

Course Outline of Record

1. Course Code: DSPS-045A
2. a. Long Course Title: Job Skills Development – Vocational Exploration
 b. Short Course Title: VOC EXPLORATION
3. a. Catalog Course Description:
 This course is designed to assist students with disabilities in developing specific goals for employment. Its focus is on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.
 b. Class Schedule Course Description:
 This course is designed to assist students with disabilities in developing specific goals for employment.
 c. Semester Cycle (if applicable): N/A
 d. Name of Approved Program(s):
4. Total Units: 1.00 Total Semester Hrs: 18.00
 Lecture Units: 1 Semester Lecture Hrs: 18.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 29 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.) N/A
7. Entrance Skills: *Before entering the course students must be able:*

8. Course Content and Scope:

Lecture:

1. Importance of personality preferences in career choice. The Myers Briggs Type Indicator will be administered, scored and interpreted as part of class discussion along with individual results being provided to each student.
 2. Vocational interest will be stressed as major component of career choice. The Strong Interest Inventory will be administered, scored and interpreted as part of class discussion along with individual results being provided to each student.
 3. Values and their relationship to career satisfaction.
 4. Identification of adaptive and transferable skills.
 5. Disability and their impact on career choice. Laws and discrimination issues will be discussed. Identification of functional limitations and accommodations within workplace will be addressed using the Job Accommodation Network and other websites.
 6. Career development research tools available on the internet will be explored including the Occupational Outlook Handbook, California Occupational Guides, and the O-Net. The concept of labor market and changing occupations will be addressed. The use of Information Interviews as both a career development research and networking tool will be discussed.
- Bring together all of the above factors into identification of a vocational goal (s).?

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

9. Course Student Learning Outcomes:
 1. Identify personality traits, interests, and values, and recognize the career impact of specific limitations related to their disability and, by using vocational research tools, develop specific goals for employment.

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10. Course Objectives: *Upon completion of this course, students will be able to:*
- Identify personality traits, interests, and values, determine their impact on career choices, and develop specific goals for employment.
 - Recognize functional limitations of a disabling condition and identify appropriate accommodations.
 - Use vocational research tools to investigate identified career goals.
11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*
- Activity
 - Discussion
 - Lecture
 - Participation
 - Self-exploration
12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*
In Class Hours: 18.00
Outside Class Hours: 36.00
- In-class Assignments
 - Students are administered the Myers Briggs Type Indicator, Strong Interest Inventory and Career Values Sort in class.
 - Out-of-class Assignments
 - Students complete Adaptive Skills and Transferable Skills Worksheets at home.
 - Students complete a worksheet to identify factors they want in an Ideal Job.
 - Students will complete a paper identifying functional limitations of their disability and potential reasonable accommodations that could be requested in the workplace.
 - Student will research two employment goals by using the internet sites demonstrated in class and fill out two Career Information Worksheets regarding the nature of the work, working conditions, the education and training typically required for entry into the job, and job outlook.
 - Student will conduct two informational interviews and document these in writing on the Information Interview Form.
 - Students complete a portfolio combining their in class and out of class assignments and arrive at two possible goals for employment.
13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
- Written homework
Students complete worksheets on their Ideal Job, Transferable Skills, and Adaptive Skills.
 - Portfolios
Student assemble a portfolio of all work completed in and out of class and identify two occupations that they want to explore further as possible careers.
 - Term or research papers
Students identify five possible functional limitations and five corresponding reasonable accommodations within the workplace.
 - Student participation/contribution
Students share information gained from in class and homework assignments.
14. Methods of Evaluating: Additional Assesment Information:

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a. Students will complete a Portfolio of their work to turn in at the last meeting. Each assignment included is scored separately. Students receive a score for completing each of the three assessments in class. An additional score is given for participation. Completion of the portfolio is scored. b. Part of the portfolio score includes identification of two possible goals for employment taking into account their identified personality traits, interests, values, impact of their disability and the results of vocational research.

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

IO - Personal and Professional Development

Develop realistic goals.

PO-SSS Self-Awareness, Self-Understanding, and Self-Advocacy
self knowledge.

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:

All materials are provided to students.

18. Materials Fees: 0.00 Required Material?

Material or Item

Cost Per Unit

Total Cost

19. Provide Reasons for the Substantial Modifications or New Course:

Periodic Course Review

20. a. Cross-Listed Course (*Enter Course Code*): DSPS-045A

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]: CCC000261612

b. T.O.P. Code [CB03]: 493030.00 - Learning Skills, Handicap

c. Credit Status [CB04]: C - Credit - Not Degree Applicable

d. Course Transfer Status [CB05]: C = Non-Transferable

e. Basic Skills Status [CB08]: 1B = Course is a basic skills course

f. Vocational Status [CB09]: Non-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

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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

28. Originator Donald Ologhlin Origination Date 02/05/15