Course Information Form (CIF)

Course Code: JOB 081

Course Title: Job Skills and Career Planning

Department: Adult Education and Workforce Development
Effective Date: Summer 2026
PCS Code: 1.8 - Adult Secondary Education
CIP Code: 32.0304
Repeatability: 3

Credit Hours

Catalog Notation: 1-0-1 through 4-0-4
Credit Hour Distribution:

Lecture: 4	Lab: 0	Clinical: 0	**Total: 4**

General Course Information

Catalog Description

For ASE learners with reading levels between NRS 5-6 on the CASAS. Focuses on past successes and personal skills that one can bring to a job search: interviewing, resumes, completing an application, how and where to look for a job, and how to keep a job. Directed primarily at non-high school graduates with little or no successful job experience.

General Course Objectives

To prepare adults with minimal job experiences to enter the world of work; identification and assessment of skills, interests, attitudes, abilities, potentialities, and past achievements is the foundation for further career exploration.

Minimum Placement Levels

English	Reading	Math
None	None	None

Prerequisites

None

Methods of Evaluation

Attendance, completion of assignments, performance during mock interviews. Peer and self-evaluation, class participation.

Instructional Materials and Additional Supplies

None.

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.
- Reasoning and Inquiry: Students will demonstrate the ability to solve problems using deductive reasoning and logic, quantitative reasoning, or the scientific method.

Course Segments and Student Learning Outcomes

1 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Goal Setting and Job Searching	1. Complete the self-assessment process and goal-setting process. 2. Demonstrate awareness of attitude and its impact upon employment. 3. Identify basic avenues and creative venues for employment.	15	0	0

2 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Resumes, Cover Letters, and Transferable Skills	1. Identify and communicate transferable skills. 2. Create a resume using a word processing program. 3. Demonstrate proficiency in using Illinois Skills Match. 4. Use the computer to explore employment opportunities.	15	0	0

3 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Application and Interview Process	1. Demonstrate awareness of ten common mistakes made when completing applications. 2. Develop a pocket resume. 3. Demonstrate awareness of what employers look for in employees.	15	0	0

4 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Work Ethics	1. Demonstrate understanding of work ethics and familiarity with ways to keep a job.	15	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
60	0	0