

WBL 110 World of Work

COURSE DESCRIPTION:

Prerequisites: Permission of academic advisor and Work-Based Learning Coordinator

Corequisites: WBL 111 (This requirement is program specific)

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

Course Hours per Week: Class, 1. Semester Hours Credit, 1.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Demonstrate their understanding of various job readiness preparation (cover letter and resume writing, interviewing, job application completion)
2. Understand follow-up in the job seeking process.
3. Understand the concept of team building in the workplace.
4. Develop a philosophy on the importance of diversity in the workplace.
5. Identify and develop a plan to deal with workplace challenges and opportunities.
6. Learn how to identify various resources to being successful in the work place.

OUTLINE OF INSTRUCTION:

- I. Starting Your Career
 - A. The Job Search Process
 - B. Know What Employers Expect
 - C. Know Yourself to Market yourself
- II. Teambuilding
 - A. Develop Good Work Habits
 - B. Succeed With Your Co-workers
 - C. Manage Your Career
 - D. Do your part for the workplace team
- III. Cover Letters
 - A. Discuss the purpose of a cover letter
 - B. The Right Cover Letter for the Job
 - C. Standard cover letter content
 - D. How to make your sales pitch
 - E. Revise and edit the cover letter
- IV. Resume
 - A. Discuss the purpose of a resume
 - B. The Right Resume for the job
 - C. Use of action verbs and strategic key words
 - D. Review the revision and editing process of the cover letter
- V. Interviewing

- A. Review key elements of successful interviews
- B. Dressing for success
- C. Review the interview etiquette for the position
- D. Participate in mock interviewing

VI. Cultural Diversity

- A. Learning the culture of the workplace
- B. Accepting and understanding what cultural diversity means for the profession
- C. Developing successful relationships with coworkers
- D. Identifying key concepts of communication and its relationship to cultural diversity.

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.