

Course Outline of Record

1. Course Code: DSPS-040B
2.
 - a. Long Course Title: Employment For Individuals with Disabilities
 - b. Short Course Title: EMPLOY INDIV W/DISAB
3.
 - a. Catalog Course Description:
 This course focuses on the fundamentals of employment and the process of developing goals for future employment of persons with disabilities.
 - b. Class Schedule Course Description:
 This course focuses on the fundamentals of employment including effective job search methods and strategies for successfully maintaining employment for persons with disabilities.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
4. Total Units: 2.00 Total Semester Hrs: 36.00
 Lecture Units: 2 Semester Lecture Hrs: 36.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 10 Allow Audit: No
 Repeatability No Repeats Allowed
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)
 Advisory: Intended for Workability III students
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. LaVerne L. Ludden (2012). Job Savvy, How to Be a Success at Work Indianapolis JIST Publishing.
 College Level: Yes
 Flesch-Kincaid reading level: N/A
 - b. - (2014). The Job Hunting Handbook Holliston Dahlstrom and Company.
 College Level: Yes
 Flesch-Kincaid reading level: N/A
7. Entrance Skills: *Before entering the course students must be able:*
8. Course Content and Scope:

Lecture:

1. Identify labor market trends.
2. Participate in mock interviews
3. Complete an application, create a resume and cover letter.
4. Understands their rights and how these related to the job search process in regards to disability.
 Understands how their disability may impact their employment and how to identify functional limitations and reasonable accommodations, if any, and how and when to address these with employers.
5. Conduct job searches by identifying 10 employers that they will contact using their skills gained.
6. Attend interviews or conduct follow-up with those employers.
7. Maintain records of their job search efforts.
8. Gain knowledge of the skills needed to maintain and advance in an employment position.?

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Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:

1. Identify individual employment goals, skills, and competences required to maintain and advance in a work environment.
2. Compose a sample job application, resume, and cover letter.
3. Differentiate appropriate and inappropriate disclosure in relation to their disability in a professional context.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Identify and define the student's individual employment goal.
- b. Locate and describe local businesses that correlate to the student's identified employment goal.
- c. Examine and analyze labor market trends in the student's identified field of employment goal.
- d. After completing a comprehensive job search applicable to the student's employment goal, student will complete an application, a functional resume and cover letter.
- e. Demonstrate interview skills by participating in a mock interview.
- f. Describe the skills and competencies required to maintain and advance in a position as identified by the student's employment goal.

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Activity
- b. Experiential
- c. Lecture
- d. Observation
- e. Participation
- f. Role Playing
- g. Self-exploration

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 36.00

Outside Class Hours: 72.00

a. In-class Assignments

1. Student will conduct a mock interview using skills gained from class including incorporation of their elevator speech.
2. Student will participate in Job Club activities during weeks seven to sixteen of the class and during this time will provide documentation of 10 employer contacts and follow-up efforts with these employers in an attempt to gain an interview.

b. Out-of-class Assignments

1. Student will research a minimum of 2 employment goals by using the Onet Online, Occupational Outlook Handbook and/or California Occupational Guides provide a written documentation on the nature of the work, working conditions, the education and training typically required for entry into the job, and job outlook.
2. Student will choose and focus course activities and efforts on a specific employment goal. After lecture on how to address issues regarding disability during job search each student will identify 5 possible function limitations and 5 reasonable accommodations that could be addressed with an employer to help them to be successful on the job.
3. Student will use internet job search sites, contact employers online or by phone or in person, sign up with the Workforce Development Department and other available employment resources to become aware of employers who hire for his/her employment goal.
4. Student will complete a sample application, create a resume, write a cover letter and write a thank you letter.
5. Student will complete handouts, classroom activities and a final examination to demonstrate knowledge of the skills and competencies required to maintain and advance in employment.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework
 1. Each student chooses their employment goal and submits two labor market surveys in occupations related to that goal.
 2. Each student completes a job application.
 3. Each student completes a resume and cover letter.
 4. Each student completes answers to a selected number of interview questions.
 5. Each student identifies 10 employers who have employees in their chosen occupation.
 6. Each student confirms that they have sent cover letters or resumes or have applied at 10 employers.
 7. Each student keeps a log of the 10 employers and the results of making at least one follow up contact.
- Presentations/student demonstration observations
 1. Each student presents to the class what they found out about two occupations where they completed labor market surveys.
 2. After instruction and practice in class students will complete a mock interview in class. The students and instructor will complete a written critique of the interview which evaluates presentation, verbal and nonverbal skills.
- Group activity participation/observation

Students will participate in a Job Club during each class discussing there efforts and hurdles in identifying, contacting and following up with 10 employers in their occupational goal.
- Mid-term and final evaluations

A final examination is given regarding the topics covered in class and through the textbook on the skills and competencies required to maintain and advance in employment.

14. Methods of Evaluating: Additional Assesment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

PO-SSS Self-Awareness, Self-Understanding, and Self-Advocacy

Develop realistic goals.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Periodic Review

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*
- b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000024620
- b. T.O.P. Code [CB03]: 210450.00 - Disability Services
- c. Credit Status [CB04]: D - Credit - Degree Applicable
- d. Course Transfer Status [CB05]: B = Transfer CSU
- e. Basic Skills Status [CB08]: 2N = Not basic skills course

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- f. Vocational Status [CB09]: Clearly Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: S - Approved for Disability
- i. Course CAN Code [CB14]: N/A
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 2 = Stand-alone

Name of Approved Program (if program-applicable): N/A

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0

Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

Job Savvy Fifth Edition

ISBN: 978-1-59357-914-2

28. Originator Donald Ologhlin Origination Date 03/12/15