

# TECH Connection – Goods and Services – Adult Classes

**GOODS AND SERVICES can be utilized for a maximum of 3 HOURS A DAY to a MAXIMUM OF 10 HOURS PER WEEK.**  
**This includes all the Goods and Services used with all providers under DDD budgets.**  
**(Class names in red are DDD approved through the E/I-record)**

## **Brain Fitness Games & more**

Students will explore a variety of web based exercises and apps to engage in activities that strengthen memory, learning style, thinking and reasoning skills, and more.

**Goal:** *Promote independence and life skills toward employment by working on following directions, staying on task, understand sequencing, producing ideas and communicating effectively*

## **Enjoy the power of Microsoft PowerPoint Animal Bytes**

Through a variety of computer activities, students will practice using *Microsoft Excel*. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Students will create slide presentations on a variety of interest based topics.

**Goal:** *Promote independence and life skills toward employment*

## **Excel for Life Advanced life skills**

Through a variety of computer based activities, students will practice using *Microsoft Excel*. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Students will schedule daily activities, deal with time management, and make and meet deadlines.

**Goals:** *Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment*

## **Fun with Microsoft Word Amazing stories**

Through a variety of computer activities, students will practice using *Microsoft Word*. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Through various projects and activities, students will practice copy and pasting, changing font size and color, inserting graphics, and much more.

**Goal:** *Promote independence and life skills toward employment*

## **Possess the Skills of Microsoft Publisher Let's get creative**

Through a variety of computer activities, students will practice using *Microsoft Publisher*. This course will build upon students' abilities to follow directions, stay on task, and increase creative thinking skills while learning on the computer. Possible activities include making booklets, signs and posters, greeting cards, calendars, and more.

**Goal:** *Promote independence and life skills toward employment*

## **Surfing the Net Let's go surfing**

Students will explore ways to search and navigate the internet while being mindful of virus protection. Students will gain experience in a variety of internet sites to build upon their specific interests. Students will also explore ways to research current events in the community and world using various internet resources.

**Goals:** *Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment.*

## **The Art of Digital Photography Picture this!**

Students will practice taking pictures on a variety of devices including iPhones, tablets, and digital cameras. Students will explore the skills necessary for composition, cropping, and lighting. Using photos taken in class, students will then practice sharing photos on social media, storing photos on the computer, and creating digital photo books.

**Goals:** *Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment*

### **Videography with Green Screen technology! Now showing!**

Taught by *Unique Voice Films*

Students will practice writing casting, and filming short video projects. Students will also be exposed to basic digital effects including lighting, sound, filming and editing techniques using green screen technology. Students will use a variety of subject matters to create their own short film.

**Goal:** *Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community*

### **What's News? What's news?**

Students will utilize the internet to research current events involving world, community, environmental, political, sports, leisure, and entertainment news.

**Goals:** *Acquire, retain and improve self- help, socialization and adaptive skills to live in home or community. Promote independence and life skills toward employment*

### **Writing Essentials Amazing stories**

Have fun with writing! Students will utilize computers, iPads, and pen and paper to gain stronger vocabulary, develop effective writing skills, and increase their desire to read.

**Goal:** *Promote independence and life skills toward employment*

## **DDD ADULT Pre-Vocational Classes**

Up to 30 hours per week for one year – DDD Approved

(Class names in red are DDD approved through the E/I-record)

### **Exploring Employment in Event and Party Planning Coping with Work**

Students will explore the party planning process. Students will practice creating invitations, decorations, preparing and serving food, and planning appropriate party activities. At the end of the semester, the class will plan and host an event for the community.

### **Exploring Employment in Jewelry Making Creating Products for Gifts or to Sell**

Students will explore different jewelry making techniques as well as create a variety of jewelry such as necklaces, bracelets, and earrings. Students will also explore ideas for marketing, pricing, and selling these products online and at community events.

### **Exploring Employment in Visual Arts Self Expression**

Students will cultivate their talents and skills in the world of visual arts. Students will explore and practice making goods in the areas of ceramics, textiles, printmaking, and painting.

### **Exploring Employment in Woodworking Creating Products for Gifts or to Sell**

Students will explore ways to make products from wood pallets. Students will be exposed to the steps of the woodworking process while creating useful, functional, and attractive products. Students will have opportunities to explore masonry shops and interact with workers in the field to gain a better understanding of the skills needed for employment in the field of woodworking.

### **Financial Literacy Everyday Money Skills**

The goal of this class is to provide students with the knowledge that will enable them to address money skills with independence. Students will complete activities where they practice and manipulate hourly wages, paychecks, time sheets, register skills, counting money, making change, budgeting, comparison shopping, reading receipts, and more.

### **Get Hired Getting Ready for a Job**

Get Hired is part of *The Janus Employability Skills* program. In this course, students will explore skills necessary for gaining and maintaining a job. Students will be exposed to stories and situations about people who find and develop an opportunity to work and earn. These stories will prompt conversations and role play about what to do and what to say when you go out to look for work.

**Health and Wellness on the Job Dress for Success**

Students will learn about the impact of health and wellness on their personal lives and employment. Students will explore the ways that employment can be impacted by physical and mental health. Throughout the course, students will explore the importance of a healthy lifestyle, including the ability to manage stress and the impact that relationships have on personal health and wellness. Students will identify appropriate hygiene, grooming and appearance for the workplace. Students will also explore the importance of eating a balanced, nutritious diet and determine appropriate leisure/recreation activities and services available.

**Hospitality Service Basics Enjoying my Space**

Students will learn and practice transferable skills, including but not limited to, greeting customers, standards of workplace cleanliness, preparing table settings, and planning events.

**Job Related Social Skills Communicating in the Workplace**

In this course, students will identify job responsibilities relating to appropriate dress, work schedules, and job duties. Students will practice following verbal instructions and directions from employers, managers, or co-workers. Students will also practice introducing themselves to others as well as ways to introduce other individuals to one another in a work setting. Throughout the course, students will also practice following directions in the workplace as well as giving and receiving compliments.

**Preparing for Employment Getting Ready for a Job**

In this course, students will practice appropriate interview skills. Students will practice and demonstrate appropriate interview etiquette, including dress, behavior, first impressions, and eye contact. Students will also develop a personal resume, practice completing job applications, identify ways to find jobs opportunities, and evaluate their personal job skills that are transferable to competitive employment.

**Self Advocacy in the Workplace Communicating in the Workplace**

Students will demonstrate an understanding of self-advocacy skills through understanding of one's disability, learning the rights and responsibilities defined by federal law pertaining to people with disabilities, and describe individual needs. Students will explore accommodations across multiple environments appropriate to their individual needs. Students will gain knowledge about accessing appropriate community service agencies based on individual needs.

**Team Building in the Workplace Coping with Work**

In this course, students will acquire skills necessary to function within a team. Students will practice ways to demonstrate the ability to communicate personal needs, wants, and pose questions within a team. Students will explore the steps necessary to complete a task within a team. Students will also practice appropriate way to solve a conflict within a team.

**Workplace Safety Coping with Work**

Throughout this course, students will gain knowledge and skills related to safety in the workplace. Students will demonstrate functional literacy skills for the workplace, identify safe working practices related to the workplace, learn of occupational safety practices in the workplace, and propose solutions related to unsafe work practices.