EMP 019: NEW WORLD OF WORK SKILLS: SOCIAL DIVERSITY/ AWARENESS

New Course Proposal

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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

Credit - Degree Applicable

Subject

EMP - Employability Skills

Course Number

019

Full Course Title

New World of Work Skills: Social Diversity/Awareness

Short Title

SOCIAL DIVERSITY/AWARE

Discipline

Disciplines List
ALL DISCIPLINES

Modality

Face-to-Face
100% Online
Hybrid

Catalog Description

Improve your Social Diversity Awareness by recognizing the benefits of diverse backgrounds and cultures in the workplace; understanding the new "normal" in the workplace; learning how to develop and improve relationships with people of different backgrounds and beliefs by improving self-awareness; and how to be sensitive to others' feelings.

Schedule Description

Develop or improve your Awareness of Social Diversity in the workplace.

Lecture Units

.5

Lecture Semester Hours

9

Lab Units

0

In-class Hours
9

Out-of-class Hours
18

Total Course Units
.5

Total Semester Hours
27

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
40

Course Content
1. Difference in backgrounds, beliefs, and the community
2. Use social differences to generate new ideas
3. The value of diversity in the workplace
4. Self-awareness and professionalism

Course Objectives

	Objectives
Objective 1	Understand the importance of respecting differences in other's backgrounds and beliefs.
Objective 2	Use social and cultural 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 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 on the importance of respecting differences in beliefs and backgrounds.
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities to expand the concept of "normal" and generate new 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 problems. |
| Self-exploration | Survey at beginning and 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 out-of-class analyzing current awareness of diversity and presentation of ideas on how diversity can improve products and procedures.	In and Out of Class
Student participation/contribution	Class discussion and questions to identify how the variety of beliefs and backgrounds within the class impact viewpoints.	In Class Only
Self/peer assessment and portfolio evaluation	Surveys at beginning and end of class to develop self-awareness of current and future diversity approaches.	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 methods for using diversity to generate new ideas.	In Class Only

Assignments

Other In-class Assignments

1. Beginning of semester survey to determine current Awareness of Social Diversity
2. Individual or Group projects designed to use social differences to generate new ideas.
3. Online research and activities to investigate diversity issues.
4. Case studies designed to evaluate the impact of diversity on 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 Social Diversity strengths and weaknesses.

Other Out-of-class Assignments

Students are expected to spend a minimum of eighteen 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

Letter Grade 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, 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

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category
Not Applicable

Program Status
Stand-alone

Transfer Status
Not transferable

Allow Audit
No

Repeatability
No

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
1/13/2020

Course Control Number
CCC000611821