

ST DV126 : Job Search Strategies

General Information

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Course Code (CB01) :	ST DV126
Course Title (CB02) :	Job Search Strategies
Department:	ST DV
Proposal Start:	Fall 2026
TOP Code (CB03) :	(4930.10) Career Guidance and Orientation
CIP Code:	(32.0105) Job-Seeking/Changing Skills.
SAM Code (CB09) :	E - Non-Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	Yes
Course Control Number (CB00) :	CCC000658699
Curriculum Committee Approval Date:	05/28/2025
Board of Trustees Approval Date:	11/11/2025
Last Cyclical Review Date:	05/28/2025
Course Description and Course Note:	ST DV 126 is for students interested in entering or re-entering the workforce. Students learn the necessary skills and locate resources to successfully prepare for and navigate the ever-changing world of work through an action-based career experience and networking plan. Topics includes the job market and employers, job interviews, resumes and cover letters, informational interviews and networking strategies. Note: This course is offered only as Pass/No Pass.
Justification:	New Course
Academic Career:	<ul style="list-style-type: none"> • Credit
Mode of Delivery:	<ul style="list-style-type: none"> • Online
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> • Counseling
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

Transferable to CSU only

Transferability Status

Pending

Units and Hours

Summary

Minimum Credit Units (CB07)	1
Maximum Credit Units (CB06)	1
Total Course In-Class (Contact) Hours	18
Total Course Out-of-Class Hours	36
Total Student Learning Hours	54

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

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	1	2
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	18

Laboratory	0
Studio	0
Total	18
Course Out-of-Class Hours	
Lecture	36
Laboratory	0
Studio	0
Total	36

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

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

ESL133 - Grammar and Writing III (in-development)

Objectives

- Write a 300 to 350-word basic essay with a clear thesis statement, well-developed 1-2 body paragraphs, and short conclusion using level-appropriate grammar and syntax.
- Demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple perfect tenses, passive voice, gerunds and infinitives, real conditionals, adverb clauses of reason and concession.
- Read multi-paragraph academic passages in textbooks.

AND

Advisory

ESL136 - Reading and Vocabulary III (in-development)

Objectives

- Comprehend academic readings at the high-intermediate credit ESL vocabulary level.
- Deduce meanings of new words from the context.
- Reply to inference as well as recall questions on reading comprehension tests.
- Write answers of 50-60 words in response to questions.
- Paraphrase a reading passage.

Entry Standards	
Entry Standards	Description
No value	No value

Course Limitations	
Cross Listed or Equivalent Course	Description
No value	No value

Specifications	
Methods of Instruction	
Methods of Instruction	Demonstrations
Methods of Instruction	Discussion
Methods of Instruction	Lecture

Out of Class Assignments	
<ul style="list-style-type: none"> • Resume • Cover Letter • Job or Internship Application • List of 10 network contacts • Written summary of informational interview • Participation in a mock interview • Final portfolio (written, recorded video, digital etc.) including an action plan, analysis of current labor market trends in their industry, updated resume, cover letter, and networking list. • Professional reference sheet • Recorded elevator pitch 	

Methods of Evaluation	Description of Activity/Interaction
Activity (answering journal prompt, group activity)	Journal entries to reflect and reevaluate personal values and interests
Writing Assignment	Written comprehensive career plan, along resume and cover letter
Presentation (group or individual)	Presentation on elevator pitch

Project/Portfolio Comprehensive portfolio of self-assessments and career planning tools

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 Resume Guidelines Packet from GCC Career Services, 2024 (GCC Cover Letter, Interviewing, and Informational Interviewing Networking Packets)
Author Multiple Authors
Citation n/a
Online Resource(s) n/a

Description College Success.
Author Linda Bruce
Citation License: CC BY: Attribution. Located at: <https://courses.lumenlearning.com/collegesuccess-lumen/chapter/resumes-and-cover-letters/>
Online Resource(s) No value

Learning Outcomes

- Course Objectives**
- Define key concepts related to navigating the job market, including employer expectations, workforce trends, and labor market data.
 - Identify resources and strategies for researching job opportunities, conducting informational interviews, and developing networking plans.
 - Describe the components and formatting requirements of a professional resume and cover letter.
 - List and explain the steps for preparing for a successful job interview, including common questions and appropriate professional etiquette.

SLOs

Develop and construct a professional resume and cover letter tailored to a specific job or industry.	Expected Outcome Performance: 70.0
Evaluate labor market data and workforce trends to formulate a strategic career plan.	Expected Outcome Performance: 70.0
Analyze job search strategies and resources that align with individual career goals.	Expected Outcome Performance: 70.0

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.

n/a

SLO Evidence

No Value

Course Content**Lecture Content****Career Exploration & Workforce Trends (4 Hours)**

- Understanding Career Readiness: Self-assessment of strengths, transferable skills, and career interests
- Industry Trends & Workforce Shifts: Identifying disruptions and emerging careers using labor market data
- Aligning Career Goals with Market Demands: Developing strategies to overcome workforce challenges
- Action-Based Career Planning: Setting SMART goals for career growth

Job Market Navigation & Research (3 Hours)

- Researching Potential Employers: Identifying hiring trends and key industry players
- Exploring Career Resources: Utilizing job boards, government databases, and networking platforms
- Understanding Application Systems: Applicant tracking systems (ATS) and job search best practices
- Strategic Job Search Planning: Customizing job search strategies for success

Resume & Cover Letter Development (4 Hours)

- Professional Resume Writing: Formatting, keywords, and tailoring resumes to job postings
- Crafting a Targeted Cover Letter: Personalization, structure, and professional storytelling
- Optimizing for ATS & Hiring Managers: Enhancing readability and keyword optimization
- Review & Peer Feedback: Strengthening applications through revision and critique

Networking & Informational Interviews (3 Hours)

- Building a Professional Network: Identifying industry connections and professional organizations
- Conducting Informational Interviews: Preparing questions and learning from industry professionals
- Elevator Pitches & Personal Branding: Developing a concise, compelling career introduction
- Maximizing LinkedIn & Digital Presence: Creating an online professional identity

Job Search Preparation & Interview Skills (4 Hours)

- Interview Strategies & Common Questions: Practicing behavioral and technical interview responses
- Mock Interviews & Professional Communication: Building confidence in answering tough questions
- Job Application Process & Reference Sheets: Completing applications and selecting professional references
- Developing a Career Toolkit: Finalizing resumes, cover letters, and networking lists for future use

Total Hours: 18

Additional Information

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liaisons>):

Yes

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

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

Resources

Did you contact your departmental library liaison?

Yes

If yes, who is your departmental library liaison?

Jennie Quinonez-Skinner (Language Arts, Student Services)

Did you contact the DEIA liaison?

Yes

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 Value

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

No Value