

EMP 312A: NEW WORLD OF WORK SKILLS: ONLINE PRESENCE AND E-RESUMES

Originator

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Co-Contributor(s)**Name(s)**

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Justification / Rationale

Reduce class size due to short-term course offering.

Effective Term

Fall 2022

Credit Status

Noncredit

Subject

EMP - Employability Skills

Course Number

312A

Full Course Title

New World of Work Skills: Online Presence and E-Resumes

Short Title

ONLINE PRESENCE

Discipline**Disciplines List**

ALL DISCIPLINES

ModalityFace-to-Face
100% Online
Hybrid**Catalog Description**

Develop or improve your Digital Skills becoming familiar with a variety of technology tools that are available to assist in the workplace and developing competence with online resume tools.

Schedule Description

Online Presence and E-Resumes

Non-credit Hours

15

Lecture Units

0

Lab Units

0

In-class Hours

5

Out-of-class Hours

10

Total Course Units

0

Total Semester Hours

15

Override Description

Noncredit course.

Required Text and Other Instructional Materials
Resource Type

Web/Other

Open Educational Resource

Yes

Year

2018

Description

New World of Work Instructional Materials available through Linked Learning/New World of Work.

Class Size Maximum

20

Course Content

1. Computer applications and software.
2. Computer hardware alternatives.
3. Online resume tools.
4. Self assessment of digital fluency.

Course Objectives

Objectives	
Objective 1	Recognize a variety of technology application tools available to assist in the workplace.
Objective 2	Understand how computers, tablets, and smart phones work.
Objective 3	Determine your current level of digital fluency and areas that could be improved.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Demonstrate basic Digital Fluency in hardware, software, and internet research for the workplace.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	In class discussion and/or online Canvas discussions on the results of the beginning of class survey.
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities to share current technology skills.
Technology-based instruction	Use of learning materials available on the web, including "What Not To Do" videos.

Lecture	Presentation of topic in content based on the results of the beginning of class survey which will determine the current level of digital expertise in the class.
Self-exploration	Survey at beginning of class to identify current level of digital fluency.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	Writing Assignments completed out-of-class analyzing current digital fluency and areas that could be improved.	In and Out of Class
Student participation/contribution	Class discussion and questions on beginning of class survey results and assigned readings.	In Class Only
Self/peer assessment and portfolio evaluation	Surveys at beginning of class; self-analysis of life experiences presented as in-class discussions and in out-of-class written assignments.	In and Out of Class
Group activity participation/observation	Activity based analysis of videos and reading materials as applied to the concepts of the course.	In Class Only
Presentations/student demonstration observations	Presentations on development of digital fluency academic and workplace goals.	In Class Only
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

Assignments

Other In-class Assignments

1. Beginning of semester survey to determine current level of digital fluency.
2. Individual or group projects designed to identify applications appropriate for the workplace.
3. Online research and activities designed to increase awareness of technology resources.
4. Online individual, small group, or paired presentations designed to identify and apply effective technology solutions and techniques.

Other Out-of-class Assignments

1. Students are expected to spend a minimum of ten hours on outside assignments which include a variety of video resources, self analysis of life experiences, and development of academic and workplace goals.

Grade Methods

Pass/No Pass Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

100

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

New World of Work materials are maintained by Shasta College and made available to faculty and students through Linked In Learning which requires password access.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

New World of Work materials have been developed at the state level in collaboration with industry and vetted as appropriate to enhance the learning experience.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

For hybrid courses:

Scheduled Face-to-Face group or individual meetings

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class will be taught either online or as a hybrid via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Other Information

Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.

All materials for the course are web-based so online and/or hybrid modality is appropriate.

MIS Course Data

CIP Code

32.0105 - Job-Seeking/Changing Skills.

TOP Code

051800 - Customer Service

SAM Code

D - Possibly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Workforce Prep Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Workforce Preparation

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

Non-credit courses are repeatable until students are comfortable they have achieved the knowledge and skills required to meet the objectives and outcomes of the course.

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

05/03/2022

Academic Senate Approval Date

05/12/2022

Board of Trustees Approval Date

05/20/2022

Chancellor's Office Approval Date

05/20/2022

Course Control Number

CCC000611567

Programs referencing this course

New World of Work Digital Fluency Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined/?key=261>)

Construction Technology Career Preparation Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined/?key=292>)

Culinary Career Introduction Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined/?key=297>)