



COURSE OUTLINE
Palo Verde College
One College Drive, Blythe, CA 92225
(760) 921-5500

Course Control Number: CCC000385487

Latest Revision: 12/8/09

Board Approval: 1/26/10

1. Course Information. Course Initiator: Doretha Jones

Subject Area and Course Number: NBE 094		Course Title: Readiness for Employment®			
New Course <input type="checkbox"/> Revised <input type="checkbox"/> Updated <input checked="" type="checkbox"/>		Static ID C09400		TOP Code 493012	Credit Status Request N=Noncredit
Classification Code L=Not Applicable		SAM Code D=Possibly occupational		Course prior to college level Y=Not applicable	
Noncredit category I=Short-term vocational		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Transfer request C=Non-transferable		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			
Basic Skills N=Not a Basic Skills Course		Funding Agency Y=Not Applicable			Course Program Status 2=Stand-alone
Co-Op Status N=Not Part of a Co-Op Program		Special Class Status N=Course is Not a Special Class			

2. Some or all aspects of this course may be delivered in a Distance Education mode: Yes No
 If checked yes, all questions pertaining to Distance Education must be answered.
3. This course has laboratory or clinic/field hours: Yes No
 If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.
4. This course has prerequisites, co-requisites, or advisories: Yes No
 If checked yes, please complete a [Prerequisite Justification Form](#) .
5. Curriculum Committee Approval Date: 12/17/09
6. After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

CATALOG DESCRIPTION:

This course applies the concept of “career communication.” The student learns to analyze their qualifications, goals, and the job market. Emphasis is also placed on writing and organizing the “resume”, completing the application letter and form, and understanding the process of job interviewing and “follow-up letters.” This course is repeatable.

UNITS:

FACE TO FACE: **Hours Per Week:** Lecture: 8 **Laboratory:** **Clinic/Field:**

DISTANCE EDUCATION:

ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:

None

OBJECTIVES and LEARNING OUTCOMES:

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

1. Describe one's goals as they apply to career development.
 2. Complete a cover letter and resume as it relates to job objectives.
 3. Dramatize the proper way of making a favorable impression in the job interview.
-

COURSE OUTLINE AND SCOPE:

1. Outline of Topics or Content:

1. Developing an individual career plan
2. Analyzing and assessing the job market
3. Writing the cover letter and resume
4. Successfully completing the job interview

2. If a course contains laboratory or clinic/field hours, list activities or topics:

3. Examples of Reading Assignments:

1. Current articles in newspapers, magazines and business periodicals
2. Materials distributed in class by instructor

4. Examples of Writing Assignments:

Completion of resume, cover letter and follow-up letter

5. Appropriate Assignments to be completed outside of class:

6. Appropriate Assignments that demonstrate critical thinking:

Classroom discussions and completion of assignments

7. Other Assignments:

8. Indicate any assignments that are unique to the Distance Education mode of delivery:

METHOD OF EVALUATION—FACE TO FACE:

1. Oral and/or written action plan
2. Class participation

METHOD OF EVALUATION—DISTANCE EDUCATION:

METHOD OF INSTRUCTION—FACE TO FACE:

1. Lecture
2. Individual and group problem solving
3. Class discussion and participation
4. Role playing and classroom simulations

METHOD OF INSTRUCTION—DISTANCE EDUCATION:

REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:

This section shall include author(s), title, and current publication date of all representative materials.

Instructor prepared and/or published text and materials

SIGNATURES:

COURSE INITIATOR: _____ **DATE:** _____

LIBRARY: _____ **DATE:** _____

CHAIR OF CURRICULUM COMMITTEE: _____ **DATE:** _____

SUPERINTENDENT/PRESIDENT: _____ **DATE:** _____