

LECTURE CLASS

ORIENTATION/ WEEK 1:

- ◆ Welcome Folder
- ◆ What is Life Skills? / My Commitment/ 10 Thoughts/ Qualities of the Pencil
- ◆ Student Info/ Photo Consent/ DOT Release/ Computer Knowledge Questionnaire/ Med Agreement
- ◆ Class Rules/ Expectations/ Objectives/ Computer Lab Hours
- ◆ Ice Breaker/ Who Are You? Poem/ Speaker Feedback/

WEEK 2 – PERSONAL DEVELOPMENT

- ◆ Group Roles: Who am I?
- ◆ *Hair Chronicles* (from the book *Couldn't Keep it to Myself* by Wally Lamb), worksheet included
- ◆ Lifelines – Questions & Worksheets/ Miracle Question Worksheet/ Bag Lady worksheet
- ◆ SMART Goals, Personal Goals, Big rocks22
- ◆ Colors Personality Inventory
- ◆ *The Secret*, author Rhonda Byrne - Class Discussions & Worksheets/ Video - The Secret

WEEK 3 – SOCIAL SKILLS

- ◆ Feelings Handout & Chart
- ◆ Communication Styles/ Listening Skills, Giving Feedback, Problem Solving/ Thinking Errors
- ◆ Cognitive Self-Change, Stages of Change worksheets
- ◆ Self-Image Inventory, Self-Awareness Exercise 1 & 2 Worksheet
- ◆ Video – Healing Neen

WEEK 4 – FOOD & NUTRITION & PHYSICAL HEALTH

- ◆ Setting Healthy Goals/ Choose My Plate/ BMI Chart
- ◆ Healthy Diet/ Exercise Tips
- ◆ Video – War on Families (*half-sheet handout*)

WEEK 5 – EMBRACING THE REAL YOU

- ◆ Nurturing Self Love
- ◆ Stress Management, Causes of Stress/ Coping Skills/ What is Grief/ Grounding Exercises
- ◆ *The Emotional Toolkit*, author Darlene Maninni, Ph.D, M.P.H. – Class Discussion, Worksheets & Essay
- ◆ Video – Women Behind Bars

WEEK 6 – MENTAL HEALTH EDUCATION

- ◆ The Handbook of Mental Illness – NAMI
- ◆ Class Discussion on Types of Disorders, Diagnosis & Maintenance of
- ◆ Mandala & Boiling Pot Worksheets
- ◆ Butterfly Story & Worksheet
- ◆ Video – Mothers & Daughters (*handout*)

WEEK 7 – COMMUNITY & RE-ENTRY

- ◆ Six Handouts on Attitudes
- ◆ Rules of Recovery, Self-Help Groups
- ◆ *Who wants to be a Pillionaire?* Worksheet/ Know your Meds

WEEK 8 – FAMILY RELATIONSHIPS

- ◆ Defining & Establishing Boundaries
- ◆ Defining Potential Abusers/ Toxic People
- ◆ *The Road Less Traveled*, author M. Scott Peck, MD – Class Discussion & Worksheets

WEEK 9 – CAREER WEEK

- ◆ WAGES Handbook
- ◆ Cover Letters, Resumes, Follow-Up Letters, Job Applications

- ◆ Mock Interviews; Interview Panel
- ◆ Bank-On-It Handbook, Worksheets included
- ◆ Tough Questions – Straight Answers/ 9-5 is Better than 10-Life, How to Prepare for

WEEK 10 – DRESS FOR SUCCESS/ PERSONAL APPEARANCE

- ◆ Appropriate Career Choices
- ◆ Dress Codes, Personal Hygiene/ Language

WEEK 11 – SPEAKERS

- ◆ Throughout the 12 week cycle, guest speakers from the community come into the classroom to inform the women about community resources relating to the week's class curriculum. There are 20-25 scheduled speakers within one cycle.

