

Adult Education Class Outline
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3.0400 Workplace Skills and Functional Academics

Date Posted:	7/17/2003
Title:	Job Preparation Skills
Prepared For:	Sacramento City USD
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Sacramento City Unified School District

ADULT EDUCATION COURSE OUTLINE

UPDATED: September 2001

I. COURSE TITLE: Job Preparation Skills

Total Course Hours: 1500

COURSE DESCRIPTION:

This course teaches basic academic and job preparation skills to adults with developmental disabilities.

II. MAJOR GOALS AND PURPOSES OF THE COURSE:

To develop a wide range of measurable work habits and skills that will assist the student in successful job placement.

III. PERFORMANCE OBJECTIVES:

By the end of the course, participants will be able:

1. To demonstrate basic math skills, including number recognition/matching, counting, sorting, and time-telling skills.
2. To demonstrate basic reading skills, including letter and word recognition/matching, sorting and survival reading.
3. To demonstrate basic money management skills, including banking and budgeting.

4. To demonstrate basic consumer skills, including selection of items in a variety of businesses.
5. To demonstrate basic time management and scheduling skills, including promptness, notification if late or absent and adherence to break/lunch schedules.
6. To demonstrate ability to cooperate with both peers and staff.
7. To demonstrate appropriate social behavior, including conversational skills and awareness of social mores.
8. To demonstrate ability to perform skills in a given sequence.
9. To demonstrate ability to initiate and attend to task, including following a routine and maintaining quality.
10. To demonstrate appropriate grooming standards.

IV. INSTRUCTIONAL STRATEGIES:

Students, individually or in groups, develop their vocational skills under the supervision and guidance of staff. Daily instruction is geared to individual student's job preparation goals, as described in the Educational Program Plan.

V. TIMES OF INSTRUCTION:

Units of Instruction	Approximate Hours
Topics of Instruction:	
1. Basic math skills (number recognition, counting, and time telling)	180
2. Basic reading skills (survival reading)	180
3. Basic money management skills (banking and budgeting)	140
4. Basic consumer skills	90
5. Basic time management skills (scheduling, adherence to schedules)	180
6. Cooperative behavior with peers, staff, and customers	180
7. Appropriate social skills (conversation and space respect)	180
8. Sequencing skills	140
9. Task initiation and attention (routine and quality)	140

10. Appropriate grooming standards	<u>90</u>
	1500

VI. EVALUATION:

Evaluation is an ongoing process which compares student competency levels to pre-established measurable standards. Evaluation process includes staff observation and assessment.

VII. REPETITION:

1. The goals of the course have not been met.
2. It has been determined by the Education Planning Team that the student could benefit by continued enrollment.
3. It is recommended by staff.