

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

DSPS 643D

**COURSE TITLE**

JOB SEEKING SKILLS-DISABLED

**TYPE COURSE**

NON-FEE

**CATALOG COURSE DESCRIPTION**

Sequential program focusing on: (1) skills needed to obtain work, such as completion of application forms, interview techniques, employment tests, and (2) attitude, work habits, and skills necessary to successfully maintain employment. (FT)

**LECTURE/LABORATORY HOURS**

15 hours per week  
(for 18 weeks)

**ADVISORIES**

NONE

**RECOMMENDED SKILL LEVEL**

NONE

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development  
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To prepare students to successfully obtain and retain gainful employment.

COURSE OBJECTIVES

Students will gain the necessary knowledge and skills in the following area:

1. Employment applications.
2. Classified ads.
3. Interviewing techniques.
4. Written vocational tests.
5. Work schedules.
6. Work behaviors necessary to maintain employment.

**SECTION II**

COURSE CONTENT AND SCOPE

1. Lesson 1 – Orientation – 1 Week
  - 1.1. Understand purpose/importance of
    - 1.1.1. Completing job application correctly
    - 1.1.2. Being prepared for job interview
    - 1.1.3. Maintaining acceptable work habits after obtaining employment
    - 1.1.4. Using initiative in location job leads
    - 1.1.5. Taking employment tests
    - 1.1.6. Client rules and regulations handbook
2. Lesson 2 – Employment Applications – 4 Weeks
  - 2.1. Know about various sources for locating job possibilities
    - 2.1.1. Personal information
    - 2.1.2. School history
    - 2.1.3. Work history
    - 2.1.4. References
    - 2.1.5. Other

COURSE CONTENT AND SCOPE (CONTINUED)

- 2.2. Properly compose resume (for readers only)
- 2.3. Know importance of attaching supplementary materials
  - 2.3.1. Resume
  - 2.3.2. Letter of recommendation
- 2.4. Know how to return application to potential employer
- 3. Lesson 3 – Classified Ads – 3-4 Weeks
  - 3.1. Understand purpose of utilizing classified ads in job seeking
  - 3.2. Locate appropriate classification and job titles
  - 3.3. Comprehend ads (for readers only)
    - 3.3.1. Know classified ad abbreviations
    - 3.3.2. Be able to understand general content of ad
  - 3.4. Make telephone contact/find out:
    - 3.4.1. Job description
    - 3.4.2. Qualifications required
    - 3.4.3. Salary
    - 3.4.4. Days/hours
    - 3.4.5. Location of employer
    - 3.4.6. Other
  - 3.5. Demonstrate ability to follow up on information received
  - 3.6. Be able to write job application letter as required by certain classified ads (for non-readers, with assistance)
- 4. Lesson 4 and 5 – Interviewing Techniques – 8 Weeks
  - 4.1. Demonstrate proficiency in:
    - 4.1.1. Promptness
    - 4.1.2. Grooming
    - 4.1.3. Eye contact
    - 4.1.4. Posture
    - 4.1.5. Body control
    - 4.1.6. Speaking clearly
    - 4.1.7. Using acceptable grammar
    - 4.1.8. Preparation
    - 4.1.9. Conveying appropriate attitude
    - 4.1.10. Conveying appropriate level of motivation
    - 4.1.11. Detailing qualifications
    - 4.1.12. Asking relevant questions
- 5. Lesson 6 – Written Vocational Tests (for readers only) – 3 Weeks
  - 5.1. Understand test directions
  - 5.2. Know what various test forms:
    - 5.2.1. Multiple choice
    - 5.2.2. True-false
    - 5.2.3. Matching
    - 5.2.4. Fill in the blank
  - 5.3. Be able to demonstrate practical test-taking abilities:
    - 5.3.1. Multiple choice
    - 5.3.2. True/false
    - 5.3.3. Matching

COURSE CONTENT AND SCOPE (CONTINUED)

- 5.3.4. Fill in the blank
- 5.4. Comprehend questions relating to:
  - 5.4.1. Custodial skills
  - 5.4.2. Grounds maintenance skills
  - 5.4.3. Work schedules
  - 5.4.4. Other
- 6. Lesson 7 – Work Schedules (for readers only) – 2-3 Weeks
  - 6.1. Understand work area map:
    - 6.1.1. Abbreviations associated with work areas, i.e., C-1 = classroom 1
    - 6.1.2. Be able to understand spatial relationship between work area map and actual physical layout of work area
  - 6.2. Understand work schedule:
    - 6.2.1. What duties to perform
    - 6.2.2. Where to perform specific duties
    - 6.2.3. When to perform specific duties
  - 6.3. Practically utilize work schedule
- 7. Lesson 8 – Work Behavior Necessary to Maintain Job – 4 Weeks
  - 7.1. Understand importance of/demonstrate ability to consistently:
    - 7.1.1. Be prompt
      - 7.1.1.1. Coming from work
      - 7.1.1.2. Returning from lunch
      - 7.1.1.3. Returning from breaks
    - 7.1.2. Maintain good attendance record
    - 7.1.3. Maintain acceptable grooming habits
    - 7.1.4. Complete all assigned work
    - 7.1.5. Maintain high level of motivation while working
    - 7.1.6. Properly complete all assigned work
    - 7.1.7. Get along with co-workers
    - 7.1.8. Get along with supervisor(s)
    - 7.1.9. Control temper
    - 7.1.10. Handle stress appropriately
    - 7.1.11. Maintain a good work attitude
    - 7.1.12. Demonstrate work initiative

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

NONE

OUTSIDE ASSIGNMENTS

NONE

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

NONE

EVALUATION

1. Class participation.
2. Oral and written examination.

METHOD OF INSTRUCTION

1. Small group instruction.
2. Audio-visual aids.
3. Class discussions.
4. Worksheets.
5. Sample application.
6. Role playing.

TEXTS AND SUPPLIES

Published and teacher made materials appropriate to individual student needs.

Worksheets  
Video-tapes

PREPARED BY Judy Brae DATE January 29, 1984

REVISED BY Instructional Services, SLOs added DATE March 16, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog