

Las Positas College
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Course Outline for ELEC 1512
WORKFORCE DEVELOPMENT LAB
Effective: Fall 2016

I. CATALOG DESCRIPTION:

ELEC 1512 — WORKFORCE DEVELOPMENT LAB — 1.00 - 2.00 units

LaPTechS (Las Positas Technical Support), an on-campus, on-the-job training lab simulating a workplace environment wherein students perform typical workplace functions in either business or technical applications. Technical applications include: hardware and operating system support, job shadowing tech support team, job skills preparation. Business applications include: data and information collection, storage and retrieval, document preparation, customer service, verbal and nonverbal communications, job skills preparation.

1.00 - 2.00 Units Lab

Grading Methods:

Pass/No Pass

Discipline:

	<u>MIN</u>	<u>MAX</u>
Lab Hours:	54.00	108.00
Total Hours:	54.00	108.00

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:

1. Missing from outline

V. CONTENT:

Missing from outline

VI. METHODS OF INSTRUCTION:

VII. TYPICAL ASSIGNMENTS:

VIII. EVALUATION:

A. **Methods**

B. **Frequency**

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IX. TYPICAL TEXTS:

X. OTHER MATERIALS REQUIRED OF STUDENTS: