ADLTED 766.2 Course Outline as of Fall 2021

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	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 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 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

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:
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