

**WRKEX 97 Course Outline as of Spring 2018****CATALOG INFORMATION**

Dept and Nbr: WRKEX 97 Title: GENERAL WRK EXP

Full Title: General Work Experience

Last Reviewed: 10/23/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	6.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	25.75		Contact DHR	450.63
		Contact Total	25.75		Contact Total	450.63
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 450.63

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 25 - 16 Units Total (WrxE only)

Also Listed As:

Formerly:

**Catalog Description:**

General Work Experience is supervised employment intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The student's employment need not be related to the student's educational goals.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

Students must have a job in a licensed business to qualify for General Work Experience. Units earned are based on hours worked during the semester.

**Schedule of Classes Information:**

Description: General Work Experience is supervised employment intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The student's employment need not be related to the student's educational goals. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Students must have a job in a licensed business to qualify for General Work Experience. Units earned are based on hours worked during the semester.

Transfer Credit: CSU;

Repeatability: 16 Units Total (WrxE only)

## **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>	Transferable	<b>Effective:</b>	Fall 1981	<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:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

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

1. Identify 21st Century Work Skills and their application in the workplace.
2. Demonstrate improvement of job-site performance through application of 21st Century Work Skills.

### **Objectives:**

Upon completion of the course, students will be able to:

1. Identify and utilize productive 21st Century Work Skills and professional standards.
2. Research job skills, personal development, and career information.
3. Develop and assess work-based learning objectives.
4. Use self-reflective and critical analysis to evaluate a job site experience.
5. Keep accurate records of employment.
6. Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

### **Topics and Scope:**

- I. 21st Century Work Skills
  - A. Communication
  - B. Customer service
  - C. Time management
  - D. Interpersonal skills
  - E. Honesty/Integrity
  - F. Motivation/Initiative
  - G. Professionalism/Work Ethic
  - H. Teamwork
  - I. Analytical skills

- J. Flexibility/Adaptability
- K. Technology
- L. Job Knowledge
- M. Leadership
- II. Seminars and online activities
  - A. Self-assessment and career research activities
  - B. Resume and cover letter
  - C. Informational interviews
  - D. 21st Century Work Skills topics
- III. Work-based learning objectives
  - A. Self-assessment
  - B. Format
  - C. Measurement
  - D. Evaluation
  - E. Job skill improvement
- IV. Written report
  - A. Format
  - B. Grammar and organization
  - C. Focus
  - D. Reflective analysis
- V. Accurate record keeping and timely reporting of hours worked
- VI. Repeating students
  - A. Complete a new self assessment of 21st Century work skills
  - B. Develop new work based learning objectives
  - C. Measure/evaluate work site performance

### Assignment:

1. Write, accomplish, and evaluate 4 measureable work-based learning objectives.
2. Select and attend 4 hours of seminars or activities.
3. Complete evaluation of seminars and activities.
4. Write a 3-page reflective report.
5. Keep accurate records of hours worked per week.
6. Meet with instructor and job supervisor at least one time.
7. Repeating students will create new objectives that are more complex and at a higher level of competency.

### 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.

Reflective report and objectives
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Writing 10 - 25%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None
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Problem solving 0 - 0%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Work-based learning, completion of objectives

Skill Demonstrations  
50 - 65%

**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.

Instructor evaluation; activites, orientation, analysis of seminars and activities

Other Category  
15 - 30%

**Representative Textbooks and Materials:**

Work Experience Handbook, DVD, and seminar materials.