

# CAREER TRANSFER CENTER



The Career Transfer Center provides career assessment, employment services assistance, reentry services and transfer support services to students.

The mission of the Career Transfer Center is to enhance student self-knowledge and refine skills in seeking and processing information, analyzing career concerns, formulating creative solutions, choosing the most favorable career opportunities and implementing plans to accomplish goals that integrate personal, academic and career endeavors.

Services are intentionally designed to incorporate all phases of the career decision making process, providing student assistance from the college admissions process, through retention to the job seeking process and/or support for students transferring to a four-year university.

## Career Center

The Career Center provides students the opportunity to learn about themselves, the world of work, how to gain valuable work experience and how to be successful in finding a job. Various printed and computerized resources are available to assist students with the decision-making process of selecting a career that best fits them.

The career life planning process goes beyond helping individuals overcome immediate career uncertainty as it helps them acquire skills necessary to manage their own career development over a lifetime.

The center is a place students come to investigate, explore and obtain occupational information, such as job descriptions, specialties, work environment, personal characteristics, educational requirements, and salary ranges.

### Courses and materials are designed to assist with:

- Gathering information about oneself
- Linking occupation to education and job choice
- Compiling information to select a college major
- Exploring occupations and the world of work
- Listing of job opportunities
- Networking through informational interviews

The Career Center is located in Danner 203, (209) 954-5675.

## Transfer Center

The Transfer Center serves to facilitate a smooth transition to a four-year university through various transfer activities. Students are provided the opportunity to meet with visiting representatives, participate in on-the-spot admissions, develop transfer admission agreements, and receive specialized transfer advising. The Center offers workshops on admission requirements, application procedures, as well as support writing personal essays and applying for scholarships. Annual events such as the Transfer Day/College Night program, Spring Transfer Fair, and regular campus visits by four-year university representatives give students the convenience to personally connect with university personnel on-campus. Our resource library includes a collection of college catalogs for two-year colleges, CSU, UC, and private and independent universities. Additional publications on admissions, articulation, financial aid, housing and academic programs are also available.

### Program features include:

- Transfer counseling
- Major preparation and advising
- Transfer Admission Agreements (TAA)
- Field Trips
- On-campus visits by representatives from CSU, UC, and Private Universities representatives
- Workshops
- Transfer Day and College Night Program
- CSU and UC applications and materials

The Transfer Center is located in Danner 202, (209) 954-5634.



CAREER TRANSFER CENTER  
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San Joaquin Delta College  
5151 Pacific Avenue • Stockton, CA 95207  
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## Employment Services

Employment services are available to assist students with creating employment portfolios, i.e. resume, master application, cover letter, interview questions and techniques as well as how to access the applicable websites and job postings. This service will provide the necessary information to allow students to manage their employment changes as effectively as their career issues. Employment services and job placement assistance is available to all current students. Services also include: Job listings, CalJobs, access to internet job search sites, employment bulletins, resume development assistance, employment information workshops, classroom presentations, and Job Fairs.

### Job Readiness Reference Materials:

- Videotapes and handouts regarding interviewing techniques
- Employment trends information
- Business and Industrial Directories
- Computerized resume writing programs
- Reference books, resume, cover letter, interviewing information

Employment Services is located in Danner 203, (209) 954-5693.

## Reentry Services

Reentry services are designed to ease the transition of those returning to the educational world after an extended absence. Information, support services, and networking are provided to assist students in accomplishing their goals.

### Services include:

- Orientation programs and campus tours
- Assistance with enrollment and registration process
- Financial aid application assistance and scholarship information
- Emergency loan program
- Childcare referral and information
- Campus and community referral

Reentry Services is located in Danner 203, (209) 954-5675.

## Career Guidance Courses

### **GUIDANCE 30 Career Self Assessment 1 Unit**

This course introduces the career life planning process and concentrates on the first major step which is self assessment. Students explore career choices by identifying their strengths, skills, interest, values and preferred lifestyle.

### **GUIDANCE 31 Career Exploration 1 Unit**

Students explore specific occupations of their choice through utilization of Career Center resources. Course includes investigation of job duties, training and education requirements, desired employee characteristics, salary ranges, and future employment trends through printed and audio visual media.

