

# New Course Form

HDE 103 Workforce Skills 2

**Originator:** Janice Cortina      **Status:** Approved      **Date Created:** 02/12/2014

**Department:** Human Development      **Submitted:** 02/13/2014      **Completed:**  
03/09/2014      **To ACETS:**

**Course Prefix:** HDE

**Course Number:** 103

**Course Title:** Workforce Skills

**Cross-listing:** Yes

**Cross-listing  
information:** TLC 103

**Semester for  
Implementation:** Fall

**Year of  
Implementation:** 2014

**Course Type:** Elective

**Credit Hours:** 2

**Transfer Course:**

**Course Catalog Description:** Enhances soft skills and provides instruction and practice with workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus soft skills in Work Discipline, Teamwork, Managerial Potential, and Customer Service Orientation. Includes National Career Readiness Certificate Plus preparation and WorkKeys Assessment.

**Rationale:** This course is in response to the need for improved basic skills that will enable community members to be ready for the work force. TLC 199 (now TLC 103, and cross referenced as HDE 103) has been modified to include soft skills and WorkKeys preparation and assessment in addition to the current workforce curriculum. For course completion, students must successfully complete and pass the WorkKeys Assessment and the WorkKeys Talent Assessment. Upon completion, students may earn two National Career Readiness Certificates. This course meets entry level needs of the Sun Corridor Get into Energy Consortium Grant.

**Total Lecture  
Contact Hours** 1  
**per Week:**

**Total Lab  
Contact Hours** 2  
**per Week:**

**Total Clinical  
Contact Hours** N/A  
**per Week:**

**Total Contact** 32

**Hours:**

**Load Factor:**

**Requisites:** No

**Prerequisites:**

**Co-requisites:**

**Mode of Instructional Delivery:** (3) Hybrid: internet with live lab

**If "other" mode of instruction, specify:**

**Library Resources:** N/A

**Assessment of Student Learning** (5) Demonstration of Skills (6) Other, specify below  
- **Methods:**

**IF "other" assessment, specify:** WorkKeys Assessment, WorkKeys Talent Assessment

**Recommend Course** 20

**Enrollment:**

**Credit by Examination:** No

**Literacy/ Critical Inquiry** N/A

**Component:**

**Ethnic/ Gender Awareness:** N/A

**Sustainability:** No

**Sustainability (explanation):**

**COURSE** Reading for Information

**TOPICS:** Applied Mathematics  
Locating Information  
Work Discipline  
Teamwork  
Managerial Potential  
Customer Service Orientation

**COURSE** Identify main ideas in passages such as emails, memos, and training manuals.  
**OUTCOMES:** Recognize details in workplace documents.

Recognize synonyms, antonyms, and abbreviations.  
Determine word meanings from context clues.  
Understand time order.  
Recognize multiple meaning words.  
Summarize key supporting details and ideas in problem solving.  
Define common workplace words and make inferences.  
Identify cause and effect, and compare and contrast decisions in the workplace.  
Add, Subtract, Multiply, and Divide with whole numbers.  
Read time, use measurements, and understand decimals and fractions.  
Identify, understand, and solve basic workplace problems.  
Understand signs and symbols.  
Read tables and maps.  
Use bar graphs, line graphs, and circle graphs.  
Understand diagrams.  
Locate and use information in consumer and business materials.  
Use forms, and find information in invoices and order forms.  
Practice written communication skills.  
Increase computer skills using Microsoft Office Outlook and Microsoft Office Word.  
Work Independently.  
Work within a team.  
Understand workplace discipline.  
Understand interpersonal relationships.  
Display organization and problem solving skills.

**Proposer:** Dawn Johnson/ Janice Cortina