

CPU Onsite

Professional Software Instruction

Workforce Development 2018 - Syllabus

Instructor Information

Instructors

Ron Barile
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Email

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Class Location

CPU Onsite
20005 Hwy 88, Suite D
Pine Grove, CA 95665

Class time

9:30-12:30am

Class Day

Tuesday/Thursday

General Information

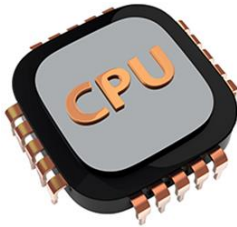
Description

Personal Development for Life and Work, this 16-session course is designed to prepare you for the 21st century. Today's workers will change careers at least seven times in their lifetimes. New technical skills will be needed, of course. But "people skills" will become increasingly critical as we continue to work with individuals from around the globe and serve customers with unique needs and interests. More than ever, we need to build the skills necessary to work effectively in an increasingly global and diverse workplace. The process of assessing your skills and becoming a competent professional is an ongoing process. Personal and career development isn't a one-time experience; it requires constantly revisiting and updating goals to align with your personal and professional life.

Expectations and Goals

Course Schedule

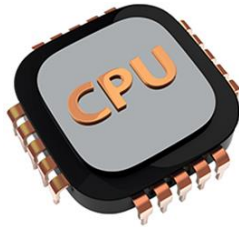
Topic	Objectives	Exams
06/01/18 • Self-Esteem • Self-Development	1.1 Know and Accept yourself 1.2 Believe in yourself 2.1 Develop a Self-Improvement Plan 2.2 Improvement Requires Work	
06/03/18 • Attitude • Image	3.1 Attitude is Important 3.2 Attitudes are Contagious 4.1 Image Matters 4.2 Image in the Workplace	



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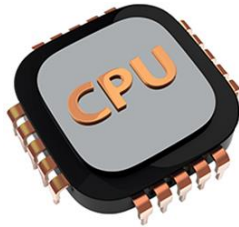
Topic	Objectives	Exams
06/08/18 <ul style="list-style-type: none"> • Communication Essentials • Getting your Message Across 	5.1 Communication Basics 5.2 Barriers to Communication 5.3 Listening Skills 6.1 Communication Styles 6.2 Conversation Skills	Unit 1 Test
06/10/18 <ul style="list-style-type: none"> • Communication with Coworkers and Supervisors • Managing Conflict • Meeting Essentials 	7.1 Fitting In and Getting Along 7.2 Becoming a Team Player 7.3 Working with Your Supervisor 7.4 Communication Electronically 8.1 What is Conflict? 8.2 How is Conflict Resolved? 9.1 Meeting Basics 9.2 Planning and Conducting Meetings	
06/15/18 <ul style="list-style-type: none"> • Applying Critical Work Skills • Developing Customer focus 	10.1 Self-Management Tools 10.2 Efficient Work Habits 10.3 Public Speaking 11.1 Customer Expectations 11.2 Good Customer Relations	Unit 2 test
06/17/18 <ul style="list-style-type: none"> • Developing Leadership • Skills and Managing Change 	14.1 What Makes a leader	
06/29/18 <ul style="list-style-type: none"> • Valuing Diversity • Acting Ethically 	12.1 Our Diverse Society 12.2 Understanding Other Cultures 12.3 Fairness in the Workplace 13.1 Leading an Ethical Life 13.2 Right and Wrong in the Workplace	



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Topic	Objectives	Exams
06/31/18 • Getting the Job	15.1 Analyze your Interests and Qualifications 15.2 Networking and Other Sources of Job Leads	Unit 3 Test
07/05/18 • Getting the Job	15.4 The Job Interview	
07/07/18 • Mock Interview		
07/12/18 • Mock Interview		
07/14/18 • Job Search Documents		
07/19/18 • Taking Charge of your Career	16.1 Getting off to a Great Start	
07/21/18 • Planning Your Career • Networking-It Never stops	16.2 Planning Your Career 16.3 Networking-It never Stops	
07/26/18 • How to work in Groups		
07/28/18 • Final Exam		Final Exam (Unit 4)



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Additional Information and Resources

Attendance & Grading Policy

Regular attendance is a critical factor of successful employment. Therefore, it is expected that all students will maintain 100% attendance. Enrollment in a program or class can be terminated due to excessive tardiness and/or absences. **There are no excused absences in EGACE's CTI without prior approval, and all absences will be considered in the externship process.**

The school may drop a student without prior warning if the student violates any of the Zero Tolerance policies stated in the *FOUNDATIONS FOR DISMISSAL*.

Students are required to do the following:

1. Maintain a minimum of 90% attendance. Students may jeopardize their eligibility for financial aid and may be dropped from class after attendance falls below 90% (VA minimum attendance is 95%).
 - a. Attendance is mandatory in all self-paced classes, e.g., MS Word, Excel, and Workforce Skills, until all classwork and assignments are completed. Attendance is no longer mandatory once all assignments have been completed.
2. Contact their teacher each day when absent from class. Students will be dropped under the following conditions:
 - a. Three (3) consecutive days' absence without contacting the school or teacher.
 - b. Three (3) days' absence during the first week of class

A student will be considered tardy if he/she arrives 15 minutes after the start of the class.

A student will be considered leaving early if he/she leaves 15 minutes or more before the end of class.

Students with irregular attendance will be referred to the office.

Students can be dropped under the following conditions.

1. Three (3) tardies in one month per section without prior approval.
2. Three (3) instances of leaving early in one month per section without prior approval.

Grading Policy

	Definition	% of grade (approximate)
Test	Quizzes and test, etc.	50
Competencies	Class assignments, homework, etc.	30%
Participation	Attendance and participation in class activities	20%