

# PG R810: PREPARING FOR WORKPLACE SUCCESS

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**Originator**

strefts

**Co-Contributor(s)**
**Name(s)**

Trefts, Shannon (strefts)

**College**

Oxnard College

**Discipline (CB01A)**

PG - Personal Growth

**Course Number (CB01B)**

R810

**Course Title (CB02)**

Preparing for Workplace Success

**Banner/Short Title**

Workplace Success

**Credit Type**

Noncredit

**Start Term**

Fall 2021

**Catalog Course Description**

This is a free course designed to offer students crucial workplace readiness skills. Students will have the opportunity to learn effective job searching strategies and critical employability skills necessary to secure and maintain employment. Topics covered include assessment of unique personality and strengths, career research, goal setting, effective resume and cover letter writing, networking and interviewing techniques, and various behavioral and interpersonal skills related to workplace satisfaction.

**Taxonomy of Programs (TOP) Code (CB03)**

4930.10 - Career Guidance and Orientation

**Course Credit Status (CB04)**

N (Noncredit)

**Course Transfer Status (CB05) (select one only)**

C (Not transferable)

**Course Basic Skills Status (CB08)**

N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**

E - Non-Occupational

**Course Cooperative Work Experience Education Status (CB10)**

N - Is Not Part of a Cooperative Work Experience Education Program

**Course Classification Status (CB11)**

J - Workforce Preparation Enhanced Funding

**Educational Assistance Class Instruction (Approved Special Class) (CB13)**

N - The Course is Not an Approved Special Class

**Course Prior to Transfer Level (CB21)**

Y - Not Applicable

**Course Noncredit Category (CB22)**

J - Workforce Preparation

**Funding Agency Category (CB23)**

Y - Not Applicable (Funding Not Used)

**Course Program Status (CB24)**

2 - Not Program Applicable

**General Education Status (CB25)**

Y - Not Applicable

**Support Course Status (CB26)**

N - Course is not a support course

**Field trips**

May be required

**Grading method**

Letter Graded

**Alternate grading methods**

Student Option- Letter/Pass

Pass/No Pass Grading

**Does this course require an instructional materials fee?**

No

**Repeatable for Credit**

Yes

**Number of times a student may enroll in this course**

Unlimited

**Maximum units a student may earn in this course**

0

**Units and Hours**

**Carnegie Unit Override**

No

**Total in-Class (full semester or term)**

**Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)**

35

**Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)**

35

**Total Student Learning**

**Total Student Learning**

**Total Minimum Student Learning Hours**

35

**Total Maximum Student Learning Hours**

35

**Student Learning Outcomes (CSLOs)**

**Upon satisfactory completion of the course, students will be able to:**

- |   |   |
|---|---|
| 1 | Create a Career Action Plan to support long and short-term career goals                 |
| 2 | Demonstrate modern employability skills critical to securing and maintaining employment |

- |   |   |
|---|---|
| 3 | Identify and apply effective verbal and nonverbal behaviors in networking, interviewing, and self-promotion |
| 4 | Develop a professional portfolio to support their Career Action Plan  |

### Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1	Identify strengths, personality, behavioral, and interpersonal skills and how to build upon these for positive career outcomes
2	Evaluate career resources relevant to their respective industry or career interests
3	Develop a personal brand and elevator pitch aligned with their career goals
4	Create a professional portfolio including a resume, cover letter, list of references, relevant examples of work, and letters of recommendation

### Course Content

#### Lecture/Course Content

1. Self-Assessment
  - a. Motivation for work
  - b. Personality & Strengths
  - c. Transferable and employability skills-gaps
2. Career Research
  - a. Occupational Outlook
  - b. Researching Potential Employers
  - c. Online Job Resources
  - d. Professional Associations
3. Professional Portfolio
  - a. Resume
  - b. Cover Letter
  - c. Relevant Awards, Certifications, Publications, Work Samples
  - d. Professional & Personal References
  - e. Letters of Recommendation
4. Networking & Personal Branding
  - a. Purpose of Networking
  - b. Types of Networking
    - i. In-Person Networking and Events
    - ii. Professional Associations
    - iii. Informational Interviews
    - iv. Virtual and Online Networking
    - v. Networking Etiquette
  - c. Developing a Professional Network
    - i. Identifying Existing Networks
    - ii. Creating New Professional Networks
  - d. Creating a Personal Brand
    - i. Elevator Pitch
5. Interviewing
  - a. Types of Interviews
  - b. Preparing for the Interview
  - c. Mock Interview
  - d. Legal Aspects of the Interview
  - e. Dress for Success
  - f. Interview Etiquette & Follow-Up
  - g. Growth Mindset for Managing Rejection
6. Keeping the Job
  - a. Modern Employability Skills
    - i. Critical Thinking & Problem Solving
    - ii. Oral & Written Communication
    - iii. Teamwork & Collaboration
    - iv. Digital Fluency

- v. Leadership & Professionalism
- vi. Multicultural Competency
- b. Understanding Company Culture
- c. Common Reasons People Get Fired
- d. Managing Time, Stress, & Conflict in the Workplace

## Methods of Evaluation

**Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):**

Problem solving exercises  
Skills demonstrations  
Written expression

**Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):**

Clinical demonstration  
Computational homework  
Essay exams  
Group projects  
Individual projects  
Journals  
Oral analysis/critiques  
Objective exams  
Oral presentations  
Problem-solving exams  
Portfolios  
Quizzes  
Role playing  
Reports/papers  
Research papers  
Skills demonstrations

