

# SPED C061N: INTERVIEW PREPARATION AND READINESS

Item	Value
Curriculum Committee Approval Date	11/17/2023
Top Code	493012 - Job Seeking/Changing Skills
Units	0 Total Units
Hours	40 Total Hours (Lecture Hours 16; Lab Hours 24)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Basic Skills (B)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

## Course Description

This course includes best practices in job research and inquiry, interview preparation, resume preparation and interview practice, and self-advocacy. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

## Course Level Student Learning Outcome(s)

1. Successfully participate in a job interview.
2. Create a polished resume, CV, or portfolio.

## Course Objectives

- 1. Demonstrate the best practices of interviewing.
- 2. Demonstrate the basic principles of interviewing.
- 3. Demonstrate the basic practices of interviewing.
- 4. Demonstrate the basic protocols of interviewing.
- 5. Utilize an employment/interview log.
- 6. Demonstrate the ability to appropriately answer interview questions.
- 7. Utilize a variety of interview techniques.
- 8. Develop a general resume which can be adapted as needed for specific job opportunities.
- 9. Utilize O\*Net website for career searches.
- 10. Fill out a variety of job applications.

- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

## Instructional Techniques

Lecture and discussion of important concepts Discussion of related current issues In-class roll-playing of a variety of interview situations Review recorded interviews Participation in initiating and closing interviews

## Reading Assignments

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## Writing Assignments

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## Out-of-class Assignments

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## Demonstration of Critical Thinking

Direct observation of best practices in practice scenerios.

## Required Writing, Problem Solving, Skills Demonstration

Skills demonstration during class.

## Eligible Disciplines

Special education: Minimum qualifications for these faculty members are specified in title 5, section 53414. Masters degree required. Title 5, section 53414

## Other Resources

1. Coastline Library

## Lecture Content

Self-Advocacy Interview Elements Skill Inventories Self-Representation Sourcing Career Options Workplace Communication

## Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)