

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	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 second course of a three-part series in workforce preparation, students will develop lifelong learning skills, problem solving skills, and professionalism for success in the workplace.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of ADLTED 766.1

Limits on Enrollment:

Schedule of Classes Information:
Description: In this second course of a three-part series in workforce preparation, students will develop lifelong learning skills, problem solving skills, and professionalism for success 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:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	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. 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:

At the conclusion of this course, the student should 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. Group activities and role-playing (6-8)
2. Strengths Assessment (1-2)
3. 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, workplace analysis

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 assesement, participation and attendance

Other Category
0 - 45%

Representative Textbooks and Materials:

Instructor and department prepared materials