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 Date prepared: February 23, 2009
 Board approved: March 12, 2009

Independent Living Skills (ILS) 0077 Personal Planning (0 Units)

Prerequisite: Acceptance into the Transition to Independent Living Program

Total Hours: 16 hours lecture

Catalog Description: This course covers the different components of event planning and time management skills including setting short and long term goals, and planning schedules, activities, and future events. Differences between priority, important, and not important events and how to successfully collaborate with peers to hold a special event are covered.

Type of Class/Course: Non Credit

Texts: None

Additional Required Materials:

Warren, Diane. *Diane Warner's Big Book of Parties*. NJ: The Career Press, Inc., 1999. Print.

<http://pbskids.org/itsmylife/school/time.htm> website

Course Objectives:

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

1. plan and implement weekly schedule/routine,
2. write notes and schedule appointments such as teeth cleaning and haircuts in a personal planner,
3. identify information that will help prioritize activities that are 1) what is not important, 2) important, and 3) priority,
4. identify and create an address book, and send cards for friends and family members birthdays or anniversaries,
5. plan for trips and special events, and
6. research prices for apartment purchases.

Course Scope, Content, and Student Learning Outcomes:

Unit I	Time Management
Learning Outcomes	Assessment
Understand and Use:	
A. Weekly schedules/routines	In class exercise, homework, exams
B. Personal Planner	In class exercise, homework, exams

C. Time management skills	In class exercise, homework, exams
D. Information that will help students assess whether an activity is priority, important, not important	In class exercise, homework, exams

Unit II Time Management and Personal Planning Tools

Learning Outcomes	
Understand and Use:	
A. Personal Planner	In class exercise, homework, exams
B. An address book to send out special occasion cards	In class exercise, homework, exams
C. Mock schedules	In class exercise, homework, exams
D. The internet and shopping skills to research prices for apartment purchases to save time	In class exercise, homework, exams

Unit III Time Management, and Trip/Special Event Preparation

Learning Outcomes	Assessment
Understand and use:	
A. Personal Planner	In class exercise, homework, exams
D. The steps necessary to plan a trip or special event	In class exercise, homework, exams

Learning Activities Required Outside of Class:

The students will spend a minimum of 1 hour 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