

## PERALTA COMMUNITY COLLEGE DISTRICT COURSE OUTLINE

<b>COLLEGE:</b>	Laney College	<b>STATE APPROVAL DATE:</b>	06/02/2016
<b>ORIGINATOR:</b>	Elissa Jaw	<b>STATE CONTROL NUMBER:</b>	CCC000573976
		<b>BOARD OF TRUSTEES APPROVAL DATE:</b>	06/12/2012
		<b>CURRICULUM COMMITTEE APPROVAL DATE:</b>	02/15/2012
		<b>CURRENT EFFECTIVE DATE:</b>	

**DIVISION/DEPARTMENT:** Laney College

**1. REQUESTED CREDIT CLASSIFICATION:**

Credit - Not Degree Applicable  
Course is a basic skills course.  
Stand-alone

**2. DEPT/COURSE NO:**

LRNRE 269

**3. COURSE TITLE:**

Job Experience

**4. COURSE:** Laney New Course

**TOP NO.** 4930.30

**5. UNITS:** 1.00

**HRS/WK LEC:** 1.00 Total: 17.50

**HRS/WK LAB:**

**HRS/WK TBA:**

**6. NO. OF TIMES OFFERED AS SELETED TOPIC: AVERAGE ENROLLMENT:**

**7. JUSTIFICATION FOR COURSE:**

This class is designed specifically for students with disabilities.

**8. COURSE/CATALOG DESCRIPTION**

Vocational Living Skills curriculum for adults with disabilities: Emphasis on job seeking skills and placement.

**9. OTHER CATALOG INFORMATION**

- a. Modular: No If yes, how many modules:
- b. Open entry/open exit: Yes
- c. Grading Policy: Pass/No Pass
- d. Eligible for credit by Exam: No
- e. Repeatable according to state guidelines: Yes
- f. Required for degree/certificate (specify):  
Existing
- g. Meets GE/Transfer requirements (specify):
- h. C-ID Number: Expiration Date:

i. Are there prerequisites/corequisites/recommended preparation for this course? No

**10. LIST STUDENT PERFORMANCE OBJECTIVES (EXIT SKILLS):** (Objectives must define the exit skills required of students and include criteria identified in Items 12, 14, and 15 - critical thinking, essay writing, problem solving, written/verbal communications, computational skills, working with others, workplace needs, SCANS competencies, all aspects of the industry, etc.)(See SCANS/All Aspects of Industry Worksheet.)

Students will be able to:

1. Complete a job application
2. Answer typical interview questions
3. Gain information about a specific job or career
4. Use the telephone to gain information relating to jobs or job seeking
5. Demonstrate habits necessary to gain and keep a job such as proper attire, punctuality, appropriate social skills.

**11A. COURSE CONTENT:** List major topics to be covered. This section must be more than listing chapter headings from a textbook. Outline the course content, including essential topics, major subdivisions, and supporting details. It should include enough information so that a faculty member from any institution will have a clear understanding of the material taught in the course and the approximate length of time devoted to each. There should be congruence among the catalog description, lecture and/or lab content, student performance objectives, and the student learning outcomes. List percent of time spent on each topic; ensure percentages total 100%.

**LECTURE CONTENT:**

A. An Individual Job Search/Transition Plan will be developed for each student so that the job seeking skills taught will be tailored to individual student needs. The plan will be carried out under the supervision of the instructor. It will include the following components:

1. Development of job search materials such as resume, references, cover letter (10%)
2. Interview training (10%)
3. Filling out job applications (10%)
4. Research on occupations of interest to the student (10%)
5. Networking opportunities with other persons or agencies available to the student (10%)
6. Individual skills as needed to gain employment (10%)

B. Students will also attend a weekly meeting with a job developer. This meeting will focus on general job seeking skills as well as function as a support to the student. (40%)

**11B. LAB CONTENT:**

n/a

**12. METHODS OF INSTRUCTION** (List methods used to present course content.)

1. Other (Specify)
2. Lecture
3. Activity
4. Discussion

Other Methods:

Lecture, Cooperative Learning Activities, Videotaping of students for feedback on interviewing or social skills, Role Playing

**13. ASSIGNMENTS:** 2.00 hours/week (List all assignments, including library assignments. Requires two (2) hours of independent work outside of class for each unit/weekly lecture hour. Outside assignments are not required for lab-only courses, although they can be given.)

Out-of-class Assignments:

1. Gathering and recording information for resume, references, master application
2. Writing answers to common interview questions
3. Mock and videotaped interviews
4. Visit to a career center, public library
5. Informational interview
6. Phone calls to other agencies, employers
7. Determining how the American with Disabilities Act can be interpreted for student's individual disability

ASSIGNMENTS ARE: (See definition of college level):  
Primarily College Level

- 14. STUDENT ASSESSMENT:** (Grades are based on):  
NON-COMPUTATIONAL PROBLEM SOLVING (Critical thinking should be demonstrated by solving unfamiliar problems via various strategies.)  
SKILL DEMONSTRATION  
OTHER (Describe):  
Gathering of information to develop a resume and references. Contacting other job search agencies.

Why "ESSAY" is not checked:

Students will be writing short interview answers and resumes. Neither of these formats require the student to develop, organize, support ideas and demonstrate critical thinking skills.

**15. TEXTS, READINGS, AND MATERIALS**

A. Textbooks:

Kathy Ma. 01-01-2007. *Counseling 207 Workbook*. Unpublished

\*Date is required: Transfer institutions require current publication date(s) within 5 years of outline addition/update.

B. Additional Resources:

Library/LRC Materials and Services:

The instructor, in consultation with a librarian, has reviewed the materials and services of the College Library/LRC in the subject areas related to the proposed new course

Are print materials adequate? Yes

Are nonprint materials adequate? Yes

Are electronic/online resources available? Yes

Are services adequate? Yes

Specific materials and/or services needed have been identified and discussed. Librarian comments:  
Please provide librarian with list of recent, recommended supplementary(non-textbook) titles to support the curriculum.

C. Readings listed in A and B above are: (See definition of college level):

Primarily college level

**16. DESIGNATE OCCUPATIONAL CODE:**

E - Non-Occupational

**17. LEVEL BELOW TRANSFER:**

Y = Not Applicable

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**SUPPLEMENTAL PAGE**

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Use only if additional space is needed. (Type the item number which is to be continued, followed by "continued."

Show the page number in the blank at the bottom of the page. If the item being continued is on page 2 of the outline, the first supplemental page will be "2a." If additional supplemental pages are required for page 2, they are to be numbered as 2b, 2c, etc.)