## Instructional Methodology

**Specify the methods of instruction that may be employed in this course**

Audio-visual presentations  
Computer-aided presentations  
Collaborative group work  
Clinical demonstrations  
Class activities  
Class discussions  
Case studies  
Distance Education  
Demonstrations  
Field trips  
Group discussions  
Guest speakers  
Instructor-guided interpretation and analysis  
Instructor-guided use of technology  
Internet research  
Lecture  
Role-playing  
Small group activities

**Describe specific examples of the methods the instructor will use:**

1. Instructor will facilitate dialogue in class and via course discussion boards focused on employability skills, challenges faced in the work place, networking etiquette, and additional topics related to career readiness.
2. Students will participate in mock interviews with each other demonstrating effective oral communication, interviewing skills, and awareness of verbal and nonverbal communication and body language. If possible, students will work in small groups of three, allowing for one interviewer, one interviewee, and an observer to provide feedback.
3. Instructor will utilize videos, Ted talks, case studies, and recorded lectures related to interviewing, networking, body language, employability skills, common workplace conflicts, and other related career readiness and workplace success topics.

## Representative Course Assignments

### Writing Assignments

1. Students will create a professional resume in the format most appropriate to their unique experience and circumstances.
2. Students will create a succinct cover letter highlighting their unique education, training, and experiences that most qualify them for a specific job listing.
3. Students will write a Career Action Plan analyzing their self-assessment results, short and long-term SMART career goals, perceived barriers to achieving outlined goals, and success strategies to overcome perceived barriers.

### Critical Thinking Assignments

1. Students will develop a brief elevator pitch highlighting unique strengths, interests, and experiences that set them apart from other candidates.
2. Students will analyze and understand self-assessment results of personality type, content skills, and employability skills. Students will understand their strengths and areas of improvement.
3. Students will analyze labor market information related to their occupation of interest and how this impacts their career choices.
4. Students will create short and long-term career-related SMART goals.
5. Students will identify professional associations to support networking and career goals.

### Reading Assignments

1. Students will conduct career research utilizing instructor provided articles, case studies, and internet resources related to job searching.
2. Students will read case studies and articles related to growth mindset, employability skills, and additional career readiness topics.

### Skills Demonstrations

1. Students will participate in mock interviews
2. Students will deliver their elevator pitch
3. Students will role play conflict resolution scenarios in the workplace to develop employability skills and practice solution-oriented skills to manage common workplace challenges

### Other assignments (if applicable)

1. Students will keep updated and relevant assignments and documents and assemble these into a working portfolio for use in achieving their short and long-term career goals.
2. Students will create a professional LinkedIn profile
3. Students will conduct informational interviews with industry professionals of their choice.

## Outside Assignments

### Representative Outside Assignments

1. Instructor may allow students to conduct informational interviews with various career industry representatives upon availability and relevance to the students goals.
2. Recordings of informational interviews with various career industry representatives may be made available to students for viewing.
3. Students will research company websites, relevant changes to industry, and legislation and professional issues related to their occupation of interest and job search.

## Library Resources

### Assignments requiring library resources

Career Research, Occupational Outlook Handbook

### Sufficient Library Resources exist

Yes

### Example of Assignments Requiring Library Resources

Career Research

## Distance Education Addendum

### Definitions

#### Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

### Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

### Regular Effective/Substantive Contact

#### Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Instructor will facilitate discussion boards utilizing articles, video resources, student-to-student responses, and open-ended questions
Video Conferencing	Students will participate in mock interviews in small groups with at least one interviewer, one interviewee, and one observer if possible
Other DE (e.g., recorded lectures)	Instructor will provided recorded lectures and videos on various topics, including informational interviews relevant to various career industries, employability skills, networking and interviewing techniques, and additional related career readiness topics
Other DE (e.g., recorded lectures)	Instructor will provide real time feedback on student resumes, cover letters, career goals and action planning, LinkedIn profile, elevator pitch, and other related assignments via video conferencing, learning management system, email, and or face to face.
Asynchronous Dialog (e.g., discussion board)	Students will submit video recording of their elevator pitch and receive feedback from the instructor and fellow students
Other DE (e.g., recorded lectures)	Students will take online quizzes based on self-assessment, interviewing techniques, legal aspects of the job search, and other career readiness related topics
Video Conferencing	Students will role play employability skills and conflict resolution techniques via video conferencing and provide feedback for improvement to each other and the instructor

#### Hybrid (51%–99% online) Modality:

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Video Conferencing	Students will role play employability skills and conflict resolution techniques via video conferencing and provide feedback for improvement to each other and the instructor
Other DE (e.g., recorded lectures)	Instructor will provide real time feedback on student resumes, cover letters, career goals and action planning, LinkedIn profile, elevator pitch, and other related assignments via video conferencing, learning management system, email, and or face to face.

**100% online Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Instructor will facilitate discussion boards utilizing articles, video resources, student-to-student responses, and open-ended questions
Video Conferencing	Students will participate in mock interviews in small groups with at least one interviewer, one interviewee, and one observer if possible
Other DE (e.g., recorded lectures)	Instructor will provided recorded lectures and videos on various topics, including informational interviews relevant to various career industries, employability skills, networking and interviewing techniques, and additional related career readiness topics
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**Examinations****Hybrid (1%–50% online) Modality**

Online

**Hybrid (51%–99% online) Modality**

Online

**Primary Minimum Qualification**

COUNSELING

**Review and Approval Dates****Department Chair**

09/01/2020

**Dean**

09/01/2020

**Technical Review**

09/09/2020

**Curriculum Committee**

09/09/2020

**DTRW-I**

09/10/2020

**Curriculum Committee**

09/23/2020

**Board**

10/13/2020

**CCCCO**

MM/DD/YYYY

**DOE/accreditation approval date**

MM/DD/YYYY