### **GUIDANCE 32 Career Information Interviewing 1 Unit**

Student learns to obtain career information directly from people employed in areas of career interest through an organized interviewing process. Course includes how to make the initial contact, interviewing question preparation, and how to analyze information obtained.

### **GUIDANCE 33 Job Seeking Skills 1 Unit**

This class is designed to assist the student with development of successful job search techniques, resume writing and job interviewing skills. Course includes techniques to find and get the job the student wants and covers the “hidden job market”.

### **GUIDANCE 34 Extended Activities .5 to 2 Units**

This course is designed for the student who seeks individualized career exploration, educational investigation, and decision-making assistance. Credit may be earned by attending a minimum of 8 activity hours and .5 unit of credit is given for each block of 8 activity hours, for a maximum total of 2 units.

## Additional Guidance Courses

### **GUIDANCE 8 Education and Interpersonal Growth 1 Unit**

This course is designed to foster personal development through a decision making process which includes value systems, self awareness, changing lifestyles, patterns of communication, and how these factors impact on the student education, growth and goals. (CSU)

### **GUIDANCE 11 New Student Orientation .5 Unit**

This course is an overview of the registration process, student services and the campus. Students create a first semester course plan with a counselor. (CSU)

### **GUIDANCE 17 Intro. to College & Ed. Planning for Reentry Students 1 Unit**

This course is especially designed to provide orientation, counseling information, and support to reentry people whose formal education has been interrupted by family and/or job responsibilities. Course topics include building self-esteem; becoming more assertive, exploring concerns relative to the student in transition.

### **GUIDANCE 20 Transition to University Life 1 Unit**

This course is designed to assist community college students with transferring to a four-year university. Students explore transfer options from academic, financial, and personal development perspectives. The course provides students with information on private and public universities such as the University of California (UC) and California State University (CSU). Topics include identifying majors, understanding admission processes, identifying financial aid resources, and housing options. Students will build an individual Student Education Plan (SEP) based on their educational and career goals. (CSU)

## Computer Program Descriptions

**EUREKA:** is the only computerized California based career information system. For the 419 plus 700 related occupations, there is a description including job duties, pay, employment outlook, preparation needed, and a list of the industries, which employ people in an occupation. Educational information includes: a description of degree programs and a list of schools offering the program plus degree titles. The Financial Aid Guide contains a scholarship search database, college costs, financial aid, grants, loans, and special aid programs. The Job Search Guide covers preparing a resume, completing job applications, preparing for a job interview, letters of introduction and networking.

**COIN:** is a comprehensive career guidance system that is user friendly and features both California and National based information. COIN offers descriptions on over 1,800 occupations and colleges. Some special features include an on-line self-assessment survey, college and scholarship letter writers, side-by side comparison of colleges or occupations. A quick search function allows users to directly obtain occupational, college, military occupations, scholarships, and occupational specialties information. Internet features give students direct links to college home pages, on-line applications, and e-mail access to college admissions offices.

**MICROSKILLS INVENTORY:** enables students to develop a personalized list of enjoyable job skills, organizes the user's job skills by Holland's six occupational clusters, and creates a list of at least 30 occupations which match with desired skills. This program is especially helpful to students wishing to explore their transferable job skills.

**Occ-U-Sort:** a 36-item questionnaire within Eureka designed to help you to identify occupations that may be of interest to you. Occ-U-Sort measures your work preference and attitude on the following categories: temperaments, aptitudes, data, people, things, skills, environmental requirements, educational requirements and entry-level wages. No fee for registered students.

**O\*NET:** is a comprehensive database of work attributes and job characteristics. As the replacement for the Dictionary of Occupational Titles (DOT), O\*NET will be the nation's primary source of occupational information. The database contains information about knowledge, skills, abilities (KSAs), interests, general work activities (GWAs), and work context. O\*NET data and structure will also link related occupational, educational, and labor market information databases to the system.

**COLLEGE SOURCE:** a virtual library representing 34,557 college catalogs. It offers: cover-to-cover college catalogs, 2-year colleges, 4-year universities, graduate schools, hyperlinked table of contents and index, full printing capacity, and weekly updates. Users can find colleges using search features by topic: major, enrollment, tuition, degrees, state, and affiliation. The site also includes links to: college home pages, international college home pages, career information, and financial aid information.

