CEST 192 Course Outline as of Fall 2001

CATALOG INFORMATION

Dept and Nbr: CEST 192   Title: NON TECH SKILLS CIV ENG
Full Title: Non-Technical Skills for the Civil Engineering Technician
Last Reviewed: 2/24/2020

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50		Lecture Scheduled	2.40	17.5	Lecture Scheduled	42.00
Minimum	1.50		Lab Scheduled	0	10	Lab Scheduled	0
			Contact DHR	2.40		Contact DHR	42.00
			Contact Total	4.80		Contact Total	84.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 84.00   Total Student Learning Hours: 168.00

Title 5 Category: AA Degree Applicable
Grading: Grade Only
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: CEST399.92

Catalog Description:
An introduction to the important non-technical skills used by civil and surveying technicians and other people in technical careers. This course will concentrate on individual and group skills, verbal and written communication, people skills, listening and understanding yourself. Students will participate in a personal profile system to better understand their strengths and weaknesses in areas of communication, relationships with co-workers and the industry. This course also covers job hunting skills such as networking, resume writing and interviewing, people skills dealing with communication, work place politics and dealing with bureaucracies. Classroom exercises dealing with personal attitude, credibility, teamwork, prioritizing projects, written and verbal communication and active listening will augment assignments and various career opportunities in the civil engineering profession.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: An introduction to non-technical skills used by civil & surveying technicians. The course will concentrate on individual & group verbal and written communication, people skills, listening, understanding yourself, job search skills, interviewing & work place politics. Students will survey various career opportunities in the civil & surveying profession. (Grade Only)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
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:
The student will:
1. Demonstrate proper listening, speaking and writing skills used by the civil engineering technician to communicate within the work place.
2. Examine the necessary people skills of attitude, teamwork, credibility integrity, honesty, compromise, networking and tolerance and apply them to work place situations.
3. Define and describe why non-technical skills are important to the civil engineering technician and their success in the industry.
4. Participate in classroom discussions, team/group exercises, oral & written presentations to the class.
5. Complete a personal profile evaluation
6. Identify the different types of intelligence used by the civil engineering technician in the work place.
7. Employ time management skills throughout the class.
8. Prepare and keep a daily diary for the class
9. Develop a bibliography, resume and presentation of each.
10. Demonstrate the proper use of modern technology to gather, research, prepare and present information and/or data.
11. Identify various career options within the civil engineering/land surveying profession.

Topics and Scope:

1. The role of the civil engineering technician in the work place, engineering projects, engineering process and organization.
2. Legal,moral and ethical issues in civil engineering practice.
3. Overview of important non-technical skills for technical people.
4. Discussion of why non-technical skills are important?
5. The importance of good communication skills
   * Listening
   * Speaking
   * Writing
6. Complete a personal profile evaluation
7. Complete a bibliography, resume and personal presentation
8. Participate in classroom discussions and exercises.

Assignment:

1. Introduction to the course, pre-writing exercises, personality profile exercise #1.
2. Learning types,rapid-write exercises,personality profile exercise #2
3. Personality Profile exercise #3 and #4
4. Listening, speaking and personality traits, written assignments, review/critique, Personality Profile exercise #5.
5. Setting priorities, Personality Profile exercise #6.
6. Team building / group dynamics; Personality Profile #7.
7. Politics, selling, networking exercises; Personality Profile #8.
8. Resumes and Interview.
9. Personality Profile #9.
10. Dialog w/mistakes, problem people, problem solving techniques.

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.

Written homework, Reading reports, Classroom exercises	Writing 20 - 50%

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

Lab reports, Research projects	Problem solving 10 - 20%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Personal Profile evaluation	Skill Demonstrations 20 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion, short answer	Exams 10 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance, Group Evaluations, Discussion participation	Other Category 10 - 20%

Representative Textbooks and Materials:

"Personal Profile System - A plan to understanding yourself & others"
Carlson Training Products
"Working with Emotional Intelligence", Daniel Goleman, Bantam Books,
 1st Edition, ISBN 0553104624 (Most recent edition available 1996)