

ADLTED 766.2 Course Outline as of Fall 2017**CATALOG INFORMATION**

Dept and Nbr: ADLTED 766.2 Title: WORKFORCE PREP II

Full Title: Workforce Preparation II: 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	4	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:

This is the second in a three-part series in workforce preparation. This course focuses on lifelong learning and professionalism in the workplace.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADED 766.1 (or ADLTED 766.1)

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

Description: This is the second in a three-part series in workforce preparation. This course focuses on lifelong learning and professionalism in the workplace. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADED 766.1 (or ADLTED 766.1)

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

Outcomes and Objectives:

Upon completion of the course, students will 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. Pre-and post-assessment of soft skills for the workplace
2. Group activities including role-playing and analysis of scenarios
3. Short answer essays to prompts
4. Short answer response to visual scenarios

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 answer essays; short responses; pre- and post-assessment

Writing
30 - 40%

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

Scenario analysis

Problem solving
10 - 20%

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

Role-playing

Skill Demonstrations
10 - 20%

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.

Active participation and attendance

Other Category
30 - 40%

Representative Textbooks and Materials:

Instructor prepared materials

Tools for Workplace Success. McGraw-Hill Education. 2012