

ADLTED 614.3 Course Outline as of Spring 2020**CATALOG INFORMATION**

Dept and Nbr: ADLTED 614.3 Title: PLAN FOR PROFNL SUCCESS

Full Title: Planning for Professional Success

Last Reviewed: 5/13/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	6	Lab Scheduled	52.50
		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: 0.00

Total Student Learning Hours: 52.50

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

Catalog Description:

This third course in a four-course sequence builds personal, academic, and career skills for success in college and the workplace. The course re-visits personal goals with upcoming college and/or career transitions in mind. Course will also cover types of communication, including workplace applications, cover letters, and documents for applications to college, vocational training institutions, and employment. Students will build academic and professional resumes, create recruitment videos, and explore personal marketing techniques for professional success.

Prerequisites/Corequisites:**Recommended Preparation:**

Completion of ADLTED 614.2

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

Description: This third course in a four-course sequence builds personal, academic, and career skills for success in college and the workplace. The course re-visits personal goals with upcoming college and/or career transitions in mind. Course will also cover types of

communication, including workplace applications, cover letters, and documents for applications to college, vocational training institutions, and employment. Students will build academic and professional resumes, create recruitment videos, and explore personal marketing techniques for professional success. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Completion of ADLTED 614.2

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

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. Evaluate and revise personal goals with focus on future education and career opportunities
2. Develop personal marketing materials for transition to colleges and careers
3. Build resume and resources to find and apply for employment and internships

Objectives:

1. Explain and discuss the importance of creating realistic, personal goals for education and career opportunities, and reassessing goals on a periodic basis
2. Create personal marketing materials for transition to colleges and careers
3. Write and revise resume and other documents to apply for employment and internships

Topics and Scope:

I. Vision and Goals

- A. Revisiting vision statement from previous courses in the sequence
- B. Revising goals from previous courses in the sequence

II. Workplace Preparation

- A. Personal skills inventory
- B. Exploring career options
- C. Selecting a career path

- D. Resume-building
- E. Resume writing
- F. Applying for internships and practical experience

III. Professional Conduct and Behavior

- A. Employer expectations
- B. Preparing for an interview
- C. Interview etiquette

IV. The Role of Higher Education in Workplace Success

- A. Recruitment and transfer
- B. Transfer candidate profile
- C. Communication
- D. Marketing yourself
- E. Creating video recruitment materials
- F. Online profiles and presence

Assignment:

1. Assigned readings (10 to 15 pages per week)
2. Personal skills inventory alignment with academic goals report
3. Personal statement for applications
4. Personal marketing materials (videos, websites, etc.)
5. Quizzes (6 to 8)
6. Revision of written vision statement and SMART (specific, measureable, achievable, realistic and timely) goals

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.

Personal skills report; personal statement; revision of vision statement

Writing
15 - 20%

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

None

Problem solving
0 - 0%

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

Personal marketing materials

Skill Demonstrations
20 - 25%

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

Quizzes

Exams
20 - 25%

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

Attendance and participation; active discussion of assigned readings

Other Category
30 - 40%

Representative Textbooks and Materials:
Instructor prepared materials