**CDST 3000 – Workforce Skills**

Credits: 3 Section: \_\_\_\_ Term: \_\_\_\_\_\_\_

**Location & Meeting Time**

Classroom location:

Class Meeting Schedule:

**Contact Information**

**Instructor:**
**Email:**
**Phone: (**423) 439-
**Office:**

**Instructor Availability**

Office Hours:

**Course Description & Materials**

*Prerequisites*: BGSD 2300, CDST 2300, or permission of chair

Provides an opportunity to examine one’s strengths and weaknesses as a potential worker in a variety of fields and to identify the tools, skills, knowledge base, and etiquette needed to successfully acquire and perform in both vocational and professional positions.

**Required Materials**

[enter textbook, software, tool etc]

**Course Overview**

**Course Purpose and Objectives**

The purpose of CDST 3000 Workforce Skills is to build upon on the professional preparation foundation established by the prerequisite course BGSD 2300 (CDST 2300 as of Fall 2019) The Interdisciplinary ePortfolio and its Applications to help students gather the necessary tools and further develop the skills needed to successfully navigate the process of attaining and maintaining gainful employment.  The goals of this course are to

* Offer an advanced professional preparation course for students in the Bachelor of Applied Science and the Bachelor of Professional Studies degree programs.
* Serve as a bridge between the educational setting and the world of work by encouraging students to access and utilize services offered through ETSU’s University Career Services Center in a formalized way linked to their programs of study and their individual career aspirations
* Enable students to build confidence in their ability to obtain quality work by cultivating their awareness of transferable skills, their understanding of the importance of work ethic, and their knowledge of existing resources
* Provide an additional elective for students in other degree programs within the Division of Cross-Disciplinary Studies and across ETSU

**Expected Learning Outcomes**

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| Upon completion of the course, students will:1. Recognize and articulate one’s own transferrable skills
2. Explain and demonstrate soft skills in terms of their importance for procuring and keeping work
3. Analyze and demonstrate how to represent oneself professionally in person, on the telephone, on social media and other electronic platforms, and through email correspondence
4. Articulate what may be expected by potential employers in an application and interview process, and demonstrate these skills in live-action scenarios
5. Analyze and articulate one’s qualifications for, and understanding of, a specific position or career aspiration through the resume, cover letter, and ePortfolio
6. Demonstrate familiarity with a variety of employment resources, tools, apps, and online platforms
7. Clearly define what "work ethic" means and analyze what effect it has on one’s ability to keep a job or move up in a professional setting
8. Interact and communicate effectively with a diverse array of individuals and personality types
9. Identify, critique, and articulate strategies for bridging generational differences in worker experiences, assumptions, and behaviors

**Major Course Topics**

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| * Transferrable and employable skills development;
* returning to and transitioning within the workforce;
* generational differences in work experiences, assumptions, and behaviors;
* resume and cover letter writing;
* ePortfolio and social media platforms as self-marketing;
* application and interview strategies and preparation tactics;
* soft skills development;
* work ethic and self-discipline;
* effective communication;
* time management;
* networking and self-marketing;
* professional etiquette
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**Course Policies**

**Attendance**

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| Due to the online format of the course, regular physical attendance will not be monitored.  However, students are required to sign on to the course through the D2L learning environment at least twice per week to retrieve information and assignment instructions and submit assignments through the weekly content modules, and to attend periodic events related to the course, either virtually or in person.  This is a minimum expectation; sufficient logins may vary depending on the demands of each assignment.  The more interaction the students have with the learning environment and the course modules, and with the instructor, the more successful they will be in the course.Please note that some class assignments and activities require in-person attendance either on campus or at events in the local area. |

**Assignment and Grading**

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**Other**

**Syllabus Attachment Information**: The University’s approved Syllabus Attachment information page provides information about important University and Academic Policies that all students should know. <https://www.etsu.edu/curriculum-innovation/syllabusattachment.php>