

PDEV 0801 - CAREER ESSENTIALS - EXPLORING THE WORLD OF WORK

Catalog Description

Prerequisite: Completion of PDEV 800 with grade of "Pass"

Hours: 8 lecture

Description: Introduction to the world of work including industry sectors, career clusters and pathways. Overview of current and projected trends in expanding career areas, educational/training requirements, salary and outlook. Research career options using a variety of resources. Develop understanding of decision-making process and apply to career choices. (pass/no pass grading) (noncredit)

Course Student Learning Outcomes

- CSLO #1: Apply labor market data and trends to inform career decisions.
- CSLO #2: Synthesize a career profile incorporating key labor market data and personal priorities and use it to evaluate career possibilities.

Effective Term

Fall 2019

Course Type

Noncredit

Contact Hours

8

Outside of Class Hours

16

Total Student Learning Hours

24

Course Objectives

1. Examine how the labor market is defined by identifying key components.
2. Explain how to locate and evaluate labor market data and trends.
3. Explain how to prepare to enter the workforce through researching educational/training options, providers and levels required for desired occupations.
4. Conduct a needs analysis regarding salary and benefits in order to assess career options and inform career and educational/training goals.
5. Collect and prioritize points of information about potential careers through books, internet resources and first-person sources.
6. Describe decision-making styles and the strengths and weakness of each; assess personal style and form plan develop it to be more effective.
7. Make informed decisions about career choices using the course products and knowledge.
8. Organize and present the resulting products and choices.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- Not Transferable

Methods of Evaluation

- Classroom Discussions
 - Example: Students will identify and confirm key labor market trends through watching a video "Did You Know 2017?", participating in a discussion around the trends presented and identifying the careers/industries most affected by them and then submit which ones would most likely affect them individually based on their career profile. Students will be evaluated based on participation.
- Projects
 - Example: Student will set up, conduct and write up a summary of an informational interview with a professional in one of their potential career fields, including a thank you note. Students will be graded based on a rubric.
- Other
 - Example: Students will compile and complete a report on key components of the course, including potential career choices, detailed information on the top ranked one(s) and present it in writing or verbally. Students will be graded based on a rubric.

Repeatable

Yes

Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. Students will view two videos that delineate current and project trends in the workforce including expanding, declining and emerging industries, changing outlook and educational requirements, and skill sets that are projected to be in demand. Through discussion, students will collectively identify the key trends presented and analyze which industries/careers/pathways will be most affected. The instructor will provide guidance in the brainstorming process through prompts and key questions to participate in the discussion to ensure full coverage of key points.

Distance Learning

1. Following an instructor lead lecture on budget and salary, students will complete an online assessment "Choose Your Lifestyle" which will result in a monthly budget/annual salary target that will support their budget choices. They will then cross-walk this amount to careers that will deliver it. They will then review an infographic and read an article on different types of benefits and prioritize the benefits they would both require and desire as part of a job offer. They will submit a journal on their salary needs and associated careers to consider and participate in a discussion board about desired

benefits/perks and determine which are most important to the group as a whole.

Typical Out of Class Assignments

Reading Assignments

1. Read article on new job perks and participate in discussion board about how you would prioritize them. 2. Read report from decision-making styles assessment and assess how to improve your own process.

Writing, Problem Solving or Performance

1. Write summary of your informational interview, including questions asked, information received and note at least three key pieces of information or advice that are most helpful to you. 2. Write out two short term goals and one long term goal regarding your career process being sure to include all portions and details of designing a SMART goal.

Other (Term projects, research papers, portfolios, etc.)

1. Research, set-up and conduct an informational interview with a professional in one of your top industries or career paths.

Required Materials

Other materials and-or supplies required of students that contribute to the cost of the course.

Assess to online resources, LMI, videos and career databases. Ability to print handouts/worksheets.