



COURSE OUTLINE
Palo Verde College
One College Drive, Blythe, CA 92225
(760) 921-5500

Course Control Number:

Latest Revision: 4/12/2010

Board Approval: 5/25/10

1. Course Information. Course Initiator: Brenda Reed

Subject Area and Course Number: ABE 075		Course Title: BASIC VOCATIONAL SKILLS@		
New Course <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Updated <input checked="" type="checkbox"/>	Static ID C07581	TOP Code 493030	Credit Status Request N=Noncredit	
Classification Code L=Not Applicable	SAM Code D=Possibly occupational		Course prior to college level Y=Not applicable	
Noncredit category E=Course for persons w/ substantial disabilities		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Transfer request C=Non-transferable	Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			
Basic Skills N=Not a Basic Skills Course	Funding Agency Y=Not Applicable			Course Program Status 2=Stand-alone
Co-Op Status N=Not Part of a Co-Op Program	Special Class Status S=Special Class for Disabled Students; Repeatable			

2. Some or all aspects of this course may be delivered in a Distance Education mode: Yes No
 If checked yes, all questions pertaining to Distance Education must be answered.

3. This course has laboratory or clinic/field hours: Yes No
 If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.

4. This course has prerequisites, co-requisites, or advisories: Yes No
 If checked yes, please complete a [Prerequisite Justification Form](#).

5. Curriculum Committee Approval Date: 4/22/10

6. After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

CATALOG DESCRIPTION:

This course will teach students with intellectual and physical disabilities basic work and basic life skills in order to facilitate employment preparation. Basic work skills will include: timecard completion, following a schedule, social skills, following directions, and adherence to health and safety rules. Life skills will include: domestic skills, social skills, sensory-motor and cognitive skills, and health and safety. Individualized vocational and life skill training will be designed for all students. This course is repeatable.

UNITS:

FACE TO FACE: **Hours Per Week: Lecture: 8 Laboratory: 19 Clinic/Field:**

DISTANCE EDUCATION:

ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:

N/A

OBJECTIVES and LEARNING OUTCOMES:

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

Based on each student's ability and individual education/training plan, examples are:

1. Demonstrate health and safety skills.
2. Demonstrate proper hygiene and grooming skills.
3. Demonstrate shopping and purchasing skills.
4. Demonstrate how to make informed decisions.
5. Demonstrate ability in specialized training area within work services.
6. Demonstrate proper social skills needed to succeed at work.
7. Demonstrate motor and cognitive skills for individual training area.

COURSE OUTLINE AND SCOPE:

1. Outline of Topics or Content:

1. Health and safety skills.
2. Social skills, behavior, decision making and professionalism.
3. Hygiene and grooming skills.
4. Cognitive and motor skills development.
5. Making informed decisions
6. Specialized work area training development.

2. If a course contains laboratory or clinic/field hours, list activities or topics:

Activities will be based on each student's individual educational plan, and may include field trips or focused training in their work area.

3. Examples of Reading Assignments:

Handouts, work schedule

4. Examples of Writing Assignments:

Complete a timecard

5. Appropriate Assignments to be completed outside of class:

Parents or caregivers will be involved in encouraging students to practice what they have learned in class at home.

6. Appropriate Assignments that demonstrate critical thinking:

7. Other Assignments:

8. Indicate any assignments that are unique to the Distance Education mode of delivery:

METHOD OF EVALUATION—FACE TO FACE:

Attendance
Participation

METHOD OF EVALUATION—DISTANCE EDUCATION:

METHOD OF INSTRUCTION—FACE TO FACE:

Demonstration
Hands-on training
Field Trips
Audio/Visual Aides
Handouts

METHOD OF INSTRUCTION—DISTANCE EDUCATION:

REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:

This section shall include author(s), title, and current publication date of all representative materials.

Instructor handouts

SIGNATURES:

COURSE INITIATOR: _____ **DATE:** _____

LIBRARY: _____ **DATE:** _____

CHAIR OF CURRICULUM COMMITTEE: _____ **DATE:** _____

SUPERINTENDENT/PRESIDENT: _____ **DATE:** _____