

**DDT 181      Drafting Work Ethics and Skills**

**Instructor:**    Mike Hubka

**Office Hours:** As posted

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**Credit hours:**        3            **Contact hours:**        3

**Description:**        This course provides students with practical information and experiences emphasizing on-the-job ethics, behavior, and employer-employee relations. Information on the technical job market, resume writing, interview techniques and locations for possible education and or job placement.

**Prerequisites:**        None

**Text:**                “Getting The Job You Really Want”

**Supplies:**            None

**Course Rationale:**    There are three qualities that exemplify a successful employee: One his or her technical knowledge and abilities, second is there attitude toward work and life in general, and third is the ability to face and make personal changes that are necessary for personal growth and knowledge. This course seeks to prepare the student for the later two qualities. To accomplish these goals, this course provides the following:

1. Entry level technicians or job changers a study of job hunting techniques
2. A study of a variety of industry rules, code of ethics, and organizational structures.
3. A means to gain personal growth attitudes that will promote a well rounded professional.
4. Provide an insight in motivation, and communication skills as well as the skills required when working in team environment.

**Course Objectives:**

Upon completion of this course, the student will be able to:

1. Use personal and community resources to pursue gainful employment
2. Identify common rules, code of ethics, and other industry operating standards for professional behavior.
3. Demonstrate key skills required for clear communication in the workplace
4. Participate in a team environment.

## Assignment Schedule

Week	Topic	Assignments
1 8/27	Introduction Course Syllabus Developing a good Philosophy	As Assigned By Instructor Chapters 1, 2
2 9/3	The best and Worst ways to find a job Handling Rejection Shock	As Assigned By Instructor Chapters 3, 4
3 9/10	You can get the job you want What job am I best suited for? What to I really want to do?	As Assigned By Instructor
4 9/17	Where do you want to work New way to work/alternate strategies	As Assigned By Instructor
5 9/24	Quiz 1 The Resume Writing one that works Preparing a Portfolio	As Assigned By Instructor
6 10/1	Securing the Interview How to get one and live through it	As Assigned By Instructor
7 10/8	Interview Skills Practice	As Assigned By Instructor
8 10/15	Communication Skills	As Assigned By Instructor
9 10/22	Motivation	As Assigned By Instructor
10 10/29	Quiz 2 Teams – How to be a member of one	
11 11/12	Management Styles Getting along with the Boss	
12 11/19	Interview prep	
13 11/26	Live Interview	
14 12/3	Review	
15 12/10	Final	

**Grading**

Philosophy (now and later)	<b>100</b>	pts
Quiz (X2) 100 points each	<b>200</b>	
Workbook	<b>200</b>	
Live Interview	<b>100</b>	
Resume	<b>100</b>	
Final Exam	<b>100</b>	
Daily Assignments, Attitude, Participation	<b>200</b>	
<b>Total</b>	<b>1000</b>	

**NOTE:** Northwest-Shoals Community College's policy regarding academic honesty and attendance will be **strictly enforced!** As a common courtesy to the instructor, you should attend classes promptly at specified starting times. If you are going to be absent, for any reason, you should contact the instructor as soon as possible. This will establish communications with the instructor about the possibility of making up your work. Make-up test and assignments shall be given on an individual basis and only with a proper excuse.

It is **"your"** responsibility to contact the instructor for make-up test and missed assignments. If you are absent for a test or assignment, because of a proper excuse, you must take the test or make up the assignment, at the next regularly scheduled class meeting. **If you refuse to do this, you will receive a "0" as the grade for that particular test or assignment.**

**AMERICANS WITH DISABILITIES ACT (ADA)**

It is the policy of Northwest-Shoals Community College to comply with the Americans with Disabilities Act (ADA). Any student covered under this act needing and desiring reasonable accommodations for this class should notify the instructor during the first week of class.