

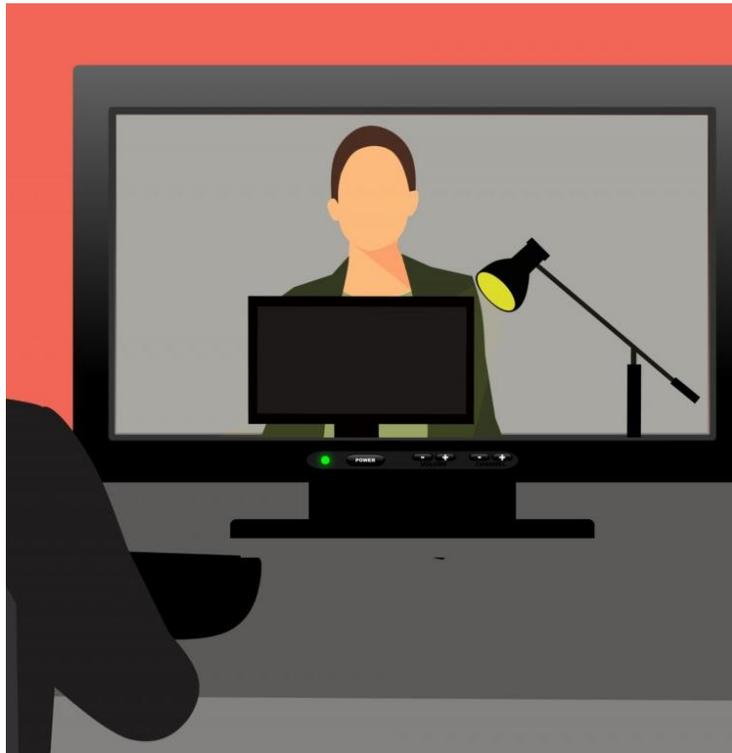
DSPS Courses Fall 2020

WORKFORCE CERTIFICATE

FUNCTIONAL LIVING SKILLS



Fall Courses are Online Courses...



Fall classes are entirely online; you will not come to campus or any off-site facility.

You will be taking classes through PCC's web-based Canvas system.

You can work on material whenever you like during the week but will be expected to participate on a weekly basis.

You will watch videos and move through weekly modules, participate in online class discussions, and complete online quizzes and assignments.

You can contact your instructors through email or zoom or ask your circle of support for help.

Workforce Certificate

4-course certificate program designed for adults with developmental and intellectual differences who have an **interest in finding realistic and meaningful employment.**

To receive a certificate you must pass each class with a score of 70% or higher. If you don't pass the first time around, don't worry! You can take the classes as many times as you want.

You don't need to pass the class to get good information...

Certificate Completion=16 Weeks (4 weeks per class)...



DSPS 2201 Finding the Job That's Right For You...



Emphasis on:

- Values
- Interests
- Skills
- Environmental Demands
 - Accommodations
- Job Exploration
 - Networking
 - Informational Interview

DSPS 2202 Getting the Job That's Right for You...

Emphasis on:

- Resume / Cover Letter
- Application process
 - Online
 - Handwritten
- Interview process
 - Grooming/ Dressing
 - Disclosing your Diagnosis
 - Asking for Accommodations



DSPS 2203 Social Skills in the Workplace...



Emphasis on:

- Qualities of Good Employees
- Supervisor Interactions
- Co-worker Interactions
- Teamwork
- Privacy
- Stress Reduction Techniques

DSPS 2204 Rights and Responsibilities in the Workplace...

Emphasis on:

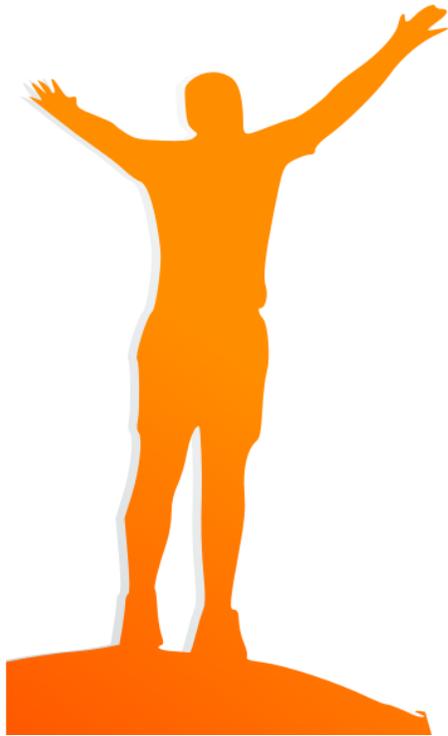
- Common Sense
- Decision Making
- Goal Setting
- Self Advocacy
 - Disability Laws / Rights
 - Discrimination
 - Supported Employment/Living



Student Expectations...

