

Course Outline

COURSE: BOT 291A **DIVISION:** 50 **ALSO LISTED AS:** CD 291A and COS 291A

TERM EFFECTIVE: Spring 2023

CURRICULUM APPROVAL DATE: 05/09/2023

SHORT TITLE: POWER SKILLS WORKPLACE

LONG TITLE: Power Skills for the Workplace

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1	18	Lecture:	1	18
		Lab:	0	0
		Other:	0	0
		Total:	1	18
		Total Learning Hrs:	54	

COURSE DESCRIPTION:

Power Skills for the Workplace teaches skills vital to workplace success. The topic for 291A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. The course was listed as BOT 191A.

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
- 05 - Hybrid
- 71 - Dist. Ed Internet Simultaneous
- 72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Compare and contrast three different styles of interpersonal communication.
2. Examine listening skills, including listing three methods of active listening and four roadblocks to good listening.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Identify the four basic personality types and state which personality styles might be useful in particular professions.
2. List methods to adapt to different people and their styles and how to build trust with them.
3. Identify good and bad ways to state one's feelings.
4. Explain and demonstrate active listening, mirroring, and paraphrasing techniques.
5. Discuss how to handle conflict and list ways to stay calm during conflict.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

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3 HOURS

Content: Introduction to Interpersonal Communication. Identify the four basic personality types. Identifying your personality style.

3 HOURS

Content: How to adapt to different people and styles. How to build trust with other people and other styles. Observing body language and speech in others and yourself.

3 HOURS

Content: Starting hard conversations. Words to use and avoid. Stating your feelings. Words to use and avoid. Feelings and body language, a crucial connection. How to involve the other person.

3 HOURS

Content: Active listening introduction. Using more than your ears. Simple signals and body language in active listening. Comparing facts and feelings while listening.

2 HOURS

Content: Methods to help active listening: signals, mirroring, and paraphrasing. Roadblocks to good listening. Handling poor listening. Using active listening to understand directions.

2 HOURS

Content: Listening blockers. Dealing with conflict. Handling minor or major insults. Deflecting insults. How to stay calm in conflict. Getting agreements.

2 HOURS

Final exam

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 reasons good communication is necessary for employment. Find examples of the different personality types in people you know. List professions where particular personality styles are common or useful. Identify your primary and secondary personality style.

Required Outside Hours 6

Assignment Description

Complete reading and workbook exercise assignments. Study for exams. Homework: List ways to adapt to people with different personality styles. List good ways to build trust and ways that will reduce trust. List 6 signs that the other person is agreeing or disagreeing with your statement. Observe your own body language when talking to others.

Required Outside Hours 6

Assignment Description

Complete reading and workbook exercise assignments. Study for exams. Homework: List five steps to starting hard conversations. List two words that will often cause trouble in hard conversations. List ways to get the other person involved in the problem.

Required Outside Hours 6

Assignment Description

Complete reading and workbook exercise assignments. Study for exams. Homework: Identify ways to use more than your ears when doing active listening. List examples of facts, feelings, or both while listening. List ways that people show active listening.

Required Outside Hours 6

Assignment Description

Complete reading and workbook exercise assignments. Study for exams. Homework: Provide examples of signals, mirroring, and paraphrasing for good listening. List 4 roadblocks to good listening. List 5 ways to handling poor listening. Give four examples of how active listening can clarify directions.

Required Outside Hours 6

Assignment Description

Complete reading and workbook exercise assignments. Study for exams. Homework: Provide 4 examples of listening blockers. Provide 4 conflict situations and a way to deal with each. Give examples of four minor insults and methods to handle them. Give examples of four major insults and methods to handle them.

METHODS OF EVALUATION:

Writing assignments

Evaluation Percent 25

Evaluation Description

Writing assignments: 20% - 40%

Written homework,

Reading reports,

Lab reports

Problem-solving assignments

Evaluation Percent 25

Evaluation Description

Problem-solving demonstrations: 20% - 45%

Homework problems,

Field work,

Quizzes,

Exams

Skill demonstrations

Evaluation Percent 25

Evaluation Description

Skill demonstrations: 20% - 45%

Class performance,

Field work,

Performance exams

Objective examinations

Evaluation Percent 25

Evaluation Description

Objective examinations: 20% - 45%

Multiple Choice,

True/False,

Matching Items,

Completion

REPRESENTATIVE TEXTBOOKS:

Donaldson, Cindy and Farley, Dan. Communicating in the Workplace. Palo Alto, CA: Work Skills Associates, 2020, or comparable textbook/material

ISBN: 13: 978-0966086928

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

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:

Minimum Hours:

Course Control Number: CCC000587636

Sports/Physical Education Course: N

Taxonomy of Program: 051400