

VE 713 Course Outline as of Summer 2017**CATALOG INFORMATION**

Dept and Nbr: VE 713 Title: EMPLOYMENT TRANSITIONS

Full Title: Employment Transitions

Last Reviewed: 3/14/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	23	Lecture Scheduled	0
Minimum	0	Lab Scheduled	0	11	Lab Scheduled	0
		Contact DHR	30.00		Contact DHR	690.00
		Contact Total	30.00		Contact Total	690.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 690.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

Catalog Description:

This course prepares students with special needs for successful employment. The course emphasizes job readiness, job search fundamentals, and job retention skills. Classes include exploration of values and interests, preparing for a job interview, family support activities and career advancement strategies. Each student's learning is directed by an individualized plan. The course is offered in partnership with community agencies.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course prepares students with special needs for successful employment. The course emphasizes job readiness, job search fundamentals, and job retention skills. Classes include exploration of values and interests, preparing for a job interview, family support activities and career advancement strategies. Each student's learning is directed by an

individualized plan. The course is offered in partnership with community agencies. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Develop their career goals.
2. Describe the elements of a successful job search.
3. Identify attitudes, attributes and values that support retaining a job.

Objectives:

Upon completion of this course the student will be able to:

1. Identify jobs and employers that match career goals.
2. Complete a job application and resume.
3. Employ effective interview techniques.
4. Explain career advancement strategies.
5. Identify personal values and goals for success in the work place.
6. Recognize appropriate workplace behaviors and skills.
7. Describe effective workplace behaviors and skills.
8. Demonstrate life skills that support workplace success.

Topics and Scope:

Types of activities may be varied and wide-ranging and are determined by each student's individualized plan.

- I. Careers and Work Environments
 - A. Personal values
 - B. Development of career goals

- C. Personal skills inventory
- D. Perspective employers
- E. Internet use
- F. Job leads

II. Job Application Skills

- A. Application protocol
- B. Writing skills
 - 1. Application form
 - 2. Resume and cover letter

III. Interview Skills

- A. Research employer
- B. Verbal and non-verbal presentation
- C. Grooming and hygiene
- D. Listening skills
- E. Typical questions
- F. Information and disclosure
 - 1. Written
 - 2. Oral

IV. Job Retention Skills

- A. Ethics
- B. Punctuality
- C. Attendance
- D. Teamwork
- E. Effective use of time
- F. Positive work behaviors

V. Career Advancement

- A. Characteristics of a good employee
- B. Positioning for advancement
- C. Skill and knowledge development
- D. Assertive communication skills

VI. Life Skills

- A. Decision-making
- B. Self-advocacy skills
 - 1. Articulation of needs and desires
 - 2. Development of Individual Program Plan
- C. Bank accounts
- D. Barriers to success work habits
 - 1. Substance abuse
 - 2. Mental health
 - 3. Personal finances
 - 4. Childcare issues
- E. Computer literacy
- F. Transportation
- G. Nutrition

VII. Work and Volunteer Skills

- A. Quality control
 - 1. Reproduction of industrial standards
 - 2. Follows directions
- B. Work safety practices
- C. Job specific skill training
- D. Concentration
- E. Perseverance and commitment

1. Changes on job and jobsite
 2. Unforeseen problems
 3. Completion of task
 4. Stamina
- F. Work independently
1. Tempo of work
 2. Multi-tasking
- G. Problem solving
- VIII. Relationship Skills
- A. Communication skills
1. Co-worker
 2. Supervisor
 3. Customer
- B. Stress reduction
1. Sources of stress
 2. Coping strategies
- C. Active listening
- D. Constructive criticism
- E. Conflict resolution
- F. Anger management

Assignment:

1. Class discussions
2. Skill demonstrations
3. Computer activities
4. Resume
5. Job application
6. Readings from text, magazines, and newspapers
7. Self-assessments for values and interests
8. Interview role-play
9. Individual program plan

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Job application, resume

Writing 20 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Class discussion, computer activities

Problem solving 10 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Role-playing, demonstrations of skills and competencies.

Skill Demonstrations
20 - 30%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance, participation in discussions, activities and individual program plan appointments.

Other Category
30 - 40%

Representative Textbooks and Materials:

Instructor prepared materials.