DRD 363 Course Outline as of Fall 2022

CATALOG INFORMATION

Dept and Nbr: DRD 363 Title: INTRO CAREER DEVELOPMENT
Full Title: Introduction to Career Development
Last Reviewed: 3/28/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00 Total Student Learning Hours: 157.50

Title 5 Category:	AA Degree Non-Applicable
Grading:	Grade or P/NP
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	

Catalog Description:
In this course, students will address career planning and job search techniques, with an emphasis on career interests and values, labor market trends, job seeking and interview skills, and disability management in the work place.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this course, students will address career planning and job search techniques, with an emphasis on career interests and values, labor market trends, job seeking and interview skills, and disability management in the work place. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Assess skills, abilities and interests in relationship to available careers in the current labor market.
2. Demonstrate effective job seeking and interview skills.
3. Discuss disability related limitation(s) and reasonable accommodation in a work setting.

Objectives:
At the conclusion of this course, the student should be able to:
1. Assess personal interests, skills, abilities, and values pertaining to employment.
2. Research local labor market trends.
3. Choose careers congruent with values, interests, and skills.
4. Prepare professional applications, resumes, and cover letters.
5. Apply effective job seeking and informational interview techniques.
6. Discuss disability related limitation(s) and reasonable accommodation(s) with employers.

Topics and Scope:

I. Self-Assessment
   A. Values
   B. Skills and Abilities
   C. Interests
II. Career Search Resources and Strategies
   A. SRJC Career Hub
   B. Labor market trends
   C. On-line job search techniques
   D. Networking
III. Job Seeking Skills
   A. Applications and resumes
   B. Requesting letters of recommendation

C. Cover letters
IV. Interview Techniques
A. Professional image
B. Interview Preparation
C. Interview Practice
V. Disability in the Workplace
A. Perceptions of Disabilities
B. Disability Disclosure
C. Reasonable Accommodations

Assignment:

1. Weekly reading assignments, approximately 10 pages per week.
2. Participate in structured group and/or individual activities.
3. Participate in class discussions.
4. Assessments of career interests, skills, values, and/or temperament.
5. Research employers and various occupations in the community.
6. Complete a comprehensive career exploration project.
7. Create a sample script for discussing disability related limitation(s) and reasonable accommodation(s) with an employer.
8. Produce a professional application, resume, and cover letter.
9. Written responses to prospective interview questions.
10. Practice interview exercises.

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.

Professional application, resume, cover letter; written responses to interview questions	Writing 20 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Group and or individual activities; employer and occupation research; interest and skills inventories; career assessments	Problem solving 20 - 40%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Interview practice	Skill Demonstrations 10 - 20%

Exams: All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation; career exploration project; sample script	Other Category 20 - 40%

Representative Textbooks and Materials:
Instructor prepared materials