SYLLABUS

DATE OF LAST REVIEW: 02/2013

CIP CODE: 11.0901

SEMESTER: Departmental Syllabus

COURSE TITLE: Workplace Skills

COURSE NUMBER: NETW 0150

CREDIT HOURS: 1

INSTRUCTOR: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: Departmental Syllabus

EMAIL: KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE(S): None

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION:
This course will include all necessary skills to acquire and keep a job. These important Job Skills will be covered in the course as well as practiced by the students in discussion, role playing and assisting the school computer support technicians. Students will attend seminars given by our Jobs Placement Coordinator. Participation in SkillsUSA is encouraged.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
**COURSE OUTLINE:**

I. How to find a Job!
   A. Where to look
   B. Employment resources
   C. The Resume

II. What employers are looking for!
   A. Importance of Timeliness
   B. Importance of Attitude
   C. Importance of Attire

III. Things your mommy didn't tell you!
   A. The possible Impact of Social Networking Sites
   B. Past Indiscretions

**EXPECTED LEARNER OUTCOMES:**

A. The student will be able to describe How to find a job!
B. The student will be able to describe What employers are looking for!
C. The student will be able to describe Things your mommy didn't tell you!

**COURSE COMPETENCIES:**

*The student will be able to describe How to find a Job!*

1. The student will be able to describe Where to look for a job
2. The student will be able to describe Employment resources
3. The student will be able to describe The Resume

*The student will be able to describe What employers are looking for!*

4. The student will be able to describe the Importance of Timeliness
5. The student will be able to describe the Importance of Attitude
6. The student will be able to describe the Importance of Attire

*The student will be able to describe Things your mommy didn't tell you!*

7. The student will be able to describe The possible Impact of Social Networking Sites
8. The student will be able to describe Past Indiscretions
ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center at (913) 288-7670 V/TDD.