

CATALOG INFORMATION

Dept and Nbr: ADLTED 766.2 Title: WORKFORCE PREP 2  
Full Title: Workforce Preparation 2: Lifelong Learning/Professionalism  
Last Reviewed: 2/7/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	6	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	2	Lab Scheduled	12.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	12.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 12.00

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly:

**Catalog Description:**  
In this second course of a three-part series in workforce preparation, students will develop lifelong learning skills, problem solving skills, and professionalism for success in the workplace.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Completion of ADLTED 766.1

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this second course of a three-part series in workforce preparation, students will develop lifelong learning skills, problem solving skills, and professionalism for success in the workplace. (Non-Credit Course)  
Prerequisites/Corequisites:  
Recommended: Course Completion of ADLTED 766.1  
Limits on Enrollment:  
Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>

<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>CSU Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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**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. Define lifelong learning and apply new learning strategies in the workplace.
2. Identify and explain a variety of problem-solving techniques and their application in the workplace.
3. Describe and demonstrate professional behavior in the workplace, and other work-related environments.

### **Objectives:**

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

1. Identify and seek opportunities to update technical and soft skills necessary in a competitive work environment.
2. Apply current knowledge and skills in the workplace.
3. Apply problem-solving techniques in a variety of workplace situations.
4. Use critical thinking skills in the problem-solving process.
5. Use creativity and spontaneity in the problem-solving process.
6. Demonstrate self-control and a positive attitude in the workplace.
7. Identify and maintain a well-groomed, professional appearance in the workplace.

### **Topics and Scope:**

#### **I. Learning in the Work Environment**

- A. Defining minimum skill requirements
- B. Recognizing opportunities to gain new skills
- C. Applying new knowledge and skills in the workplace
- D. Improving job performance

#### **II. Learning Strategies**

- A. The learning process
- B. Acquiring and using new information
- C. Focusing on and practicing one new skill at a time
- D. Preparing for new learning experiences

- E. Being willing to ask for help when needed
- III. Problem-Solving Strategies
  - A. The decision-making process
  - B. Recognizing new approaches to problem-solving
  - C. Generating creative solutions to issues in the workplace
  - D. Addressing ambiguity in the decision-making process
- IV. Dealing with Change
  - A. Understanding the role of flexibility in a positive work environment
  - B. Identifying new opportunities in the midst of change in the workplace
  - C. Generating creative solutions to overcome anxiety about change
  - D. Monitoring and correcting performance
- V. Professionalism in the Workplace
  - A. Interacting with co-workers and customers
  - B. Understanding self-management in the work environment
  - C. Demonstrating self-control at work
  - D. Maintaining a professional appearance
- VI. Positive Attitude
  - A. Understanding the effects of attitude in the workplace
  - B. Maintaining a positive attitude
  - C. Balancing work and life commitments

**Assignment:**

1. Group activities and role-playing (6-8)
2. Strengths Assessment (1-2)
3. Workplace scenario analysis (4-6)

**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.

None

Writing  
0 - 0%

**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.

Role-playing, workplace analysis

Skill Demonstrations  
55 - 100%

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

None

Exams  
0 - 0%

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

Strengths assesement, participation and attendance

Other Category  
0 - 45%

**Representative Textbooks and Materials:**

Instructor and department prepared materials