

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

OLS 328 - Strategies for Employment

0 Unit(s)

Prerequisite(s): OLS 323

Recommended Prep: NONE

Transfer Status: NT

51 hours Lab

This course introduces students to a variety of strategies to help them to be more successful in the workplace. These strategies include, but are not limited to, preparation for interviews and follow up, time management, task organization, job search, development of job leads, and memorization. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

II. OBJECTIVES

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

- A. Demonstrate three common memorization strategies.
- B. Construct a time management plan.
- C. Arrange tasks by priority and efficiency for successful completion.
- D. Apply job search and attainment strategies.
- E. Demonstrate successful interview skills.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

		Lab	
<u>Topics</u>			<u>Hours</u>
1. Memorization strategies			5.00
2. Visual acuity and memorization			5.00
3. Time management			5.00
4. Organizational tools			5.00
5. Preparing for and landing an interview			5.00
6. Task analysis and orientation			5.00
7. Job search and lead development			6.00
8. Managing the dynamics of an interview			5.00
9. Team work and self-management strategies			5.00
10. Review job seeking strategies and follow up interview			5.00
Total Hours			51.00

IV. METHODS OF INSTRUCTION

- A. Instructor Demonstrations
- B. Group Discussions
- C. Collaborative Group Work
- D. Class Activities
- E. Demonstrations
- F. Problem-Solving Sessions

V. METHODS OF EVALUATION

- A. Research Projects
- B. Demonstration
- C. Class participation
- D. Written Assignments

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read and summarize information on memory retention for a class presentation.
 - 2. Read and discuss the article provided by the instructor on successful interview strategies and share with a partner.
- B. Writing Assignments
 - 1. Write a one page task organization plan to turn in prioritizing tasks and indicating expected completion dates.
 - 2. Compile a list of possible interview questions to share and discuss with a partner.
- C. Out-of-Class Assignments
 - 1. Not applicable.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. PCI Education. Job Search. 1st Edition. New Readers Press, 2011.
- B. New Readers Press. Get That Job. 1st Edition. New Readers Press, 2011.

Materials Other Than Textbooks:

- A. Online Resources
- B. Instructor Designed Materials

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