



Family
Resource
Associates

CLASS CATALOG

Table of Contents

DDD Adult Pre-Vocational Classes	3
TECHConnection Goods & Services Adult Classes	6
Technology Education Classes	
<i>Individual Classes</i>	9
<i>General Public Classes</i>	10

DDD ADULT Pre-Vocational Classes

**Up to 30 hours per week for one year – DDD Approved
(Priced at individual's tier rate)**

Is there a job for me?

Individuals will explore their strengths, abilities and interests to create a path towards employment opportunities. Exploration will also include identifying jobs in the community that might fit their unique qualities to consideration of self-employment as an option.

How to apply for a Job

Learn skills for job searching through online sites, listings in the papers and through building networking skills. Learn how to complete online applications or how to interview

Ready for the Workplace Environment

Students will work on skills to be accepted in the workplace environment. Skills will be learned that prepare each individual to be well groomed, appropriately dressed for work, attending to clothes, manners, social cues and appropriate social skills.

Understanding Workplace Expectations and Interactions

Learning how to be at your best to interview, communicate and deal with anger, anxiety and stress. Skills to communicate and deal with social interactions in the public including consumer rights, customer service and issues related to bullying or harassment from co-workers or others.

Communicating in the Workplace

Strategies and skills will be learned to deal with on the job expectations and relationships, including following work place rules, expectations for work focus and following directions. Causes and consequences that lead to the need for employee discipline or losing a job will be defined.

BASIC Computer Skills

This course will make you completely independent at using the computer. Become familiar with hardware, software and technology. Learn Windows 10 and easy ways to work with files and folders.

Data Entry for Employment

Prepare for an office job in data entry. Using a specialized software program students will be able to determine if this is a job for them, challenging them to work independently. Student's progress from basic tasks to entering orders, checking inventories, and determining payment methods. Once this evaluation is completed and skill level is achieved, industry standard data entry program introduced.

Hospitality Service Basics

Learn skills that can transfer into many hospitality settings, including customer greeting, standards of workplace cleanliness, preparing for table settings and what is appropriate when receiving guests.

Romaine Calm! *(3 hour class)*

Students will learn basic culinary skills and hospitality. Including a high standard of sanitary practices. All skills can lead to the possibility of employment in hospitality and culinary establishments. Food cooked will be served for lunch.

A Thyme to Cook! *(3 hour class)*

Students will work together to produce a cooking demonstration while learning skills for taking inventory, time management, team building and computer skills. Recipes will be reviewed and selected creating a story board for the demonstration. Food cooked will be served for lunch.

Basics to work in the field of Agriculture

Basic skills will be learned in a garden and greenhouse environment for seeding, plant care, cultivation and use. Volunteering at a community farm, individuals will have direct experience to gain basic employment skills.

Exploring Employment in Graphics

Individuals will explore ideas, and learn how to make products to sell that are created via computer graphics; learning to use computer programs and materials. Opportunities to explore graphic design shops and interacting with workers in the field bring this to a reality for employment options to consider.

Exploring Employment in Visual Arts

Find your talents and skills in the world of visual arts that can become a business. Explore these industries to learn about making these goods, like those in the ceramic, textile, printmaking and painting fields. Opportunities to explore creative shops and interacting with workers in the field will bring this to reality for employment options to consider.

Exploring Employment in Woodworking

Individuals will explore ideas, and learn how to make products from wooden pallets to sell. Learning all steps in the process of woodworking to create useful, functional and attractive products. Opportunities to explore cabinet making shops and interacting with workers in the field will bring this to reality for employment options to consider.

Exploring Employment in Furniture Refinishing

Learn skills needed to refinish basic wood furniture, repairing damaged wooden pieces, and surface techniques and alternatives for refinishing such as sanding, staining and painting. Products may then be sold to the general public.

Exploring Employment in Event and Party Planning

Individuals will explore ideas, and learn how to set up for parties and events. Learning the basics of all steps in the process of creating a party event including invitations, decorations, food preparation, serving and appropriate activities for a party. To put this into practice a party will be provided for some group in the community.

Exploring Employment in Jewelry Making

Individuals will explore ideas, and learn how to make a variety of jewelry such as necklaces, bracelets and earrings using beads and crystals. Students will work on ideas for marketing, pricing and selling these products online and at community venues.

