GAVILAN COLLEGE
5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: AE 603 DIVISION: 30 ALSO LISTED AS:

TERM EFFECTIVE: Summer 2025 CURRICULUM APPROVAL DATE: 06/10/2025

SHORT TITLE: VOC TRAIN IV

LONG TITLE: Vocational Training IV

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

Out of Class Hrs:	00.00
Total Learning Hrs:	54.00

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.

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
05 - Hybrid
71 - Dist. Ed Internet Simultaneous
73 - Dist. Ed Internet Delayed LAB
73A - Dist. Ed Internet LAB-LEH 0.65

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Complete a master application and develop a functional resume.
2. Demonstrate proper interviewing techniques.
3. Practice service-learning activities on and off campus for the purpose of evaluating work habits and skills.
4. Evaluate potential job sites and conduct informational interviews to clarify interests.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Participate in service-learning projects throughout campus and off campus.
2. Participate in vocational interest testing and discuss the results with their co-workers and instructors.
3. Use a skills inventory, students will identify their primary work-related strengths.
4. Develop short-term vocational goals and complete a goal-setting contract.
5. Complete a master application.
6. Describe a personal achievement experience and present their stories to the rest of the class.
7. Identify and prioritize their own work values.
8. Create a resume which highlights their transferable skills and relevant work experience.
9. Explore resources such as the internet, newspaper and personal contacts to locate employers who are hiring.
10. Learn how to post their resumes online and how to log on to various job websites.
11. Utilize a daily planner to organize their job search.
12. Learn proper interviewing techniques and will participate in mock interviews with their coworkers and instructors.
13. Arrange to visit 3 different job sites and to interview three employers.
14. Submit applications to at least two prospective employers.

COURSE CONTENT:

Curriculum Approval Date: 06/10/2025

3 Hours

Content: Review syllabus.

3 Hours

Content: Service-learning will be introduced.

6 Hours

Content: Service-learning activities will be performed with community organizations off campus.

3 Hours

Content: The Skills Triad will be examined.

3 Hours

Content: Introduction of vocational goals and contract.

3 Hours

Content: Instructions on how to complete a master application.

3 Hours

Content: Discussion on personal achievements and experiences.

3 Hours

Content: Work values will be explored.

3 Hours

Content: Resume writing will be introduced.

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.

6 Hours

Content: Field trip to employment agencies.

3 Hours

Content: Time management skills will be reviewed.

3 Hours

Content: Introduction of interview techniques.

4 Hours

Content: Follow up of interviewing strategies and contacting potential employers.

3 Hours

Content: Completing job applications.

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.

METHODS OF EVALUATION:
Writing assignments
Evaluation Percent 10
Evaluation Description
Writing assignments: 5% - 10%

Written homework
Skill demonstrations
Evaluation Percent 90
Evaluation Description
Skill demonstrations: 90% - 95%
Class performance
Field work

REPRESENTATIVE TEXTBOOKS:
None.

ARTICULATION and CERTIFICATE INFORMATION

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
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: E
Course Control Number: CCC000597071
Sports/Physical Education Course: N
Taxonomy of Program: 493012
CIP: 320105