**COURSE DISCIPLINE :**     ABSE

**COURSE NUMBER :**     201

**COURSE TITLE (FULL) :**     Workforce Readiness for Adults with Disabilities

**COURSE TITLE (SHORT) :**     Workforce Readiness for Adults with Disabilities

## CATALOG DESCRIPTION

ABSE 201 is designed to assist students with disabilities to become knowledgeable about the occupational options available to them. Each student identifies realistic jobs that match their skills set and interest. Emphasis is placed on understanding the Americans with Disabilities Act (ADA), developing soft skills, successful interviewing techniques, completing job applications, and resume writing.

## CATALOG NOTES

Students must attend an orientation and meet with the noncredit DSPS counselor.

  Total Lecture Units:     0.00
  Total Laboratory Units:     0.00
    **Total Course Units:     0.00**

  Total Lecture Hours:  64.00
  Total Laboratory Hours:  0.00
    Total Laboratory Hours To Be Arranged:     0.00
  **Total Faculty Contact Hours:     64.00**
  **Total Student Contact Hours:     64.00**

## ENTRY STANDARDS

|   | Subject | Number | Title | Description | Include |
|---|---------|--------|-------|-------------|---------|
| 1 | | | |  Read and comprehend text written in English at a 6th grade reading level; | Yes |
| 2 | | | | generate questions about the meaning of a given text; | Yes |
| 3 | | | | contribute to class discussions and participate in student presentations; | Yes |
| 4 | | | | write a composition, which shows clear organization and demonstrates a basic understanding of the English sentence. | Yes |

## EXIT STANDARDS

| | |
|---|---|
| 1 | Complete on-line and handwritten job applications; |
| 2 |  conduct on-line job searching; |
| 3 | identify occupational options that match their skills and interests; |
| 4 |  design a career roadmap; |

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--FOR COMPLETE OUTLINE OF RECORD SEE GCC WEBCMS DATABASE--

| | | | |
|---|---|---|---|
| 5 | write a resume; | | |
| 6 | articulate answers to ten of the most common interview questions. | | |

## STUDENT LEARNING OUTCOMES

| | |
|---|---|
| 1 | apply the results of career assessments to occupations matching their skill sets; |
| 2 | explain each step in their career roadmap; |
| 3 | respond appropriately to common interview questions. |

## COURSE CONTENT WITH INSTRUCTIONAL HOURS

| | Description | Lecture | Lab | Total Hours |
|---|---|---|---|---|
| 1 | **Getting to know myself and others**<br><br>• Interest surveys<br>• Self -Assessments<br>• Lifestyle values<br>• Basic Skills assessments | 7 | 0 | 7 |
| 2 | **Generational/Familial Work Histories**<br><br>• ICANS ( "I can" statements, based on the mission of a local organization for teaching life and work skills to people with disabilities.)<br>• Job Trees | 4 | 0 | 4 |
| 3 | **Social and Soft Skills**<br><br>• Communication<br>• Teamwork<br>• Problem Solving<br>• 19 Essential Skills | 7 | 0 | 7 |
| 4 | **Career Exploration**<br><br>• Onetonline<br>• California Career Cafe<br>• Cataloging Accomplishments<br>• What are different jobs like<br>• Work Values<br>• Inventory of Work Related Abilities<br>• Career Interest survey | 8 | 0 | 8 |
| 5 | **Budgeting**<br><br>• The cost of living in California and elsewhere<br>• How to make ends meet<br>• How much pay is enough<br>• Hourly vs Salary<br>• The changing minimum wage in California | 8 | 0 | 8 |

| | | | | |
|---|---|---|---|---|
| 6 | **Professionalism**<br><br>• How to deal with workplace issues<br>• Understanding verbal cues and non-verbal cues<br>• ADA | 5 | 0 | 5 |
| 7 | **Resume**<br><br>• Creation of each section<br>• Types: Functional, Chronological, Hybrid | 6 | 0 | 6 |
| 8 | **Cover Letter and Interviewing**<br><br>• How to answer the most common interview questions<br>• Mock Interview<br>• Designing a cover letter template | 6 | 0 | 6 |
| 9 | **Experience Matters**<br><br>• Volunteer<br>• Internship<br>• Paid | 5 | 0 | 5 |
| 10 | **The Job Search**<br><br>• Where to begin<br>• On line websites<br>• Completing an application on line<br>• Community based organizations that can help | 8 | 0 | 8 |
| | | | | 64 |

## OUT-OF-CLASS ASSIGNMENTS

| | |
|---|---|
| 1 | career roadmap |
| 2 | "Me" portfolio |
| 3 | career surveys not finished in class |
| 4 | interviewing techniques practice |

## METHODS OF EVALUATION

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|---|---|
| 1 | Class participation |
| 2 | Completion of all assignments |
| 3 | Final projects: "Me" portfolio and Career Roadmap |

## METHODS OF INSTRUCTION

☑ **Lecture**

☐ **Laboratory**

☐ **Studio**

- ☑ Discussion
- ☐ Multimedia
- ☐ Tutorial
- ☐ Independent Study
- ☑ Collaboratory Learning
- ☐ Demonstration
- ☑ Field Activities (Trips)
- ☐ Guest Speakers
- ☐ Presentations

## H) TEXTBOOKS

| Title | Type | Publisher | Edition | Medium | Author | IBSN | Date |
|-------|------|-----------|---------|--------|--------|------|------|
| teacher generated handouts | | | | | | | |