![Mt. SAC logo — Mt. San Antonio College]

SECTION 1 - BASIS

COURSE TYPE: N Noncredit

SUBMITTED BY:

☐ **DISTANCE EDUCATION CERTIFICATION**

EFFECTIVE TERM: Summer 2020

☐ **Does the course content overlap or duplicate any other course content?**

DUPLICATION / OVERLAP

Note: Consultation with the faculty, department(s) and dean(s) where the overlap occurs is required and documentation of the consultation should be attached to course proposal prior to the proposal being submitted to the Curriculum Office (Stage 5).

Be advised that consulting with other departments and working with their department meeting schedules may take several weeks.

A. Specifically, what unique topics are taught in the proposed course?

B. What percentage of each course contains the same topics?

C. Are these topics taught in different ways/to different audiences at different skill levels?

D. Explain why the proposed course requires the overlapping content.

E. What is stated in course descriptions to ensure that students know which course is appropriate for them, given the overlapping content?

SECTION 2 - Course Identification

COURSE ID: VOC   **COURSE NUMBER:** PPCCR

COURSE TITLE (FULL): Professional and Postsecondary Skills for College and Career Readiness

COURSE TITLE (SHORT): Pro and Post Skills CCR

COURSE DIVISION: Continuing Education Division

COURSE DEPARTMENT: Vocational

COURSE SUBJECT:

DISCIPLINE:

Course Identification Numbering System (C-ID):

C-ID Full Title (https://c-id.net)

TOP CODE : 493012 Job Seeking/Changing Skills

CIP CODE:

SECTION 3 - Course Attributes

COURSE CREDIT STATUS:

BASIC SKILLS: Not Applicable

PRE-COLLEGIATE LEVEL: Y - Not Applicable

SAM PRIORITY CODE: E

FUNDING AGENCY CATEGORY: Not Applicable

COURSE VARIATION:

CROSS LISTING STATUS:

☐ Does this course share an outline with any other course or courses?

COURSE PROGRAM STATUS: 1 - Program Applicable

REPEATABILITY: Noncredit Repeatable

NONCREDIT COURSE TYPE: J - Workforce Preparation

NONCREDIT ENHANCING FUNDING: True

STATE TRANSFER CODE :

STATE CLASSIFICATION CODE :   J Workforce Prep - NCR Enh Funding

NONCREDIT SPECIAL CHARACTERISTICS CODE :   Non applicable

Sports/Physical Education Course :   No

GRADING METHOD :   N Noncredit

CREDIT BY EXAM: Not Allowed

WORK EXPERIENCE:

PREREQUISITES, CO-REQUISITES OR ADVISORY FOR ENROLLMENT (ENTRY STANDARDS)

☑ None

☐ Adding prerequisites, corequisites or advisories

☐ Maintaining prerequisites, corequisites or advisories

☐ Removing prerequisites, corequisites or advisories

Non Standard Requisite

Section 4 - Course Workload Values

Faculty Contact Hours	Lecture	Lab	Act/Clin	Total
Minimum Contact Hours	4	0	0	4
Maximum Contact Hours	80	0	0	80
Minimum Out of Class Hours	0	0	0	0
Maximum Out of Class Hours	0	0	0	0
Minimum TBA Hours	0	0	0	0
Maximum TBA Hours	0	0	0	0
Scheduled Hours	0	0	0	0
Minimum Units	0	0	0	0
Maximum Units	0	0	0	0

Work Experience Hours	Paid	Unpaid
Minimum Hours	0	0
Maximum Hours	0	0
Minimum Units	0	0
Maximum Units	0	0

Lab/Lecture Parity :   No

☐ Yes, Parity Approved

☐ Not Requesting Parity

☐ Applying for Parity

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Lecture and Laboratory

☑ Distance Learning

☐ Open Entry/Exit

☐ Independent Studies

☐ Work Experience

☐ Other TBA

Class Size : 0

Section 5 - Course Certifications

CSU GENERAL EDUCATION AREA

INTERSEGMENTAL GENERAL EDUCATION TRANSFER (IGETC) AREA

ASSOCIATE DEGREE GRADUATION REQUIREMENTS

Section 6 - Course Certifications

CATALOG DESCRIPTION

Contextualized essential professional and postsecondary skills course to prepare students for successful transition to college, apprenticeships, or career. Topics include effective communication, analysis/solution mindset, collaboration, digital fluency, empathy, adaptability, entrepreneurial mindset, handling setbacks, self-awareness, and social diversity/awareness.

