

Work Ready Now

1. **Course number and name:** 020WRNES1 Work Ready Now
2. **Credits, contact hours:** 2 ECTS credits, 1x1:15 contact hours per week
3. **Name(s) of instructor(s) or course coordinator(s):** Carole Moukawam Dib
4. **Instructional materials:** Student handbook; templates for CV, cover letter
5. **Specific course information**
 - a. **Catalog description:**
Personal Development - Communication Skills - Job Seeking Skills - Work Behaviors.
 - b. **Prerequisite:** None.
 - c. **Selected Elective** for CCE, EE, and ME students.
6. **Educational Objectives for the course**
 - a. **Specific outcomes of instruction:**
 - Set professional goals based on their skills and interests and make a plan to reach them.
 - Communicate and get along well with others, in a variety of settings and for a range of purposes.
 - Identify potential employment opportunities that they are qualified for and know the appropriate ways to apply for jobs.
 - Demonstrate behavior and attitudes that are appropriate for the workplace and follow workplace policies and procedures.
 - Lead a team in accomplishing their goals.
 - b. **PI addressed by the course:**

PI	3.1	3.2	5.1	7.1
Covered	x	x	x	x
Assessed		x		

7. **Brief list of topics to be covered**
 - Identify values and interests.
 - Identify and assess skills and qualities.
 - Personality assessment.
 - Identify short-term and long-term professional goals.
 - Identify the obstacles that can hinder the achievement of objectives.
 - Listening skills and speaking strategies.
 - Recognize non-verbal communication.
 - Give and receive instructions and feedback.
 - Ask for clarification.
 - Give presentations.

- Email etiquette.
- Communicate clearly via email.
- Personalities and styles within a group.
- Customer service skills.
- Conflict management with customers.
- Find and apply for job opportunities.
- Job search strategies.
- Preparation for job interviews.
- Effective resume.
- Networking.
- Effective cover letter.
- Negotiate job offers.
- Find and apply for job opportunities.
- Job search strategies.
- Use LinkedIn effectively.
- Preparation for job interviews.
- Communicate professionally with employers.
- Negotiate job offers.