

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

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## New Course Proposal

Date Submitted: Tue, 10 Sep 2019 23:42:36 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

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**

40

**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**

<b>Objectives</b>	
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**

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

**Methods of Instruction**

<b>Method</b>	<b>Please provide a description or examples of how each instructional method will be used in this course.</b>
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:

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**

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**

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**

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 Employability Skills for Successful Entrepreneurs Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=314/>)