San Joaquin Valley College
Course Outline

Division: Business, Health, & Technical Studies
Program: All Programs

Course Number: CSS 100
Course Name: Career Services Seminar
Total Semester Units: 0
Total Hours: 8
Theory/Lecture Hours: 0
Application/Lab Hours: 0
Externship/Clinical Hours: 0

Course Description:

Students will prepare for the job search process in this seminar. Through work with the Career Services Department, they will develop resumes, interview techniques, and networking skills needed for workplace success. The grade in this course is Pass/Fail and is based upon creation of a career portfolio, mock interviewing skills, and other professional development activities. **Passing this course is a graduation requirement.**

Software:
None

Textbooks:
None

Student Learning Outcomes
Upon completion of this course the student will be able to:

1. Design thorough and accurate resumes and related documents

2. Complete employment applications correctly

3. Apply goal setting techniques as they pertain to obtaining employment

4. Apply effective job search strategies

5. Demonstrate proper interviewing skills and respond appropriately to commonly asked interview questions

6. Implement professional networking skills and strategies

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Unit Objectives

Unit 1: Employment Documents
Upon completion of this unit of instruction the student will be able to:

1.1   Summarize the basic types of resumes

1.2   Summarize the purpose of and create a resume, reference sheets, cover letters, and other supporting documents

1.3   Determine when to provide salary history

1.4   Summarize the differences between personal and professional references

1.5   Summarize the purpose, creation, and presentation of portfolios

1.6   Correctly complete an application

1.7   Upload documents for online employment opportunities

1.8   Fill out an online application

1.9   Organize a portfolio

1.10 Identify keywords for online resumes

Unit 2: Job Search Strategies
Upon completion of this unit of instruction the student will be able to:

2.1   Specify the components of goal setting as it pertains to obtaining employment

2.2   Create realistic goals and time frames for the job search

2.3   Compile transferable and job specific skills

2.4   Design and maintain a job search log, timeline, and plan

2.5   Summarize and apply research and networking methods to identify prospective employers and to obtain company information

2.6   Research networking sites

2.7   Research local networking opportunities

2.8   Generate a list of networks

2.9   Sign up for a professional networking site

2.10 Sign up for a professional email account

2.11 Analyze and improve your online image

2.12 Evaluate personal phone ringtones, voicemail, wait music

Unit 3: Interview Techniques
Upon completion of this unit of instruction the student will be able to:

3.1   Critique appropriate interview attire

3.2   Summarize and demonstrate interview techniques for individual, panel, or group interviews

3.3   Assess anticipated interview questions

3.4   Appraise and compose appropriate answers to illegal interview questions

3.5   Create potential follow up interview questions

3.6   Analyze and apply the process for "closing" the interview and asking for the job

3.7   Summarize various salary negotiation techniques

3.8   Summarize and apply follow-up techniques after the interview, including e-mail and telephone etiquette

3.9   Create his/her own "30 second commercial"

Student Learning Outcomes for this course are assessed as follows:
SLO 1: Assessed in Career Portfolio and Interview rubrics

SLO 2: Assessed in Career Portfolio rubric

SLO 3: Assessed in Career Portfolio rubric and classroom professional development activities

SLO 4: Assessed in Interview rubrics and classroom professional development activities

SLO 5: Assessed in Interview rubric

SLO 6: Assessed in Social Media project and classroom professional development activities

The evaluation of student performance is based on the scores received on quizzes, homework assignments, projects, skill performance, and objective examinations. All scores earned are converted to a percentage of the total scores possible within the course, and the final grade will be determined by the percent ranges converted to either a Pass or Fail grade as shown in the chart below.

75 -100 % = **Pass**
Below 75% =**Fail**