

HDE 103 Workforce Skills Syllabus The Learning Cornerstone

COURSE DESCRIPTION: Enhances soft skills and provides instruction and practice with workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus soft skills in Work Discipline, Teamwork, Managerial Potential, and Customer Service Orientation. Includes National Career Readiness Certificate Plus preparation and WorkKeys Assessment.

2 credits- Lectures: 1 hour; Lab: 2 hours.

PREREQUISITES: Satisfactory Placement

LEVEL: ABE III

OBJECTIVES: As a result of completing this course students will be able to apply the following skills in the workplace:

- Identify main ideas in passages such as emails, memos, and training manuals.
- Recognize details in workplace documents.
- Recognize synonyms, antonyms, and abbreviations
- Determine word meanings from context clues.
- Understand time order.
- Recognize multiple meaning words.
- Summarize key supporting details and ideas in problem solving.
- Define common workplace words and make inferences.
- Identify cause and effect, and compare and contrast decisions in the workplace.
- Add, Subtract, Multiply, and Divide with whole numbers.
- Read time, use measurements, and understand decimals and fractions.
- Identify, understand, and solve basic workplace problems.
- Understand signs and symbols.
- Read tables and maps.
- Use bar graphs, line graphs, and circle graphs.
- Understand diagrams.
- Locate and use information in consumer and business materials.
- Use forms, and find information in invoices and order forms.
- Practice written communication skills.
- Increase computer skills using Microsoft Office Outlook and Microsoft Office Word.
- Work Independently.
- Work within a team.
- Understand workplace discipline.
- Understand interpersonal relationships.
- Display organization and problem solving skills.

TEXT: *BASIC SKILLS for the WORKPLACE.* Contemporary/ McGraw-Hill, Inc. Chicago, 2012
ISBN# 978007661062-4

TEST OUT OPTION: Students may test out with full course credit and NCRC Plus Certification by achieving a level 4 average of all three subject areas of the WorkKeys Assessment and complete the WorkKeys Talent Assessment.

STUDY REQUIREMENTS: Completion of text assignments, text and WorkKeys assessments, and Moodle activities. Keep track of completed work on the score sheet; activate your NPC student email and create a NPC Moodle login. Expect to work 32 hours in the classroom and 20-30 hours of independent study each semester.

ATTENDANCE: Attendance on a regular basis is required. Please sign in on the group attendance sign-in sheet and your personal attendance card. Notify your instructor if you must miss a class. Students who do not keep in touch with their instructor may be dropped after the 3rd class missed. Consult your instructor for permission to attend alternate class meetings in *THE LEARNING CORNERSTONE*.

GRADING: Grades will be based on completed coursework in each of the three content areas: Reading for Information, Applied Mathematics, Locating Information, along with Soft skills, and successful completion of the WorkKeys Assessments or fulfill Test-Out option.

| | | | |
|-----------------------------|-------------------|---|---|
| Grade: NCRC Plus Assessment | Average Score 6-7 | = | A |
| NCRC Plus Assessment | Average Score 4-5 | = | B |
| NCRC Plus Assessment | Average Score 3 | = | C |
| NCRC Plus Assessment | Average Score 2 | = | D |
| NCRC Plus Assessment | Average Below 2 | = | F |

DISABILITY RESOURCE: If you are a student with a disability and need accommodations for this class please contact the Disability Resource and Access office located at the White Mountain Campus. The coordinator, Sandy Manor, travels to all campuses and centers and an appointment can be scheduled to meet with her by calling: 532-6178 (Local in Show Low) –or- 1-800-266-7845 ext. 6178 Applications can be submitted electronically at <http://www.npc.edu/dra-application-materials> or by following this [link](#).

ACADEMIC HONESTY: All students are responsible for knowing and understanding the Student Conduct Code. The Code is in the current Student Guidebook, available from any campus or center office. Any violation of the Conduct Code, academic or otherwise, will be reported to the appropriate Vice President for investigation and decision.

