Course Description:

Companies sometimes provide new employee orientation. Not many companies teach the new employee appropriate workplace skills. Several generations are working together now, and each have different expectations and workplace behaviors. This class will teach all new employees professional workplace skills that will enable them to adjust to the world of work and be successful, irrespective of the industry or organization.

Previous Course Requirements
None

Previous or Concurrent Course Requirements
None

Course Comment(s)
None

Learning Outcomes Upon successful completion of this course, the student will be able to:	Learning Activities	Evaluation Methods
1. Have a gained a greater understanding of self through the exploration of personal motivations, drives and goals and how these impact perspectives on work and the workplace	Classroom Exercises/Practice	Formative Assessment
2. Be able to interpret "nuances" within the organization and how these influence behavior	Classroom Exercises/Practice	Formative Assessment
3. Create strategies for increasing personal effectiveness by	Classroom Exercises/Practice	Formative Assessment

Learning Outcomes Upon successful completion of this course, the student will be able to:	Learning Activities	Evaluation Methods
understanding what employers want		
4. Understand the importance of fostering positive working relationships with peers and superiors in the workplace	Classroom Exercises/Practice	Formative Assessment

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

Sequence of Topics:
1. Course Introduction
2. Understanding Yourself (motivations, drives, goals, personal work style)
3. Understanding Others (team interactions, levels of authority in the workplace, conflict management, effective communications - social medial, written, verbal, electronic); inter-generational workplace
4. Understanding the Organization (the business environment, organization structure, impact on behavior)
5. Understanding the Job (what employers want - universal success factors on the job no matter what role you have)
6. Putting it all together

Learning Materials:
Instructor Provided Materials

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

Course Approval:
Prepared by: Bernadette DeBias   Date: 9/6/18

Jim Fox, Executive Director, Workforce Development
Compliance Verification: Date: 9/6/18

Revised by: Date:
Jim Fox, Executive Director, Workforce Development
Compliance Verification: Date:

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.