

# EMP 312B: NEW WORLD OF WORK SKILLS: ONLINE ACCOUNTABILITY

---

**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**

312B

**Full Course Title**

New World of Work Skills: Online Accountability

**Short Title**

ONLINE ACCOUNTABILITY

**Discipline****Disciplines List**

ALL DISCIPLINES

**Modality**

Face-to-Face

100% Online

Hybrid

**Catalog Description**

Develop or improve your Digital Fluency by understanding the moral and legal consequences of sharing documents and pictures; and developing competence with online research tools to find data and information.

**Schedule Description**

Develop or improve your Digital Fluency strength in the workplace by recognizing the moral and legal consequences of sharing documents and pictures. Prerequisite: EMP 312A 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 312A 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**

Determine current level of digital fluency and areas that course be improved.

**Requisite Course Objectives**

EMP 312A-Determine your current level of digital fluency and areas that could be improved.

---

**Entrance Skills**

Recognize a variety of technology application tools available to assist in the workplace.

**Requisite Course Objectives**

EMP 312A-Recognize a variety of technology application tools available to assist in the workplace.

---

**Course Content**

1. Online research tools.
2. Copyright and privacy.
3. Self assessment and plan for improvement.

**Course Objectives**

	Objectives
Objective 1	Recognize a variety of technology application tools available to assist in the workplace.
Objective 2	Understand the moral and legal issues of copyright and privacy laws.
Objective 3	Develop competency with Google, YouTube and other online tools to research data and solve problems.

### Student Learning Outcomes

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

Outcome 1 Demonstrate Digital Fluency and an understanding of moral and legal issues in using software and internet resources 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 digital fluency requirements in the workplace.
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities to share current technology skills.
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 level of digital fluency identified by class survey.
Self-exploration	Survey at end of class to identify current level of digital fluency, areas where improvement would be helpful.

### 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 digital fluency areas that could be improved.	In and Out of Class
Student participation/contribution	Class discussion and questions on how to improve digital fluency.	In Class Only
Self/peer assessment and portfolio evaluation	Survey at end of class to compare to survey from beginning to identify improvements.	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 digital fluency 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. Individual or group projects designed to identify and apply effective software and internet principles.
2. Online research and activities designed to expand knowledge of technology resources.
3. Case studies designed to identify what constitutes acceptable moral behavior and how such behaviors affect the workplace.
4. Online individual, small group, or paired presentations designed to identify and apply effective communication tools and techniques.
5. End of semester survey to identify self-awareness of strengths and weaknesses in digital fluency.

#### 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, 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 the student is 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**

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**

CCC000611568

**Programs referencing this course**

New World of Work Digital Fluency Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined/?key=261>)

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>)