

## DIGITAL MANAGEMENT AND CAREER PREPARATION

### Business, English, and Language Arts Division

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<http://www.cabrillo.edu/academics/ace/>

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

The Academy for College Excellence is a program designed for students in search of a pathway toward upward mobility. The sequenced courses offer an accelerated path to college readiness through support, awareness of personal learning styles, and the development of skills and discipline necessary for academic success. The program is designed to prepare students for success in high wage, high demand careers that require technological and leadership skills, including management positions.

For more information, contact the Learning Community Center office at (831) 477-3341 or (831) 477-3340, or our website at <http://www.cabrillo.edu/academics/ace/>

#### Learning Outcomes

The Cabrillo College Core Competencies (with an emphasis in the study of Digital Management/Career Preparation):

1. Communication: Reading, Writing, Listening, Speaking, and/or Conversing
2. Critical Thinking and Information Competency: Analysis, Computation, Research, Problem Solving
3. Global Awareness: An appreciation of Scientific Processes, Global Systems and Civics, and Artistic Variety.
4. Personal Responsibility and Professional Development: Self-Management and Self-Awareness, Social and Physical Wellness, Workplace Skills

#### 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
CABT 107	Applied Computer Skills .....	1.5 - 3
or		
CS 1L	Technology Tools .....	2
CG 54	Career Planning .....	1
ENGL 100	Elements of Writing.....	3
or		
ESL 100	High Advanced Academic ESL .....	4-6
<b>Total Units</b>		<b>15 - 19.5</b>

### Digital Management and Career Preparation Courses

#### 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 1 time.

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.

*Transfer Credit:* Non-transferable.

#### 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 1 time.

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.

*Transfer Credit:* Non-transferable.

**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 112.

Recommended Preparation: READ 255 or Eligibility for READ 205.

Repeatability: May be taken a total of 1 time.

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. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.

*Transfer Credit:* Non-transferable.

**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 1 time.

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.

*Transfer Credit:* Non-transferable.

**DMCP 115B Change Management through Social Movements**

1.5 units; 1.5 hours Lecture, 2 hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 or ESL 100 and READ 100.

Repeatability: May be taken a total of 1 time.

Introduces change and major social movements in world history including topics focused on theories of social change, how change and innovation occurs in organizations, and society emphasizing the analysis of social movements.

*Transfer Credit:* Non-transferable.

**DMCP 130 First Year Experience Seminar**

1 – 2 units; 0.5 – 1 hours Lecture, 1.5 – 3 hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 or ESL 100 and READ 100

Repeatability: May be taken a total of 1 time.

Supports students' successful participation within learning communities and transition to other Cabrillo College programs.

*Transfer Credit:* Non-transferable.

**DMCP 160A-ZZ Special Topics for Academy for College Excellence Program**

1 – 4 units; 1 – 4 hours Lecture or 3 – 12 hours Laboratory

Recommended Preparation: Eligibility for READ 255 or READ 205.

Repeatability: May be taken a total of 1 time.

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.

*Transfer Credit:* Non-transferable.

**DMCP 510A Foundation of Leadership Course Module A**

0 units; 16 hours Laboratory

Repeatability: May be taken a total of 20 times.

Identifies 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 510B Foundation of Leadership Course Module B**

0 units; 16 hours Laboratory

Prerequisite: DMCP 510A.

Repeatability: May be taken a total of 20 times.

Analyzes 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 510C Foundation of Leadership Course Module C**

0 units; 17.9 hours Laboratory

Prerequisite: DMCP 510B.

Repeatability: May be taken a total of 20 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 510D Foundation of Leadership Course Module D**

0 units; 16 hours Laboratory

Prerequisite: DMCP 510C.

Repeatability: May be taken a total of 20 times.

Demonstrate 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 511A Team Self-Management Module A**

0 units; 9 hours Laboratory

Prerequisite: DMCP 510D.

Repeatability: May be taken a total of 20 times.

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

**DMCP 511B Team Self-Management Module B**

0 units; 9 hours Laboratory

Prerequisite: DMCP 511A.

Repeatability: May be taken a total of 20 times.

Introduces the theory and practice of team self-management and its application in work organizations: evaluating task and time management approaches, investigating team development, developing ability to formulate questions from readings, appraising self-talk and developing affirmations, writing a lifeline paper reframing life, formulating future wheels analyzing use of time, and developing scenarios of the student's future.

### **DMCP 511C Team Self-Management Module C**

0 units; 9 hours Laboratory

Prerequisite: DMCP 511B.

Repeatability: May be taken a total of 20 times.

Introduces the theory and practice of team self-management and its application in work organizations: developing notetaking skills, setting and developing goals, analyzing the role of and managing stress, diagnosing one's procrastination, and utilizing advanced mindfulness techniques.

### **DMCP 511D Team Self-Management Module D**

0 units; 9 hours Laboratory

Prerequisite: DMCP 511C.

Repeatability: May be taken a total of 20 times.

Introduces the theory and practice of team self-management and its application in work organizations: evaluating how the body can help analyze goals, formulating family history, exploring forgiveness, creating a vision of the future, and applying the tools of team self-management.