Selling Goods and Products on E Bay and the Internet

What to do with the treasures in your attic or a product you have made? Find out how to get started making money by selling on E-bay and/or Craig's list. Join this class for beginner E-bay users. Learn, step by step, how to make money the fun and easy way.

TECHConnection - 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 A WEEK. This includes all the Goods and Services used with all providers under DDD budgets.

Cost per class- \$45

Fun with Microsoft WORD

Students will learn through a variety of computer activities how to use MSWord application efficiently. Building on skills of following directions, staying on task and increasing creative thinking skills while learning the computer. Various fun activities will help students learn how to copy and paste, change font size and color, insert graphics and much more.

Goal: Promote independence and skills toward employment

Enjoy the power of Microsoft POWERPOINT

Students will learn through a variety of computer activities how to use the MS PowerPoint application efficiently. Make cool slide presentations while learning about nature, science and much more.

Goal: Promote independence and skills toward employment

Possess the skills of Microsoft PUBLISHER

Students will learn through a variety of computer activities how to use the MS Publisher application efficiently. Learn how to make booklets, signs and posters, greeting cards, calendars, and much more. Students will gain skills in following directions, staying on task, and develop creative thinking.

Goal: Promote independence and skills toward employment

Exploring Social Media

Explore the opportunities of various social media applications such as, Facebook, YouTube, Pinterest, etc. Learn how to use your computer, iPad and your phone to connect with others, deliver information, and learn how to do things. Social media actually encompasses many different technologies, yet the underlying goal is the same: to encourage communication.

Goal: Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community. Promote independence & skills toward Employment. Promote community inclusion.

Let's go Surfing

Individuals will learn how to search and navigate the Internet in a safe manor understanding virus protection and being safe on the computer while gaining experience in a variety of Internet sites to build on specific interests. Students will learn how to research a variety of topics from things happening in their community to what is happening in the world.

Goal: Acquire, retain and improve self-help, socialization and adaptive skills to live in home or community. Promote independence & skills toward Employment.

Videography with Green-Screen technology! - Taught by Unique Voice Films

Learn how to write, cast and film a short video project. Basic digital effects of lighting, sound, filming and editing techniques will be taught using green-screen technology. Students will use a variety of subject matters and create their own short film.

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

Technology in the home

Using electronic machinery in your personal living space for greater independence. Individuals will gain experience learning to use a variety of electronic equipment used in the home such as vacuums, washing machines, blenders, toasters, smoke detectors, etc.

Goal: Acquire, retain and improve self- help, socialization and develop skills for better communication. Increase safety in the home and environment. Decrease the need for other Medicaid services.

Brain Fitness

Using web-based exercises, APPs and activities you can strengthen your memory, learning style and thinking skills. Class will introduce many online sources and students will practice to gain skills.

Goals: Promote independence & skills toward employment by working on following directions, memory staying on task, understand sequencing, producing ideas and communicating more effectively.

The Art of Digital Photography

Learn how to take pictures with your iPhone, tablet or digital camera. Skills taught for composition, cropping and lighting. Then learn how to share it on social media or store photos on computer or

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

Make No mistakes!

Co:Writer gives writers powerful resources and removes spelling and grammar barriers that get in the way of students being able to express what they want to say and write about. Goal is to increase a student's desire to write by making it easier and less burdensome.

Goals: Promote independence & skills toward Employment.

SCRATCH

With SCRATCH online software application, you can easily write your own interactive stories, games, and animations — and share your creations with others in the online community. Build skills to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Have fun creating your own stories with moving characters. Scratch is a project of the Lifelong Group at the MIT Media Lab.

Goals: Promote independence & skills toward employment by working on following directions, staying on task, understand sequencing, producing ideas and communicating more effectively.

Excel for Scheduling LIFE

Learn Excel and other tools to manage scheduling of daily activities; gain important information for decision making, create charts/systems for medicine, jobs, activities, etc. Deal with time management and meeting deadlines.

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

EXCEL for Managing Money

Instruction for understanding and working with one's personal finance. Students will learn how to make a simple budget, use a debit card and gain skills to manage income and outgoing expenses. Learn to balance a checkbook, purchase items online and how to pay bills both through mail and online.

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

What's NEWS?

