DRD 761 Course Outline as of Summer 2019

CATALOG INFORMATION

Dept and Nbr: DRD 761   Title: JOB SEARCH STRATEGIES
Full Title: Job Search Strategies
Last Reviewed: 2/27/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	0	Lecture Scheduled	0	17.5	Lecture Scheduled		0
Minimum	0	Lab Scheduled	0	6	Lab Scheduled		0
		Contact DHR	3.00		Contact DHR		52.50
		Contact Total	3.00		Contact Total		52.50
		Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 52.50

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly: DRD 761B

Catalog Description:
This course provides exploration and application of job search strategies for students with disabilities.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course provides exploration and application of job search strategies for students with disabilities. (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:

CSU Transfer: Effective: Inactive:

UC Transfer: Effective: Inactive:

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. Actively engage in the job search process.
2. Identify employment opportunities appropriate for their skills, interests, abilities and disability
    related needs.

Objectives:
Upon completion of the course, students will be able to achieve some or all of the following objectives:

1. Identify appropriate job opportunities based on individual values, interests, skills, abilities, and education.
2. Create a resume, cover letter, and /or master job application.
3. Identify resources and modalities for finding employment.
4. Demonstrate awareness of the labor market and how this applies to the job search.
5. Prepare for interviews.
6. Identify reasonable accommodations for the work place based on the functional limitations of the disability.
7. Assess job readiness, including evaluating potential barriers to employment.

Topics and Scope:

I. Self-evaluation
   A. Values
   B. Skills and abilities
   C. Interests
   D. Education
II. Job search documents
   A. Resume
   B. Cover letter
   C. Master job application
III. Job search strategies

A. Community resources for job searching
B. Internet resources for job searching
C. Networking
IV. Labor market
   A. Assessing the labor market
   B. Using the labor market to make employment decisions
   C. Informational interviews
   D. Job shadowing and/or mentoring
V. Interview preparation strategies
   A. Role playing
   B. Research
   C. Interview questions
VI. Disability in the workplace
   A. Functional limitations of disability
   B. Workplace accommodations
   C. Disability disclosure
VII. Job Readiness
   A.Schedule availability
   B. Support structures
   C. Barriers to employment
      a. transportation
      b. housing
      c. health
      d. self-care

Assignment:

1. Informal career assessments
2. Assessment of individual strengths and challenges in the workplace
3. Professional application, resume and cover letter
4. Research of employers and various occupations in the community
5. Participate in job shadowing, mentoring activities, and/or potential job site visits
6. Participate in mock interview exercises including written responses to interview questions
7. Personal script for discussing disability with the employer
8. Transportation Plan
9. Master Schedule for work availability

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, cover letter, written responses to interview questions, disability accommodation script, work availibility schedule	Writing 5 - 45%

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

employer and occupational research, interest and skill inventories, strengths assessments, transportation plan	Problem solving 5 - 45%

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

mock interviews	Skill Demonstrations 5 - 45%

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 and participation	Other Category 5 - 45%

Representative Textbooks and Materials:
Instructor prepared materials.