

# EMP 311B: NEW WORLD OF WORK SKILLS: PERSONAL ASSESSMENTS

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## New Course Proposal

Date Submitted: Tue, 10 Sep 2019 23:40:34 GMT

### Originator

zbecker

### Justification / Rationale

The New World of Work program was developed under the Doing What Matters for Jobs and the Economy framework of the California Community College system. The program identifies the top "Professional Competencies" required for success in the workplace and provides curriculum that can be used by all colleges in the California Community College system.

There are ten primary competencies; each competency is one .5 unit credit course and two equivalent non-credit courses. Faculty can include the credit modules into existing programs or encourage students to complete the competencies as non-credit learning opportunities. These competencies are also included in the required objectives of the work-based learning program at College of the Desert.

### Effective Term

Fall 2020

### Credit Status

Noncredit

### Subject

EMP - Employability Skills

### Course Number

311B

### Full Course Title

New World of Work Skills: Personal Assessments

### Short Title

PERSONAL ASSESSMENTS

### Discipline

#### Disciplines List

ALL DISCIPLINES

### Modality

Face-to-Face

100% Online

Hybrid

### Catalog Description

Develop or improve your Self-Awareness strength in the workplace by assessing your own personality, skills, and knowledge; recognizing habits that can be improved; maintaining self-discipline; taking personal responsibility for your actions; and improving your professional manner.

### Schedule Description

Develop or improve your Self-Awareness strength in the workplace through personal assessment of strengths and habits.

Prerequisite: EMP 311A or concurrent enrollment

### Non-credit Hours

12

### Lecture Units

0

**Lab Units**

0

**In-class Hours**

4

**Out-of-class Hours**

8

**Total Course Units**

0

**Total Semester Hours**

12

**Override Description**

Noncredit course.

**Prerequisite Course(s)**

EMP 311A or concurrent enrollment

**Required Text and Other Instructional Materials****Resource Type**

Web/Other

**Open Educational Resource**

Yes

**Year**

2018

**Description**

New World of Work Instructional Materials available through Linked Learning/New World of Work.

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**Class Size Maximum**

40

**Entrance Skills**

Complete a self-awareness survey and recognize how your own personality, knowledge, skills and habits impact your success in the workplace.

**Requisite Course Objectives**

EMP 311A-Recognize how your own personality, knowledge, skills and habits impact your success in the workplace.

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**Course Content**

1. Self-discipline and responsibility.
2. Key components of a professional manner in the workplace.
3. Self assessment.
4. Plan for strengthening personal self-awareness in the workplace.

**Course Objectives**

	Objectives
Objective 1	Recognize how your own personality, knowledge, skills and habits impact your success in the workplace.
Objective 2	Understand the importance of self-discipline.
Objective 3	Recognize the key components of a professional manner in the workplace.

**Student Learning Outcomes**

**Upon satisfactory completion of this course, students will be able to:**

Outcome 1 Demonstrate an understanding of how self-discipline and a professional manner impact success in the workplace.

**Methods of Instruction**

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	In class discussion and/or online Canvas discussions on recognizing the impact of habits and personal strengths and weaknesses.
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities to discuss "What Not To Do" videos.
Technology-based instruction	Use of learning materials available on the web, including "What Not To Do" videos.
Lecture	Presentation of topic in context based on results of beginning of class survey.
Self-exploration	Survey at end of class and comparison to survey at beginning of prerequisite class.

**Methods of Evaluation**

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	Writing Assignments completed out-of-class analyzing "What Not To Do" videos presented in-class.	In and Out of Class
Student participation/contribution	Class discussion and questions on prerequisite beginning of class survey and on assigned readings.	In Class Only
Self/peer assessment and portfolio evaluation	Surveys at end of class to compare to survey from prerequisite course for recognition of workplace skills that could be improved.	In and Out of Class
Group activity participation/observation	Activity based analysis of videos and reading materials as applied to the concepts of the course	In Class Only
Presentations/student demonstration observations	Presentations on development of academic and workplace goals.	In Class Only
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

**Assignments**
**Other In-class Assignments**

1. Review of self-assessment of workplace self-awareness strengths.
2. Individual or group projects designed to identify and apply effective self-awareness principles.
3. Online research and activities designed to identify career opportunities that match personal strengths.
4. Case studies designed to identify what constitutes awareness behaviors and how such behaviors affect the workplace.
5. Online individual, small group, or paired presentations designed to identify and apply effective communication tools and techniques.
6. End of semester survey to identify self-awareness of strengths and weaknesses.

**Other Out-of-class Assignments**

1. Students are expected to spend a minimum of eight hours on outside assignments which include a variety of video resources, self analysis of life experiences, and development of academic and workplace goals.

**Grade Methods**

Pass/No Pass Only

## Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

100

## Instructional Materials and Resources

**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**

New World of Work materials are maintained by Shasta College and made available to faculty and students through Linked In Learning which requires password access.

**If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.**

New World of Work materials have been developed at the state level in collaboration with industry and vetted as appropriate to enhance the learning experience.

## Effective Student/Faculty Contact

**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?**

**Within Course Management System:**

Timely feedback and return of student work as specified in the syllabus  
Discussion forums with substantive instructor participation  
Regular virtual office hours  
Private messages  
Online quizzes and examinations  
Video or audio feedback  
Weekly announcements

**External to Course Management System:**

Direct e-mail  
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

**For hybrid courses:**

Scheduled Face-to-Face group or individual meetings

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**

This class will be taught either online or as a hybrid via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

**If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.**

Canvas is used for external interaction as well.

## Other Information

**Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.**

All materials for the course are web-based so online and/or hybrid modality is appropriate.

## MIS Course Data

**CIP Code**

32.0105 - Job-Seeking/Changing Skills.

**TOP Code**

051800 - Customer Service

**SAM Code**

D - Possibly Occupational

**Basic Skills Status**

Not Basic Skills

**Prior College Level**

Not applicable

**Cooperative Work Experience**

Not a Coop Course

**Course Classification Status**

Workforce Prep Enhanced Funding

**Approved Special Class**

Not special class

**Noncredit Category**

Workforce Preparation

**Funding Agency Category**

Not Applicable

**Program Status**

Program Applicable

**Transfer Status**

Not transferable

**Allow Audit**

No

**Repeatability**

Yes

**Repeatability Limit**

NC

**Repeat Type**

Noncredit

**Justification**

Non credit courses are repeatable until students are comfortable they have achieved the knowledge and skills required to meet the objectives and outcomes of the course.

**Materials Fee**

No

**Additional Fees?**

No

**Approvals****Curriculum Committee Approval Date**

11/05/2019

**Academic Senate Approval Date**

11/14/2019

**Board of Trustees Approval Date**

12/19/2019

**Chancellor's Office Approval Date**

01/10/2020

**Course Control Number**

CCC000611566

**Programs referencing this course**New World of Work Self-Awareness Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=260/>)Construction Technology Career Preparation Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=292/>)Culinary Career Introduction Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=297/>)New World of Work Employability Skills for Successful Entrepreneurs Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=314/>)