

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
Board approval: March 12, 2009

Independent Living Skills (ILS) 0047 Career Education Level 3 (0 Units)

Prerequisite: Successful completion in Independent Living Skills 0046

Prerequisite knowledge and skills: Before entering the course, the student should 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. practice interview skills, and
9. identify accommodations to help succeed.

Total Hours: 16 hours lecture

Catalog Description: This is the third in a series of courses which focuses on building a foundation for becoming a productive and successful employee. Lessons focus on identifying the skills necessary to become a valued employee, such as identifying stressors, methods and strategies to relieve or reduce stressors, identifying insubordination, determining future employment preferences, identifying appropriate etiquette and communication, understanding the meaning of sexual harassment, identifying approaches used to sexually harass, and identifying the steps needed to stop or prevent sexual harassment. In addition, students will develop personal and work reference lists. 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, a successful student will be able to

1. identify insubordination and its affect on the job,
2. understand the meaning of sexual harassment,
3. identify the methods used to sexually harass,
4. identify the steps needed to stop or prevent sexual harassment,
5. determine future employment preferences,
6. identifying appropriate etiquette and communication,
7. practice interview skills,
8. identify different stressors and how they affect work, and
9. identify methods and strategies to relieve or reduce stressors.

Course Scope, Content, and Student Learning Outcomes:

Unit I Vocational Skills

Learning Outcomes	Assessment
Identify insubordination	In class exercises, homework, exams
Understand the meaning of sexual harassment	In class exercises, homework, exams
Identify the methods used in sexual harassment	In class exercises, homework, exams
Identify the steps needed to stop or prevent sexual harassment	In class exercises, homework, exams
Determine future employment preferences	In class exercises, homework, exams
Practice interviewing skills	In class exercises, homework, exams
Identify different stressors	In class exercises, homework, exams
Identify methods and strategies to relieve or reduce stressors	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