

# CATALOG

Winter Addendum

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School of Continuing Education

North Orange County Community College District

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*Change. Cultivated.*

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## Business (BUSN)

BUSN 480

### **Needlecraft: Building Skills For Art and Business**

Students will develop and refine the skills needed to create quality needlecraft pieces that can be sold through their own home-based business. Learn techniques for knitting, crochet, needlepoint, and cross-stitch, and the concepts of pricing, promotion, and identifying appropriate marketplace options for product sales. Materials are supplied by students. (Apportionment)

## Disability Support Service (DSPS)

DSPS 114

### **Relationships and Sexuality Training**

A class geared for students with developmental or learning disabilities that is designed to provide a comprehensive and meaningful overview. The course strives to build healthy, safe sexual attitudes, behaviors, and relationships consistent with personal values. (Apportionment)

DSPS 121

### **Computer-Assisted Instructional Lab**

Designed for students with disabilities to provide instruction in computer operation, word processing and the use of adaptive computer equipment. (Apportionment)

DSPS 130

### **Bill Paying and Banking**

This class is designed for adults with developmental disabilities and learning disabilities who want to learn how to maintain a checking account. This is an introductory class that teaches banking vocabulary and step by step on how to open and manage a checking account. Students will be required to use the Quicken software program for balancing their checking account. (Apportionment)

DSPS 133

### **Self-Advocacy**

Instruction designed for students with developmental or learning disabilities to enhance advocating for self in everyday life situations. (Apportionment)

DSPS 140

### **Social Skills**

This course is designed to give students with developmental and learning disabilities an overview of appropriate social skills at school, work, and in the community. Through examples in their own lives as well as instructional materials various areas social skills challenges will be explored, any necessary coping strategies taught. (Apportionment)

DSPS 150

### **Critical Thinking**

Designed to assist adults with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations, and environments. Emphasis on problem solving and decision making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies. (Apportionment)

DSPS 155

### **Mobility Skills**

A class designed for students with disabilities to enhance independence by introducing safe practices and knowledge for using public transportation. (Apportionment)

DSPS 175

### **Personal Safety**

This course is designed to introduce students with developmental disabilities to personal safety awareness. Students with disabilities will be presented with proactive steps to take to avoid dangerous situations in the community and at home. Students with disabilities will also be presented with basic techniques for self defense and first aid. (Apportionment)

DSPS 180

### **Begining Banking**

This class is for students with disabilities who want to learn how to spell money amounts, fill out an check, make a deposit, record checks and deposits in a check register, and record ATM transactions in a register. This class would be beneficial for students: who want to learn the basics of banking, who need practice with the basics of banking, or who are new and would like to take the Banking for Apartment Living class. (Apportionment)

DSPS 265

### **Exploring Your Occupational Path**

This course is intended to assist adults with disabilities in establishing a clear and realistic occupational goal. Students will assess their interests and abilities in order to establish attainable objectives to achieve their goal. Students will also explore resources for seeking employment in their chosen occupational field. (Apportionment)

DSPS 270

### **Work Attitudes & Employer Expectation**

This course is intended to prepare students for successful employment by introducing them to appropriate on-the-job behavior, communication, attitude and work ethic. Students will also be introduced to the importance of workplace safety and customer service. (Apportionment)

DSPS 280

### **Landing Job**

This course is designed to introduce students with disabilities to filling-out and submitting both written and online job applications. This course will also introduce students to effective job interview preparation, technique and attire. (Apportionment)