

SPED C065N: JOB SEARCH STRATEGIES AND SKILLS FOR THE DISABLED

Item	Value
Top Code	493031 - Living Skills, Handicapped
Units	0 Total Units
Hours	36 Total Hours (Lecture Hours 12; 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

Designed to teach persons with disabilities effective job search strategies. Students learn how to develop job leads, prepare applications and resumes, contact employers, prepare for interviews. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Know how to and where to find information to conduct a productive job search.
2. Increase their expertise in preparing and completing applications, resumes, cover letters, and thank you notes to interviewers.
3. Effectively present their qualifications to enhance their educational and career goals.

Course Objectives

- 1. Add objectives

Lecture Content

Preparing Applications and Resumes Gathering information Organization of information Composing and preparing documentation Preparing for the Interview Dress for success Identifying skills and abilities Disclosure Follow-Up Thank you letters When to follow-up and how Keeping a positive attitude

Lab Content

Insert Lab Content here.

Method(s) of Instruction

- Regular NC Lect (NC3)
- Regular NC Lab (NC4)

Reading Assignments

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Out-of-class Assignments

TBD

Demonstration of Critical Thinking

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Required Writing, Problem Solving, Skills Demonstration

Mock interview peer and self assessment.

Eligible Disciplines

Psychology: Master's degree in psychology OR bachelor's degree in psychology AND master's degree in counseling, sociology, statistics, neuroscience, or social work OR the equivalent. Master's degree required. 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