

Rosedale Technical College Course Syllabus

Course Title:	Get Employed / Stay Employed
Course Number:	R-208
Course Credit Hours:	5.0 Semester Credits
Course Length:	114 Hours Total
Instructor & Email:	Mr. Mark J. Martin (mark.martin@rosedaletech.org)
Prerequisite:	None
Course Schedule:	Remote Learning
Text:	Professionalism: Soft Skills Solution (7 PDF booklets)
Course Description:	<p>This course focuses on the soft skills that students need to implement a successful job search, enter the workforce and to effectively address daily challenges involved with managing a commercial trade shop. It will focus on goal setting, motivation, self-management skills, professional etiquette and image, dealing with both internal and external customers, conflict negotiations, team work, leadership and ethical issues that may arise. During this course students will format a resume and participate in mock interviews to showcase their skills and knowledge</p>
Course Objectives:	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> Assess your goal-setting skills; Set goals to achieve career success; Influence your team members with a positive attitude; Get noticed by maintaining a positive attitude Become a powerful communicator; Assess communication skills; Overcome common communication barriers Assess your professional presence; Dress appropriately for the workplace; Demonstrate professionalism in email and phone interactions; Get noticed for all the right reasons Assess your self-management skills; Create manageable to-do lists; Demonstrate to employers that you are reliable and accountable Recognize hierarchies in your office; Evaluate your teamwork skills; Motivate yourself and others to achieve success Build better work relationships; Interact well with executives, bosses, and colleagues; Manage office politics; Negotiate conflicts Assess your leadership skills; Demonstrate leadership skills; Make ethical decisions

Instructional Strategies:	Throughout the semester, students will receive instruction through email, text messages, reading and homework assignments, applications and examples, practice problems, PowerPoint presentations, and instructor prepared classroom assignments.															
Grading System:	<table border="1"> <tr> <td>Assignments</td> <td>35%</td> </tr> <tr> <td>Attendance / Participation</td> <td>20% (Must Check in TWICE weekly)</td> </tr> <tr> <td>Resume / Assignments</td> <td>10%</td> </tr> <tr> <td>Soft Skills Book Assignments</td> <td>25%</td> </tr> <tr> <td>Soft Skill Book Quizzes</td> <td>10%</td> </tr> </table>	Assignments	35%	Attendance / Participation	20% (Must Check in TWICE weekly)	Resume / Assignments	10%	Soft Skills Book Assignments	25%	Soft Skill Book Quizzes	10%					
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Grading Scale:	<table border="1"> <tr> <td>A</td> <td>100% - 91%</td> <td>4.0</td> </tr> <tr> <td>B</td> <td>90% - 81%</td> <td>3.0</td> </tr> <tr> <td>C</td> <td>80% - 71%</td> <td>2.0</td> </tr> <tr> <td>D</td> <td>70% - 65%</td> <td>1.0</td> </tr> <tr> <td>F</td> <td>0% - 64%</td> <td>0.0</td> </tr> </table> <p>The student must achieve a minimum of a 65% final grade to receive credit for this course.</p>	A	100% - 91%	4.0	B	90% - 81%	3.0	C	80% - 71%	2.0	D	70% - 65%	1.0	F	0% - 64%	0.0
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School Policies:	All policies as outlined in the School Catalog and Student Handbook will be enforced.															
School Rules:	Students are required to follow all directions and requirements to participate in this remote learning experience.															
Student Support Service:	<p>Balancing school with your other responsibilities can be a challenge. Rosedale provides you with a Student Support Program that can assist you as you build your day...your week...your life. Any time, any day, you have free confidential access to professional consultants and online resources to assist you. This benefit is provided at no charge to you to help you balance school, work, family, and personal life.</p> <p>Back on Track EAP 1-800-566-5933 www.backontrackeap.com</p>															

backontrack@gatewayrehab.org

Username: 1018

Password: confidential help