Lassen Community College Course Outline

CARS 150: Professional Skills Development Workshop Series   0.0 Units

I.   Catalog Description

By attending professional skills development workshops, students will develop professional leadership and organizational skills to enhance workplace performance. This course has been approved for correspondence, hybrid and online delivery. This course is approved for Open Entry, Open Exit.

Does not transfer to UC/CSU
34 Hours Lecture
Scheduled: Fall, Spring, Summer (as needed)

II.   Coding Information

Repeatability: Repeatable up to 34 hours
Grading Option: Not graded (Non-credit)
Open Entry, Open Exit: Yes
Credit Type: Noncredit (Not Community Service)
TOPS Code: 493012

III.   Course Content

A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:
    Demonstrate professional skills learned in workshop(s) attended.

B. Course Objectives

Depending on workshop(s) attended; upon completion of this course the student will be able to accomplish one or more of the following:
1. Describe professional communication techniques using technology
2. Compare and contrast different creative problem-solving strategies
3. Describe training strategies for two different learning styles
4. Identify online learning resources
5. Explain how to facilitate an effective meeting
6. Present a topic to the class
7. Detail the usage of two time management tools
8. Compare and contrast different leadership styles

IV.   Outline of Topics

I. Professional Communication using technology
1. Email Etiquette and Composition
- Situations where emails are appropriate and not appropriate
- Tone of email conversations
- Ways to make emails more readable

II. Video conferencing
   1. Camera usage
   2. Screen sharing
   3. Use of chat and reactions
   4. Meeting recording

III. Creative Problem Solving
   1. Right brain vs. left brain functions.
   2. Logical vs. intuitive tendencies.
   3. Symbolic and concrete reasoning.
   4. Verbal and nonverbal communication.
   5. Reality based and fantasy-oriented reasoning.
   6. Linear and holistic processing of information.

IV. Training Strategies
   1. Learning Styles
   2. Use of technology
   3. Training Plans

V. Online training resources
   1. Kahn Academy
   2. Agency based resources
   3. Learning Management Systems
      - Canvas

VI. How to Facilitate an Effective Meeting
   1. Examples with in-person and Zoom
   2. Formal vs. informal meetings
   3. Meeting agendas, minutes and quorum

VII. Presentation and Public Speaking
   1. How to organize a presentation
   2. Handout materials
   3. Visual aids
   4. Dealing with nervousness
   5. Public speaking skills
   6. Student practice

VIII. Time management
   1. Scheduling tools
   2. Managing multiple schedules
   3. Multi-tasking
   4. Prioritization
   5. Communication

IX. Leadership

        1. Leadership styles
        2. Finding your own leadership style

V. Assignments

A. Appropriate Readings
Handouts

B. Writing Assignments
Worksheets, self-evaluations, plans, assessment activities

C. Expected Outside Assignments

The student will read the course handouts provided by the instructor to reference inclusive college and/or community services.

D. Specific Assignments that Demonstrate Critical Thinking
Self-evaluations and assessment activities, action planning

VI. Methods of Evaluation

Traditional Classroom Evaluation:
Completion of in-class assignments including a quiz, post-assessment, course evaluation, or other appropriate means of assessment.

Online Evaluation:
A variety of methods will be used, such as: research papers, asynchronous and synchronous discussions (chat/forum), online quizzes and exams, postings to online website, and email communications.

Hybrid Evaluation:
All quizzes and exams will be administered during the in-person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous will be evaluated for participation and to maintain effective communication between instructor and students.

VII. Methods of Delivery
Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

☒ **Traditional Classroom Delivery**   ☒ Correspondence Delivery

☒ Hybrid Delivery   ☒ Online Delivery

Traditional Classroom Delivery:
Lecture, discussion, slides, films-multimedia.

Online Delivery:
Online written lectures. Participation in forum-based discussions. Online exercises/assignments contained on website. Discussion papers, email communications, postings to forums, and web-links will comprise the method of

instruction.

Hybrid Delivery:
A combination of traditional classroom and online instruction will be utilized. Each semester 12 lecture hours will be taught face-to face by the instructor and 36 lecture hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of lectures, visual aids, and group presentations. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

VIII. Representative Texts and Supplies
Handouts

IX. Discipline/s Assignment
Basic Skills – Interdisciplinary Noncredit

X. Course Status
Course Status: Active
Original Approval Date: 01/17/2023
Board Approval Date: 02/14/2023
Chancellor's Office Approval Date:
Revised By: Lisa Gardiner
Curriculum/Academic Standards Committee Date: