Course Outline

COURSE: GUID 291B   DIVISION: 60

ALSO LISTED AS: AH 191A   AH 291A   BOT 191A   BOT 291A   CD 191A   CD 291A
                 COS 191A   COS 291A   GUID 191A

TERM EFFECTIVE: Spring 2018   CURRICULUM APPROVAL DATE: 10/23/2017

SHORT TITLE: POWER SKILLS WORKPLACE

LONG TITLE: Power Skills for the Workplace

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18</td>
<td>Lecture: 1</td>
<td>Lecture: 18</td>
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<td></td>
<td></td>
<td>Lab: 0</td>
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<td>Other: 0</td>
<td>Other: 0</td>
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<tr>
<td></td>
<td></td>
<td>Total: 1</td>
<td>Total: 18</td>
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COURSE DESCRIPTION:

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291B is team building. Need not be taken in sequence. This is a pass/no pass course. Course was previously listed as 191B.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Demonstrate holding effective meetings, including utilizing communication, conflict management, and decision-making skills.

Measure of assessment: demonstration, exam, homework, role playing

11/8/2017
Year assessed, or planned year of assessment: 2018
Semester: Spring

2. Compare and contrast helpful and harmful team roles.

Measure of assessment: test, homework, role playing
Year assessed, or planned year of assessment: 2018

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 10/23/2017

3 HOURS
Content: Introduction to Team Building. Why Employers want Team Players. Why Employers value Problem-Solving Skills. What is a team?
Student Performance Objectives: Explain why team players are important. List 5 reasons employers want employees with problem-solving skills. List characteristics of a good team and situations where a team is helpful.

3 HOURS
Content: Team playing role: Lost on the moon. Team vs. Individual situations. Basic team roles.
Student Performance Objectives: Complete a project where team playing is essential. List situations where individuals work better than a team and vice versa. List some of the different roles in team situations.

3 HOURS
Content: Being a facilitator. What a facilitator does. Traits of a good facilitator. Mid-term exam.
Student Performance Objectives: List the jobs of a facilitator. List traits of a good facilitator. Explain helpful team roles.

3 HOURS
Content: Harmful team roles. Destructive team players: The rejecter, commander, interrupter, yes - but, and psychiatrist. Why these players are harmful to the team. How to deal with destructive team players.
Student Performance Objectives: Provide 4 examples of harmful team roles. Use role-playing to imitate destructive team players. Describe how each destructive team role hurts the team.

2 HOURS
Student Performance Objectives: List techniques for communicating with teammates. List ways to use feelings and facts to work with teammates. List reasons why consensus is essential.

2 HOURS
Content: Getting agreement. Setting team goals. Holding effective meetings. Team leadership, and characteristics of good team leaders.
Student Performance Objectives: List reason for and how to establish team goals. List goals of effective meetings and explain how to run effective meetings. List characteristics of good team and poor team leaders.

METHODS OF INSTRUCTION:
Lecture, AV presentation, theoretical and skills evaluation, quizzes/exams.

OUT OF CLASS ASSIGNMENTS:
Required Outside Hours: 6
Assignment Description: Complete reading and workbook exercise assignments. Study for exams.
Homework: List 5 reasons employers want team players. List 5 reasons employers want employees with problem-solving skills. List characteristics of a good team and situations where a team is helpful.
Required Outside Hours: 6
Assignment Description: Complete reading and workbook exercise assignments. Study for exams.
Homework: Do a project where team playing is essential. List situations where individuals work better than a team and vice versa. List some of the different roles in team situations.
Required Outside Hours: 6  
Assignment Description: Complete reading and workbook exercise assignments. Study for exams.  
Homework: List the jobs of a facilitator. List traits of a good facilitator. Explain helpful team roles.  
Required Outside Hours: 6  
Assignment Description: Complete reading and workbook exercise assignments. Study for exams.  
Homework: Provide 4 examples of harmful team roles. Use role-playing to imitate destructive team players. Describe how each destructive team role hurts the team.  
Required Outside Hours: 6  
Assignment Description: Complete reading and workbook exercise assignments. Study for exams.  
Homework: List techniques for communicating with teammates. List ways to use feelings and facts to work with teammates. List techniques for building consensus. List reasons why consensus is essential.  
Required Outside Hours: 4  
Assignment Description: Complete reading and workbook exercise assignments. Study for exams.  
Homework: List reason for and how to establish team goals. List goals of effective meetings and how to do effective meetings. List characteristics of good team and poor team leaders.

METHODS OF EVALUATION:

Writing assignments  
Percent of total grade: 25.00  
20% - 40% Written homework; Reading reports; Essay exams; Term papers  
Problem-solving assignments  
Percent of total grade: 25.00  
20% - 45% Homework problems; Field work; Lab reports  
Skill demonstrations  
Percent of total grade: 25.00  
25% - 45% Class performance; Field work; Performance exams  
Objective examinations  
Percent of total grade: 25.00  

REPRESENTATIVE TEXTBOOKS:

Required Representative Textbooks  
Reading Level of Text, Grade: 11th Verified by: MS Word

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:  
CSU GE:  
IGETC:  
CSU TRANSFER:  
Not Transferable  
UC TRANSFER:  
Not Transferable

SUPPLEMENTAL DATA:  
Basic Skills: N  
Classification: Y  
Noncredit Category: Y

11/8/2017
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: D
Maximum Hours: 1
Minimum Hours: 1
Course Control Number:
Sports/Physical Education Course: N
Taxonomy of Program: 493010