

DRD 390.3 Course Outline as of Fall 2013**CATALOG INFORMATION**

Dept and Nbr: DRD 390.3 Title: SUCCESS AT WORK

Full Title: Success at Work

Last Reviewed: 11/26/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	2.00	Lab Scheduled	0	17.5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	35.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 105.00

Title 5 Category: AA Degree Non-Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

This course provides students with an overview of the skills and knowledge an effective employee possesses. Course content includes information specific to the needs of an individual with a disability in the workplace. It is recommended that students who enroll in this course be currently employed or have a recent work history.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course provides students with an overview of the skills and knowledge an effective employee possesses. Course content includes information specific to the needs of an individual with a disability in the workplace. It is recommended that students who enroll in this course be currently employed or have a recent work history. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

1. Locate and paraphrase the mission statement, goal, and values of their employer.
2. Describe the processes and tools used for communication in their workplace.
3. Identify and describe the general responsibilities of all employees in their workplace.
4. Describe resources and benefits available to employees in their workplace.
5. Articulate the workplace behavioral expectations of their employer.
6. Evaluate their behavior and performance for effectiveness in meeting workplace expectations.
7. Compare and contrast appropriate versus inappropriate behaviors in the workplace.
8. Identify and describe their paycheck withholdings.
9. Evaluate the factors involved in disclosing a disability in the workplace.
10. Identify and articulate appropriate accommodations for work as they relate to the functional limitations of disability.

Topics and Scope:

- I. Understanding Your Employer
 - A. Mission Statement and/or Employer's Goals/Values
 - B. Structure of the Organization
 1. Reporting Order
 2. Job Descriptions
 - C. Workplace Communication Systems
 1. Staff meetings/In person communication
 2. Phone/voicemail
 3. Email
 - D. Workplace Expectations
 1. Attendance policy/calling in sick/requesting time off
 2. Managing your schedule/scheduled breaks and lunch
 3. Reporting work place injuries

4. Emergency procedures
5. Drug testing expectations
6. Appropriate dress
7. Use of cell phone and/or social media in the workplace
8. Socializing with co-workers
9. Dating in the workplace

E. Human Resources

1. Benefits available
2. Employee handbook
3. Performance reviews

II. Being a Valuable Employee

- A. Strategies for staying on task and managing one's time
- B. Taking initiative appropriately in the workplace
- C. Determining priorities and setting goals
- D. Managing deadlines
- E. Strategies for staying organized
- F. Strategies for working effectively with the public and/or customers
- G. Strategies for managing change

III. Interacting with Co-Workers

- A. Giving and receiving feedback
- B. Active listening
- C. Working as a team
- D. Managing conflict
- E. Sexual harassment

IV. Understanding Your Paycheck

- A. Net vs. gross income
- B. Withholdings
- C. Required deductions
- D. Other deductions
- E. Pay cycles
- F. Accrual of sick and/or vacation time
- G. Overtime

V. Disability at Work

- A. Disclosing disability
- B. Requesting accommodations
- C. Managing one's disability in the workplace

Assignment:

1. Weekly reading assignments; approximately 10 pages per week.
2. Written responses to short answer essay questions related to assigned readings.
3. Reflective fill-in-the-blank worksheets (one per week).
4. Group discussions identifying key concepts and strategies for workplace success.
5. 2-3 group projects in which group members work together to identify and explain how and when to use specific workplace strategies.
6. Weekly written reflections (one to two paragraphs) on concepts and strategies covered in class.
7. Prepare a personal script for discussing disability with an employer.

8. 3-5 quizzes.
9. Final exam or culminating project.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Short answer essays, written reflections on concepts and strategies covered in class.

Writing
20 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Worksheets, group projects, personal script, culminating final project.

Problem solving
20 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations
0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

3-5 quizzes, final exam

Exams
20 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

Participation and attendance

Other Category
20 - 30%

Representative Textbooks and Materials:

Instructor prepared materials