



CLR161 Workplace Skills 1 Syllabus

Course Information

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| Credits | 1 |
| Campus | Washburn Institute of Technology |
| Address | 5724 SW Huntoon |
| City/State/Zip | Topeka, Kansas 66604 |
| Office Fax | 785-273-7080 |

Description

This course utilizes KeyTrain Software to assist in reinforcing applied math and reading skills in preparation for the WorkKeys assessment, given prior to exiting the program. Students are encouraged to take the Locating Information WorkKeys exam as well, the third test needed to be eligible to earn a WorkReady Certificate. Students may also be required to attend seminars presented on campus dealing with topics such as interview techniques, developing and preparing a resume, completing job applications, ethics, and teamwork.

Textbooks

none

Student Learning Outcomes:

- A. Communicate effectively.
- B. Integrate technology.
- C. Learn effectively - use academics effectively.
- D. Demonstrate cooperative/teamwork skills.
- E. Apply safety.
- F. Think critically and creatively.
- G. Demonstrate responsible work ethics.

Competencies

- 1. Maintains appropriate attendance.
- 2. Demonstrates the ability to continue learning and adapt to new environments and situations.
- 3. Demonstrates the ability to conduct a job search and obtain information about potential jobs.
- 4. Resume and cover letter(s) developed.
- 5. Competent in completing job applications and other appropriate documentation.
- 6. Demonstrates competence in the job interviewing.
- 7. Identifies and demonstrates appropriate responses to verbal communications from employer, supervisor or other employees.
- 8. Projects a positive attitude and demeanor in stressful situations.
- 9. Demonstrates a knowledge of how to make job changes.
- 10. Applies personal safety rules and procedures.
- 11. Appropriate clothing and eye protection.
- 12. Appropriate grooming.

13. Demonstrates the ability and willingness to teach others.
14. Demonstrates the ability and willingness to finish work started by others.
15. Demonstrates knowledge of the "big picture"
16. Demonstrates personal organizational skills.
17. Demonstrates awareness of deadlines.
18. Enters the classroom & laboratory "rested" and ready to learn.
19. Maintains a sense of humor.
20. Exhibits a positive attitude and positive expectations.
21. Resolves problems with apparent maturity and restraint.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale:

93% or higher A

85-92% B

76-84% C

69-75% D

Less than 68% F

Grading Breakout

Lab Activities25%

Daily Performance.....30%

Classroom Activities15%

Weekly Quizzes.....10%

Final Exams.....20%

Attendance

No make-up is available for missed time. Textbook class assignment and comprehensive exams can be made up upon approval by the instructor within one week of the absence. Makeup exams must be coordinated with the instructor in advance.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities **MUST** register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: ssscoordinator@washburn.edu

