



CLR261 Workplace Skills 2 Syllabus

Course Information

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 is the final preparation for the exit assessment by using KeyTrain software for Applied Math and Reading for Information. Students will be required to attend remaining employment-preparation seminars that were not attended in Workplace Skills I.

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. Identify factors affecting human behavior and relationships.
2. Describe effective communication techniques.
3. Describe ineffective communication techniques.
4. Describe oral and written reports.
5. Describe effective teams and effective team building techniques.
6. Describe conflict resolution techniques.
7. Describe conflict management techniques.
8. Describe effective problem-solving and decision-making techniques.
9. Identify duties and obligations of employers and employees.
10. Describe team member skills.
11. Practice good work habits.
12. Describe safety practices and procedures relating to personal apparel, general housekeeping, and personal protection.
13. Describe safety rules of conduct in the work place.
14. Describe the history of the auto collision trade.
15. Identify the aptitudes, behaviors, and skills needed to be a successful auto collision technician.

16. Identify the training opportunities within the auto collision industry.
17. Identify the career and entrepreneurial opportunities within the auto collision industry.
18. Identify the responsibilities of a person working in the auto collision industry .
19. State the personal characteristics of a professional.
20. Legible handwriting and/or lettering.
21. Uses appropriate grammar; written & verbal.
22. Demonstrates the ability to speak to individuals and groups.
23. Demonstrates the ability to read for comprehension.
24. Demonstrates the ability to compose written communications.
25. Communicate in the workplace.

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 Activities	25%
Daily Performance.....	30%
Classroom Activities	15%
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

