Create a ten-year transition plan for college and career

Topics and Scope:

- I. Critical Decisions about Careers
 - A. Interests
 - B. Skills and Abilities
 - C. Compensation
 - D. Work Hours

- E. Job Location
- F. Physical Requirements
- G. Drug/Health Testing
- II. Types of Employment
 - A. Part Time
 - B. Full Time
 - C. Temporary
 - D. Permanent
 - E. Contract
 - F. Benefits
 - G. Other Employment Amenities
- III. Goal Setting
 - A. Requirements
 - 1. Academic
 - 2. Career
 - 3. Extra-curricular and Athletic Activities
 - 4. Community Involvement
 - 5. Other
 - B. Self-Assessment
 - C. Employment plan
 - D. Creating an employment portfolio/cover Letter
 - E. Creating and revising a ten-year plan
- IV. Career and Life Skills
 - A. Envisioning and planning for a productive future
 - B. Following through with educational and career plans
 - C. Quantitative goal-setting that leads to measurable action plans
 - D. Career research strategies and the link between careers and lifestyles
 - E. Budgeting for an envisioned lifestyle
 - F. Employability strategies and techniques
- V. Career Search
 - A. Establishing an organizational structure
 - B. Identifying resources
 - C. Identifying key job attributes and minimum qualifications
 - D. Personalizing application materials
 - E. Tracking responses to applications
- VI. Overview of Employment and Career Services and Resources
 - A. Employment development department
 - B. Sonoma County Job Link
 - C. Web resources for job search
 - D. Print resources for job search
 - E. Industry networking
 - F. Work Experience Department

Assignment:

1. Assigned readings from Text (5-10 pages per week)
2. Quizzes (3 - 5)
3. Complete skill and interest inventories
4. Research career opportunities (2 - 3)
5. Make career opportunity presentation
6. Create a student portfolio and letter of interest related to a specific career choice
7. Create a personal statement for career or educational application

8. Develop an Employment/Career Plan
9. Write and revise the Ten-year Plan

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Career Portfolio and Letter of Interest; personal statement; Ten-year Plan	Writing 30 - 40%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Employment/Career Plan; Career Research notes and presentation	Problem solving 20 - 30%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%
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Exams: All forms of formal testing, other than skill performance exams.

Quizzes	Exams 20 - 30%
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Other: Includes any assessment tools that do not logically fit into the above categories.

Class participation, skill and interest inventories, and attendance	Other Category 20 - 30%
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Representative Textbooks and Materials:

- SRJC Student Guide (most recent version)
- Career Choices and Changes. 6th ed. Bingham, Mindy and Stryker, Sandy. Academic Innovations Publishing 2018
- Instructor prepared materials