

Prepared by: J. Marcell  
Date approved: February 23, 2009  
Revised by: J. Dodson  
Revised by: S. Wells  
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) 0046 Career Education Level 2 (0 Units)

Prerequisite: Successful completion in Independent Living Skills 0045

Prerequisite knowledge and skills: Before entering the course, the student should 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.

Total Hours: 16 hours lecture

Catalog Description: The second course in this vocational series focuses on identifying skills necessary to become a valued employee, such as identifying interests in relation to work, identifying qualities of a good employee, identifying the value of teamwork, identifying personality strengths and weaknesses, identifying proper interview attire, identifying possible interview questions, and demonstrating appropriate behavior during an interview. 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 skills and interest in relation to work,
2. identify the preferred work conditions,
3. identify preferences for working alone or with others,
4. identify career strength and abilities,
5. identify the value of teamwork,
6. identify personality strengths and weaknesses,
7. identify how to interview effectively,
8. demonstrate interview skills, and
9. identify accommodations to help succeed.

Course Scope, Content, and Learning Outcomes:

Unit I Vocational Skills

Learning Outcomes	Assessment
Identify interests in relation to work	In class exercises, homework, exams
Identify type of working environment and condition preferred in selecting a career	In class exercises, homework, exams
Identify preference for working alone or with others	In class exercises, homework, exams
Identify the value of teamwork	In class exercises, homework, exams
Identify accommodations	In class exercises, homework, exams
Identify personality strengths and weaknesses	In class exercises, homework, exams
Identify keys to successful interviewing	In class exercises, homework, exams
Demonstrate interviewing skills	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:



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