

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

DSPS 607D

**COURSE TITLE**

COMMUNITY LIVING SKILLS-DSPS

**TYPE COURSE**

NON-FEE

DSPS

**CATALOG COURSE DESCRIPTION**

This course is designed to help the student with a disability improve skills needed to actively participate in the community. Topics will include mobility, safety, consumer skills, recreation and work readiness. (FT)

**LECTURE/LABORATORY HOURS**

450 total hours

**ADVISORIES**

This course is designed for students with disabilities. Verification of disability will be requested.

**RECOMMENDED SKILL LEVEL**

NONE

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.
3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

Achievement of the course objectives will help the student to:

1. Improve personal planning skills.
2. Increase knowledge of mobility and transportation.
3. Develop skills in personal safety.
4. Improve purchasing skills.
5. Increase knowledge of personal finances.
6. Enhance leisure and recreation skills.
7. Develop work readiness skills.

COURSE OBJECTIVES

After successful completion of the course, students will be able to:

1. Use calendars for personal scheduling.
2. Maintain personal address book.
3. Demonstrate ability to use telephone for scheduling.
4. Use computer to complete online scheduling.
5. Use adaptive scheduling devices.
6. Verbalize knowledge of public transportation.
7. Describe care of personal vehicles.
8. Demonstrate knowledge of maps and directions.
9. Demonstrate knowledge of public transit maps and schedules.
10. Verbalize personal adaptive needs for mobility.
11. Demonstrate awareness of personal safety issues in the community.
12. List preventative measures for personal safety.
13. Demonstrate ability to use adaptive safety equipment.
14. Demonstrate knowledge of shopping options.
15. Verbalize knowledge of shopping procedures.
16. List accommodations needed for shopping.
17. Understand budgeting concepts.
18. Perform tasks related to banking.
19. List responsibilities related to credit.
20. Use computer to manage personal finances.
21. List home recreation and leisure options.
22. Demonstrate skills needed for home recreation and leisure.
23. List options for recreation in the community.
24. Describe steps necessary to access community recreation.
25. Plan a leisure or recreation activity.

COURSE OBJECTIVES (CONTINUED)

26. Identify individual adaptive needs for recreation.
27. Describe effective interactions with co-workers.
28. Identify good work habits.
29. Demonstrate effective work communication skills.
30. Verbalize procedures related to work safety.
31. Demonstrate use of computer technology in a work setting.

**SECTION II**

COURSE CONTENT AND SCOPE

1. Personal Planning/Scheduling
  - 1.1. General calendar use
  - 1.2. Personal organizers
  - 1.3. Schedules
  - 1.4. Address books
  - 1.5. Telephone skills
  - 1.6. Adaptive scheduling devices
  - 1.7. Making appointments online
2. Mobility/Transportation
  - 2.1. Public transportation
  - 2.2. Personal vehicles
  - 2.3. Private company transportation (MTS, etc.)
  - 2.4. Maps and directions
  - 2.5. Adaptive modes of transportation
3. Personal Safety
  - 3.1. Personal identification and medical information for emergencies
  - 3.2. Pedestrian safety
  - 3.3. Protection of personal possessions
  - 3.4. Dealing with harassment
  - 3.5. Protection against assault
4. Purchasing
  - 4.1. Types of shopping
    - 4.1.1. Store shopping
    - 4.1.2. Catalog shopping
    - 4.1.3. Vending machines
    - 4.1.4. Door to door solicitors
    - 4.1.5. Online shopping
  - 4.2. Shopping procedures
    - 4.2.1. Shipping preparation
    - 4.2.2. Interacting with sales associates
    - 4.2.3. Locating merchandise
    - 4.2.4. Comparison shopping
    - 4.2.5. Methods of payment
    - 4.2.6. Returns and exchanges

COURSE CONTENT AND SCOPE (CONTINUED)

- 4.2.7. Extended service contracts
- 4.3. Adaptive shipping aids
- 5. Personal Finances
  - 5.1. Budgeting
  - 5.2. Banking
  - 5.3. Credit
  - 5.4. Managing finances by computer
  - 5.5. Understanding potentials of identity theft
- 6. Leisure and Recreation
  - 6.1. Home activities
    - 6.1.1. Home electronics
    - 6.1.2. Home crafts
    - 6.1.3. Exercise
    - 6.1.4. Games
    - 6.1.5. Leisure reading
    - 6.1.6. Computer games and the internet
    - 6.1.7. Entertaining in the home
  - 6.2. Community activities
    - 6.2.1. Movies and theater
    - 6.2.2. Parks and recreational facilities
    - 6.2.3. Sports
    - 6.2.4. Community classes
    - 6.2.5. Social gatherings
    - 6.2.6. Dining out
    - 6.2.7. Travel
    - 6.2.8. City and county services
  - 6.3. Internet Skills
    - 6.3.1. Locating activities
    - 6.3.2. Protecting identity
    - 6.3.3. Games online
    - 6.3.4. Purchasing tickets or accommodations
  - 6.4. Recreational accommodations for the home and community
- 7. Work Readiness
  - 7.1. General work habits
    - 7.1.1. Attendance and punctuality
    - 7.1.2. Interaction with other workers
    - 7.1.3. Positive work habits
    - 7.1.4. Communications skills
  - 7.2. General work skills
  - 7.3. Safety procedures
  - 7.4. Equipment and technology
    - 7.4.1. Computers
    - 7.4.2. Office machines
  - 7.5. Adaptive communication and technology

### APPROPRIATE READINGS

1. Instructor generated handouts.
2. Commercial materials designed for adult students.
3. Written materials found in the community or work environment of the students.
4. Online information

### WRITING ASSIGNMENTS

Typical writing assignments may include, but are not limited to:

1. Individual worksheets or workbooks.
2. Scheduling writing.
3. Finance related writing.

NOTE: Writing assignments may be done with pen/pencil and paper, on computers or typewriters or with other communication devices as needed by the individual.

### OUTSIDE ASSIGNMENTS

None required. However, extra practice on current assignments may be provided by the instructor upon request of the student.

### APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

1. Small group activities in problem solving.
2. Individual activities that require applying facts or information learned in class.

### EVALUATION

A student's participation in the course will be evaluated based on a combination of the following:

1. Student Educational Contract (SEC), this is developed cooperatively by the student and the instructor.
2. Attendance.
3. Participation in assigned classroom tasks and activities.
4. Instructor generated assessments.
5. Student feedback or response to the completed SEC.
6. Pre and post-testing of specific units.
7. Instructor observation.
8. Data collection from classroom activities or assignments.

METHOD OF INSTRUCTION

Instruction should be directly related to the interests and activities of the student. The student should be actively involved in choosing goals and objectives.

Method of instruction may include:

1. Group or individual instruction.
2. Demonstration or “hands on” instruction.
3. Audio-visual study units.
4. Computer-aided instruction.
5. Guest speakers.
6. Class discussions.
7. Field trips.

This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Because of the diversity of the students enrolled in DSPS classes, standard texts are not generally required.

The instructor will provide all supplies needed for participation in the class. These may include:

Supplies:

Specialized learning materials.  
Adaptive computer equipment.  
Augmentative communication devices.  
Other adaptive devices and equipment.

PREPARED BY Lana McFarlane/Paula Timmins DATE August 6, 1997

REVISED BY Lana McFarlane/Paula Timmins DATE May 25, 2005

REVISED BY Instructional Services/SLO's Added DATE May 13, 2013

REVISED BY Elisia Doonan DATE May 6, 2020

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog