

# ALCB 468: SOCIAL SKILLS

## Foothill College Course Outline of Record

Heading	Value
<b>Units:</b>	0
<b>Hours:</b>	24 lecture per quarter (24 total per quarter)
<b>Degree &amp; Credit Status:</b>	Non-Degree-Applicable Non-Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Non-Credit Course (Receives no Grade)
<b>Repeatability:</b>	Unlimited Repeatability

## Description

Focuses on the etiquette of appropriate interaction in the general public, educational settings, community involvement and employment arenas. Enhancement of self-esteem and socialization skills in order to increase confidence in personal and social interactions. Additionally, the course will assist students with developing and maintaining friendships, as well as identifying potential sources of friendships in the community.

## Course Objectives

The student will be able to:

- Demonstrate an understanding and application of appropriate social skills
- Display appropriate behavior in professional and work situations
- Interact more effectively with peers, family members and others
- Politely start and stop conversations and to make small talk
- Notice and respond to non-verbal body language
- Express feelings and respond to the feelings of others
- Ask appropriate questions
- Engage in reciprocal conversation

## Course Content

- Developing self-awareness, self-esteem and strategies to improve self-image
  - Positive feelings and behavior
  - Positive self-talk
  - Interaction with others
- Social protocol
  - Standards for social behavior
    - Introductions
    - Greetings
    - Compliments
  - Appropriate forms of behavior in addressing strangers
    - Issues of safety in the community
    - Reading body language and facial expressions
    - Appropriate forms of greeting in the United States and other cultures
- Behavior in professional and work situations
  - Initiating appropriate conversation
  - Protocol for phone usage
- Relationships
  - Types of relationships
  - Boundaries for different relationships

- Differences between professional, personal friendships, community members and peers
- Assertiveness training
  - Manifesting confidence through body-language and verbal empowerment
  - Anti-bullying strategies and techniques
- Appropriate usage of social media
  - Protocol for social media sites
  - Positive and negative effects of using social media sites
- Empathy
  - Understanding own feelings
  - Understanding feelings of others
- Asking questions
  - Asking on-topic questions
  - Avoiding questions that are too personal
  - Utilizing active listening techniques in order to know what questions to ask
- Reciprocal conversation
  - How to appropriately engage in back-and-forth conversation
  - How to avoid hogging the conversation
  - How to maintain conversation on a variety of topics

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

Accessible classroom.

## Method(s) of Evaluation

- Progress on Student Educational Contract
- Class participation
- Instructor observation

## Method(s) of Instruction

Lecture, small group discussion.

## Representative Text(s) and Other Materials

Andrews, Bill. [Social Skills: Improve Your Social Skills: Build Self-Confidence, Manage Shyness and Make Friends](#). Instant Help, 2018.

## Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

Not applicable.

## Discipline(s)

Specialized Instruction (Disabled Students Programs and Services): Vocational Noncredit