WEEK 12 – GRADUATION

- ◆ Review and Evaluation
- ◆ Graduation

ADDITIONAL LECTURE MATERIAL

- ◆ Essays are assigned from movies & lecture throughout the cycle

COMPUTER LAB

Students keyboard from *Keyboarding & Word Processing Essentials – Microsoft Word 2010* and continue to build on their typing skills throughout the 12-week cycle.

Out of *GO! with Microsoft Office 2013, Volume 1*, the students do the following assignments:

OFFICE 2013 WORD

Chapter 2: Using Tables and Templates to Create Resumes and Cover Letters

1. **Project 2A** Resume, *Pages 180 – 190 (cannot do pages 191 & 192)*
2. **Activity** Edit a Resume, Save As a Single File Web Page, *Pages 193 – 194*
3. **Project 2B** Cover Letter and Envelope, *Pages 195 – 210*
Cannot do Objective 7/ Reference List, Page 210 – 212
4. **Activity** Creating a Table, Save As a Single File Web Page, *Pages 213 – 214*
5. **Project 2C** Student Resume, *Pages 219 – 221*
6. **Project 2D** Cover Letter, *Pages 222 – 224*
Cannot do Project 2D – Reference List, Page 224 – 225
7. **Project 2E** Table of Job Listings, *Pages 226 – 227*
8. **Project 2F** Career Tips Memo & Fax Cover Sheet, *Pages 228 – 230*
9. **Project 2G** Application Letter, Resume & Fax Cover Sheet, *Pages 231 – 233*
10. **Project 2K** Agenda, *Page 234*
11. **Project 2L** Workshops, *Page 236*

Cannot do Projects 2M – 2O Online assignments

Chapter 3: Creating Research Papers, Newsletters, and Merged Mailing List

12. **Project 3A** Research Paper, *Pages 238 – 253*
Cannot do online assignment
13. **Project 3B** Newsletter with Mailing Labels, *Page 255 – 274*
Cannot do online assignment
14. **Project 3C** Diet and Exercise Report, *Pages 281 – 284*
15. **Project 3D** Career Newsletter, *Pages 285 – 288*
16. **Project 3E** Skin Protection Report, *Pages 289 – 291*
17. **Project 3F** Dogs Newsletter and Mailing Labels, *Pages 292 – 294*
18. **Project 3G** Research paper, Newsletter, and Mailing Labels, *Pages 295 – 297*
Cannot do online assignments 3H – 3J
19. **Project 3K** Cycling Newsletter, *Pages 298*

20. Project 3L Influenza Report, *Pages 301*

Cannot do online assignments 3M – 3O

Chapter 1: Creating Documents with Microsoft Word 213

- 21. Project 1A Flyer, *Pages 122 – 137*
- 22. Project 1A Flyer, saved as PDF/XPS *Page 137*
- 23. Activity Creating a Flyer as a Single File Web Page, *Pages 138 – 139*
- 24. Project 1B Information Handout, *Pages 140 – 156*
- 25. Activity Creating a Handout as a Single File Web Page, *Pages 157 – 158*
- 26. Project 1C Photography, *Pages 163 – 165*
- 27. Project 1D Internships, *Pages 166 – 168*
- 28. Project 1E Documentary, *Pages 169 – 170*
- 29. Project 1F Pitch Festival, *Pages 171 – 172*
- 30. Project 1G Educational Website, *Pages 173 – 174*
- 31. Project 1K Production, *Page 175*
- 32. Project 1L Classes, *Page 178*

OFFICE 2013 PowerPoint

Chapter 1: Getting Started with Microsoft PowerPoint

- 1. Project 1A Overview, *Pages 716-734*
Cannot do online assignment
- 2. Project 1B Itinerary Presentation, *Pages 737-752*
Cannot do online assignment
- 3. Project 1C Glaciers, *Pages 759-761*
- 4. Project 1D Photography, *Pages 762 – 764*
- 5. Project 1E Juneau, *Pages 765 – 766*
- 6. Project 1F Refuge, *Pages 767 – 768*
- 7. Project 1G Northern Lights, *Pages 769 – 770*
Cannot do online assignments 1H – 1J
- 8. Project 1K Packing, *Page 771*
- 9. Project 1L Bears, *Page 773*
Cannot do online assignments 1M – 1O