Students will utilize the Internet to find news media sources for learning of latest issues involving world news, community news, environmental news, and political news, sports/leisure and entertainment news.

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

Writing Essentials

Have fun with writing! Computers and iPads as well as pen and paper will be used to gain stronger vocabulary, develop more effective writing, and increase a desire to read.

Goal: Promote independence & life skills toward Employment

INDIVIDUAL COMPUTER CLASSES

Cost: \$60 per hour

Choose from the classes below or design your one-on-one training experience to meet your precise need and interest at learning a specific software application or activity.

Assistive Technology Training for the Home

Learn how to use your adapted devices or specialized software /apps to improve independence in the **home**.

Assistive Technology Training for Employment

Learn how to use your adapted devices or specialized software /apps to maintain your current employment, gain new employment and improve independence in the **workplace**.

Assistive Technology Training in the Classroom

Learn how to use your adapted devices or specialized software /apps to improve note-taking and learning strategies to gain independence in the **classroom**.

GENERAL PUBLIC CLASSES ~~ Continuing Education

MICROSOFT WORD

Cost: \$160 – two 2 hour sessions

Learn the basic skills needed to use Microsoft Word productively and efficiently. Create, navigate and save documents. Discover how to edit, copy and paste, and find and replace text. Learn various formatting options, create tables, and work with graphics.

MICROSOFT POWERPOINT

Cost: \$160 – two 2 hour sessions

Learn features of Microsoft PowerPoint. Learn about presenting Text in Tables, Create & Manage Graphics, and Add Sound & Movement to Slides, Prepare & Deliver Presentations, and Work in PowerPoint Efficiently, Creating Custom Presentation Elements and Saving & Sharing Presentations.

MICROSOFT PUBLISHER

Cost: \$160 – two 2 hour sessions

Learn how to use this desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Learn how to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates mail merge features, which is handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents.

MICROSOFT EXCEL

Cost: \$160 - two 2 hour sessions

This class takes you through the basics of the world's most popular spreadsheet software. You will start with the absolute basics, creating and saving a new workbook. The course proceeds step by step through the process of entering data in cells, doing basic math, formatting your worksheets, setting up pages for printing and applying basic mathematical formulas.

ACCESS DATABASE in MICROSOFT

Cost: \$160 – two 2 hour sessions

This course provides students with skills and concepts needed to use Microsoft Access 2013, 2016, or 2010 productively and efficiently. They will learn to normalize data, join tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, sub forms and sub reports, navigation forms, and calculated fields.

SOCIAL MEDIA

Cost: \$160 – two 2 hour sessions

Explore the opportunities of Facebook, Twitter, Instagram, Snap Chat and how they enable you to interact with society. Learn these various methods for communicating and sharing information.

iPads & APPS

Cost: \$160 – two 2 hour sessions

Also known as tablets. Learn all the different apps that come with your iPad. Learn how to maneuver the various apps, change settings and learn how to purchase and install apps.

WINDOWS 10 and the Internet

Cost: \$160 – two 2 hour sessions

Learn all the essential features of Windows 10. This comprehensive course covers everything you need to know to install Windows, customize it to your liking, and start working with files and applications. Learn how to manage folders, use Cortana to search and navigate, browse the web with the new Microsoft Edge browser, and work with Mail, Calendars, and People (aka contacts)

QUICK BOOKS Accounting Class

Cost: \$160 – two 2 hour sessions

Learn this highly effective yet simple-to-operate accounting package that's perfect for emerging companies. This comprehensive course teaches you how to set up and track accounts payable and receivable and balance sheets. Examine how to forecast cash flow, produce profit and loss statements, and track income and expenses by jobs or departments.

GOOGLE CHROME Book

Cost: \$160 – two 2 hour sessions

Chromebook is a different breed of computer. It runs on Google's web-based Chrome OS, which is designed to be used with an Internet connection. Most of Chromebook's documents and apps exist in the cloud. Learn how to use your google chrome book and all the apps that come with it.

SCRATCH

Cost: \$160 – two 2 hour sessions

With Scratch online software application, you can program your own interactive stories, games, and animations — and share your creations with others in the online community. Scratch helps people learn to think creatively, reason systematically, and work collaboratively — essential skills for life in the 21st century. Scratch is a project of the Lifelong Group at the MIT Media Lab.