EMP 316A: NEW WORLD OF WORK SKILLS: SOLVING PROBLEMS

Originator
anahernandez

Co-Contributor(s)

Name(s)
Thompson, Brian

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

Effective Term
Fall 2022

Credit Status
Noncredit

Subject
EMP - Employability Skills

Course Number
316A

Full Course Title
New World of Work Skills: Solving Problems

Short Title
SOLVING PROBLEMS

Discipline

Disciplines List
ALL DISCIPLINES

Modality
Face-to-Face
100% Online
Hybrid

Catalog Description
Learn to become an effective problem solver in the workplace by developing analytical skills that identify the problem, collect relevant information, develop alternatives, evaluate alternatives, select the best alternate and implement the selected solution.

Schedule Description
Develop analytical skills to become an effective problem solver in the workplace.

Non-credit Hours
15

Lecture Units
0

Lab Units
0

In-class Hours
5

Out-of-class Hours
10

Total Course Units
0

Total Semester Hours
15

Override Description
Noncredit course.

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 In Learning/New World of Work.

Class Size Maximum
20

Course Content
1. Different viewpoints.
2. The big picture
3. Information and data.
4. Critical thinking skills.
5. Finding alternatives.
6. Testing solution.

Course Objectives

	Objectives
Objective 1	Understand the impact of the big picture when solving problems.
Objective 2	Consider different viewpoints when solving problems.
Objective 3	Recognize how the presentation of information is as important as the data itself.
Objective 4	Learn to develop alternatives and test them against the problem.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Use critical thinking to develop alternatives and solve problems.

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 to develop alternatives to a variety of different situations and problems.
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities to analyze problems and promote self-awareness.
Technology-based instruction	Use of learning materials available on the web, including "What Not To Do" videos.

Lecture	Presentation of topic with case studies illustrating the important of data, presentation and the big picture.
Self-exploration	Survey at beginning of class to analyze current strengths and weaknesses and develop a baseline from which to strategize improvement.

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 the results of the beginning of the class survey. Presentations in-class on highlights of the analysis and areas in which to concentrate improvement.	In and Out of Class
Student participation/contribution	Class discussion and questions to analyze a variety of situations and develop alternatives.	In Class Only
Self/peer assessment and portfolio evaluation	Surveys at beginning of class to determine baseline strengths and weaknesses and design an appropriate learning plan for improvement to be discussion in class.	In and Out of Class
Group activity participation/observation	Activity based analysis of videos and reading materials applied to the concepts of the course.	In Class Only
Presentations/student demonstration observations	Presentations on development of a big picture viewpoint and the importance of presenting data accurately and appropriately.	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. Beginning of semester survey to determine current problem solving skills.
2. Individual or group projects designed to identify and apply effective problem solving skills.
3. Online research and activities designed to identify problem solving sources of relevant information.
4. Case studies designed to analyze the effectiveness of problem solutions in the workplace.
5. 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 ten 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
CCC000611575

Programs referencing this course

New World of Work Analysis/Solution Mindset Certificate of Completion (http://catalog.collegeofthedesert.eduundefined/?key=264)
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 Employablity Skills for Successful Entrepreneurs Certificate of Completion (http://catalog.collegeofthedesert.eduundefined/?key=314)