

**SE 712 Course Outline as of Spring 2019****CATALOG INFORMATION**

Dept and Nbr: SE 712

Title: IND LIVING/WORK SKILLS

Full Title: Independent Living/Work Skills for Persons with Disabilities

Last Reviewed: 3/14/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	23	Lecture Scheduled	0
Minimum	0	Lab Scheduled	0	11	Lab Scheduled	0
		Contact DHR	30.00		Contact DHR	690.00
		Contact Total	30.00		Contact Total	690.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 690.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

**Catalog Description:**

The course prepares persons with substantial disabilities for remunerative employment and independent living in the community. Each student's learning is directed by an individualized plan. The course is conducted at agency sites, selected industrial/business locations, and community sites. The course is offered in cooperation with non-profit community agencies.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: The course prepares persons with substantial disabilities for remunerative employment and independent living in the community. Each student's learning is directed by an individualized plan. The course is conducted at agency sites, selected industrial/business locations, and community sites. The course is offered in cooperation with non-profit community agencies. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate skills necessary for independent living and working in the community.
2. Apply knowledge about how to live and work appropriately in the community.
3. Actively participate in the community.

### **Objectives:**

Upon completion of this course the student will be able to:

1. Exhibit appropriate work related skills and knowledge.
2. Demonstrate greater reliability and focus in the workplace.
3. Communicate and understand instruction within his/her environment.
4. Use appropriate social skills when interacting with others.
5. Travel and shop in the community.
6. Increase independence at home and work.

### **Topics and Scope:**

Types of activities may be varied and wide-ranging and are determined by each student's individualized plan.

#### **I. Work and Volunteer Skills**

##### **A. Development of fine motor skills**

1. Tools
2. Arts and crafts

##### **B. Development of physical dexterity**

1. Walking
2. Exercise

- C. Industrial quality and quantity standards
  - 1. Efficiency of movements
  - 2. Focus on directions
- D. Work safety practices
  - 1. Hazardous materials and equipment
  - 2. Importance of hydration
  - 3. Disaster preparedness
  - 4. Evacuation plans
  - 5. Restricted areas at sites
  - 6. Location of First Aid box
- E. Job specific skill training
- II. Personal Work Habits
  - A. Attention span (full day, half day, 20 minutes)
  - B. Appropriate dress for job or jobsite
    - 1. Model coworkers
    - 2. Cleanliness of clothes
    - 3. Clothing for climate conditions
  - C. Perseverance and initiative
    - 1. Changes on job or jobsite
    - 2. Change of supervisor
    - 3. Unforeseen problems
    - 4. Completion of task
    - 5. Regular attendance
    - 6. Punctuality
    - 7. New tasks
- III. Communication Skills
  - A. Speaking skills
    - 1. Sign language, as appropriate
    - 2. Articulation of needs and desires
      - a. Honest accurate information
      - b. Development of individual objectives
    - 3. Clarification of received messages
    - 4. Eye contact
    - 5. Body language
  - B. Listening skills
    - 1. Concentrate on what is said
    - 2. Retention of what is said
  - C. Writing skills
    - 1. Forms and applications
    - 2. Financial information
    - 3. Letters
- IV. Interpersonal/Relationship Skills
  - A. Role play situations
  - B. Social etiquette
  - C. Conversations
  - D. Respect for others
  - E. Break time/lunch time behavior
  - F. Social events
  - G. Communication with strangers
  - H. Building friendships
  - I. Dealing with conflict and constructive feedback
    - 1. Anger management

- 2. Relaxation skills/meditation
- 3. Personal rights
  - a. Self-advocacy skills
  - b. Awareness of exploitation
- V. Community Skills
  - A. Purchases at stores
  - B. Community travel
    - 1. Ride public transportation with a group
    - 2. Ride public transportation as an individual
  - C. Street safety/street crossing
  - D. Usage of community resources (i.e. library, community pool, movies, etc.)
- VI. Independent Living Skills
  - A. Cooking
    - 1. Meal preparation
    - 2. Nutrition education
    - 3. Kitchen cleaning
    - 4. Kitchen safety
  - B. Handling money
    - 1. Counting change
    - 2. Cashing checks
    - 3. Budgeting
  - C. Health management
    - 1. Appropriate 911 calls
    - 2. Basic First Aid
    - 3. Stress and anxiety management
    - 4. Rest
    - 5. Medical appointments
  - D. Grooming and hygiene
    - 1. Hand washing
    - 2. Personal hygiene
  - E. Management of personal items
  - F. Computer and academic skills
    - 1. Internet access
    - 2. Educational software

### **Assignment:**

- 1. Hands-on activities
- 2. Class discussions
- 3. Skill demonstrations
- 4. Community activities

### **Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Scenarios

Problem solving  
5 - 10%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Demonstration of skills and competencies

Skill Demonstrations  
30 - 60%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation in discussions and activities

Other Category  
30 - 60%

**Representative Textbooks and Materials:**

Instructor prepared materials