

Course Outline

COURSE: GUID 531 **DIVISION:** 30 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2018 **Inactive Course**

SHORT TITLE: CAREER EXPLOR/JOB TRAIN WA3

LONG TITLE: Career Exploration and Job Readiness Training - WorkAbility 3

| Units | Number of Weeks | | Contact Hours/Week | | Total Contact Hours |
|---------|-----------------|----------|--------------------|----------|---------------------|
| .5 TO 2 | 18 | Lecture: | 0 | Lecture: | 0 |
| | | Lab: | 1.7 TO 6.8 | Lab: | 30.6 TO 122.4 |
| | | Other: | 0 | Other: | 0 |
| | | Total: | 1.7 TO 6.8 | Total: | 30.6 TO 122.4 |

COURSE DESCRIPTION:

Guidance 531 is a course designed to provide individualized job preparation skills and vocational guidance to students with disabilities who are in the process of developing their career plans. Students will receive support as they actively pursue employment through regular meetings with WorkAbility 3 staff members, maintenance of job search log, participation in basic education classes and registration with internet based employment websites. To meet course requirements, students must complete a progress report each semester and arrange to perform community service with a non-profit organization. This course is repeatable. **ADVISORY:** Student must be an active participant in the WorkAbility 3 program.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: R - Course may be repeated

Maximum of 99 times

SCHEDULE TYPES:

04 - Laboratory/Studio/Activity

047 - Laboratory - LEH 0.7

05 - Hybrid

STUDENT LEARNING OUTCOMES:

1. Students will actively engage in the process of becoming gainfully employed by receiving career guidance and defining realistic vocational goals and plans.

Measure: Individual conferences; online assignments

PLO:

ILO: 1.1,1.5,2.2,3.2

GE-LO:

Anticipated Year of Assessment:

2. Students will practice job readiness activities and evaluate their accomplishments toward achieving gainful employment.

Measure: Individual conferences; online exercises; skills demonstration

PLO:

ILO: 1.2,2.5, 3.3

GE-LO:

Anticipated Year of Assessment:

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

Inactive Course: 02/26/2018

1- Hours

Content: Orientation

Student Performance Objectives (SPO): 1. The student will explain class requirements and illustrate his/her understanding of the computer based curriculum and WA3 procedures.

2. The student will measure his/her need for adaptations.

Out-of-Class Assignments: Register with Skills Tutor Program.

24-105 Hours Content: The content of this course is based upon the goals and objectives identified in each student's Individualized Plan for Employment (IPE). Students will perform tasks selected by the instructor designed to enhance his/her understanding of the world of work. Utilizing the software program, pre and posttest assessment data will be analyzed and discussed with the student in order to guide his/her progress toward career aspirations. In accordance with the Student Educational Contract (SEC), the student will demonstrate measurable progress in the following areas:

1. Job Search Skills
2. Employability Skills
3. Life Skills
4. Career Decision Making
5. Information About Jobs
6. Job Search Documents
7. Interviewing for a Job

Student Performance Objectives (SPO): 1) The student will complete various modules in alliance with his/her IPE and self-described vocational interests/current level of job readiness. 2)The student will monitor and assess his/her progress by producing and analyzing data obtained from monthly summary reports.

Out-of-Class Assignments:

2 Hours

Content: Student Final Evaluation. The student will meet with the instructor to review and discuss pre-post test data compiled over the course of the semester. The evaluation will comprise information obtained from monthly meetings, records of completed assignments, observation of behavior and assessment of skill acquisition.

Student Performance Objectives (SPO): The student will be able to interpret results of data obtained over the course of the semester and provide feedback about how his/her overall performance relates to achieving success in the marketplace.

METHODS OF INSTRUCTION:

1. Individual conferences and participation in an online program. 2. Individuals will complete pretests, posttests, quizzes and other activities as assigned. 3. Demonstration. 4. Student use of the software program on a weekly basis. 5. Other accommodations as necessary.

METHODS OF EVALUATION:

CATEGORY 1 - The types of writing assignments required:

Percent range of total grade: 5 % to 10 %

Written Homework

Other: SEC, self-reports

CATEGORY 2 - The problem-solving assignments required:

Percent range of total grade: 0 % to %

CATEGORY 3 - The types of skill demonstrations required:

Percent range of total grade: 10 % to 25 %

Class Performance/s

CATEGORY 4 - The types of objective examinations used in the course:

Percent range of total grade: 0 % to %

CATEGORY 5 - Any other methods of evaluation:

Pre - Post Tests from online reports.

Percent range of total grade: 35 % to 65 %

REPRESENTATIVE TEXTBOOKS:

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

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: 6.8
Minimum Hours: 1.7
Course Control Number: CCC000536430
Sports/Physical Education Course: N
Taxonomy of Program: 493030