TEST OUT PROCEDURE

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| | Take ACT WorkKeys Practice Test |
| | You must score TEST READY in all three areas to proceed. |
| | If not test ready, student must complete all outlined coursework. |
| | Take WorkKeys and Talent Assessments for NCRC Plus Certification. http://www.act.org/workkeys/assess/ Username: Password: |
| | Students must achieve level 4 score (average of the three areas) to test out. |

TIME LINE FOR COURSEWORK

Textbook:

**** Use the Glossary in the back of the text to help you with unknown terms.**

***** Answers to the text exercises are in the back of the book.**

Week 1 Reading For Information- Level 1

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| | Activate your NPC email and create a login for Moodle (Your instructor will help you.) Read Introduction to text p. IV and 1 Read Introduction / Reading for Information pp. 2 & 3 |
| | Lesson 1: Identify Main Idea Read, Learn, and Complete pp. 4-7 Complete and Check <i>On Your Own</i> pp. 8-11 Record score on Grade Sheet. |
| | Lesson 2: Recognize Details Read, Learn and Complete pp. 12-15 Complete and Check <i>On Your Own</i> pp. 16 -19 Record score on Grade Sheet. |
| | Lesson 3: Determine Word Meaning Read, Learn and Complete pp. 20-23 Complete and Check <i>On Your Own</i> pp. 24-27 Record score on Grade Sheet. |
| | Lesson 4: Determine Word Meanings from Context Clues Read, Learn, and Complete pp. 28-31 Complete and Check <i>On Your Own</i> pp. 32- 35 Record score on Grade Sheet. |

Week 2 Reading For Information- Level 1 (continued)

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| | Lesson 5: Understand Time Order Read, Learn, and Complete pp. 36 – 39 Complete and Check <i>On your Own</i> pp. 40-43 Record on Grade Sheet. |
| | Level 1: Performance Assessment Complete pp. 44-49; Check on pp. 260-262 Record Score on Grade Sheet. |
| | Complete a Performance Assessment Self Monitoring Chart Discuss results with your instructor and record score on Grade Sheet. |
| | Activity Assignment: Go to MyNPC / Log in on Moodle, Click on The Learning Cornerstone courses, select HDE 103 Workforce Skills. Review Topic: Reading for Information Level 1 Activity; Choose and click on one area of interest. Complete this activity and submit to your instructor. |

Week 3 Reading for Information- Level 2

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| | Lesson 6: Recognize Multiple-Meaning Words Read, Learn, and Complete pp. 50 – 53 Complete and Check <i>On Your Own</i> pp. 54-57 Record score on Grade Sheet. |
| | Lesson 7: Identify Cause and Effect Read, Learn, and Complete pp. 58-61 Complete and Check <i>On Your Own</i> pp. 62 – 65 Record score on Grade Sheet. |
| | Lesson 8: Compare and Contrast Read, Learn, and Complete pp. 66- 69 Complete and Check <i>On Your Own</i> pp. 70- 73 Record score on Grade Sheet. |
| | Lesson 9: Define Common Workplace Words Read, Learn, and Complete pp. 74- 77 Complete and Check <i>On Your Own</i> pp. 78-81 Record score on Grade Sheet. |

Week 4 Reading for Information - Level 2 (continued)

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| | Lesson 10: Make Inferences Read, Learn, and Complete pp. 82- 85 Complete and Check <i>On Your Own</i> pp. 86-89 Record score on Grade Sheet. |
| | Level 2: Performance Assessment Complete pp. 90-95; Check on pp. 262- 264 |
| | Complete a Performance Assessment Self Monitoring Chart Discuss results with your instructor and record score on Grade Sheet. |

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| <p>Activity Assignment: Go to MyNPC / Log in on Moodle, Click on The Learning Cornerstone courses, select HDE 103 Workforce Skills. Review Topic: Reading for Information Level 2 Activity; Choose and click on one area of interest. Complete this activity and submit to your instructor.</p> |
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Week 5 Applied Mathematics - Level 1