- Weekly Discussion Posts
- Weekly Pre-tests / Post-tests
- 3-4 Reflective Assignments per course
- Periodic Check-in Assignments
- 5-8 hours a week doing classwork
- Pass/No Pass – 70%
- Preferred functional reading & writing skills
- Circle of support
- Accommodations
 - Untimed tests
 - Reading
 - Writing
 - Walkthrough videos

DSPS 3320 Functional Living...



16-week class designed for adults with special needs as they relate to living at home, within a group home, and transferring to independent living. Emphasis on

- Real-world Reading and Math Skills
- Health and Wellness
- Personal and Community Safety
- Personal Hygiene and Grooming
- Social Interaction and Social Skills.

Topics vary per semester. Class runs yearlong.

Student Expectations...

3-4 hours a week doing classwork

Discussion Posts

Check-in Assignments

2-3 Assessments

Walkthrough Videos / Online Lectures

Selected Topics for Fall 2020

Media Literacy/Advertisements

Reading Functional Texts

Calendars/Time

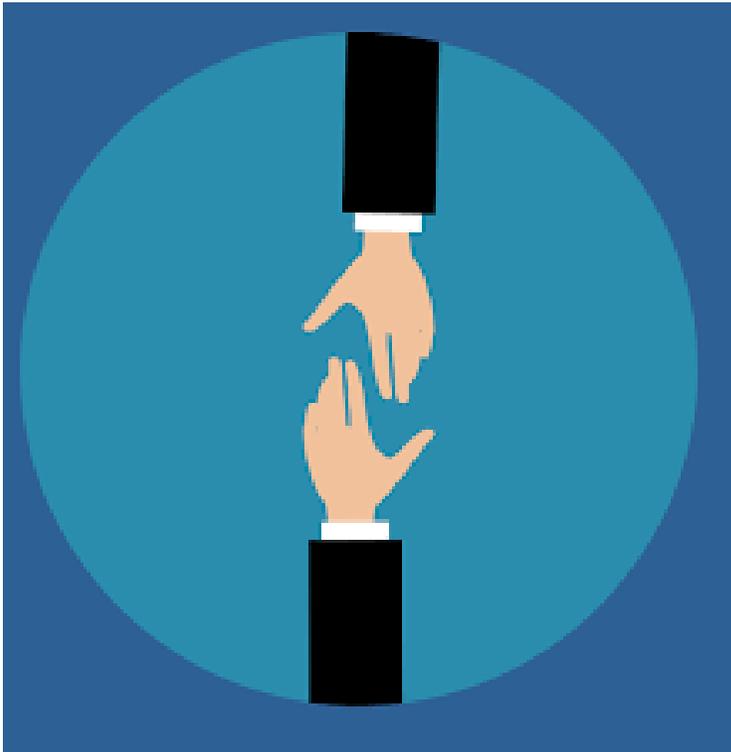
Nutrition Facts

Kitchen and Food Safety

Social Skills

Real-world Math: Paying bills, Checks, Debit vs. Credit

Support for all Courses



- Orientation to Online Learning
- Online Canvas Tour
- Email support
- Zoom office hours by appointment
- DSPS Counseling and Accommodations

Registering for Classes...

To begin the process of registration to PCC's non-credit department go to:

<https://pasadena.edu/academics/divisions/noncredit/index.php> And click apply now

DSPS 2201 CRN# 73582

DSPS 2202 CRN# 73587

DSPS 2203 CRN# 73590

DSPS 2204 CRN# 73593

DSPS 3320 CRN# 73417



Questions?

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I am happy to answer any
questions you have!