



## WEL250 Workplace Skills II 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

Workplace skills include writing a resume and job search technique. This section is at the very end of the program and if a student is going directly into the work force then resumes should be sent to prospective employers. Any job searches and possible job interviews will take place during this section. This is also final preparation for the exit assessment by using Key Train software for Applied Math, Reading for Information, and Locating Information.

### 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. Demonstrate good attendance.
- 2. Demonstrate attention in class.
- 3. Demonstrate a positive work attitude.
- 4. Demonstrate positive work habits that benefit the team.
- 5. Demonstrate proper preparation for class.
- 6. Demonstrate proper teamwork skills.
- 7. Demonstrate proper handling of equipment in the classroom and work site.
- 8. Demonstrate proper problem solving skills when necessary in hands-on situations.
- 9. Complete a resume.
- 10. Apply Key-train.

## 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 Rationale and Grading Scale

#### Rating Scale

- 4 Skilled – can perform task with no additional training
- 3 Moderately skilled – has performed task during training program; limited additional training may be required
- 2 Limited Skill – has performed task during training program; additional training is required to develop skill
- 1 Exposed to content – is familiar with process; no opportunity to develop skill
- 0 No Exposure – not covered

**Directions:** Evaluate the student by checking the appropriate number to indicate the degree of competency reached. Rate each task to reflect employability readiness.

### Attendance

Attendance is required.

## 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)

