

Las Positas College  
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**Course Outline for ELEC 1511**  
**WORKFORCE DEVELOPMENT SEMINAR**  
**Effective: Fall 2016**

**I. CATALOG DESCRIPTION:**

ELEC 1511 — WORKFORCE 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 prioritization, 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

**Grading Methods:**

Pass/No Pass

**Discipline:**

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

1. missing from outline

V. CONTENT:

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VI. METHODS OF INSTRUCTION:

A. **Lecture** -

VII. TYPICAL ASSIGNMENTS:

VIII. EVALUATION:

A. **Methods**

B. **Frequency**

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IX. TYPICAL TEXTS:

X. OTHER MATERIALS REQUIRED OF STUDENTS: