

**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: N/A

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:** Maggie Backen

**Office:** MiSU campus- Administration Buidling Rm#363A

**Office Hours:**By appointment

**Phone:** 701-858-4339

**Email:** [Maggie.backen@dakotacolleg.edu](mailto:Maggie.backen@dakotacolleg.edu)

**Lecture/Lab Schedule:** Mondays 9:00AM-9:50 AM- MISU ADMIN 364

**Textbook(s):** Burnette/Hardesty. (2018) Adulting 101. 6<sup>th</sup> Edition. ISBN: 9781424556366

**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 assignmentsdiscussions, participation, and attendance.

**Tentative Course Outline:**

Topic 1: You make a Difference	Introduction, Personal reflection, mission statement	Weeks 1-2
Topic 2: Job Skills Chapters 3-5	Job Skills (Chapter 3-5) Strengths and values for jobs, resume writing, interviewing skills, customer service skills, how to negotiate a raise, and managing work/life Balance	Weeks 3-5
Topic 3: Relationship Skills Chapters: 6-7	Listening and communication skills, resolving conflict, social media etiquette, emotional intelligence and soft skills.	Weeks 6-8
Topic 4: Money Matters Chapters 8-15	Balance bank account, budgeting, organizing financial records, insurance, paying bills, saving money, comparison shopping,	Weeks 9-11
Topic 5: Time Management/Goal Setting Chapters 16-17	Planning, Smart Goals; mapping the future	Week 12
Topic 6: Domestic Skills	Laundry, grocery shopping, cooking, household issues, basic tools, car maintenance	Week 13-15
Topic 7: After college	Final Project	Week 16

**General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):**

- 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 Focus:** : 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 Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email 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 campus email rests with the student.

**Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

**Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

**Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.