Adult Education Class Outline
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1.1007 Employability and Life Skills

Date Posted:	5/30/2001
Title:	Career Exploration 3/ Pre-Employment Preparation Job Club (Cal Works)
Prepared For:	Fresno Adult and Community Education
Submitted by:	Barbara Lehman, Program Coordinator

PREREQUISITES: **None**

LENGTH OF COURSE: **Two weeks / 60 hours**

Goals and Purposes:

The purpose of this course is to assist individuals in establishing a direction and plan for obtaining employment. Students will assess their interests and abilities. Job seeking skills, job retention skills, communication skills, and grooming are all part of this course. This course is designed to interface with a two-week phone bank at Department of Social Services in which the students call potential employers to obtain a job, while using the skills they learn in Pre-Employment Preparation.

The goals of this course include the mastery of the following competencies:

Pre-employment preparation
: Self-assessment, overcoming barriers, applications, resumes, interviewing skills, job retention, and personal management.

Computer literacy skills
: Windows operating system, Microsoft Word, and Microsoft Excel

SCANS competencies are used throughout all aspects of the course.

Repetition Policy:

Students who successfully complete the course will not be allowed to repeat the course. Student may re-enroll if they have not met competency in all the objectives with 75% accuracy or were unable to complete the class.

APPROVALS:

ADMINISTRATORS: BARBARA LEHMAN

DATE OF BOARD APPROVAL September 13, 2000

I. INSTRUCTIONAL UNIT OUTLINE AND HOURS PER UNIT:

UNITS	HOURS PER UNIT
A. Barriers Belief / Action / Result Activity Personal barriers Attitude Video / Discussion Problem Solving Self Esteem	**7**
B. Self Assessment Values assessment Data. People, things questionnaire Career interest inventory	**11**
C. Job Search / Interviews Resume, cover letter, application, thank you note Interview (dyad practice and critique) Dress for interview and workplace Networking, support groups, community services Hidden Job Market Introduction to Telemarketing	**24**
D. Job Retention Human relations On the job communication Attitude in the workplace Confrontation, and Goal-Setting Activities	**13**
E. Paperwork for CALWorks, Adult School	
INSTRUCTIONAL STRATEGIES Students will be instructed through cooperative techniques, including small group, whole group, and partners. Students will also receive individualized instruction when applicable. Instruction will also include hands-on activities, worksheets, and role-play situations. This instruction will occur through the media of textbooks, demonstrations, videos, presentations and computers.	**5** **TOTAL HOURS: 60**

II. SPECIFIC COURSE COMPETENCIES

SKILL COMPETENCY: THE STUDENT WILL BE ABLE TO:

A. BARRIERS

1. Recognize personal barriers to success, both intra-personal and environmental.

2. Plan effective ways to overcome barriers.

C. SELF ASSESSMENT

1. Utilize information garnered from self-assessment tools to identify potential career tracks, abilities and skills, and use the knowledge advantageously in the workplace.

2. Adopt techniques for continued growth of self-esteem and identify barriers to success, both interpersonal and environment.

D. JOB SEARCH / INTERVIEW

1. Complete a job application with no errors, one page resume, cover letter, and thank you note.

2. Use help wanted classified ads to job search, extricating information necessary to apply for the position, and identify advantages and disadvantages of the position advertised.

3. Interview for a position commensurate with his/her talents, skills and training, answering questions regarding technical skills and personal abilities.

4. Exhibit a positive image during a job interview through appropriate attire, hygiene and attitude.

E. JOB RETENTION

1. Communicate effectively on the job.

2. Display appropriate attitude for the workplace.

3. Set goals for the future.

4. Effectively practice confrontation skills.

5. Utilize and practice a conflict resolution and problem solving style regarding workplace communication issues with co-workers and supervisors.

III. TEXTBOOKS AND SUPPLEMENTAL BOOKS:

51 Ways to Save Your Job. Timm, Paul; Career Press, 1992.

The Damn Good Resume Guide. Parker, Yana; Ten Speed Press, 1989.

Job Skills For Career Success Video Series. The School Co. 1991.

Career S.E.L.F. Assessment. Cambridge Educational Press

Video: Attitude: A Little Thing That Makes a Big Difference. Business Advantage.

Various teacher generated materials will be used throughout the course.

IV. EVALUATION:

A. Active and positive participation classroom projects, assignments, activities, whole and small group discussions, and mock interviews.

B. Teacher observation for the following:
1. Resume
2. Cover letter
3. Application
4. Thank you note
5. Criteria checklist for interview
6. Critique of interview video