



## BRIDGES PROGRAM

# 200 LEVEL WORKSHOPS CATALOGUE

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### Fall:

**B 201 - Executive Function III**  
**B 203 - Intro to Employment I**  
**B 205 - Social Engagement III**  
**B 207 - Home Economics**  
**B 209 - Stress Management III**  
**B 211 - Lab III**  
**B 213 - Audit Elective III**  
**B 215 - Academic Resource III**

### Spring:

**B 202 - Executive Function IV**  
**B 204 - Intro to Employment II**  
**B 206 - Social Engagement IV**  
**B 208 - Consumer Math**  
**B 210 - Stress Management IV**  
**B 212 - Lab IV**  
**B 214 - Audit Elective IV**  
**B 216 - Academic Resource IV**

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## Fall Workshops

### **B 201 - Executive Function III**

The goal of this workshop is increasing productivity to lessen stress, emphasizing organization and planning. Students use syllabi from their BRIDGES workshops and audit electives as the main source to refer when learning how to use a calendar, track assignments and plan out their time. This workshop is highly individualized with students trying out various techniques and determining through trial and error precisely what skills will help them maximize their efforts.

*Prerequisites: B101 and B102*

### **B 203 - Introduction to Employment I**

This workshop provides students with an introduction to career and workforce readiness skills with particular emphasis on soft skills development in the following areas: Communication, Enthusiasm and Attitude, Teamwork, Professionalism, Networking, and Problem-Solving/Critical Thinking. Soft skills are introduced, developed, refined, practiced and reinforced through the use of resources that are designed in a way that is useful, creative, hands-on and fundamentally beneficial for all types of learners.

*Prerequisites: B103 and B104*

### **B 205 - Social Engagement III**

Students continue to build skills begun in the first year. Skill lessons address self-advocacy, self-regulation/coping, planning and organization, and particular communication and socialization skills. Planned practice and real life experiences link individual skills together. Scenarios involving the issues introduced in lecture are broken down into understandable chunks and role-playing is used so students have ample opportunity to generalize appropriate responses and improve their social and job-related communications. Concepts such as what to do when your routine is broken, how to identify safe and unsafe people and how to ask for help, safety, assertiveness, and conflict resolution are covered. Instruction expands to workplace etiquette and common pitfalls that often arise including how to make small talk with fellow employees, answering questions when you do not know the answer, discussing breaks and lunch hours, responding to correction or criticism, and how to approach a supervisor. Specific skill building covers hygiene, appropriate workplace dress and advocating for oneself at work.

*Prerequisites: B105 and B106*

### **B 207 - Home Economics**

The focus of this workshop is extremely individualized to hone the skills that are important for each individual students' goals. Students explore specific aspects of independent living such as home safety, home care management, and medication management. Students apply what they learn in class to real life scenarios they will encounter in life such as making major home purchases, creating a home and grocery budget, calculating monthly renting from a weekly salary, and how to determine if one's paycheck is accurate. Basic kitchen skills where topics such as reading a recipe, kitchen safety, understanding cooking terms, measurement, basic food preparation and storage as well as serving and cleaning up are also covered.

*Prerequisite: None*

### **B 209 - Stress Management III**

Students continue to better identify the triggers and behaviors that can affect achieving one's life goals overall. Students engage in a wide variety of stress relieving activities including yoga and breathing techniques, meditation and mindful movement. Students begin a stress management portfolio tracking their individual triggers and the accompanying stress relieving activity that works to decrease stress.

*Prerequisite: None*

**B 211 - Lab III**

The 200 Level Lab includes hands-on components related to the following five workshops:

1. Executive Function - *Prerequisite: B111 & B112*
2. Career Exploration - *Prerequisite: B111 & B112*
3. Social Engagement - *Prerequisite: B111 & B112*
4. Home Economics - *Prerequisite - None*
5. Stress Management - *Prerequisite - None*

**B 213 - Audit Elective III**

Students choose from the SUNY Orange roster of classes one of particular interest to them and attend the class as an auditing participant. Students are encouraged to choose classes within their chosen area of vocational focus or personal areas interests for enrichment.