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| Read Introduction to Applied Mathematics pp. 96-97 |
| Lesson 1 Understand Number Basics Read, Learn, and Complete pp. 98-101 |
| Complete and Check <i>On Your Own</i> pp. 102-103 Record score on Grade Sheet. |
| Lesson 2 Add Whole Numbers Read, Learn, and Complete pp. 104-107 |
| Complete and Check <i>On Your Own</i> pp. 108-109 Record score on Grade Sheet. |
| Lesson 3 Subtract Whole Numbers Read, Learn, and Complete pp. 110 – 113 |
| Complete and check <i>On Your Own</i> pp. 114-115 Record score on Grade Sheet. |
| Lesson 4 Understand Decimals Read, Learn and complete pp. 116- 119 |
| Complete and check <i>On Your Own</i> pp. 120- 121 Record score on Grade Sheet. |

Week 6 Applied Mathematics - Level 1 (continued)

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| Lesson 5: Read Time Read, Learn, and Complete pp. 122-125 |
| Complete and Check <i>On Your Own</i> pp. 126-127 Record score on Grade Sheet. |
| Level 1: Performance Assessment Complete pp. 128-131; Check on pp. 264-266 |
| Complete a Performance Assessment Self Monitoring Chart Discuss results with your instructor and record score on Grade Sheet. |
| Activity Assignment: Go to MyNPC / Log in on Moodle, Click on The Learning Cornerstone courses, select HDE 103 Workforce Skills. Review Topic: Applied Mathematics Level 1 Activity; Choose and click on one area of interest. Complete this activity and submit to your instructor. |

Week 7 Applied Mathematics - Level 2 (continued)

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| Lesson 6 – Multiply Whole Numbers Read, Learn, and Complete pp. 132-135 |
| Complete and Check <i>On Your Own</i> pp. 136-137 Record score on Grade Sheet. |
| Lesson 7 – Divide Whole Numbers Read, Learn, and Complete pp. 138 -141 |
| Complete and Check <i>On Your Own</i> pp. 142-143 Record score on Grade Sheet. |
| Lesson 8 – Use Measurements Read, Learn, and Complete pp. 144-147 |
| Complete and Check <i>On Your Own</i> pp. 148-149 Record score on Grade Sheet. |
| Lesson 9 – Understand Fractions Read, Learn, and Complete pp. 150- 153 |
| Complete and Check <i>On Your Own</i> pp.154- 155 Record score on Grade Sheet. |

Week 8 Applied Mathematics - Level 2 (continued)

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| Lesson 10: Choose the Correct Operation Read, Learn, and Complete pp. 156- 159 |
| Complete and Check <i>On Your Own</i> pp. 160-161 Record score on Grade Sheet. |
| Level 2: Performance Assessment Complete pp. 162-165 ; Check on pp. 267-269 |
| Complete a Performance Assessment Self Monitoring Chart Discuss results with your instructor and record score on Grade Sheet. |
| Activity Assignment: Go to MyNPC / Log in on Moodle, Click on The Learning Cornerstone courses, select HDE 103 Workforce Skills. Review Topic: Applied Mathematics Level 2 Activity; Choose and click on one area of interest. Complete this activity and submit to your instructor. |

Week 9 Locating Information - Level 1

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| | Read Introduction to Locating Information pp. 166-167 |
| | Lesson 1 Understand Signs and Symbols Read, Learn, and Complete pp. 168-171 |
| | Complete and Check <i>On Your Own</i> pp. 172- 175 Record score on Grade Sheet. |
| | Lesson 2 Read Tables Read, Learn, and Complete pp. 176 – 179 |
| | Complete and Check <i>On Your Own</i> pp. 180-183 Record score on Grade Sheet. |
| | Lesson 3 Read Maps Read, Learn, and Complete pp. 184- 187 |
| | Complete and Check <i>On Your Own</i> pp. 188- 191 Record score on Grade Sheet. |
| | Lesson 4 Use Bar Graphs Read, Learn , and Complete pp. 192- 195 |
| | Complete and Check <i>On Your Own</i> pp. 196- 199 Record score on Grade Sheet. |

Week 10 Locating Information - Level 1 (continued)

