

Prepared by: J. Marcell
Revised by: S. Wells
Revised by: J. Dodson
Date revised: May 10, 2010
Reviewed by: J. Ross
Reviewed by: J. Gallon
Reviewed by: S. Popejoy
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Independent Living Skills (ILS) 0045 Career Education Level 1 (0 Units)

Prerequisite: Acceptance into the Transition to Independent Living Program

Total Hours: 16 hours lecture

Catalog Description: This is the first in a series of classes that focuses on building a foundation for becoming productive and successful employees. Lessons focus on identifying the skills to become a valued employee, such as getting along with supervisors and co-workers, learning how to succeed in a new job and understanding employer's expectations for a new employee. In addition, lessons about initiative and advancing on the job will be explored. Activities include class discussions, simple interviews with classmates, and completions of handouts, checklists, and worksheets.

Type of Class/Course: Non Credit

Texts: None

Additional Required Materials:

Fulton, Louise and Rebecca Silva. *The Transitions Curriculum*. Santa Barbara, CA: Stanfield Company, 1998. Print.

Course Objectives:

By the end of the course, the successful student will be able to

1. identify the skills needed to succeed in a new job,
2. identify reasons why one would want to be self-sufficient,
3. show an understanding of work place rules,
4. show an understanding of employer expectations for new employees,
5. evaluate work skills and learning styles through assessment,
6. identify importance of taking initiative at work,
7. identify negative work behaviors,
8. identify positive work behaviors,
9. identify personal information and its importance,
10. identify the importance and impact of one's personal care,
11. identify safety in the work place and its importance, and
12. identify and demonstrate work ethics.

Course Scope, Content, and Learning Outcomes:

Unit 1 Vocational Skills

Learning Outcomes	Assessment
Use skills to succeed on a new job	In class exercises, homework, exams
Identify reasons to be self-sufficient	In class exercises, homework, exams
Identify work place rules	In class exercises, homework, exams
Understand employer expectations	In class exercises, homework, exams
Identify current work skills after assessments	In class exercises, homework, exams
Identify personal information	In class exercises, homework, exams
Identify reasons people get fired	In class exercises, homework, exams
Identify the importance of personal care	In class exercises, homework, exams
Identify safety and its importance	In class exercises, homework, exams
Identify work ethics and their importance	In class exercises, homework, exams

Learning Activities Required Outside of Class:

The students will spend a minimum of 2 hours per week outside of their regular class time doing the following:

1. Studying
2. Completing homework exercises

Methods of Instruction:

1. Assigned exercises from textbook/workbook
2. Lecture
3. Group work
4. Discussion
5. Individual conference

Methods of Evaluation:

1. Class participation
2. Written homework
3. Quizzes
4. Oral evaluations
5. Exams
6. Midterm and final