**BARTON COMMUNITY COLLEGE**

##### COURSE SYLLABUS

## GENERAL COURSE INFORMATION

Course Number: MSCT 1100

Course Title: Employability Skills
Credit Hours: 1
Prerequisite: None
Division and Discipline: Workforce Training and Community Education/Manufacturing Skills

Course Description: This course prepares students for future employment by providing them with the information and skills to obtain a job and be successful on the job.

###### INSTRUCTOR INFORMATION

###### COLLEGE POLICIES

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The college reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

## COURSE AS VIEWED IN THE TOTAL CURRICULUM

This course is one course that students complete in the pursuit of attaining the Manufacturing Skills Certification (MSC). This certificate curriculum was developed by the Kansas Institute for Technical Excellence (KITE) colleges in Kansas in collaboration with business and industry representatives within the manufacturing sector from the Central/South Central Kansas region.

## ASSESSMENT OF STUDENT LEARNING

Barton Community College assesses student learning at several levels: institutional, program, degree and classroom. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. Results of these activities will be used to improve the content and delivery of Barton’s instructional program.

Course Outcomes, Competencies, and Supplemental Competencies:

1. Develop a personal resume.
2. Identify and list educational background information.
3. Identify and list previous work experiences.
4. Develop a list of personal and professional references.
5. Research the issues of work attendance, employee attitude and communication skills.
6. Identify employee rights and responsibilities.
7. Explain the importance of positive attitude and career success.
8. Explain the importance of positive communication skills.
9. Demonstrate the employee’s role as a communicator.
10. Explain the role of work ethics in career success.
11. Outline what employers expect in an employee, related to work ethics.
12. Define positive work ethics.
13. Identify negative work ethics.
14. Demonstrate how to analyze problems and make correct decisions.
15. Relate the relationships between, poor work ethics and unemployment.
16. Explain common job search techniques that can be used to seek and gain employment.
17. Demonstrate how to research companies for job opportunities.
18. Demonstrate how to research required skills for specific jobs and job conditions.
19. Compare wage and salary ranges for job types.
20. Explain previous education and experience requirements.
21. Develop personal resume for specific job openings.
22. Develop personal letter of application.
23. Complete sample job applications.
24. Explain the importance of proper dress and appearance for employment situations.
25. Describe and demonstrate appropriate dress requirements and importance of personal hygiene.
26. Identify jobs requiring specialty clothing and uniforms.
27. Research how to prepare for interviews.
28. Describe how to properly complete a job employment application.
29. Gather and organize personal information.
30. Write neatly and provide a legible application.
31. Explain and demonstrate how to answer questions.
32. Demonstrate basic communication skills that employees need to be aware of when interviewing and successfully maintaining employment.
33. Describe what employers expect from employees when it comes to communications.
34. Consider the employees’ role in communicating at work.
35. Describe communication styles and behavioral styles.
36. Demonstrate good communication skills for the job interview.
37. Prepare and participate in a job interview.
38. Describe steps to successfully obtain an interview.
39. Demonstrate how to dress properly for the interview.
40. Demonstrate how to communicate your interest in the job opening.
41. Demonstrate how to answer questions directly without wasting time.
42. Describe how to follow-up after the interview.
43. Evaluate a job offer.
44. Describe how to identify the opportunities/risks involved in accepting the job offer.
45. Describe how to evaluate the financial impact of the job offer.
46. Research which questions are appropriate to ask related to company benefits, salary/wage information, etc.
47. Outline your responsibility for timely communicating your decision to take or decline the job offer.
48. Describe how to evaluate how this job will help you meet future goals.
49. Investigate information about career success and being successful on the job.
50. Indicate the importance of preparing to learn the job.
51. Organize your time and personal support system.
52. Explain the importance of punctuality, timeliness, quality of work, etc.
53. Define employee to employer communication.
54. Explain the importance of reliability, respect and work ethic.

## INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

## TEXTBOOKS AND OTHER REQUIRED MATERIALS

### REFERENCES

### METHODS OF INSTRUCTION AND EVALUATION

## ATTENDANCE REQUIREMENTS

## COURSE OUTLINE