EMP 319B: NEW WORLD OF WORK SKILLS: DISABILITIES AND GENERATIONS

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Co-Contributor(s)

Name(s)

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Justification / Rationale
Reduce class size due to short-term course offering.

Effective Term
Fall 2022

Credit Status
Noncredit

Subject
EMP - Employability Skills

Course Number
319B

Full Course Title
New World of Work Skills: Disabilities and Generations

Short Title
DISABILITY & GENERATION

Discipline

Disciplines List

ALL DISCIPLINES

Modality
Face-to-Face
100% Online
Hybrid

Catalog Description
Develop or improve your Social Diversity Awareness strength in the workplace by recognizing the benefits of working with multiple generations and recognizing the value of providing accommodations for disabilities.

Schedule Description
Develop or improve your Awareness of Social Diversity in the workplace by recognizing generational differences and the value of disability accomodations. Prerequisite: EMP 319A 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 319A 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.

Class Size Maximum
20

Entrance Skills
Understand the importance of respecting differences in other's backgrounds and beliefs.

Requisite Course Objectives
EMP 319A-Understand the importance of respecting differences in other's backgrounds and beliefs.

Entrance Skills
Understand that diversity in the workplace can improve products, services, and work procedures.

Requisite Course Objectives
EMP 319A-Understand that diversity in the workplace can improve products, services and work procedures.

Course Content
1. Difference in generations.
2. Using generational differences to generate new ideas
3. The value of providing accommodations for disability issues.
4. Expanding the definition of "normal" in the workplace.

Course Objectives

	Objectives
Objective 1	Understand the importance of respecting differences in generational backgrounds and beliefs.
Objective 2	Use generational differences to help expand the concept of what is "normal" and use this to generate new ideas.
Objective 3	Understand that diversity in the workplace can improve products, services and work procedures.

| Objective 4 | Improve self-awareness, sensitivity, and professionalism to improve relationships with people of different backgrounds. |

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Demonstrate self-awareness and an understanding of generational diversity 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 identifying the importance of generational differences.
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities to generate ideas.
Technology-based instruction	Use of learning materials available on the web, including "What Not To Do" videos.
Lecture	Presentation of topic in content with case studies and situational problems.
Self-exploration	Survey at end-of-class to develop self-awareness.

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 outside of class analyzing videos and reading materials. Presentation in-class on topic of interest.	In and Out of Class
Student participation/contribution	Class discussion and questions to identify differences in generation and background.	In Class Only
Self/peer assessment and portfolio evaluation	Surveys at end-of-class for self-awareness of materials and concepts covered in class.	In and Out of Class
Group activity participation/observation	Activity-based analysis of generational and disability challenges.	In Class Only
Presentations/student demonstration observations	Presentations on development of diversity understanding.	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. Individual or group projects designed to identify the value of diverse backgrounds and cultures.
2. Online research and activities designed to identify recognize generational differences.
3. Case studies designed to identify opportunities offered by accepting the value of diersity in the workplace.
4. Online individual, small group, or paired presentations designed to identify and apply effective communication tools and techniques.

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

External to Course Management System:
Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, 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

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

Materials Fee

No

Additional Fees?

No

Approvals

Curriculum Committee Approval Date

05/03/2022

Academic Senate Approval Date

05/12/2022

Board of Trustees Approval Date

05/20/2022

Chancellor's Office Approval Date

05/20/2022

Course Control Number

CCC000611582

Programs referencing this course

New World of Work Social Diversity Awareness Certificate of Completion (http://catalog.collegeofthedesert.eduundefined/?key=268)

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)