

Course Outline

COURSE: AE 603 **DIVISION:** 30 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2019 **CURRICULUM APPROVAL DATE:** 11/13/2018

SHORT TITLE: VOC TRAIN IV

LONG TITLE: Vocational Training IV

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
0	18	Lecture:	0	Lecture:	0
		Lab:	3	Lab:	54
		Other:	0	Other:	0
		Total:	3	Total:	54

COURSE DESCRIPTION:

AE 603 is a job readiness course which provides opportunities for individuals with disabilities to participate in service-learning activities and job readiness training leading to job development and placement in a community setting.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES

N - Non Credit

REPEATABILITY: R - Course may be repeated

Maximum of 99 times, 100 credit hours

SCHEDULE TYPES:

04 - Laboratory/Studio/Activity

04A - Laboratory - LEH 0.65

STUDENT LEARNING OUTCOMES:

1. Complete a master application and develop a functional resume.

Measure of assessment: Demonstration, written report

2. Demonstrate proper interviewing techniques.

Measure of assessment: Demonstration, role playing, oral report

3. Practice service-learning activities on and off campus for the purpose of evaluating work habits and skills.

Measure of assessment: Performance, observation, oral report

4. Evaluate potential job sites and conduct informational interviews to clarify interests.

Measure of assessment: Performance, oral report

5. Submit applications to potential employers of their choice.

Measure of assessment: Performance, written report

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

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3 Hours

Content: Review syllabus. SPO: Students will participate in vocational interest testing and discuss the results with their co-workers and instructors.

3 Hours

Content: Service-learning will be introduced. SPO: Students will participate in service-learning projects throughout campus.

6 Hours

Content: Service-learning activities will be performed with community organizations off campus. SPO: Students will participate in service-learning projects off campus.

3 Hours

Content: The Skills Triad will be examined. SPO: Using a skills inventory, students will identify their primary work-related strengths.

3 Hours

Content: Introduction of vocational goals and contract. SPO: Students will develop short-term vocational goals and complete a goal-setting contract.

3 Hours

Content: Instructions on how to complete a master application. SPO: Students will complete a master application.

3 Hours

Content: Discussion on personal achievements and experiences. SPO: Students will describe a personal achievement experience and present their stories to the rest of the class.

3 Hours

Content: Work values will be explored. SPO: Students will identify and prioritize their own work values.

3 Hours

Content: Resume writing will be introduced. SPO: Students will create a resume which highlights their transferable skills and relevant work experience.

3 Hours

Content: Using the computer lab, students will type the initial draft of their resume and learn how to save it on removable storage. SPO: Students will explore resources such as the internet, newspaper and personal contacts to locate employers who are hiring.

6 Hours

Content: Field trip to employment agencies. SPO: Students will learn how to post their resumes online and how to log on to various job websites.

3 Hours

Content: Time management skills will be reviewed. SPO: Students will utilize a daily planner to organize their job search.

3 Hours

Content: Introduction of interview techniques. SPO: Students will learn proper interviewing techniques and will participate in mock interviews with their coworkers and instructors.

4 Hours

Content: Follow up of interviewing strategies and contacting potential employers. SPO: Students will arrange to visit 3 different job sites and to interview three employers.

3 Hours

Content: Completing job applications. SPO: Students will submit applications to at least two prospective employers.

2 Hours

Final: Review informational interviews and follow up with employers to whom applications were submitted.

METHODS OF INSTRUCTION:

On the job training, individualized instruction and group discussions.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 0

Assignment Description: No out of class assignments required since it is a lab course.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 5.00 %

Writing assignments: 5% - 10% Written homework

Skill demonstrations

Percent of total grade: 90.00 %

REPRESENTATIVE TEXTBOOKS:

Required

None

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: L

Noncredit Category: E

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: S

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000597071

Sports/Physical Education Course: N

Taxonomy of Program: 493012