

ABSE201 : Workforce Readiness for Adults with Disabilities

General Information

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Course Code (CB01) :	ABSE201
Course Title (CB02) :	Workforce Readiness for Adults with Disabilities
Department:	ABSE
Proposal Start:	Fall 2025
TOP Code (CB03) :	(4930.10) Career Guidance and Orientation
CIP Code:	(32.0105) Job-Seeking/Changing Skills.
SAM Code (CB09) :	Non-Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000599137
Curriculum Committee Approval Date:	11/27/2024
Board of Trustees Approval Date:	01/21/2025
Last Cyclical Review Date:	11/27/2024
Course Description and Course Note:	ABSE 201 assists students with disabilities with career exploration. Students will identify jobs that match their interests, skills, and values. Emphasis is placed on understanding the Americans with Disabilities Act (ADA), developing soft skills, successful interviewing techniques, completing job applications, and resume writing. Lecture 64 hours. Note: Students must attend an orientation and meet with the noncredit DSPS counselor. Note: This course is Pass/No Pass only
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Specialized Instruction (Disabled Students Programs and Services): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	64
Total Course Out-of-Class Hours	0
Total Student Learning Hours	64

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Courses for Persons with Substantial Disabilities.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Non-Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	64	0
Laboratory Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	

Studio Hours	0	0	Lecture	64
			Laboratory	0
			Studio	0
			Total	64
Course Out-of-Class Hours				
			Lecture	0
			Laboratory	0
			Studio	0
			Total	0

Time Commitment Notes for Students

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

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

No Value

Entry Standards

Entry Standards	Description
Read and comprehend text written in English at a 6th grade reading level.	No Value
Generate questions about the meaning of a given text.	No Value
Contribute to class discussions and participate in student presentations.	No Value

Write a composition, which shows clear organization and demonstrates a basic understanding of the English sentence.

No Value

Course Limitations

Cross Listed or Equivalent Course

Description

No value

No value

Specifications

Methods of Instruction

Methods of Instruction

Lecture

Methods of Instruction

Discussion

Methods of Instruction

Collaborative Learning

Methods of Instruction

Field Activities (Trips)

Out of Class Assignments

- Career roadmap
- "Me" portfolio
- Career surveys not finished in class
- Interviewing techniques practice

Methods of Evaluation

Rationale

Other

Class participation

Writing Assignment

Completion of all assignments

Project/Portfolio

Final projects: "Me" portfolio and Career Roadmap

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
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No Value	No Value	No Value	No Value	No Value
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Other Instructional Materials (i.e. OER, handouts)

No Value

Learning Outcomes

Course Objectives

Complete on-line and handwritten job applications.

Conduct online job searching.

Identify occupational options that match their skills and interests.

Design a career roadmap.

Write a resume.

Articulate answers to ten of the most common interview questions.

SLOs

Apply the results of career assessments to occupations matching their skill sets.

Expected Outcome Performance: 70.0

<i>I</i> LOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
Core	
<i>I</i> LOs	

Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.

Explain each step in their career roadmap.

Expected Outcome Performance: 70.0

<i>I</i> LOs	Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.
Core	
<i>I</i> LOs	

Respond appropriately to common interview questions.

Expected Outcome Performance: 70.0

ILOs	Practice ethical and responsible behavior within personal, academic, professional, social, and societal contexts; recognize and welcome diverse lifestyle choices that promote physical, intellectual, psychological, and social well-being.
Core ILOs	

Course Content

Lecture Content

Getting to know myself and others (7 hours)

- Interest surveys
- Self -Assessments
- Lifestyle values
- Basic Skills assessments

Generational/Familial Work Histories (4 hours)

- ICANS ("I can" statements, based on the mission of a local organization for teaching life and work skills to people with disabilities.)
- Job Trees

Social and Soft Skills (7 hours)

- Communication
- Teamwork
- Problem Solving
- 19 Essential Skills

Career Exploration (8 hours)

- One to online
- California Career Cafe
- Cataloging Accomplishments
- What are different jobs like
- Work Values
- Inventory of Work Related Abilities
- Career Interest survey

Budgeting (8 hours)

- The cost of living in California and elsewhere
- How to make ends meet
- How much pay is enough
- Hourly vs Salary
- The changing minimum wage in California

Professionalism (5 hours)

- How to deal with workplace issues
- Understanding verbal cues and non-verbal cues
- ADA

Resume (6 hours)

- Creation of each section
- Types: Functional, Chronological, Hybrid

Cover Letter and Interviewing (6 hours)

- How to answer the most common interview questions
- Mock Interview
- Designing a cover letter template

Experience Matters (5 hours)

- Volunteer
- Internship
- Paid

The Job Search (8 hours)

- Where to begin

- Online websites
- Completing an application online
- Community-based organizations that can help

Total hours: 64

Additional Information

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No Value

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

No Value

What term(s) will this course be offered?

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Shelley Aronoff (ESL-Noncredit, Noncredit Business & Life Skills)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value