



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	AHSD
Course Number:	550
Descriptive Title:	High School Workplace Skills for the 21st Century
Division:	Adult High School Diploma
Department:	Adult High School Diploma
Course Disciplines:	Adult High School Diploma
Catalog Description:	This course prepares students for the modern workplace. Students learn decision-making and life-long learning skills while building competency in written and oral communication and basic math and computer skills. Successful completion of this course contributes to progress toward a high school diploma or equivalent. From 1-10 high school credits can be earned in 15-hour modules. Note: This course is open entry/open exit.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	.83 to 8.33
Hours Laboratory (per week):	0
Outside Study Hours:	1.66 to 16.66
Total Course Hours:	15 to 150
Course Units:	0
Grading Method:	Pass/No Pass/SP
Credit Status:	Noncredit
Transfer CSU:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	

Other:	
Cal-GETC:	
Term:	
Other:	
Student Learning Outcomes:	Upon completion of the course, students will be able to: 1. propose ideas effectively through oral and written communication. 2. analyze mathematics problems applying computer technology. 3. develop personality characteristics, interactive skills, and emotional intelligence for workplace success.
Course Objectives:	1. Apply resources to organize information in a logical way. 2. Ask questions to verify information. 3. Verify information and identify and summarize ideas orally and in writing. 4. Participate effectively in class discussions and reaching a group consensus. 5. Communicate ideas orally and in writing in a clear, concise, accurate, and logical manner. 6. Integrate technology to gather, integrate, and apply information. 7. Compile quantitative information to create a data base management program to create a spreadsheet 8. Use basic statistics to solve problems or communicate a message. 9. Evaluate essential personality traits and characteristics that make a good employee and report findings in group discussion. 10. Integrate resources to determine various communication skills needed in the workplace. 11. List the steps to resolve job-related conflicts and the importance of stress management and respect for others' opinions in resolving conflicts. 12. Compile resources to research job skills needed to meet job requirements for a particular career.
Major Topics:	I. Written and Oral Communication Skills A. Purpose of written material 1. Practical writing skills 2. Written forms of communication on the job B. Intent of details and messages in oral communication C. Obtaining, clarifying, and verifying information

D. Personal and workplace communication skills

1. Thinking outside the box - creative thinking
2. Decision-making for self and collaboration with others
3. Visualizing goal setting and problem solving

II. Basic Math and Computer Skills

A. Benefits of technology

1. Gather information
 2. Integrate and apply data
- B. Keyboard and operating systems

1. Master use of the keyboard commands
2. Master use of operating systems

C. Applications of basic math

1. Solve problems
 - a. Understand fractions, decimals and percentages
 - b. Use fractions, decimals, and percentages in a graph
2. Apply basic math to reasoning
 - a. Logical reasoning
 - b. Infer and interpret quantitative information

D. Graphs

1. Construct and interpret graphs

E. Software

1. Word-processing program
2. Compose an essay
3. Create a spreadsheet

III. Skills, Choices and Abilities

A. Behavioral

1. Identify personal characteristics
2. Measure ability to work with others

	3. Emotional Intelligence and assessing self-maturity level B. Desirable characteristics 1. Essential work characteristics 2. Self-assessment C. Self-Esteem 1. In applying for a job 2. On the job D. Choices 1. Education, experience, and training E. Conflict on the job 1. Conflict resolution and avoiding conflict F. Stress on the job 1. Stress management 2. Respect for self and others
Total Lecture Hours:	15 to 150
Total Laboratory Hours:	0
Total Hours:	15 to 150
A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):	
A.2. Primary Method of Evaluation (Part 2 - all courses; choose one):	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	Go online and take the Emotional Intelligence Test . Afterwards, write a one-page paper analyzing the results. Include in your analysis how valid you think the scores are and how you can use the results to strengthen your emotional intelligence.
Critical Thinking Assignment 1:	While some workplace stress is normal, excessive stress can interfere with your productivity and impact on your physical and emotional health. In a 400–500-word essay, discuss three strategies you could employ to reduce stress in the workplace. Include realistic workplace situations to support your strategies.
Critical Thinking Assignment 2:	Pick your top two career interest areas and find three careers that might combine these interests. An artistic person, for example, might enjoy a career as a botanical artist, a technical writer, or a crafts person. What creative career ideas can you find to match your career interests? Use outside resources to help you prepare an outline to present your

	findings in a three- to five-minute oral report. Use may use visuals or a PowerPoint presentation.
Other Evaluation Methods:	Embedded Questions, Journal kept throughout course, Multiple Choice, Objective Exam, Presentation, Quizzes, Reading Reports, Term or Other Papers, Written Homework
Instructional Methods:	Discussion, Group Activities, Lecture, Multimedia presentations
If other:	
Work Outside of Class:	Answer questions, Journal (done on a continuing basis throughout the semester), Required reading, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Texts:	<i>Education for Life and Work: Developing Transferable Knowledge and Skills for the 21st Century.</i> National Academies Press, 2013. (Discipline Standard)
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
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Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Matthew Kline
Date:	03/30/2024
Original Board Approval Date:	01/13/2025
Last Reviewed and/or Revised by:	Matt Kline
Date:	03/06/2026
Last Board Approval Date:	05/20/2026
Effective Term:	FA 2026