



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: Vanessa Rovig



Office: Memorial 203H

Office Hours: By Appointment

Phone: 701-858-3467

Email: Vanessa.rovig@ndus.edu

Lecture/Lab Schedule: Thursdays at 1pm, Old Main 102

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:

Week 1: 08/27 Week 2: 09/03 Week 3: 09/10 Week 4: 09/17	Topic 1: Domestic Skills Laundry, grocery shopping, cooking, household issues, basic tools, car maintenance	Burnette & Hardesty, chapters 1-2 & 16-17
Week 5: 09/24 Week 6: 10/01 Week 7: 10/08 Week 8: 10/15 (MIDTERM)	Topic 2: Financial Skills Balance bank account, budgeting, organizing financial records, insurance, paying bills, saving money, comparison shopping	Burnette & Hardesty, chapters 8-11
Week 9: 10/22 Week 10: 10/29 Week 11: 11/05 Week 12: 11/12 Week 13: 11/19	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 14: 11/26 (no class thanksgiving) Week 15: 12/03 (FINAL)	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 16: 12/10 (Final Presentation) Finals Week	Life Skills Portfolio	

Course Assignments and Due Dates:

Assignment	Due Date	Points Possible
Attendance and Participation 10 points X each class	Ongoing	/140
Smart Goals Assignment	September 10 th , 2020	/10
Shopping & Cooking	September 24 th , 2020	/20
Laundry and Chores	October 1 st , 2020	/20
Budgeting Template	October 8 th , 2020	/20
Saving Money	October 15 th , 2020	/10
Midterm	October 15 th , 2020	/20
Resume	October 29 th , 2020	/20
Interview Skills	November 5 th , 2020	/20
Relationship Skills	November 19 th , 2020	/10
Personal Safety Skills	December 10 th , 2020	/20
Final Project	December 14 th , 2020	/60
	Points Possible	/370

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:

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 needs as soon as possible so that appropriate accommodations can be made.

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.