

**ADLTED 766.1 Course Outline as of Fall 2022****CATALOG INFORMATION**

Dept and Nbr: ADLTED 766.1 Title: WORKFORCE PREP 1  
 Full Title: Workforce Preparation 1: Soft Skills in the Workplace  
 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 first course of a three-part series in workforce preparation, students will focus on essential soft skills for success in the workplace, such as roles in the workplace and effective communication and interpersonal skills.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: In this first course of a three-part series in workforce preparation, students will focus on essential soft skills for success in the workplace, such as roles in the workplace and effective communication and interpersonal skills. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

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

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

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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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. Assess and explain personal strengths and opportunities in relation to the workplace.
2. Explain how to work effectively with supervisors, co-workers, and colleagues.
3. Communicate effectively in the work environment.

### **Objectives:**

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

1. Discuss the characteristics of an ideal employee.
2. Identify personal interests and strengths.
3. Match opportunities to personal skill sets.
4. Communicate effectively during interpersonal interactions.
5. Define the workplace roles of supervisor, co-workers, and colleagues.
6. Explain and demonstrate how to work effectively as part of a team to accomplish work goals.

### **Topics and Scope:**

#### I. The Ideal Employee

- A. Employer-specific strengths
- B. Matching interests to work opportunities
- C. Ethical behaviors in the workplace
- D. Proper behavior in the workplace
- E. Effective workplace communication

#### II. The Ideal Employer

- A. Workplace expectations
- B. Employers' communication style(s)
- C. Leadership and management style(s)
- D. Asking questions to elicit direction and guidance for assigned tasks

#### III. Working Effectively with Others

- A. Team dynamics and goals

- B. Collaboration with team members and supervisors
- C. Self-advocacy in the workplace
- D. Opportunities to learn
- E. Receiving and utilizing criticism and critical feedback
- F. Seeking assistance when necessary

IV. Building Working Relationships

- A. Roles and responsibilities of supervisors, co-workers, and colleagues
- B. Communication for relationship maintenance
- C. Balancing business needs with interpersonal relationships
- D. Appropriate conversation with colleagues about non-work-related issues

V. Active Listening

- A. Dynamics of active listening
- B. Identifying important information
- C. Respecting the opinions of others

VI. Effective Speaking

- A. Dynamics of clear communication
- B. Communicating important information
- C. Verbal versus non-verbal communication

**Assignment:**

1. Assessment of soft skills for the workplace (1-3)
2. Group activities and role-playing (6-8)
3. Strengths Assessment (1-2)
4. 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, scenario analysis, assessment of soft skills for the workplace

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 assessments; active participation and attendance

Other Category  
0 - 45%

**Representative Textbooks and Materials:**

Instructor and department prepared materials