

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Center for Water Studies 100 – Career Pathways in Water & Wastewater

3 hours lecture, 3 units

Catalog Description

This course introduces students to Cuyamaca's Center for Water Studies and the career pathways in the water and wastewater field in San Diego County and throughout California. The goal of the course is to develop in each student the skills they need to succeed at Cuyamaca and in their careers in water. This will be the first course in the Center for Water Studies' new Fundamentals of Water module -- a series of four introductory courses -- and students will be encouraged to begin their studies in water and wastewater with the 100 course.

Prerequisite

None

Course Content

- 1) Career pathways in the water and wastewater field
- 2) Compensation and employee benefits in each career pathway
- 3) The education, work experience and State of California certificates required in each career pathway
- 4) Strategies for selecting and completing a certificate program(s), associate's and bachelor's degree(s)
- 5) Strategies for securing an entry level position with a water or wastewater utility
- 6) How to apply and prepare for State of California certification exams
- 7) Water and wastewater utilities in San Diego County and their hiring processes
- 8) How to prepare a resume
- 9) How to find job openings
- 10) How to successfully apply and interview for positions
- 11) Basic workplace skills and employer expectations
- 12) Use of Google Docs, Sheets and Slides to learn how to use Microsoft Word, Excel and PowerPoint

Course Objectives

Upon completing the course, students will be able to:

- 1) Select a career pathway in water or wastewater
- 2) Identify the appropriate certificate(s), associate's and bachelor's degree(s) they want to complete
- 3) Complete a personal course list and schedule to help them navigate and complete their studies
- 4) List water and wastewater utilities in San Diego County
- 5) Identify jobs that match their qualifications
- 6) Demonstrate an understanding of how utilities recruit, evaluate and hire new employees
- 7) Describe at least three specific actions to increase their competitiveness for entry-level jobs
- 8) Write a resume
- 9) Search for job openings

Method of Evaluation

Instructor will develop and uniformly implement a grading structure. Grades will be based on student proficiency in subject matter determined by multiple measurements for evaluation, including written exams and skills demonstrations:

- 1) Classroom discussions and activities
- 2) Progression through personalized, online ACT WorkKeys Assessment Program

- 3) Writing assignments
- 4) Quizzes and exams

Special Materials Required of Student

No special materials are required of students.

Minimum Instructional Facilities

- 1) Smart classroom with Wi-Fi internet connection
- 2) Computer lab with workstation and internet connection for each student (1-3 sessions)
- 3) Video cameras for interview training

Method of Instruction

- 1) Lecture and class discussion
- 2) Group tasks and presentations
- 3) Mock job interviews
- 4) ACT WorkKeys Assessment Program (not in classroom)

Out-of-Class Assignments

- 1) **Reading:** Review current labor market reports and industry outlook documents relevant to water and wastewater careers; read job postings from local water and wastewater utilities to identify qualifications and hiring expectations.
- 2) **Writing:** Draft and revise a professional resume tailored to an entry-level water or wastewater position; write short reflections or summaries on selected career pathways and the education/certification requirements; complete a personal course list and schedule for completing their studies.
- 3) **Other:** Complete assigned modules in the ACT WorkKeys Assessment Program and develop an action plan based on results; search for current job openings and compile a list of relevant opportunities.

Texts and References

- 1) Required (representative examples):
 - a. *San Diego County Middle-Skill Jobs Gaps and Opportunities* San Diego Workforce Partnership – 2015.
 - b. *Water and Wastewater Industry Occupational Outlook* P. Jordan – 2010. San Diego Workforce Partnership
 - c. *Labor Market Analysis: San Diego County May 2021*. CCCCCO Centers of Excellence
 - d. *Training the Next Generation of Water Industry Professionals* Skills Panel Report – M. Uhrhammer – 2013. Cuyamaca College
- 2) Supplemental: Plus timely news coverage of this topic

Exit Skills

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Select a career pathway in water or wastewater
- 2) Identify the appropriate certificate(s), associate's and bachelor's degree(s) they want to complete
- 3) Complete a personal course list and schedule to help them navigate and complete their studies
- 4) Apply and prepare for a State of California certification exam
- 5) Open, create or edit, and save a document in Microsoft Word, Excel and PowerPoint
- 6) List water and wastewater utilities in San Diego County
- 7) Identify jobs that match their qualifications
- 8) List and locate the websites that list job openings in water and wastewater utilities
- 9) Write and format an effective resume for a job in water and wastewater utilities
- 10) Describe the application and hiring process in water and wastewater utilities
- 11) Complete and submit an online job application and resume

- 12) Understand the job interview process, common questions and how to answer them
- 13) Describe at least three specific actions to increase their competitiveness for entry-level jobs
- 14) Apply for and take the ACT National Career Readiness Certification (NCRC) Exam
- 15) Develop an action plan to alleviate weaknesses identified by the NCRC Exam

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) List water and wastewater utilities in San Diego County.
- 2) Describe how utilities recruit, evaluate and hire new employees.
- 3) Describe at least three specific actions to increase competitiveness for entry-level jobs in the water and wastewater industry.
- 4) Write an industry-specific resume and cover letter.