ADLTED 766.1 Course Outline as of Fall 2017

CATALOG INFORMATION

Dept and Nbr: ADLTED 766.1 Title: WORKFORCE PREP I
Full Title: Workforce Preparation I: 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	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 first in a three-part series in workforce preparation. This courses focuses on soft skills and communication in the workplace.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This is the first in a three-part series in workforce preparation. This courses focuses on soft skills and communication in the workplace. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended:
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. Discuss the characteristics of an ideal employee
2. Identify personal interests and strengths, then match opportunities to personal skill sets
3. Effectively communicate in interpersonal interactions
4. Define the workplace roles of supervisor, co-workers, and colleagues
5. Explain and demonstrate how to work effectively as part of a team to accomplish work goals

Topics and Scope:

I. The Ideal Employee
   A. Strengths employers are seeking
   B. Matching interests to work opportunities
   C. Ethical behaviors expected by employers
   D. Proper behavior in the workplace
   E. Effective communication with supervisor and staff members
II. The Ideal Employers
   A. Employers' expectations and opportunities to learn
   B. Employers' communication style(s)
   C. Employers' leadership and or management style(s)
   D. Asking questions to elicit direction and guidance for assigned tasks
III. Working Effectively with Others
   A. Workplace team structures and goals
   B. Communication and collaboration with team members and supervisors
   C. Self-advocacy in the workplace
   D. On-the-job learning experiences
   E. How to accept criticism and critical feedback
   F. Seeking assistance when necessary
IV. Building Working Relationships
   A. Roles and responsibilities of supervisors, co-workers, and colleagues
   B. Open and honest communication in maintaining relationships
   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 vs. non-verbal communication

Assignment:

1. Pre- and post-assessment of soft skills for the workplace
2. Group activities and role-playing (6 - 8)
3. Strengths Assessment
4. Short answer essays to workplace communication evaluations (4 - 6)
5. Short answer responses to visual scenarios (2 - 4)

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 answer responses	Writing 30 - 40%

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

Strengths assessment	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.

Pre- and post-assessment; active participation and attendance	Other Category 30 - 40%

Representative Textbooks and Materials:
Instructor prepared materials

Workplace Skills: Tools for Workplace Success, Student Workbook. McGraw-Hill Education. 2012 (classic)