

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: UNIV 121 – Life Skills

Number of credits: 1

Course Description: This course is intended to prepare individuals for the roles and responsibilities of independent living. Individualized segments will be based on the student's needs, and could focus on areas such as safety, housing, transportation and cooking, laundry, grocery shopping and setting appointments, budgeting and financial management, relationship and communication, job skills and other independent living skills as needed or required.

Pre-/Co-requisites: NA

Course Objectives:

1. Explore aspects of life and adulting skills and how to set measurable goals to achieve each domain.
2. Develop domestic skills related to laundry, meal-prepping, household issues, basic tools, and car maintenance.
3. Develop necessary financial skills related to budgeting, saving money, organizing financial records, paying bills, and comparison shopping.
4. Explore relationship skills related to listening and communication, resolving conflict, importance of a good social media presence, and emotional intelligence and soft skills.
5. Develop skills that are directly related to jobs and the work place, including strengths and values and a job relating to those, resume, interviewing skills, customer service skills, how to negotiate a raise, managing work life balance.
6. Develop a life and adulting skills portfolio including personal growth in all life skills domains: domestic, financial, relationship, and job.

Instructor: Jenna Arnold

Office: Memorial 210D

Office Hours: By appointment

Phone: 701-858-3204

Email: jenna.arnold.1@ndus.edu

Lecture/Lab Schedule: Monday 12pm

Textbook(s): Burnette, J. (2018) *Adulting 101: #Wisdom4life*. 1st Edition. ISBN: 978-1424556366

Course Requirements:

1. Completion of assignments, discussions, and attendances are required. You are responsible for regularly logging into the Blackboard to check for announcements, assignments, and grades.
2. Students are expected to attend every class. If you are going to miss class, please email me ahead of time. Part of your grade is attendance. Expect to retrieve instruction for assignments and homework verbally in class. I will also post assignments and discussions on Blackboard, but instructions for assignments will be explained in class.

3. Students are expected to attend class, participate in class, and follow the instructions on Blackboard, which includes readings in the textbook, completing assignments, and completing discussion.
4. Grading is an accumulation of assignments, discussions, participation, and attendance.

Tentative Course Outline:

Calendar	Topic	Reading
Week 1: 01/20	Topic 1: Domestic Skills Laundry, grocery shopping, cooking, household issues, basic tools, car maintenance	Burnette & Hardesty, chapters 1-2 & 16-17
Week 2: 01/27 (no class)		
Week 3: 02/03		
Week 4: 02/10		
Week 5: 02/17 (no class)	Topic 2: Financial Skills Balance bank account, budgeting, organizing financial records, insurance, paying bills, saving money, comparison shopping	Burnette & Hardesty, chapters 8-11
Week 6: 02/24		
Week 7: 03/02		
Week 8: 03/09 (MIDTERM)		
Week 9: 03/16	SPRING BREAK	
Week 10: 03/23	Topic 4: Job Skills Strengths and values for jobs, resume writing, interviewing skills, customer service skills, how to negotiate a raise, and managing work/life Balance	Burnette & Hardesty, chapters 3-5
Week 11: 03/30		
Week 12: 04/06		
Week 13: 04/13 (no class)		
Week 14: 04/20	Topic 3: Relationship/Personal Skills Listening and communication skills, resolving conflict, social media etiquette, emotional intelligence and soft skills	Burnette & Hardesty, chapters 6-7
Week 15: 04/27 (FINAL)		
Week 16: 05/04 (Final Presentation)	Life Skills Portfolio	
Finals Week		

Course Assignments and Due Dates:

Assignment	Due Date	Points Possible

Attendance and Participation 10 points X each class	Ongoing	/140
Smart Goals Assignment	Sept. 5, 2019	/10
Shopping & Cooking	Sept. 12, 2019	/20
Laundry and Chores	Sept. 19, 2019	/20
Time Management	Oct. 3, 2019	/20
Budgeting Template	Oct. 17, 2019	/20
Resume	Oct. 31, 2019	/20
Interview Skills	Nov. 7, 2019	/20
Personal Safety Skills	Nov. 14, 2019	/20
Final Project	Dec. 5, 2019	/60
	Points Possible	/350

General Education Goals/Objectives:

- Develop life skills to be an independent adult.
- Develop skills in all four life skills domains: domestic, financial, relationship, and job.
- Develop a personal life skills portfolio highlighting personal goals and skills.

Relationship to Campus Theme: Dakota College at Bottineau emphasized nature, technology, and beyond as a focus for the unique blend and programs offered here. This course will emphasize technology as it relates to education and the universal design for learning.

Classroom Policies: Attendance is required. Students are expected to participate, attend each class, and complete all assignments. Your final grade will be based on total points from assignments, participation, discussions, and attendance.

Student E-mail Policy

The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student's campus-assigned e-mail address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via email because of a failure to access a campus-assigned e-mail address rests with the student.

Academic Integrity: The academic community operates on honesty, integrity, and fair play. It is the expectation that all students and members of the college community adhere to the highest

level of academic integrity. Violations of academic improprieties will be handled using the guidelines outlined in DCB's Student Handbook.

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Access Services personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.