

ALTW 209: SOCIAL SKILLS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2021
Units:	2
Hours:	2 lecture per week (24 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Credit Course Basic Skills
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- A successful student will be able to demonstrate improved self-esteem.
- A successful student will be able to demonstrate an understanding and application of appropriate social skills.
- A successful student will be able to use appropriate behavior in professional and work situations.
- A successful student will interact more effectively with peers, family members and others.

Description

Focuses on the etiquette of appropriate interaction in the general public, educational settings, community involvement and employment arenas. Emphasis on building self-esteem and socialization skills in order to increase confidence in personal and social interactions.

Course Objectives

The student will be able to:

- A. Demonstrate improved self-esteem
- B. Demonstrate an understanding and application of appropriate social skills
- C. Display appropriate behavior in professional and work situations
- D. Interact more effectively with peers, family members and others
- E. Engage appropriately via social media
- F. Display appropriate behavior in entertainment and social venues
- G. Demonstrate appropriate preventative language in risky settings
- H. Implement correct language when addressing sexual harassment issues

Course Content

- A. Self-esteem and strategies to improve self-image
 - 1. Usage of positive thinking
- B. Proactive solution solving techniques
 - 1. Positive feelings and behavior
 - 2. Engage in visualization
 - 3. Role-playing scenarios
- C. Self-talk
 - 1. Negative vs. positive approaches
 - 2. Interaction with others

- D. Social protocol
 - 1. Standards for social behavior
 - 2. Introductions
 - 3. Greetings
 - 4. Compliments
- E. Appropriate forms of behavior in addressing strangers
 - 1. Issues of safety in the community
 - 2. Reading body language and facial expressions
 - 3. Appropriate forms of greeting in the United States (U.S.) and other cultures
- F. Behavior in professional and work situations
 - 1. Initiating appropriate conversation
 - 2. Protocol for phone usage
 - a. Carry on conversations
 - b. Take complete, accurate messages
 - 3. Leave complete, accurate messages
- G. Appropriate usage of social media
 - 1. Protocol for social media sites
 - 2. Positive and negative effects of using social media
- H. Relationships
 - 1. Types of relationships
 - 2. Boundaries for different relationships
 - 3. Differences between professional, personal friendships, community members and peers

Lab Content

Not applicable.

Special Facilities and/or Equipment

Accessible classroom.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Class participation
Examinations
Assignments and projects
Role-playing scenarios
Journals
Binder organization

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture
Discussion
Oral presentations
Role play

Representative Text(s) and Other Materials

Shannon, Jennifer. [The Shyness and Social Anxiety Workbook for Teens: CBT and ACT Skills to Help You Build Social Confidence](#). 2012.

Although this text is older than the suggested "5 years or newer" standard, it remains a seminal text in this area of study.

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

A. Journals: three journal entries will be written on particular topic, 200 word requirement

B. Three self-reflection essays on guest presentations and or field trips

C. Readings, for example:

1. Net etiquette articles and discussion on content

Discipline(s)

Developmental Disabilities: Disabled Students Programs & Services