

Course Outline of Record

1. Course Code: DSPS-045B
2.
 - a. Long Course Title: Job Skills Development – Job Applications and Resume Writing
 - b. Short Course Title: RESUME WRITING
3.
 - a. Catalog Course Description:
This course is designed to assist students with disabilities in successfully completing job applications and writing a resume, complete with cover letter.
 - b. Class Schedule Course Description:
This course is designed to assist students with disabilities in successfully completing job applications and writing a resume, complete with a cover letter.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
4. Total Units: 0.50 Total Semester Hrs: 9.00
 Lecture Units: 0.5 Semester Lecture Hrs: 9.00
 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:

<ol style="list-style-type: none"> 1. Disability related legal issues in answering questions on a job application. 2. Recommended practices in completing a job application including how to answer difficult questions and to address gaps in employment. 3. Exposure to the different types of resumes and purposes for each. 4. Demonstration of internet web sites related to careers in order to identify job skills required for specific occupations 5. Instruction in completion of a resume. 6. Exposure to the purpose and use of a cover letter.

- Lab: (if the "Lab Hours" is greater than zero this is required)
9. Course Student Learning Outcomes:
 1. Compose a resume and cover letter, and complete a sample job application.
 2. 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. 1. Understand the parts of a job application and how best to answer questions, deal with gaps in employment and understand their rights in regards to disclosure of disability so that they can maximize their chances for employment. 2. Learn about the three types of resumes: functional, chronological and combination. Then choose which one best fits their situation in order to be presented in the best light if regards to being chosen for an interview. 3. Learn when to use and how to write a cover letter, the parts of a cover letter, the importance of including information about the specific employer and how to modify this when

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submitting a resume by email.

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

- a. Discussion
- b. Lecture

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

In Class Hours: 9.00

Outside Class Hours: 18.00

a. In-class Assignments

1. Student will complete a sample job application that will be reviewed by the instructor for neatness, with no possible responses left blank, for describing all required information and for appropriate disclosure or lack of disclosure of their disability in order to maximize the opportunity for being chosen for employment.
2. Student will complete both a draft and a final resume and cover letter that will be reviewed by the instructor for neatness, style and ease of reading, completeness, choosing of the right format to sell the individual's unique background of skills and experience, appropriate disclosure or lack of disclosure in relation to disability and for correct spelling and grammar.

b. Out-of-class Assignments

1. Completed Job Application
2. Resume Worksheet
3. Draft Resume
4. Draft Cover Letter
5. Final Resume
6. Final Cover Letter

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

- Written homework
- Student participation/contribution
- Student preparation

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

define their own needs.

16. Comparable Transfer Course

University System

Campus

Course Number

Course Title

Catalog Year

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]: CCC000259815
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

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 02/24/15