*Prerequisite: None*

**B 215 - Academic Resource III**

This is a highly individualized workshop designed to meet the needs of specific students' course of study enabling them to reach their academic goals at BRIDGES. Students work 1:1 or small groups with staff to learn study skills techniques including but not limited to note taking strategies, active listening, annotating a reading assignment, solving math problems, utilization of flashcards and graphic organizers, and effective writing strategies.

*Prerequisite(s): B115 and B116*

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# Spring Workshops

## **B 202 - Executive Function IV**

Students learn concrete Executive Functioning skills that lead to better performance. Students learn how to break complex tasks into simple steps, using task analysis. Instructors model and demonstrate uses a variety of tools and techniques, including graphic organizers and a step by step approach for increased student understanding. Students will use areas in their life as motivators when taking a large goal and breaking it down into achievable steps.

*Prerequisite(s): B101, B102 and B201*

## **B 204 - Introduction to Employment II**

While they continue their job shadowing experience, students cover an overview of the job search process. Students will learn the steps necessary to obtain a job and where to look for jobs using a variety of media. Students will create a work experience summary outlining all of the skills they have attained to date. They will also create a personal fact sheet including all of the information necessary to fill out an application (hard copy and online) along with a resume. Students will also prepare a reference sheet. The final assignment is a mock interview.

*Prerequisites: B103, B104 and B203*

## **B 206 - Social Engagement IV**

Students begin to explore identifying how others feel by reading their emotions and expand their knowledge by learning how to read cues and understanding the nuances of social situations. Students learn to recognize the rules around, and will be able to identify, when people are interested and disinterested in maintaining conversations. Body cues and nonverbal language are explored. General topics include non-verbal communication (body language), conversational skills in different social settings, and listening, the four parts of a conversation, identifying main ideas and adding details to a conversation. Students use organizers to identify levels of friendship and appropriate conversation associated with each level, starting with small talk and progressing to more personal topics. Students begin to shape stories to tell, relay information and give directions all to expand their repertoire of conversation. The class ends with a group project they complete collaboratively as a group.

*Prerequisite(s): B105, B106, and B205*

## **B 208 - Consumer Math**

The goal of this workshop is to prepare students to progressively assume a greater degree of independence and responsibility for money management in their own lives. Instructors emphasize how to use basic math skills in real life situations such as buying a car, creating a budget, renting an apartment, paying taxes, the importance of on-time bill payment and good record keeping. Students begin by focusing on the decision making process related to

earning and spending money, creating a budget and living within their means. Specific units covered are the cost of living in an apartment, purchasing a car, securing a loan, and utilizing banking services. Concepts are reinforced with practical lessons on utilizing an ATM card, writing checks, opening a bank account, understanding taxes, and deciding to purchase items on credit are also covered. Using a fabricated monthly budget, students plan expenses on a weekly basis and review the results with their instructor. They learn to interpret a variety of bills such as utility bills and credit card statements and learn how credit ratings are determined as well as the steps required to earn and maintain a good credit rating.

*Prerequisite(s): None*

### **B 210 - Stress Management IV**

Students continue to update their individual stress management portfolio as their practice unfolds in all areas of their programming. Students increase their tolerance of stress as they learn and utilize strategies that garner results in combating stress.

*Prerequisite(s): None*

### **B 212 - Lab IV**

The 200 Level Lab includes hands-on components related to the following five workshops:

1. Executive Function - *Prerequisites: B111, B112, and B211*
2. Career Exploration - *Prerequisites: B111, B112, and B211*
3. Social Engagement - *Prerequisites: B111, B112, and B211*
4. Consumer Math - *Prerequisite - None*
5. Stress Management - *Prerequisite - None*

### **B 214 - Audit Elective IV**

Students choose from the SUNY Orange roster of classes one of particular interest to them and attend the class as an auditing participant. Students are encouraged to choose classes within their chosen area of vocational focus or personal areas interests for enrichment.

*Prerequisite - None*

### **B 216 - Academic Resource IV**

This is a highly individualized workshop designed to meet the needs of specific students' course of study enabling them to reach their academic goals at BRIDGES. Students work 1:1 or small groups with staff to learn study skills techniques including but not limited to note taking strategies, active listening, annotating a reading assignment, solving math problems, utilization of flashcards and graphic organizers, and effective writing strategies.

*Prerequisite(s): B115; B116 and B215*