

**RED ROCKS COMMUNITY COLLEGE
COURSE SYLLABUS**

**BUS 121 – 601 – Basic Workplace Skills
Saturday and Sunday, June 4th and 5th 2016
9am - 4:30pm
ETC 5104**

Instructor:

Yarrow Spitzfaden
303-914-6121
yarrow.spitzfaden@rrcc.edu, and/or in D2L

Office hours, **by appointment**: Mondays - Wednesday

Course Meetings: This class meets one weekend, face-to-face, from 9am-5:30pm. Your attendance and participation will be crucial for comprehension and success.

Census/Course Drop Date: Last day to drop weekend class and initiate a full refund: June 3rd, 2016. Withdraw without a refund: June 4th, 2016.

In the event of a last minute instructor absence, class cancellation, or school closing, information will be posted on the NEWS section of the course on D2L. Be sure to check D2L at least twice per day (morning before class for sure!) for these announcements and additional materials.

Course Overview:

1 credit course/1 weekend

Examines techniques for communicating effectively on the job including both verbal and written communication; identifies the roles of individuals and companies and necessary critical thinking and problem solving skills; examines relationship skills, effective self-presentation, and workplace issues such as sexual harassment, stress, and substance abuse.

Required Materials: Center for Work Ethic Development A-Game bundle
(found in the RRCC bookstore)

- A-Game textbook
- A-Game student workbook
- A-Game Certificate (included in bundle purchase)

- Note taking materials
- An eager mind!

Reading/preparation should be completed **prior** to class on Saturday.

*Reading the textbook prior to us meeting will significantly enhance your learning of this material and provide greater proficiency for the Work Ethic test.

Course Objectives:

Standard Competencies:

- Discuss and demonstrate the ability to solve problems using critical thinking skills.
- Identify workplace issues such as sexual harassment, stress and substance abuse.
- Create a résumé with cover letter suitable for a particular industry.
- Communicate effectively in on-the-job situations.

Additional Competencies:

- Comprehend 7 work ethic attributes as identified in A-Game curriculum.
- Have general understanding of Title IX.
- Gain job search, interview and networking skills.

Grading:

90%-100% = A

80%-90% = B

70%-80% = C

60%-70% = D (won't count for WQM core)

60% and below = F

Assignments/Class Points:

- Attendance = 25
- Participation = 15
- A-Game Certification test = 20
(must get a 90 to pass; 3 chances)
- Résumé development = 10
- Title IX worksheet(s) = 10
- Capstone Presentation = 20

Total Points Available = 100

Partial credit can be awarded. Points can be determined at the discretion of the instructor.

Additional directions for assignments will be given in class and in D2L.

If you will be absent, please communicate that with me ahead of time. With effective communication prior, I am willing to work with you on assignment deadlines, etc.

You are encouraged to attend a networking event in a topic area of your choosing in the near future. Building a strong network of fellow professionals will greatly add to your career.

Student/Instructor Expectations:

Your positive attitude and respectful participation in class are expected. Understanding many of us have different experiences and opinion/beliefs, we need not speak derogatorily about another's stance and/or experiences. The goal of this class is to shed light on each of our abilities to present our best selves in professional environments and situations, and I expect for us all to practice this while together.

I expect all of your work to be your own. Please refer to the RRCC Student Handbook if you have any questions about campus policy on conduct, cheating and plagiarism. <http://www.rrcc.edu/student-life/handbook>

Other Important Information:

Diversity Statement: Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Deborah Houser, Assistant Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6224 or deborah.houser@rrcc.edu

ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973: Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact Accessibility Services. Faculty is not obligated to provide accommodations without proper notification by Accessibility Services. Students may contact the office by telephone or email to make an intake appointment at 303-914-6733 or access@rrcc.edu. The office is located in Suite 1182 at the Lakewood campus. More information is available at www.rrcc.edu/accessibility-services.

Revised August, 2015

Syllabus Statement Regarding Mandatory Reporting

Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: **Deborah Houser, Assistant Director of Human**

**Resources/Deputy Title IX Coordinator, 303-914-6224 or
Deborah.houser@rrcc.edu**

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or rrpd.dispatch@rrcc.edu at 303-914-6394.

If you would like a confidential resource, please contact **Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303-914-6224 or Deborah.houser@rrcc.edu**

Further information may be found on the College web site:
<http://www.rrcc.edu/human-resources/sexual-misconduct>

Schedule:

Day	Material Covered	HW Assignment	Notes
Saturday	Into, syllabus	Read textbook before class if possible!	Bring magazines to cut up! Look into networking events!
Saturday	A-Game Attitude Activities: Power of Perception; - workbook pg 8	Taking Action – wb pg 10	
Saturday	A-Game Attendance Activities: Brand Builder – wb pg 14-15; Bringing your Whole Self to Work – wb pg 16	Taking Action – wb pg 20	
Saturday	A-Game Appearance Activities: The Other First Impression – wb pg 24-27; Dress Dos and Don'ts – wb pg 29	Taking Action – wb pg 31	
Saturday	A-Game Ambition Activities: Vision Boards – wb pg 35 and Tommy Skul, guest speaker (tentative)	Taking Action – wb pg 40	
Saturday	A-Game Accountability Activities: Moving Outside Your Comfort Zone – wb pg 47	Taking Action – wb pg 48	
Saturday	A-Game Acceptance Activities: Generational Differences – wb pg 56-57; if time allows: Managing Your Emotions – wb pg 52-53	Taking Action – wb pg 58	
Saturday	A-Game Appreciation Activities: Barriers of Customer Service – wb pg 62	Taking Action – wb pg 58	Complete Taking Action pages for each A-Game topic (7). Turn in Sunday morning. Prepare for Capstone Presentation on Sunday. Dress nice!

Sunday	Capstone Presentations (Live résumés)		More details provided in class on Saturday.
Sunday	Title IX and VII	Complete worksheet(s).	
Sunday	Résumés, Cover Letters, Job Searching and Professional Networking	Create working résumé and cover letter. Create a Career Connect profile.	Bring your laptop if you want, otherwise a jump drive!
Sunday	Mock Interviews	Be prepared!	Dress nice!
By 6/12 at midnight	A-Game test	online	

*This schedule is subject to change, if determined appropriate by the instructor. Students will be notified when/if changes occur.

- A couple short breaks and a mid-day lunch break will be provided. There are food options within a few minutes driving, or you are welcome to bring your lunch.