

**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

<b>Units</b>		<b>Course Hours per Week</b>		<b>Nbr of Weeks</b>	<b>Course Hours Total</b>	
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:**

<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:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		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