

FORM VERSION: 5/95
DATE REVISED: 3/9/99

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course

(check all that apply)

COURSE NUMBER AND TITLE: CE 105 Job Hunting Techniques

UNIT VALUE: 1, 2, 3

MINIMUM NUMBER OF SEMESTER HOURS: 16-48

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS:

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE: Comprises the changing work ethic, updated labor market information, sources of job leads, job opportunities, job search, resume preparation, development of confidence and sound communication skills, interviewing techniques, attitudinal and motivational behavior necessary during the job campaign, job hunting techniques, and related topics.

SPECIFIC COURSE OBJECTIVES: There are many unique strategies that may be utilized to secure and maintain employment in today's ever-changing work environment. Upon completion, successful students will:

1. Analyze local, state and national labor market information;
2. Compare and contrast sources of job leads and opportunities;
3. Apply principles of a "job search" campaign;
4. Complete a job resume;
5. Apply principles of interviewing techniques;
6. Analyze employment skills necessary for their individual specialty;
7. Build self-identity and confidence;
8. Apply key principles of completing "the employment application"
9. Explain job-retention skills;
10. Solve problem of employment change

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Introduction to Job Seeking
2. The Application
3. Resume Writing
4. Sources of Job Information
5. The Job Interview
6. Job-Keeping Skills
7. Job Changing
8. Job Attitudes and Behaviors
9. Labor Market Information

REQUIRED READING:

Yate, Martin. Knock'Em Dead, The Ultimate Job Seeker's Handbook. Holbrook, MA: B of Adams, Inc., 1997.

Frank, William S. 200 Letters for Job Hunters. Berkeley, CA: Ten Speed Press, Prentice Hall, 1996.

Clark, Val. Getting and Keeping The Job: Success in Business and Technical Careers. Needham Heights, MA: Allyn & Bacon, 1999.

SUGGESTED READING:

Barlow, Lawrence. The Job Seeker's Bible. Lakeside, CA: VCA Publications, 1997.

Farr, J. Michael, et al. The Work Book; Getting The Job You Want. Indianapolis, IN: Bennett & McKnight, 1996.

Barbeau, Joseph. Learning from Working, Internship Guide. Dallas, TX: Southwestern Publishers, 1995.

Schmidt, Peggy. Making it on Your First Job. New York, NY: Avon Publishers, 1997.

U. S. Department of Labor, Selected Characteristics of Occupations Defined in The Dictionary of Occupational Titles. Washington, DC: Superintendent of Documents, 1998 Annually.

Employment Development Department. Job Search Guide. Sacramento, CA: Employment Development Department, State of California, 1998.

REQUIRED WRITING:

1. Students will write a one-page, two-page and computer-generated resume.
2. Students are required to prepare a daily log/journal of job-search activity and progress.

3. Students will prepare a written notebook which will include a portfolio for his/her personal use, which will be at least ten pages in length.

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

For every hour spent in class, the student will be required to do at least two hours of outside reading, such as reading of text and newspapers, studying notes, writing notes, drafting resumes, practicing interview techniques, visiting offices related to employment opportunities.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory
 lecture-laboratory combination
 directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

If yes, check all that apply:

- telecourse
 mediated instruction
 computer assisted instruction.

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Participation	- 10%
Quizzes	- 20%
Portfolio	- 30%
Reports	- 40%
Total	- 100%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE? Yes No Number of times course may be taken for credit: One

CONTACT PERSON: Bruce A. McDonough, Extension 2356

SIGNATURES ON FILE

