



## **Work Works Syllabus**

### Overview of Course, Computer Navigation, Course Tools, and Resources

#### Unit 1 - Values

- Values
- Normalcy
- Self-Determination and Choice, Inclusion, Individualization
- "People First" Language
- Behavior & Language Guidelines
- Respect for Individuals
- Ethical Guidelines

#### Unit 2 - Federal & State Agencies, Laws, & Benefits Analysis

- Social Security
- U.S. Department of Education & U.S. Department of Health & Human Services
- Vocational Rehabilitation
- Americans with Disabilities Act (ADA)
- Olmstead Decision

#### Unit 3 - Disabilities

- Mobility Related Disabilities
- Hearing Impairments
- Visual Impairments
- Developmental Disabilities
- Psychological/Psychiatric Disabilities
- Learning Disabilities

#### Unit 4 – Discovering Individual Strengths, Talents, and Interests

- Identifying Individual Assets
- Discovery
- Functional Assessment
- Community-Based Assessment
- Developing a Customer Profile

#### Unit 5 - Assistive Technology

- Definitions & Categories
- Determination of Need
- Reasonable Accommodations
- Resources
- Assistive Technology Links
- ADA Technical Assistance Programs

#### Unit 6 - Job Development

- Know the Job Seeker
- Career Planning
- Team Meetings
- Employment Objectives
- Job Development
- Job Analysis
- Job Accommodations
- Customized Employment

#### Unit 7 - Marketing Skills

- Job Readiness
- Marketing
- Contacting Employers
- Relationship Building
- Marketing Your Services
- Information Networking
- Marketing Plan
- Networking & Business Partnerships
- Informational Interviewing

#### Unit 8 - Work Skill Development

- Ready the Employee
- Teaching Important Skills
- Task Analysis
- Data Collection Guidelines
- Systematic Instruction
- Guidelines for Least Prompt Hierarchy
- Graphing Data
- Reinforcement Procedures
- Compensatory Strategies
- Individual Achievement
- Training Lessons from History

#### Unit 9 - Support Needs

- Supporting Individuals Who Are Working
- Developing Natural Supports
- Empowerment & Natural Supports
- Evaluation & On-Going Support
- Examples of Supports Provided by Employers
- Fading from the Job Site
- Available Funding Sources
- Ten Conclusions about Natural Supports

#### Unit 10 - Final Examination