

ADLTED 745.2 Course Outline as of Fall 2023**CATALOG INFORMATION**

Dept and Nbr: ADLTED 745.2 Title: COMM CONSTRUCT PT 2

Full Title: Communication for Construction Trades Part 2

Last Reviewed: 5/8/2017

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	5	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	3	Lab Scheduled	15.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	15.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 15.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

Catalog Description:

Second part of introduction to construction terminology and its use in a practical setting. Students will develop reading, writing, speaking and listening skills, as well as an understanding of non-verbal cues for use on the job in the construction trades.

Prerequisites/Corequisites:**Recommended Preparation:**

Completion of ADLTED 745.1

Limits on Enrollment:**Schedule of Classes Information:**

Description: Second part of introduction to construction terminology and its use in a practical setting. Students will develop reading, writing, speaking and listening skills, as well as an understanding of non-verbal cues for use on the job in the construction trades. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Completion of ADLTED 745.1

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Communicate in basic terms with instructor, classmates, co-workers, and supervisors.
2. Identify and apply safety rules to specific workplace scenarios.
3. Apply appropriate communication skills in the job application and the interview process.
4. Explain commonly used terms relating to workers' rights and employer responsibilities.

Objectives:

At the conclusion of this course, the student should be able to:

1. Properly use common construction industry terminology on the jobsite.
2. Respond to basic verbal and non-verbal orders, requests, and directions on the job.
3. Respond to basic orders, requests, and directions concerning safety.
4. Ask for permission, apologize for mistakes, and excuse self for absences or tardiness.
5. Identify names of basic protective clothing and safety gear.
6. Identify and list important basic workers' rights and employer responsibilities.
7. Ask and answer simple questions about wages, benefits, and workers' right.
8. Explain basic information related to pre-apprenticeship programs in the building construction trades.

Topics and Scope:

I. Basic Communication with Employer and Co-workers

- A. Recognition and use of appropriate non-verbal language in communicating with supervisors and co-workers
- B. Verbal or non-verbal responses to show comprehension of instructions
- C. Apologizing and giving acceptable reasons for mistakes made on the job
- D. Asking permission to take sick leave, vacations, and other kinds of time off
- E. Reporting absences and tardiness
- F. Recognition and practice of appropriate small talk with supervisors and co-workers

II. Basic Safety

- A. Reading, interpreting, and asking basic questions about safety signs and safety procedures
- B. Repeating safety instructions or unfamiliar terms to clarify their meaning
- C. Interpreting language of basic safety warnings
- D. Identification of basic protective clothing and safety gear

III. Workers' Rights and Employer Responsibilities

- A. Reading simple informational texts about wages, benefits, and basic rights on the job
- B. Explaining and clarifying wages, benefits, and job rights
- C. Reading information about and explaining employer responsibilities for employees

IV. Workforce Preparation

- A. Job applications
- B. Resume preparation
- C. Interview techniques
- D. Work schedules and time sheets
- E. Paycheck stubs

Assignment:

- 1. Group activities; giving and taking orders or directions using construction vocabulary (5 - 8)
- 2. Individual presentations describing safety equipment and their uses (3 - 5)
- 3. Role-playing in groups and in pairs using questioning techniques (3 - 5)
- 4. Short in-class reading and writing assignments correctly using construction vocabulary (3 - 5)
- 5. Identification and interpretation quizzes (3 - 5)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Short in-class writing assignments correctly using construction vocabulary

Writing
0 - 10%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Group activities practicing vocabulary; role-playing in groups and in pairs using questioning techniques; individual presentations describing tools and their use

Skill Demonstrations
50 - 60%

Exams: All forms of formal testing, other than skill performance exams.

Identification quizzes

Exams
10 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Group activities practicing using construction vocabulary; attendance and participation

Other Category
20 - 30%

Representative Textbooks and Materials:
Instructor prepared materials