STV40 : 21st Century Employment Strategies

General Information

Author:	• Rosemarie Shamieh
Course Code (CB01) :	STV40
Course Title (CB02) :	21st Century Employment Strategies
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(4930.12) Job Seeking/Changing Skills
CIP Code:	(32.0105) Job-Seeking/Changing Skills.
SAM Code (CB09) :	Non-Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000609235
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 40 prepares students for success in gaining employment. Topics to be covered include resume development, cover letters, interviewing techniques, job search strategies, employment applications, pre-employment testing, and job retention. Lecture: 96 hours. This is a pass/ no pass course.
Justification:	Mandatory Revision
Academic Career:	• Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	• Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	96
Total Course Out-of-Class Hours	0
Total Student Learning Hours	96

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Workforce Preparation.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Workforce Preparation Enhanced Funding.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	96	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	96
Laboratory	0
Studio	0

Total	96

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL40 - ENGLISH AS A SECOND LANGUAGE LEVEL 4

Objectives

- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Write a three-paragraph composition that contains an introductory paragraph, a body, and a conclusion.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Demonstrate understanding of the majority of face-to-face speech, recorded, and live dialogues in standard dialect at a normal rate, although some repetition may be required.
- Decode 3,000-word reading passages, identify main ideas and supporting details, make inferences, and summarize short passages.
- Approximate standard American pronunciation well enough to be understood by typical fluent speakers of English.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Discussion
Methods of Instruction	Tutorial
Methods of Instruction	Collaborative Learning
Methods of Instruction	Demonstrations
Methods of Instruction	Multimedia
Methods of Instruction	Guest Speakers
Methods of Instruction	Presentations

Out of Class Assignments

N/A

Methods of Evaluation	Rationale
Activity (answering journal prompt, group activity)	Resume
Writing Assignment	Cover letter
Activity (answering journal prompt, group activity)	Reference sheet
Activity (answering journal prompt, group activity)	Employment applications
Activity (answering journal prompt, group activity)	Mock interview
Writing Assignment	Business thank-you emails

Activity (answering journal prompt, group activity)	Plan job searches through job search sites, social media, LinkedIn, and networking
Activity (answering journal prompt, group activity)	Discuss “job survival” and participate in survival exercise

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value

Other Instructional Materials (i.e. OER, handouts)

Description	Instructor-crafted materials for the 21st Century Employment class, are specifically tailored to address the demands of modern workplace readiness. These thoughtfully designed resources provide students with essential skills and knowledge needed for success in contemporary professional environments ensuring that students receive relevant and up-to-date information aligned with the evolving landscape of 21st-century employment.
Author	No value
Citation	No value
Online Resource(s)	No value

Description	Instructor-curated resources for the 21st Century Employment class, including websites, like LinkedIn, Onetonline.org, BLS.com, and various salary data websites, are carefully selected to address the specific needs of students preparing for the modern workplaces. Such sites ensure access to relevant, up-to-date intel, industry trends, and job market statistics to empower students in making informed decisions and position themselves competitively in their desired fields.
Author	No value
Citation	No value
Online Resource(s)	No value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Prepare a resume, cover letter, and employment applications.

Demonstrate ability to successfully network.

Participate in a job interview situation with appropriate question-and-answer responses.

Compose a business thank-you emails.

Discuss job market issues and prepare a job search plan.

Utilize interpersonal and problem-solving tools that enable them to succeed in their new job.

SLOs

Create a professional cover letter, reference sheet, and a thank you note with the effective format and content with 100% proficiency.

Expected Outcome Performance: 70.0

ILOs Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
STV General Front Office Clerk I Certificate	Produce documents using a word processor.

Perform and apply formal job interview question and answer techniques. Expected Outcome Performance: 70.0

ILOs Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

Apply networking skills using social media and face-to-face communication to build contacts for job leads. Expected Outcome Performance: 70.0

ILOs Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
	Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Resumes and Cover Letters (18 hours)

- Resume basics
  - Information
  - Format
- Cover letter
  - Format
  - Content
  - Effective openings

Employment Applications (9 hours)

- Legal issues
- Compiling information for the application
- Completing an application

Job Search (13 hours)

- Job market issues
- Job search plan
- Contacting employers
- Internet search
- Value of networking
- Create a LinkedIn account

Job Interviews (26 hours)

- Researching the firm or business
- Typical questions and appropriate responses
- Body language, dressing for success, portfolios and other necessities
- Selling yourself
- Salary negotiation
- Simulation
- Composing a business thank-you email and interview follow up

Job Survival (12 hours)

- Interpersonal skills
- Group dynamics and fitting into the business culture
- Problem solving in the workplace
- Legal issues: employment laws, company policies, performance evaluations, employee handbooks
- Attitude in the workplace
- Team-building

Understanding the Legalities of Personnel Paperwork (18 hours)

- Employment files
- Application forms
- Government forms
- I-9's
- Employment contracts

Total hours: 96

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value