

SPED C001N: EMPLOYABILITY SKILLS

Item	Value
Curriculum Committee Approval Date	03/15/2019
Top Code	493012 - Job Seeking/Changing Skills
Units	0 Total Units
Hours	40 Total Hours (Lecture Hours 16; Lab Hours 24)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Basic Skills (B)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

Introductory course designed to develop basic employability skills required in vocational settings, focusing on gaining and maintaining employment. This course focuses on self-management, group dynamics, goal setting, resilience, and safety skills. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Independently recall/follow directions, responsibilities, and techniques associated with seeking, interviewing, and maintaining volunteer or paid work.

Course Objectives

1. Recognize and identify appropriate professional attire for various job situations.
2. Recall multi-step directions related to workplace safety in practice scenarios.
3. Demonstrate appropriate teamwork skills and workplace etiquette.
4. Apply adaptive techniques to support independence in the workplace.
5. Create a professional portfolio, including introductory/cover letter, resume, references, and appropriate work examples.
6. Research and commit to one job or volunteer opportunity aligned with personal goals upon completion of the class.

Lecture Content

Social Interaction Personal professionalism Safety Community Stewardship

Lab Content

Social Interaction Professionalism Voice Posture Impulse Dress Hygiene Interactions with others Responding when spoken to Initiating, sustaining, and terminating interactions Teamwork Courtesy Conversations in the workplace Respect for others and their property Communicating effectively with employers, supervisors, and co-

workers Personal professionalism Job skills Portfolio creation Letter of introduction/Cover Letter Resume References Associated work examples Job applications Interviews Vacation/Sick Days Terminating a job Responsibility Timeliness Following Directions Helping others Making mistakes Self-determination Assessment of strengths, preferences, and abilities Short- and long-term goals Discussing disability and accommodations Priorities and personal life Safety Working with tools, chemicals, or machinery Evaluating Risks Staying healthy Community Stewardship

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

Instructional Techniques

Lecture and discussion of important concepts. Discussion of related current issues. Out-of-class assignments including hands-on problem solving and independent responsibilities related to finding an applying for a job or volunteer position. Peer-supported evaluations. Use of videos or role-play scenarios.

Out-of-class Assignments

Students will complete one independent hands-on problem-solving task.

Demonstration of Critical Thinking

Direct observation of the application of critical thinking practices (e.g. analyze, discriminate, seek information/help, reason, etc.) given real life scenarios (e.g. job search skills, interview skills, social dilemmas, etc.).

Required Writing, Problem Solving, Skills Demonstration

The completion of a student portfolio showing job professionalism.

Eligible Disciplines

Special education: Minimum qualifications for these faculty members are specified in title 5, section 53414. Master's degree required. Title 5, section 53414

Other Resources

1. Coastline Library