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| | Lesson 5: Use of Line Graphs Read, Learn, and Complete pp. 200-203 |
| | Complete and Check <i>On Your Own</i> pp. 204-207 Record score on Grade Sheet. |
| | Level 1: Performance Assessment Complete pp. 208-214; Check on pp. 269-271. |
| | Complete a Performance Assessment Self Monitoring Chart Discuss results with your instructor and record score on Grade Sheet. |
| | Activity Assignment: Go to MyNPC / Log in on Moodle, Click on The Learning Cornerstone courses, select HDE 103 Workforce Skills. Review Topic: Locating Information Level 1 Activity; Choose and click on one area of interest. Complete this activity and submit to your instructor. |

Week 11 Locating Information - Level 2

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| | Lesson 6 – Use Circle Graphs Read, Learn, and Complete pp. 214-217 |
| | Complete and Check <i>On Your Own</i> pp. 218-221 Record on Grade Sheet. |
| | Lesson 7 – Understand Diagrams Read, Learn, and Complete pp. 222-225 |
| | Complete and Check <i>On Your Own</i> pp. 226-229 Record on Grade Sheet. |
| | Lesson 8 – Find Information in Consumer and Business Materials Read, Learn, and Complete pp. 230-233 |
| | Complete and Check <i>On Your Own</i> pp. 234-237 Record on Grade Sheet. |
| | Lesson 9 – Use Forms Read, Learn, and Complete pp. 238-241 |
| | Complete and Check <i>On Your Own</i> pp. 242-245 Record score on Grade Sheet |

Week 12 Locating Information - Level 2 (continued)

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|--|--|
| | Lesson 10: Find Information in Invoices and Order Forms Read, Learn, and Complete pp. 246- 249 |
| | Complete and Check <i>On Your Own</i> pp. 250-253 Record score on Grade Sheet. |
| | Level 2: Performance Assessment Complete pp. 254-259 Check on pp. 271-273 |
| | Complete a Performance Assessment Self Monitoring Chart Discuss results with your instructor and record score on Grade Sheet. |
| | Activity Assignment: Go to MyNPC / Log in on Moodle, Click on The Learning Cornerstone courses, select HDE 103 Workforce Skills. Review Topic: Reading for Information Level 2 Activity; Choose and |

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| | click on one area of interest. Complete this activity and submit to your instructor. |
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Week 13-14 **Workforce Soft Skills** - Go to course shell in **Moodle** for Topics of Study

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| | Work Discipline Complete all assigned activities. Enthusiasm and Attitude Professionals |
| | Teamwork Complete all assigned activities. Teamwork Networking |
| | Managerial Potential Complete all assigned activities. Communication |
| | Customer Service Orientation Complete all assigned activities. Critical Thinking Problem Solving |

Week 15-16 **National Career Readiness Certificate Plus Assessments**

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| optional | Take ACT WorkKeys Practice Test |
| | Take WorkKeys Assessment and Talent Assessment for NCRC Plus Certification. www.act.org/workkey/assessment Username: Password: |
| | Report WorkKeys Scores and a copy of the Talent Assessment Profile to your instructor. |
| | Congratulations! You are now Workforce Ready with two certifications to list on your resume. |

HDE 103 Workforce Skills Score Sheet

Attendance

| | | | | | | | |
|--------|---------|---------|---------|---------|---------|---------|---------|
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 |
| | | | | | | | |
| Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 |
| | | | | | | | |

On Your Own

| Reading for Information | Date | Score | Applied Mathematics | Date | Score | Locating Information | Date | Score |
|-------------------------|------|-------|---------------------|------|-------|----------------------|------|-------|
| Lesson 1 | | | Lesson 1 | | | Lesson 1 | | |
| Lesson 2 | | | Lesson 2 | | | Lesson 2 | | |
| Lesson 3 | | | Lesson 3 | | | Lesson 3 | | |
| Lesson 4 | | | Lesson 4 | | | Lesson 4 | | |
| Lesson 5 | | | Lesson 5 | | | Lesson 5 | | |
| Lesson 6 | | | Lesson 6 | | | Lesson 6 | | |
| Lesson 7 | | | Lesson 7 | | | Lesson 7 | | |
| Lesson 8 | | | Lesson 8 | | | Lesson 8 | | |
| Lesson 9 | | | Lesson 9 | | | Lesson 9 | | |
| Lesson 10 | | | Lesson10 | | | Lesson 10 | | |

