

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

CLP 334 - Workforce Readiness Strategies

0 Unit(s)

Prerequisite(s): NONE

Recommended Prep: NONE

Transfer Status: NT

48 hours Lecture

This course will help students develop attitudes, behaviors, and professional skills that contribute to personal success in work and life. Topics may include strategies that positively impact self-management and self-motivation, including self-assessments, workforce readiness skills, analyzing workplace skills, and personal wellness. Topics may include analyzing workplace skills and skill sets; identifying and seeking job opportunities that match current skills sets; writing an introductory cover letter; constructing a resume and master application; interviewing and keeping a job. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Ungraded.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Identify and apply skills related to personal development and workforce readiness through self-assessments.
- B. Identify obstacles related to work and life choices through goal setting and application of critical thinking skills and reflection.
- C. Identify soft skills and hard skills as they apply to goal setting, making decisions, and exhibiting a positive attitude toward work.
- D. Practice basic skills for workforce readiness.
- E. Analyze personal responsibility for choices, motivation, self-management, interdependence, self-awareness, and emotional intelligence with relationship to the workplace and personal life.
- F. Apply basic concepts of communication to the workplace.
- G. Demonstrate presentation skills for job seeking, interviewing and negotiating.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Introduction, course objectives and expectations	3.00
2. Personal and workplace skills evaluation	4.00
3. Understanding job descriptions and job duties	2.00
4. The job search: accessing resources to find work.	5.00
5. Job Search Resources: Walk-In, Newspaper, and Electronic Searches	1.00
6. The application	4.00
7. Resumes	10.00
8. Cover letters	5.00
9. Interviewing	10.00
10. Follow-up	1.00

11. Remaining employed and promotion	1.00
12. Networking	1.00
13. Educational Training Opportunities	1.00
Total Hours	48.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Group Discussions
- C. Demonstrations
- D. Multimedia Presentations
- E. Guest Speakers (county, community organizations, employers)

V. METHODS OF EVALUATION

- A. Completion of written assignments (resume, cover letter)
- B. Demonstrated basic skills competencies in areas toward workforce preparation (interview skills, job search techniques, communication skills, positive work attitudes, resource development).
- C. Practical evaluations (job skills, work history, strengths, limitations, mock interviews)

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read handout, "Most Often Asked Interview Questions". Be prepared to discuss in class.
 - 2. Read pages 78-84 from the "California Career Planning Guide" on non-traditional work. Identify non-traditional work opportunities in Butte County.
- B. Writing Assignments
 - 1. Write a sample thank you note as follow up to an interview.
 - 2. Based on your work history, education and skills, write a resume to use in your job search.
- C. Out-of-Class Assignments
 - 1. Research five companies you would like to interview. Share the results of your research in class.
 - 2. Identify three companies you want to work for. Be prepared to share the information in class.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Materials Other Than Textbooks:

- A. Reference Materials
- B. Computer Software
- C. Navigating the Internet (CALJobs, on-line applications)
- D. Videos
- E. Personal Inventories

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