

Las Positas College
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Course Outline for BUSN 91

WORK FORCE DEVELOPMENT SEMINAR

Effective: Fall 2014

I. CATALOG DESCRIPTION:

BUSN 91 — WORK FORCE DEVELOPMENT SEMINAR — 1.00 units

LaPTechS (Las Positas Technical Support) is an on-campus business that provides on-the-job training in technical and business applications. Assessment of job-related skills, goal setting, time planning and prioritizing, improvement of listening and nonverbal communication strategies, development of critical thinking abilities in working with data, materials and people. Assessment, analysis and improvement of characteristics, values, attitudes that guide transition into the workplace.

1.00 Units Lecture

Corequisite

BUSN 92 - Work Force Development Lab

Grading Methods:

Pass/No Pass

Discipline:

	<u>MIN</u>
Lecture Hours:	18.00
Total Hours:	18.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- Evaluate human relations skills, technical skills, and knowledge foundation for (re) entry into the workforce through the development of a Personal Job Portfolio that will include a resume;
- Evaluate his/her prevalent learning style—visual, auditory, tactical—in order to enhance memory storage and retrieval;
- Set realistic priorities for necessary activities, develop a time management schedule for achieving the priorities during the school term, and establish a systematic evaluation process for schedule revisions;
- Differentiate between hearing and listening in the learning processes in order to improve intended comprehension and memory retention for classes and the workplace;
- Explain the concept of critical thinking and apply it to the functions and activities in simulated workplace laboratory, in class work, and personal life;
- Meet and communicate with new people more easily for job interviewing and work collaboration.

V. CONTENT:

- Self-Assessment for job related tasks and development of a resume: skills, education, experience.
 - Verbal and nonverbal communication knowledge and skills
 - Human relation skills
 - Technical knowledge and skills
- Planning
 - Goal setting
 - Priorities
 - Scheduling
 - Evaluation
- Receiving and remembering information
 - Differences between hearing and listening
 - Strategies for improving comprehension and retention
- Concept and applications of critical thinking
 - Analysis, questioning, problem solving
 - Communication

VI. METHODS OF INSTRUCTION:

- Audio-visual materials with handouts for video notetaking, reflection, and a small group discussion
- Discussion as class partners, then as the whole class
- Small group problem solving

- D. Lecture supported by transparencies and chalkboard writings
- E. Readings in text and handouts or study guide applications
- F. Written exercises and case studies
- G. Observation reporting

VII. TYPICAL ASSIGNMENTS:

A. Lectures B. Electronic Filing C. Customer Service D. Telephone Techniques E. Installing NIC Cards and Sound Cards F. Interviewing Skills G. Help Desk Skills

VIII. EVALUATION:

A. **Methods**

- 1. Group Projects
- 2. Class Participation

B. **Frequency**

BUSINESS AFFILIATED WITH THIS COURSE IS NOT LONGER ACTIVE.

IX. TYPICAL TEXTS:

X. OTHER MATERIALS REQUIRED OF STUDENTS: