COURSE OUTLINE OF RECORD

Number: COUN G199  
TITLE: Employability Skills

ORIGINATOR: Yvonne Portillo  
FORMERLY KNOWN AS: Counseling Topics

EFF TERM: Spring 2017  
DATE OF OUTLINE/REVIEW: 10-18-2016

CROSS LISTED COURSE:

SEMESTER UNITS: 1.5
HRS LEC: 27.0  
HRS LAB: 0.0  
HRS OTHER: 0.0

CONTACT HRS TOTAL: 27.0

STUDY NON-CONTACT HRS RECOMMENDED: 54.0

CATALOG DESCRIPTION:
Presentation, discussion and study of professional and personal development issues. Topics include employability skills, values clarification, motivation, responsibility and accountability, self esteem, time management, goal setting, personal financing, resume writing, and interviewing skills. Intended for students wishing to deal with issues relating to their own professional and personal development.

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:
   Counseling

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [X] Standard Letter [ ] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X]  
LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: E

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [X] Yes [ ]

GE AND TRANSFER REQUIREMENTS MET:
   CSU Transfer Course
       A. Transfers to CSU

Degree Applicable
   AA Degree Applicable

GWC AA - Area E Lifelong Understanding and Self-Development
       Area E Lifelong Understanding and Self-Development

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:
COUN G199-Employability Skills

1. describe the personal accountability and responsibility students will take in both their college experience and professional development.

2. evaluate time and money management skills and techniques to improve personal and professional success.

3. identify guidelines for and write an effective professional resume.

4. describe and demonstrate techniques of interviewing.

COURSE OBJECTIVES:
1. Identify the relationship between self-concept and professional and personal development.
2. Apply professional and personal development to performance.
3. Demonstrate an understanding of Golden West College's available resources to help achieve short term and long term goals pertaining to professional and personal development.
4. Evaluate employability skills, self-motivation, responsibility and accountability, self esteem, time management, goal setting, personal financing, resume writing and interview skills.

COURSE CONTENT:

LECTURE CONTENT:

A. Self esteem
   a. Establishing good self esteem in order to convey confidence in job seeking and interviewing.

B. Accountability and responsibility
   a. Understanding the concepts of accountability and responsibility and how not accepting either can cause loss of job or negatively impact all areas of life (i.e. education, professional and personal relationships, projects, etc.).

C. Goal setting and values
   a. How to set an attainable goal.
   b. Goals align with values.
   c. Setting goals in different areas of life (family, home, spiritual, social, professional, financial, physical, and mental).
   d. How to create a support network for goal attainment in professional and personal life.

D. Time management
   a. How to keep a time log: where time is spent, when student is most alert or tired.
   b. Create a schedule and learn how to plan time in accordance with professional and personal tasks and goals.

E. Personal finances
   b. Learn how important budgeting is, especially when credit checks are completed during a job background check.

F. Resume writing, cover letters, and job search
   a. Techniques of resume writing
   b. Resume development with appropriate content
   c. Types of resumes
   d. Cover letters and appropriate content
   e. Job search in a variety of occupational areas
   f. Job search resources available to student
   g. Networking and sources of professional organizations/affiliations.
   h. Students will be able to write an effective resume for a job opportunity.

G. Interview Skills
   a. Techniques of job interviewing, phone screen interviews, and filling out an application.
   b. Interviewing process and interviewing techniques, including examples, and situational demonstrations.
METHODS OF INSTRUCTION:

A. Lecture:
B. Online:
C. Independent Study:

INSTRUCTIONAL TECHNIQUES:

Lecture, PowerPoint, Internet (Social Media, Youtube, Online Instructional Videos, Group Discussion Boards)

COURSE ASSIGNMENTS:

   Reading Assignments
   Students will be required to compete reading and workbook assignments from required texts and/or handout materials. Students will also be required to complete essays, resume, and prepare for situational demonstrations.

   Out-of-class Assignments
   Group interaction analysis and interpretation of content through usage of online discussion boards.

   Writing Assignments
   Resume
   Essay covering classroom topics.

METHODS OF STUDENT EVALUATION:

Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Projects (ind/group)
Skills Demonstration

   Demonstration of Critical Thinking:
   Students will be required to compete written assignments/short quizzes that will require analysis of information in order to compare, contrast, and justify one’s position.

   Required Writing, Problem Solving, Skills Demonstration:
   Essay covering classroom topics, student portfolio.

TEXTS, READINGS, AND RESOURCES:

Other:
1. Custom handouts and materials.

LIBRARY:

   Adequate library resources include:

   Comments:

Attachments:

Attached Files