

Course Outline of Record

1. Course Code: DSPS-045C
2. a. Long Course Title: Job Skills Development – Job Interview Skills
 b. Short Course Title: INTERVIEW SKILLS
3. a. Catalog Course Description:
 This course is designed to assist students with disabilities to develop competitive job interview skills.
 b. Class Schedule Course Description:
 This course is designed to assist students with disabilities to develop competitive job interview skills.
 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: 20 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:

Lecture:

1. Appropriate interview techniques.
2. Disability related issues and legal obligations in a job interview situation.
3. Answering interview questions.
4. Role playing and practice interviewing.
5. Video taping of a mock interview.

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

9. Course Student Learning Outcomes:
 1. Student identifies, practices, and displays competitive job interview skills.
10. Course Objectives: *Upon completion of this course, students will be able to:*
 - a. Differentiate between appropriate and inappropriate responses to interview questions, including those related to their disability, during an interview.
 - b. Identify appropriate verbal and nonverbal interview techniques.
 - c. Practice and display competitive job interview skills.
 - d. Complete a sample thank you letter.
11. Methods of Instruction: (Integration: Elements should validate parallel course outline elements)
 - a. Activity
 - b. Demonstration, Repetition/Practice

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- c. Discussion
- d. Lecture
- e. Role Playing

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. Out-of-class Assignments

1. Complete written answers to practice interview questions
2. Participate in videotaped mock interview
3. Complete sample thank you letter

b. In-class Assignments

1. Role playing
2. Group discussion
3. Individual assignments
4. Recorded mock interview

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

- Written homework
 - a. Student is able to answer questions in writing to possible interview questions.
 - b. Student is able to complete a thank you letter that is reviewed by the instructor for neatness, for correct spelling and grammar and for appropriate content.
- Presentations/student demonstration observations

Each of the students completes a mock interview that is recorded by the instructor by use of a digital camera. These are reviewed by the instructor and evaluated by assessing if: (1) Student is able to state skills and responds appropriately to questions during an interview. (2) Student in appropriately dressed and groomed. (3) Student maintains appropriate eye contact and displays other appropriate nonverbal behavior. (4) Student asks appropriate questions about the job and employer and ends interview in a positive manner.

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

Appreciate the value of feedback.

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 course review.

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

b. Replacement Course *(Enter original Course Code):* N/A

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

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000257994
- 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