

Lassen Community College Course Outline

CARS 151 Employment Success Workshop Series

0.0 Units

I. Catalog Description

By attending employment success workshops students will develop the personal and workplace skills and behaviors needed to be an effective employee, including time management, stress management, and work-life balance. This course has been approved for correspondence, hybrid and online delivery.

Does not transfer to UC/CSU

34 Hours Lecture

Scheduled: Spring

II. Coding Information

Repeatability: Repeatabe, up to 34 hours

Grading Option: Not Graded (non-credit)

Credit Type: Noncredit (Not Community Service)

TOP Code: 493012

III. Course Objectives

A. Course Student Learning Outcomes

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

1. Demonstrate enhanced employment success skills learned in workshop(s) attended.

B. Course Objectives

Depending on workshop(s) attended; upon completion of this course the student will be able to accomplish one or more of the following:

1. Identify one's work skills, employment barriers, and self-concept factors related to career choice.
2. Identify effective tools for teamwork and supervision.
3. Identify resources and tools for maintaining a healthy lifestyle.
4. Demonstrate knowledge of basic financial concepts and skills including budgeting, timekeeping, and money handling.
5. Assess various scheduling tools and identify a scheduling tool that meets one's needs.
6. Identify tools and strategies to use in balancing one's work and personal life responsibilities.
7. Describe effective verbal and non-verbal customer service techniques and their importance.
8. Demonstrate effective communication skills.

IV. Course Content

A. Self-assessment

1. Self-concept
2. work skills
3. employment barriers

B. Interpersonal skills

1. teamwork

2. supervision
3. communications
- C. Maintaining a Healthy Lifestyle
 1. Nutrition
 2. Drug Prevention
 3. Regular Exercise
- D. Financial skills
 1. Budgeting
 2. Understanding your paystub
 - Timesheet completion and calculation
 3. Money handling
- E. Time management
 1. Scheduling tools
 2. Establishing a schedule
 3. Maintaining a schedule
- F. . Balancing Work and Personal Life Responsibilities
 1. Viewing work and personal life as interconnected.
 2. Determining priorities from work and personal life
 3. Choosing to take control of one's life.
 4. Communicating with family members about individual responsibilities
 5. Supportive resources and services; delivery services, meal services, cleaning services, behavioral health resources
 6. Scheduling skills to manage multiple demands
- G. Customer Service Basics
 - 1.Acknowledging customers
 - 2.Phone etiquette
 - 3.Online Customer Service
 - 4.Welcoming body language
 - 5.Providing quick, accurate information
 - 6.Dealing with difficult people
 - 7.Product/Service Knowledge
- H. Workplace Communication Skills
 1. Communicating with coworkers
 - 2.Communicating with supervisors
 - 3.Communicating with customers

V. Assignments

A. Appropriate Readings

1. Liptak, J. (2015) Overcoming Barriers to Employment Success, (2nd ed.). St. Paul, MN: JIST Publishing. ISBN: 978-1-63332-030-7
2. Krannich, R.L. (2016) The Ex-Offender's New Job Finding and Survival Guide: 10 Steps for Successfully Re-Entering the Work World, Manassas Park, VA: Impact Publications. ISBN: 978-1-57023-362-3.
3. Other readings as deem appropriate by the instructor

B. Written Assignments

Complete handouts, self-inventories, short reports

C. Expected Outside Assignments

Completion of one hour of homework per week. Homework will include reading and writing assignments.:-

D. Specific Assignments that Demonstrate Critical Thinking

- Self-assess career/life skills.
- Analyze career/life skill development resources and select those that best meet personal needs.

VI. Methods of Evaluation

Traditional Classroom Instruction

Classroom discussion, writing assignments, demonstrations and activities, assessments, and participation.

Correspondence Evaluation

Same as face-to-face with the exception of participation in classroom activities. Students will be expected to complete assignments and activities equivalent to in-class assignments and activities. Written correspondence and a minimum of six opportunities for feedback will be utilized to maintain effective communication between instructor and student.

Hybrid Evaluation

Students will be expected to complete online assignments and activities equivalent to in-class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous (chat/forum) will be evaluated for participation and to maintain effective communication between instructor and students.

Online Evaluation

A variety of methods will be used, such as: writing assignments, asynchronous and synchronous (chat/forum) discussions, posting to online website and email communications using the districts approved learning management system.

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

- Traditional Classroom Delivery Correspondence Delivery
 Hybrid Delivery Online Delivery

Traditional Classroom Instruction

Classroom discussion, writing assignments, demonstrations and activities, assessments, and participation.

Correspondence Delivery

Assigned readings, instructor-generated typed handouts, typed lecture materials, exercises and assignments equal to face-to-face instructional delivery. Written correspondence and a minimum of six opportunities for feedback will be utilized to

maintain effective communication between instructor and student.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 11 hours, or 1/3 of the lecture hours, will be taught face-to face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Online Delivery

A variety of methods will be used, such as: asynchronous and synchronous (chat/forum) discussions, posting to online website and email communications using the districts approved learning management system.

VIII. Representative Texts and Supplies

No Textbook Required
Instructor-supplied handouts.

IX. Discipline/s Assignment

Basic Skills-Interdisciplinary Non-credit, Counseling

X. Course Status

Current Status: Active
Original Approval Date: 9/24/1996
Chancellor's Office Approval Date: 07/26/2000
Revised By: Lisa Gardiner
Curriculum/Academic Standards Committee Revision Date: 11/29/2022