## Written Assessment and Personality Inventories

**MYERS-BRIGGS TYPE INDICATOR®:** The Myers-Briggs Type Indicator (MBTI®) is the most widely used instrument in business and education that measures personality dispositions and preferences. This assessment helps a person understand their interactions with others and heightens self-awareness as it relates to career decision-making. You will receive printed results with a counselor interpretation. \* Fee required.

**SELF-SCORABLE MYERS-BRIGGS TYPE INDICATOR®:** Your answers to these questions will help identify how you like to look at things and how you like to go about deciding things. Knowing your own preferences and learning about people can help you understand what your special strengths are, what kind of work you might enjoy, and how people with different preferences can relate to each other and be valuable to society. \* Fee required.

**STRONG INTEREST INVENTORY:** The Strong Interest Inventory (SII) is an assessment of your interests. Scores can help you identify general areas of interest as well as specific activities and occupations that you might want to further explore. The Strong measures your interests, not your abilities, aptitudes and values. It tells you about your pattern of interests and how your interest compares

with those of people from a wide variety of occupations. Keep in mind that choosing an occupation is not a single decision, but a series of decisions. Your results on the Strong Interest Inventory can help you identify options that may lead you to a satisfying career. You will receive printed results with a counselor interpretation.

\* Fee required.

**CAREER ASSESSMENT INVENTORY:** The Career Assessment Inventory (CAI) is a measure of your vocational interests and not a test of your abilities. By comparing your answers with satisfied workers in various occupations, it is possible to determine whether or not you might like certain occupations. Printed results will be mailed to you within ten working days. \* Fee required.

**Please note:** Counselor interpretation is required for the Myers-Briggs Type Indicator® and the Strong Interest Inventory. Students are encouraged to seek counselor assistance to select the appropriate assessments.

\* Contact Career Transfer Center for applicable fees.

# Career Life Planning

... is a continuous lifelong process of identifying and reappraising your options in regard to the changing job market and your personal needs as you experience life's transitions.

## 1. SELF ASSESSMENT

Gather information about yourself

### Identify:

- Skills
- Interests
- Values
- Achievements
- Employability Skills
- Transferable Skills
- Knowledge
- Lifestyle
- Preferences

### Source:

*Course - Guidance 30*  
*Career Interest Inventories*  
*Personality Assessment*  
*Computerized Inventories*  
*Self Scoring Inventories*

## 2. EXPLORE OCCUPATIONS

Gather information about the world of work

### Identify:

- Career Options
- Written Resources
- Fields of Interest
- Career Contacts
- Requirements
- Employment Outlook
- Related Occupations

### Source:

*Course - Guidance 31, 32*  
*Career Exploration*  
*Computerized Career Databases*  
*Career Resource Library*  
*Video Reference Library*  
*Internet Access*

## DECISION-MAKING PROCESS

- Define the issue
- Gather relevant information
- Generate alternatives
- Consider consequences
- Make a decision
- Implement the decision
- Assess and evaluate the decision

## SET GOALS

- Set realistic goals
- Specific and measurable
- Motivated
- Good job fit
- Compatible with values
- Set timeline

## SOURCE

*Course - Guidance 8*  
*Computerized Information*  
 • National & State College Databases  
 • Scholarship Search Databases

*Written Resources*  
 • College Catalogs  
 • Vocational Education Programs  
 • Linking Majors & Job Titles

## 3. EXPERIENCE WORK-BASED LEARNING OPPORTUNITIES

Gain hands-on work experience

### Identify:

- Practical Job Skills
- Transferable Skills
- Relationship of Classes to Career Choice
- Work Experience
- Job Objective

### Source:

*Course - Guidance 32*  
*Internet Research*  
*Employment Resource Library*  
*Job Listings*  
*Work Experience*  
*Video Reference Library*

## 4. PLAN JOB SEARCH CAMPAIGN

Take steps towards a successful job hunt

### Identify:

- Employers
- Specific Job Titles
- Resume Formats
- Career Paths
- Investigate the Hidden Job Market
- Interviewing Techniques

### Source:

*Course - Guidance 33*  
*Job Seeking Skills*  
*Internet Access*  
*Computerized Job Search*  
*Information Company Files*  
*Job Listings*  
*Employment Resource Library*  
*Video Reference Library*

Consult a student programs specialist to participate in any of the above steps through Guidance 34, Extended Activities.

Next Step: Attend a one hour Career Transfer Center Orientation.



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