



El Camino College

COURSE OUTLINE OF RECORD - Official

I. GENERAL COURSE INFORMATION

Subject and Number: Educational Development 121
Descriptive Title: Career Preparation

Course Disciplines: Special Education

Division: Health Sciences and Athletics

Catalog Description: This course assists students in selecting a career and developing effective job-seeking skills. Students will complete inventories for interests, personality, work values, and motivated skills and will then research various careers, including the education required. In addition, students will practice the steps needed to attain employment and will identify laws and agencies which protect the rights of the disabled in the workplace. Note: This course is appropriate for students with disabilities. This course is occasionally taught in American Sign Language and is designed for students who are deaf or hard-of-hearing.

Conditions of Enrollment: Recommended Preparation

English 82
AND

Educational Development 140

Course Length: Full Term Other (Specify number of weeks):
Hours Lecture: 2.00 hours per week TBA
Hours Laboratory: 2.00 hours per week TBA
Course Units: 2.00

Grading Method: Letter
Credit Status Associate Degree Credit

Transfer CSU: Effective Date: Prior to July 1992
Transfer UC: No

General Education:

El Camino College: _____

CSU GE: _____

IGETC: _____

II. OUTCOMES AND OBJECTIVES

A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

1. Students will recognize and describe the connection between their personal profile (interests, values, skills/apptitudes, personality) and a viable career choice.
2. Students will identify the laws which pertain to the rights of the disabled in the workplace.
3. Students will prepare pertinent job-search documents.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at <http://www.elcamino.edu/academics/slo/>.

B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)

1. Identify and prioritize individual career abilities and skills, interests, personality traits, and work values.

Other exams

2. Compare and contrast different career clusters.

Essay exams

3. Evaluate career preferences.

Written homework

4. Research academic and vocational career choices.

Field work

5. Evaluate various community employment resources.

Field work

6. Analyze effective job interviewing strategies.

Performance exams

7. Identify and utilize the elements of an effective cover letter, resume and completed application forms.

Laboratory reports

8. Describe legal employment rights under Americans With Disabilities Act/504 and the agencies which protect those rights.

Oral exams

III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lecture	6	1	I. Course overview and standards A. Purpose of career planning B. Finding the best fit: personal traits and the factors of a job or career field

			<p>C. Introduction to the world of work D. Career goal, objectives, timeline E. Consideration of other major life roles</p>
Lecture	6	II	<p>II. Self analysis/Self assessment A. Personality Inventory B. Aptitude and Motivated Skills Inventory C. Work Values Inventory D. Interests Inventory E. Physical ability as per the minimum qualifications for a job F. Influence of family, community, and culture on career choices G. Self-appraisal of "universal skills" including technology</p>
Lecture	8	III	<p>III. Career clusters: Job Analysis A. Job Title B. Qualifications C. Work conditions and the "factors" of a job D. Self-employment vs. working for others E. Employment outlook F. Education/training, including use of tools / computer technology G. Salary, benefits, advancements H. Safety / risk factors in the workplace</p>
Lab	4	IV	<p>IV. Identifying Research Resources On and Off Campus A. Career Center / Eureka Software System B. Computer Lab for Resume / Cover Letter / www.onetonline.org C. Job placement center D. Small Business Development Center E. CA EDD (Employment Development Department) F. Social Security Administration G. Center for Independent Living H. Networking for information and mutual support</p>
Lab	4	V	<p>V. Career decision-making A. Decision making methods B. Selecting a primary career goal C. Selecting a back up career goal</p>
Lecture	6	VI	<p>VI. Employment resources A. Job placement office B. Job/career fairs C. Internet postings D. Newspaper advertisements E. Employment services F. Human resources G. Professional publications H. Networking I. Informational interviewing</p>
Lecture	4	VII	<p>VII. Americans With Disabilities Act/504 A. Section 504 of the Rehabilitation Act of 1973 B. Title I of the Americans with Disabilities Act of 1990 C. Agency for support: Dept of Vocational Rehabilitation D. Agency for redress: Dept. of Fair Employment and Housing</p>
Lab	6	VIII	<p>VIII. Resume A. Goal of a resume</p>

