

## DIGITAL MANAGEMENT AND CAREER PREPARATION

### Business, English, and Language Arts Division

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### Skills Certificate: Preparation for Leadership and Management Careers in the Digital Age

#### Required Courses

DMCP 110	Foundation Course . . . . .	3
DMCP 111	Introduction to Team Self-Management . . . . .	2
DMCP 112	Social Justice Research Methods and Team Management . . . . .	3
DMCP 113	Field Study in Research Methods and Team Work . . . . .	1.5
ENGL 100	Elements of Writing . . . . .	3
CS 1L	Technology Tools . . . . .	2
or		
CABT 190SP	Computer Skills for Specific Purposes . . . . .	2
CG 54	Career Planning . . . . .	1
<b>Total Units</b>		<b>15.5</b>

### Digital Management Career Preparation Courses

#### DMCP 30

#### Applied and Conceptual Survey of the Sciences

2 units; 1.5 hours Lecture, 1.5 hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken a total of 2 times.

Presents a multidisciplinary approach to biology, chemistry, and physics covering basic principles and current applications.

*Transfer Credit:* Transfers to CSU.

#### DMCP 110

#### Foundation Course

3 units; 2.75 hours Lecture, 0.5 hour Laboratory

Recommended Preparation: READ 255 or eligibility for READ 205.

Repeatability: May be taken a total of 3 times.

Develops professional behaviors that lead to academic and professional career success such as developing self-discipline, leading self-managed teams, and creating effective teams composed of individuals with different working styles.

#### DMCP 111

#### Introduction to Team Self-Management

2 units; 2 hours Lecture

Hybrid Requisite: Completion of or concurrent enrollment in DMCP 110 or DMCP 112.

Recommended Preparation: READ 255 or eligibility for READ 205.

Repeatability: May be taken a total of 4 times.

Introduces the theory and practice of team self-management and its application in work organizations: exploring the connections between one's purpose and intentions and one's behaviors, and develops the self-management skills to successfully attain one's goals.

#### DMCP 112

#### Social Justice Research Methods and Team Management

3 units; 3 hours Lecture, 1 hour Laboratory

Hybrid Requisite: Completion of or concurrent enrollment in DMCP 110 or DMCP 111.

Recommended Preparation: READ 255 or Eligibility for READ 205.

Repeatability: May be taken a total of 4 times.

Explores and applies social justice research methods; topics may include leading and working on a self-managing work team, developing project management skills, and identifying and analyzing opportunities that lead to proposals and business plans.

#### DMCP 113

#### Field Study in Research Methods and Team Work

1.5 units; 1.5 hours Lecture

Hybrid Requisite: Completion of or concurrent enrollment in the following courses: DMCP 110 or DMCP 111 or DMCP 112.

Recommended Preparation: READ 255 or Eligibility for READ 205.

Repeatability: May be taken a total of 4 times.

Develops professional skills that lead to professional career success. Skills include using a scientific method-based approach for knowledge creation, facilitating team meetings, recording team discussions and decisions, and working within a self-managed team studying a social justice issue.

#### DMCP 115A

#### Digital Management Self-Managing Teams

1 - 2 units; 1 hour Lecture or 2 hours Laboratory

Prerequisite: DMCP 112 (may be taken concurrently).

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken a total of 4 times.

Presents intermediate digital management topics related to self-managed work teams. Topics include leadership in different knowledge work cultures, building effective self-managing teams, forecasting the future using scenario planning methods, and servant leadership. Course is based on curriculum used to train executives in large companies to forecast the future and to manage self-managing teams.

### **DMCP 115B**

#### **Digital Management–Change Management**

1.5 units; 1.5 hours Lecture, 2 hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken a total of 4 times.

Presents advanced digital management topics focused on how change and innovation occurs in organizations. Emphasizes methods used by executives in large companies to lead and manage change effectively.

### **DMCP 116A**

#### **Advanced Digital Management–Management and Leadership**

1 - 2 units; 1 hour Lecture, 2 hours Laboratory

Prerequisite: DMCP 115A.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken a total of 4 times.

Presents advanced digital management topics focused on the difference between management versus leadership, and how to create and deliver value in the workplace and classroom. Course is based on curriculum used to train executives in large companies to lead and manage effectively.

### **DMCP 116B**

#### **Advanced Digital Management–Consulting Skills**

1 - 2 units; 1 hour Lecture or 2 hours Laboratory

Prerequisite: DMCP 115A.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken a total of 4 times.

Presents advanced digital management topics focused on developing components of a successful consulting practice by creating value for clients. Course is based on curriculum used to train professionals in large companies as consultants.

### **DMCP 116C**

#### **Advanced Digital Management–Leadership and Sustainability**

1 - 2 units; 1 hour Lecture or 2 hours Laboratory

Prerequisite: DMCP 115A.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken a total of 4 times.

Presents advanced digital management topics focused on leadership and sustainability. Scenario building, complex systems and networks, change management and control systems inventory skills are used to evaluate personal and community environmental impacts. Topics include evidence for trends regarding business decision and environmental impact, pressures for economic growth and resource limitations, both globally and within the local community.

### **DMCP 120**

#### **Applications of Literacy Skills**

3 units; 3 hours Lecture, 1 hour Laboratory

Corequisite: DMCP 111 and DMCP 112.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Develops reading and writing skills in conjunction with other Digital Bridge courses with emphasis on essay writing, revision and editing, grammar, reading comprehension, and vocabulary. Assists in the preparation for ENGL 1A.

### **DMCP 131**

#### **Applied Survey of Careers in Technology and Science**

2 units; 1.5 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken a total of 2 times.

Identifies knowledge, skills and abilities common to careers in computer science, computer and information systems, engineering, engineering technology and allied health. Explores career paths in these fields and identifies strategies for career advancement that are unique to careers in technology and science.

### **DMCP 160A-ZZ**

#### **Special Topics for Academy for College Excellence Program**

1 - 4 units; 1 hour Lecture or 3 hours Laboratory

Recommended Preparation: Eligibility for READ 255 or READ 205.

Repeatability: May be taken a total of 4 times.

Investigates special selected areas of interest for the Academy for College Excellence Program not covered by regular *Catalog* offerings. The special areas will be announced and described and given their own titles and letter designations in the *Schedule of Classes*.