



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) 0048 Career Education Level 4 (0 Units)

Prerequisite: Successful completion in Independent Living Skills 0047

Prerequisite Knowledge/Skills: Before entering the class, the 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 in sexual harassment,
4. identify the steps needed to stop or prevent sexual harassment,
5. determine future employment preferences,
6. demonstrate interview skills,
7. identify different stressors and how they affect work, and
8. identify methods and strategies to relieve or reduce stressors.

Total Hours: 16 hours lecture

Catalog Description: This course is designed for students in the Transition to Independent Living Program. This course focuses on helping students build a base for becoming productive and successful employees. Lessons focus on learning skills to become a valued employee, such as, learning how to interview effectively, complete an application, learning how to identify demand list, learning how to make a good first impression, practicing interviewing skills, resume writing, understand the benefits of internships and volunteerism, develop a career ladder, and complete a portfolio. In addition, students will develop personal and work reference lists, and learn how to obtain letters of recommendation. Students engage in activities such as class discussions, simple interviews with classmates, and completion 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 how to make a good first impression,
2. prepare for interview questions,
3. develop a network,
4. develop reference list,
5. identify how to obtain letters of recommendation,
6. practice interviewing skills,
7. write a resume,
8. update formal resume,
9. identify demand list,
10. complete job applications.
11. identify the importance of internships and volunteerism,
12. develop career ladders,
13. identify job leads,
14. develop portfolio, and
15. identify personal and work references.

Course Scope, Content, and Learning Outcomes:

Unit I Vocational Skills

Learning Outcomes	Assessment
Make a good first impression	In class exercises, homework, exams
Learn how to obtain letters of recommendation	In class exercises, homework, exams
Prepare and practice interview questions	In class exercises, homework, exams
Develop reference list	In class exercises, homework, exams
Practice interviewing skills	In class exercises, homework, exams
Develop career ladder	In class exercises, homework, exams
Develop portfolio	In class exercises, homework, exams
Update formal resume	In class exercises, homework, exams
Understand demand list	In class exercises, homework, exams
Identify the importance of internships and volunteerism	In class exercises, homework, exams
Develop job leads	In class exercises, homework, exams
Prepare job applications	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. Professional portfolio
7. Midterm and final