			B. Guidelines C. Resume formats
Lab	8	IX	IX. Correspondence A. Telephone B. E-Mail C. Cover Letter D. Follow up letter E. Thank you letter F. Acceptance letter E. Declining letter
Lecture	6	X	X. Applications A. Goal of an application B. Guidelines C. Application practice
Lab	10	XI	XI. Developing Interview Skills A. Setting goals for the interviewing B. Interview preparation, including rehearsal and attire C. Strategies for disclosing a disability and requesting accommodations D. Strategies for handling questions E. Interview types F. Mock interviews
Lab	2	XII	XII. Job offers A. Evaluating job offers B. Negotiating
Lab	2	XIII	XIII. The first job A. Succeeding at the first job B. Job retention and promotion strategies
Total Lecture Hours		36	
Total Laboratory Hours		36	
Total Hours		72	

IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

A. PRIMARY METHOD OF EVALUATION:

Substantial writing assignments

B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:

Using the ECC Career Center, prepare a two-page written report on a career of choice and present it orally to the class. Include the following topics: job title, Dictionary of Occupational Titles Number (found on the website, ONETONLINE) personal characteristics, education and training, work environment, California pay, California outlook, benefits and related occupations.

C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:

1. In a one-page report, compare and contrast self-employment with working for others.

2. In a four-page report, synthesize your personal profile assessment results (personality traits, work values, aptitudes/skills, interests), and correlate these results with the requirements (factors) of two possible career choices you have researched in E.D. 121.

D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:

Essay exams
Performance exams
Reading reports
Written homework
Field work
Class Performance
Term or other papers
Multiple Choice
Matching Items
True/False
Journal (kept regularly throughout the course)

V. INSTRUCTIONAL METHODS

Discussion
Field trips
Guest Speakers
Internet Presentation/Resources
Laboratory
Lecture
Multimedia presentations
Role Play
Other (please specify)
 Focused research - Career Center, Internet and other resources.

In-class student reports.

Informational interviews, typically conducted off campus.

Role-play

Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.

VI. WORK OUTSIDE OF CLASS

Study

Answer questions

Required reading

Written work

Other (specify)

Field research, such as a career informational interview, a visit to the CA Dept. of Vocational Rehabilitation or the Center for Independent Living

A reduction of independent study hours from 4 to 3 hours per week is with the understanding that learning concepts from lecture will also be covered in lab.

Estimated Independent Study Hours per Week: 3

VII. TEXTS AND MATERIALS

A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS

Carolyn Kalil. "Follow Your Inner Heroes to the Work You Love". DreamMaker Publishing, Inc., 2013.

B. ALTERNATIVE TEXTBOOKS

C. REQUIRED SUPPLEMENTARY READINGS

D. OTHER REQUIRED MATERIALS

VIII. CONDITIONS OF ENROLLMENT

A. Requisites (Course and Non-Course Prerequisites and Corequisites)

Requisites	Category and Justification
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B. Requisite Skills

Requisite Skills

C. Recommended Preparations (Course and Non-Course)

Recommended Preparation	Category and Justification
Course Recommended Preparation AND English-82	
Course Recommended Preparation Educational Development-140	

D. Recommended Skills

Recommended Skills
Computer literacy for online research and work-related documents. EDEV 140 - Demonstrate proper use of a computer keyboard and mouse (or appropriate alternative input device) to access the computer. EDEV 140 - Create, edit, save and print a word document. EDEV 140 - Demonstrate knowledge of specific vocabulary terms. EDEV 140 - Access the Internet and acquire and gather research information for a specific research project.

Comprehend college level textbook. ENGL 82 -
Utilize prior knowledge and experience to construct meaning at a literal level of a given text.
ENGL 82 -
Employ basic study skills and reading strategies to explain at the literal level the content of a text.
ENGL 82 -
Employ basic critical thinking skills such as distinguishing fact from opinion, making valid inferences, and formulating implied main ideas.

E. Enrollment Limitations

Enrollment Limitations and Category	Enrollment Limitations Impact
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Course created by Ray Lovell on 03/19/1984.

BOARD APPROVAL DATE:

LAST BOARD APPROVAL DATE: 05/16/2016

Last Reviewed and/or Revised by Julia Land on 12/14/2015