Chapter 2: Formatting PowerPoint Presentations

- 10. Project 2A Employee Training Presentation, *Pages 776 – 795*
Cannot do online assignment
- 11. Project 2B Event Announcement, *Pages 798 – 808*
Cannot do online assignment
- 12. Project 2C Concerts, *Pages 815 – 817*
- 13. Project 2D Corporate Events, *Pages 818 – 819*
- 14. Project 2E Coasters, *Pages 820 – 821*
- 15. Project 2F Attractions, *Pages 822 – 823*
- 16. Project 2G Orientation, *Pages 824 – 825*
Cannot do online assignments 2H – 2J
- 17. Project 2K Hotel, *Page 826*
- 18. Project 2L Interactive Ride, *Page 828*
Cannot do online assignments 2M – 2O

Chapter 3: Enhancing a Presentation with Animation, Video, Tables, and Charts

- 19. Project 3A Informational Presentation, *Pages 830 – 849*
- 20. Project 3B Summary and Analysis Presentation, *Page 850 – 865*
- 21. Project 3C Park, *Pages 871 – 873*

- 22. **Project 3D** Budget, *Pages 874 – 876*
- 23. **Project 3E** Gardens, *Pages 877 – 878*
- 24. **Project 3F** Report, *Pages 879 – 880*
- 25. **Project 3G** Travel, *Pages 881 – 882*

Cannot do online assignments 3H – 3J

- 26. **Project 3K** Power, *Page 883*

OFFICE 2013 Excel

Chapter 1: Creating a Worksheet and Charting Data

- 1. **Project 1A** Sales Report with Embedded Column Chart and Sparklines, *Pages 306-330*
Cannot do online assignment
- 2. **Project 1B** Inventory Valuation, *Pages 333-346*
Cannot do online assignment
- 3. **Project 1C** Step Sales, *Pages 354 – 356*
- 4. **Project 1D** Band and Tubing Inventory, *Pages 357 – 359*
- 5. **Project 1E** Gym Sales, *Pages 360 – 361*
- 6. **Project 1F** Balance Sales, *Pages 362 – 363*
- 7. **Project 1G** Regional Sales, *Pages 364 – 365*
Cannot do online assignments 1H – 1J
- 8. **Project 1K** Commission, *Page 366*
- 9. **Project 1L** Video Sales, *Page 368*

Cannot do online assignments 1M – 1O

Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks

- 10. **Project 2A** Inventory Status Report, *Pages 370 – 389*
Cannot do online assignment
- 1. **Project 2B** Weekly Sales Summary, *Pages 392 – 406*
Cannot do online assignment
- 2. **Project 2C** Roses, *Pages 413 – 416*
- 3. **Project 2D** Canada, *Pages 417 – 419*
- 4. **Project 2E** Plants, *Pages 420 – 421*
- 5. **Project 2F** Bonus, *Pages 422 – 423*
- 6. **Project 2G** Inventory, *Pages 424 – 426*
Cannot do online assignments 2H – 2J
- 7. **Project 2K** Products, *Page 427*
- 8. **Project 2L** Palms, *Page 430*

Cannot do online assignments 2M – 2O

Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-if Analysis Tools

- 9. **Project 3A** Enterprise Fund Pie Chart, *Pages 432 – 444*
- 10. **Create a JPEG Photo of chart, page 445**
Cannot do online assignment
- 11. **Project 3B** Tourism Spending Projection with Line Chart, *Page 447 – 462*
Cannot do online assignment
- 12. **Project 3C** Parks, *Pages 469 – 471*
- 13. **Project 3D** Housing Permits, *Pages 472 – 474*
- 14. **Project 3E** Revenue, *Pages 475 – 476*
- 15. **Project 3F** Streets, *Pages 477 – 478*
- 16. **Project 3G** Operations, *Pages 479 – 481*
Cannot do online assignments 3H – 3J
- 17. **Project 3K** Water Usage, *Page 482*
- 18. **Project 3L** Employment, *Page 484*