

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551-7650
(925) 424-1000
(925) 443-0742 (Fax)

**Course Outline for WRKX 96
WORK EXPERIENCE SEMINAR
Effective: Fall 2009**

I. CATALOG DESCRIPTION:

WRKX 96 — WORK EXPERIENCE SEMINAR — 1.00 units

Focal point for the coordination of college supervised part-time or full-time employment. With an emphasis on building strong working relationships with supervisors, subordinates and co-workers, seminar topics include: effective communication skills, career exploration, resume writing, job interviewing and case studies.

1.00 Units Lecture

Corequisite

WRKX 95 - General Work Experience

Grading Methods:

Letter Grade

Discipline:

| | MIN |
|-----------------------|------------|
| Lecture Hours: | 18.00 |
| Total Hours: | 18.00 |

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 4

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Identify learning objectives related to job responsibilities; record, assess and track progress;
- B. Apply various communication styles to improve relationships in the workplace;
- C. Implement active listening skills;
- D. Resolve conflicts and improve interpersonal communication with supervisors, subordinates, co-workers and customers;
- E. Write a professional resume;
- F. Demonstrate appropriate and professional skills during job interviews;
- G. Manage time to balance school and work;
- H. Research employment opportunities.

V. CONTENT:

- A. Identification of workplace learning objectives, clearly defined in a written format, including the method of evaluation and the date of completion.
- B. Identification of individual communication styles and how they are used in the workplace.
- C. Active listening and non-verbal communication.
- D. Conflict resolution: assessment of personal style and methods for applying to the workplace.
- E. Resume writing: summary of qualifications, work history and description of duties, education, and templates for presentation.
- F. Interviewing skills: sample questions, legal boundaries, appropriate dress and mock interviews.
- G. Time management.
- H. Career planning and development: assessment of personal preferences, job search strategies.

VI. METHODS OF INSTRUCTION:

- A. **Discussion** - small and large groups
- B. Role playing for problem solving and case studies
- C. **Lecture** - with audio visual materials
- D. Writing assignments
- E. On-line discussions and activities, i.e. Discussion Board
- F. **Guest Lecturers** -

VII. TYPICAL ASSIGNMENTS:

A. Complete and submit all requested forms: application, learning objectives B. Take the Communications Style assessment test and use case studies to apply one's style to the workplace C. Role play the interview process D. Write a professional resume using the Professional Template E. Research most effective time management strategies.

VIII. EVALUATION:

A. **Methods**

1. Papers
2. Class Participation
3. Other:
 - a. Methods:
 1. Assignments are evaluated on completeness, comprehension of topic, and timeliness of submission.
 2. Written learning objectives that include clear and specific goals and objectives, including how they will be evaluated and by whom.
 3. Attendance at face-to-face classes
 4. Class participation: on-line and in face-to-face seminars
 5. Professional resume that includes: summary of qualifications, work experience and education
 6. Resume and completion of a Job Search Portfolio

B. **Frequency**

1. Frequency of Evaluation:
 - a. Weekly evaluations of written assignments
 - b. Monthly face to face meetings

IX. TYPICAL TEXTS:

1. Farby, Dan *Communication in the Workplace.*, Work Skills Associates, 2000.
2. Donaldson, Cindy *Teambuilding and Problem Solving in the Workplace.*, Work Skills Associates, 1999.
3. www.careerbuilder.com (sponsor)
4. www.workbasedlearningconnections.com (sponsor)

X. OTHER MATERIALS REQUIRED OF STUDENTS: