

NC 505: SKILLS FOR CAREER SUCCESS

Citrus College Course Outline of Record

| Heading | Value |
|-------------------------------|-------------------|
| Effective Term: | Fall 2024 |
| Credits: | 0 |
| Total Contact Hours: | 24 |
| Lecture Hours : | 24 |
| Lab Hours: | 0 |
| Hours Arranged: | 0 |
| Outside of Class Hours: | 48 |
| Total Student Learning Hours: | 72 |
| Transferable to CSU: | No |
| Transferable to UC: | No |
| Grading Method: | Non-Credit Course |

Catalog Course Description

This course is designed for adults with disabilities. It supports students by providing the knowledge, skills, and guidance to find the job that best matches their personality. Emphasis is on identifying individual strengths, interests, and values; and developing a person-centered, individualized vocational plan. Topics include exploring careers, community job resources, and building the self-confidence, attitudes and professional skills needed to find, secure, and maintain employment. 24 lecture hours.

Course Objectives

- Describe personal values and interests as they relate to specific job requirements.
- Identify and access at least two employment posting resources.
- Demonstrate an understanding of the personal challenges in obtaining employment via personal reflection and class discussion.
- Follow the steps to access and use websites for career exploration.
- Explain the benefits of working – physical, emotional, financial, and social.
- Boost interaction with peers to build confidence at the workplace.
- Identify skill sets necessary for a specific occupation of interest.
- Complete a sample job application.

Major Course Content

1. Assessing your skills, abilities, and goals
 - a. Self-assessment
 - b. Career exploration
 - c. Targeting suitable occupations to research
2. Benefits of employment
 - a. How personal values contribute to obtaining the right job
 - b. Intrinsic and extrinsic rewards
3. Your job search campaign
 - a. Targeting jobs that align with personal profile
 - b. Assertiveness training
 - c. Building resumes and cover letters
 - d. Preparing for the interview

4. Accessibility issues
 - a. Researching a company
 - b. Rehearsing for the interview
 - c. Disclosing your disability
5. Success at work
 - a. Successfully adapting to the work milieu
 - b. Retention – keeping your job
 - c. Navigating office politics and challenges
6. Succeeding at work with a disability
 - a. Accommodating your disability on the job
 - b. Seeking opportunities
 - c. Normalizing your disability among colleagues

Examples of Outside Assignments

Homework task: students are to ask their family members and/or friends what they have learned about the student – the student's interests, preferences, strengths, and abilities. In class, students can share aloud and get feedback from the class.

Instruction Type(s)

Lecture, Online Education Lecture