

# NC 604: LIFE SKILLS

## Citrus College Course Outline of Record

| Heading                 | Value                                 |
|-------------------------|---------------------------------------|
| Effective Term:         | Fall 2022                             |
| Credits:                | 0                                     |
| Total Contact Hours:    | 36                                    |
| Lecture Hours :         | 36                                    |
| Lab Hours:              | 0                                     |
| Hours Arranged:         | 0                                     |
| Outside of Class Hours: | 72                                    |
| Strongly Recommended:   | Intermediate English language skills. |
| Transferable to CSU:    | No                                    |
| Transferable to UC:     | No                                    |
| Grading Method:         | Non-Credit Course                     |

## Catalog Course Description

The Life Skills course will introduce students to the behaviors, personality traits, and verbal and non-verbal communication skills that impact interpersonal relationships. Skills students will be exposed to include, but are not limited to, effective communication, professionalism, collaboration, team building, and diversity. This course will prepare students entering the health care profession as well as entry into other programs of study. 36 lecture hours.

## Course Objectives

- Gain necessary life skills to utilize in a professional environment.
- Develop required skills for effective communication in a work environment.
- Identify attitudes that contribute to positive collaboration and team building.
- Develop an understanding of the role cultural competence has on interpersonal relationships.

## Major Course Content

1. Communication Competency
  - a. Interpersonal and oral communication
  - b. Active listening
  - c. Non-verbal communication
  - d. Written communication
2. Workplace Professionalism
  - a. The 4 A's – Attendance, appearance, aesthetics, accountability
  - b. Integrity
  - c. Positive attitude
  - d. Social graces
  - e. Time management
3. Team Building & Collaboration
  - a. Leadership and management styles
  - b. Building effective teams
  - c. Conflict management
  - d. Effectively giving and receiving feedback
4. Critical Thinking
  - a. Understanding critical thinking
  - b. Using critical thinking in decision making and problem solving

## Suggested Reading Other Than Required Textbook

Additional course handouts will be used.

## Instruction Type(s)

Lecture, Online Education Lecture