Performance Assessments

| Reading for Information | Date | Score | Applied Mathematics | Date | Score | Locating Information | Date | Score |
|-------------------------|------|-------|---------------------|------|-------|----------------------|------|-------|
| Level 1 | | | Level 1 | | | Level 1 | | |
| Level 2 | | | Level 2 | | | Level 2 | | |

Activities in Moodle Shell

| Reading for Information | Date Completed | Applied Mathematics | Date Completed | Locating Information | Date Completed |
|-------------------------|----------------|---------------------|----------------|-----------------------------|----------------|
| Level 1 | | Level 1 | | Level 1 | |
| Level 2 | | Level 2 | | Level 2 | |
| Work Discipline | | Teamwork | | Managerial Potential | |
| Customer Service | | ----- | ----- | ----- | ----- |

WorkKeys Assessments-

| | | | | |
|-------------------------------|---------------------------|----------------------------|--|--|
| Reading for Information Score | Applied Mathematics Score | Locating Information Score | RI ____ AP ____ LI ____ = ____/3 Average WorkKeys Score ____ | Talent Assessment Profile Copy in File ____ initials |
|-------------------------------|---------------------------|----------------------------|--|--|

Grading Scale: NCRC Plus Assessment Score 6-7 = A, Score 4-5 = B, Score 3 = C, Score 2 = D, Below 2 = F

Name _____ Date _____ Campus _____
 Instructor _____ Final Grade _____ Date _____

HDE 103 Workforce Skills Score Sheet

Attendance

| | | | | | | | |
|--------|---------|---------|---------|---------|---------|---------|---------|
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 |
| | | | | | | | |
| Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 |
| | | | | | | | |

On Your Own

| Reading for Information | Date | Score | Applied Mathematics | Date | Score | Locating Information | Date | Score |
|-------------------------|------|-------|---------------------|------|-------|----------------------|------|-------|
| Lesson 1 | | | Lesson 1 | | | Lesson 1 | | |
| Lesson 2 | | | Lesson 2 | | | Lesson 2 | | |
| Lesson 3 | | | Lesson 3 | | | Lesson 3 | | |
| Lesson 4 | | | Lesson 4 | | | Lesson 4 | | |
| Lesson 5 | | | Lesson 5 | | | Lesson 5 | | |
| Lesson 6 | | | Lesson 6 | | | Lesson 6 | | |
| Lesson 7 | | | Lesson 7 | | | Lesson 7 | | |
| Lesson 8 | | | Lesson 8 | | | Lesson 8 | | |
| Lesson 9 | | | Lesson 9 | | | Lesson 9 | | |
| Lesson 10 | | | Lesson10 | | | Lesson 10 | | |

Performance Assessments

| Reading for Information | Date | Score | Applied Mathematics | Date | Score | Locating Information | Date | Score |
|-------------------------|------|-------|---------------------|------|-------|----------------------|------|-------|
| Level 1 | | | Level 1 | | | Level 1 | | |
| Level 2 | | | Level 2 | | | Level 2 | | |

Activities in Moodle Shell

| Reading for Information | Date Completed | Applied Mathematics | Date Completed | Locating Information | Date Completed |
|-------------------------|----------------|---------------------|----------------|-----------------------------|----------------|
| Level 1 | | Level 1 | | Level 1 | |
| Level 2 | | Level 2 | | Level 2 | |
| Work Discipline | | Teamwork | | Managerial Potential | |
| Customer Service | | ----- | ----- | ----- | ----- |

WorkKeys Assessments-

| | | | | |
|-------------------------------|---------------------------|----------------------------|--|---|
| Reading for Information Score | Applied Mathematics Score | Locating Information Score | RI _____ AP _____ LI _____ = _____ /3 Average WorkKeys Score _____ | Talent Assessment Profile Copy in File ___ initials |
|-------------------------------|---------------------------|----------------------------|--|---|

Grading Scale: NCRC Plus Assessment Score 6-7 = A, Score 4-5 = B, Score 3 = C, Score 2 = D, Below 2 = F

Name _____ Date _____ Campus _____
 Instructor _____ Final Grade _____ Date _____