DEM116 Workplace Skills 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
Course includes: Overview and practice of general workplace skills including personal effectiveness, time management, teamwork, and critical thinking in the workplace. The course incorporates skill development in the following three units: overview of diesel technology, workplace communication and customer service, and job application. **Students are expected to observe and comply with all safety rules and regulations at all times.**

Textbooks
MAVCC, *Diesel Tech Workplace Skills*; MAVCC 2010; ISBN 203302

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Think critically and creatively
F. Demonstrate responsible work ethics

Competencies
1. Analyze work situations to determine the importance of employee attitudes.
2. Evaluate your listening skills.
3. Follow oral directions.
4. Follow written directions.
5. Apply communication skills to workplace situations.
6. Compile a list of employment opportunities in diesel technology in your community.
7. Write a resume.
8. Write a letter of application for employment in diesel technology.
9. Complete an employment application form for a position in diesel technology.
10. Make an appointment by phone for a diesel technology employment interview.
11. Practice interview questions.
12. Follow up an interview with a letter or email.
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

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
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<tr>
<td>B</td>
<td>80 - 89%</td>
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<tr>
<td>C</td>
<td>70 - 79%</td>
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<tr>
<td>F</td>
<td>Below 70%</td>
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Instruction includes 30% lecture and 70% laboratory exercises.
Labs: Pass/Fail

Attendance
Classroom attendance is required. Material missed must be made up with instructor.

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