

WORKNC-620I: PROBLEMSOLVING IN THE WORKPLACE

Effective Term

Fall 2023

CC Approval

3/31/2023

AS Approval

4/11/2023

BOT Approval

4/20/2023

COCI Approval

5/12/2023

SECTION A - Course Data Elements

Send Workflow to Initiator

No

CB04 Credit Status

Noncredit

CB22 Noncredit Category

Workforce Preparation

Discipline

Minimum Qualifications

And/Or

Vocational (short-term): Noncredit (Specific Degree and Professional Experience)

Subject Code

WORKNC - Work Experience Noncredit

Course Number

620I

Department

Work Skills Noncredit (WORKNC)

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Problem Solving in the Workplace

Short Title

Workplace Problem Solving

CB03 TOP Code

0506.00 - *Business Management

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

Rationale

Industry Request- In line with Foundation for Community Colleges New World of Work.

SECTION B - Course Description

Catalog Course Description

This course is designed to introduce the student to decision making and problem solving techniques including brainstorming, creativity in the workplace, how to find new perspectives, and seeking alternatives.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

Yes

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

Pass/No Pass Only

Allow Audit

No

Requisites

SECTION D - Course Standards

Is this course variable hour?

No

Total Instructional Hours

9

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

| DE Modalities | Permanent or Emergency Only? |
|---------------|------------------------------|
| Hybrid | Permanent |

SECTION E - Course Content

Student Learning Outcomes

| |
|---|
| Upon satisfactory completion of the course, students will be able to: |
|---|

2. Steps

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

| Types | Examples of classroom assessments |
|---------------|--------------------------------------|
| Essays/Papers | Individual and group problem solving |
| Projects | Oral and/or written action plan |
| Portfolios | Journal completion |

Assignments

Reading Assignments

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials handed out in class

Writing Assignments

1. Written case analysis
2. Action Plan
3. Multiple worksheets handed out in-class
4. Journal entries on how student applied techniques learned in class to various environments including the workplace and at home.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

John Bessant

Title

Innovation

Edition/Version

DK Essential Managers series

Publisher

DK Publishing

Year

2009

ISBN #

978-0756655556

Proposed General Education/Transfer Agreement

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