SCHEDULE DESCRIPTION

Contextualized professional and postsecondary skills course preparing students for college, apprenticeships, or career.

COURSE OUTLINE WITH INFORMATION

LECTURE TOPICAL OUTLINE

Effective communication in professional and postsecondary settings

Having an analysis/solution mindset when solving problems

Building and maintaining collaborative relationships in professional and postsecondary environments

Digital fluency related to ethical and legal issues in information technology

Empathy versus sympathy in responding to situations in college and career

Being adaptable in times of change or new experiences in academics and at work

Adopting an entrepreneurial mindset to accomplish academic or career related tasks

Handling setbacks in professional and postsecondary environments

Cultivating self-awareness to determine strengths and areas of growth

Social diversity/awareness of others' diverse backgrounds

LAB TOPICAL OUTLINE

MEASURABLE OBJECTIVES

1. Communicate information that is appropriate in content, professional in tone and language, and tailored to the recipient or audience.
2. Recognize problems and needs within a professional or postsecondary context to develop solutions.
3. Describe the benefits of working collaboratively with others.
4. Identify ethical and legal issues related to information technology and sharing information.
5. Describe when to respond with empathy or sympathy in a an academic or career related situation.
6. Explain how to adapt to a changing environment.
7. Apply the entrepreneurial mindset in a given professional or postsecondary situation.
8. Discuss how to handle setbacks positively and improve making future decisions.
9. Determine strengths and areas of growth by seeking ways to continually develop skills.
10. Demonstrate sensitivity and respect towards others with diverse backgrounds and cultures.

METHODS OF EVALUATION

Category 1.Substantial written assignments for this course include:

1-page reflection or response

Worksheet with t-chart to contrast empathy and sympathy

If the course is degree applicable, substantial written assignments in this course are inappropiate because:

Category 2. Computational or non-computational problems solving demonstrations

Category 3. Skills Demonstrations

Oral presentation using presentation software

Category 4. Objective examinations
Quizzes and multiple choice exams

SAMPLE ASSIGNMENTS

(Assignments should be directly related to the objectives of the course. They should be specific enough to provide real guidance to faculty and clear expectations for students. Descriptions of the type or examples of assignments are required. For example, rather than "term paper" state "term paper comparing and contrasting the social aspects of hunting tactics of two mammal species." This section must establish that the work is demanding enough in rigor and independence to fulfill the credit level specified. The nature of the assignments must clearly demand critical thinking. Assignments should be adequate to assure that students who successfully complete them can meet the objectives of the course. Appropriate out-of-class work is required for credit courses.)

1. Write a 1-page reflection about a time you encountered a setback at work or school, but demonstrated resiliency. Describe the setback you had experienced and how you handled it. Include a paragraph that discusses what you learned from your mistakes, and how you will use this information to inform future decisions.
2. Work in small groups to complete the t-chart worksheet to contrast empathy and sympathy. Indicate the purpose of each and provide an example of when it is appropriate to use each approach. The examples can be from your own experiences at work or school, or hypothetical ones that you develop as a group. Be prepared to share with the entire class.
3. Pick 2- to 4 skills that have been covered in this course. Create and deliver a presentation of 6- to 8 slides using presentation software to discuss how you plan to apply these skills in a professional and/or postsecondary setting. Be sure to include slides that define the skills, why they are important to your professional and/or postsecondary growth, and your strategy for how you will utilize them in the future.

TEXTBOOKS

Title	Publisher	Edition	Author	Date	Online Education Resource

If substantial assignments then justification of older textbooks

Requisites			
& / Or	Course Name	Type	Is Being

Preconditions of Enrollment Justification Notes/Comments: