



## TED250 Workplace Skills I Syllabus

### Course Information

Credits	2
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

### Description

This course utilizes Key Train Software to assist in advancement of knowledge in Applied Math, Reading for Information, and Locating Information WorkKeys assessments that are required prior to exiting the program. Students will also be required to attend seminars provided through the Career Resource Center. Seminar topics include 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
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

### Competencies

1. Locate resources for finding employment
2. Identify methods for contacting potential employers
3. Prepare a resume
4. Prepare cover, or letter of transmittal
5. Complete a job application
6. Demonstrate proper interview techniques
7. Conduct a job follow-up
8. Evaluate a job offer
9. Write an acceptance letter
10. Write a letter of resignation

11. Write a job rejection letter
12. Evaluate a job rejection
13. Identify correct procedures for terminating employment
14. Compile a drawing portfolio

## 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 Criteria:

- A 92% - 100%
- B 84% - 91%
- C 76% - 83%
- D 68% - 75%
- F 67% or below

### Attendance

A student can receive 1 hour make-up by completing a two page typed paper, on an approved subject, double spaced, 12 point font, and with at least 2 sources identified.

### 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](mailto:ssscoordinator@washburn.edu)

