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Effective Term

Fall 2023

CC Approval

3/17/2023

AS Approval

4/11/2023

BOT Approval

4/20/2023

COCI Approval

5/12/2023

Send Workflow to Initiator

No

CB04 Credit Status

Noncredit

CB22 Noncredit Category

Workforce Preparation

Discipline



Course Content

1. Essential attributes
  - a. self-advocacy
  - b. attentive listening
2. Differences in relationships - workplace, family, customer
3. Personal space, positive behaviors
4. Recognizing talents and strengths
  - a. Step 1: Discovering talents
  - b. Step 2: Sorting employable skills
  - c. Step 3: Applying talents
5. Safety regulations
  - a. Electrical safety
  - b. Being attentive to surroundings
6. Workplace conduct
  - a. assertive language
  - b. non-verbal communication
  - c. positive vs. negative communication
  - d. team player
7. Basic steps to problem solving
  - a. Problem solving to handle anger and frustration
8. Worker to supervisor communication

Methods of Instruction

| Types      | Examples of learning activities        |
|------------|--|
| Group Work | Individual and group problem solving   |
| Discussion | Case analysis                          |
| Activity   | Role playing and classroom simulations |

Instructor-Initiated Online Contact Types

- Announcements/Bulletin Boards
- Chat Rooms
- Discussion Boards
- E-mail Communication
- Video or Teleconferencing

Student-Initiated Online Contact Types

- Chat Rooms
- Discussions
- Group Work

Course design is accessible

Yes

Methods of Evaluation

| Types         | Examples of classroom assessments |
|---------------|-----------------------------------|
| Essays/Papers | Oral and/or written case analysis |
| Projects      | Oral and/or written action plan   |
| Portfolios    | Journal completion                |

Reading Assignments

Read and review a case study involving a safety issue and provide alternative ways to solve the situation for the purpose of class discussion.

Read a newspaper article about a local company and write a short summation to turn in.

Writing Assignments

Compose an incident report based on a workplace scenario for a class discussion.

Write a script and role-play a workplace situation.

Material Type

Textbook

Author

Harry Ringel

Title

Key Vocabulary for a Safe Workplace

Publisher

New Readers Press

Year

2000

ISBN #

978-1564201751

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Material Type

Textbook

Author

Ellen Vacco and Paula Jablon

Title

Conversations for Work

Publisher

New Readers Press

Year

2007

ISBN #

9781564205872

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Material Type

Other required materials/supplies

Description

OSHA Safety Traindbc 1és Pref05o rkc1Sol

Do you wish to propose this course for a Local General Education Area?  
No

Do you wish to propose this course for a CSU General Education Area?  
No

Do you wish to propose this course for a UC Transferable Course Agreement (UC-TCA)?  
No

ASSIST Update  
No

CB10 Cooperative Work Experience Status  
N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status  
J - Workforce Preparation Enhanced Funding

CB13 Special Class Status  
N - The Course is Not an Approved Special Class

CB23 Funding Agency Category  
Y - Not Applicable (Funding Not Used)

CB24 Program Course Status  
Program Applicable

Allow Pass/No Pass  
Yes

Only Pass/No Pass  
No

Reviewer Comments  
SLOC Anderson (LHR) (LHR) (Mon, 4/15/2020 2:51:02 PM) - I