

Winning in the Workplace

BUSH 031 055

Credits: 0.5 units / 5 hours

Course Description

This course provides an overview of the entire employment experience. It prepares students for a job search, explains the application process, and discusses the situations that workers face. The course stresses both the rights and responsibilities of employees, emphasizing personal money management, workplace safety, insurance, liability, and strategies for investing.

Course Objectives

When you have completed this course, you should be able to:

1. Explain the reasons why people work.
2. Analyze different jobs, careers, occupations, and industries.
3. Research employment trends.
4. Make intelligent, responsible decisions.
5. Find and explore job opportunities.
6. Successfully apply for a job.
7. Present yourself well at a job interview.
8. Understand your responsibilities and rights as an employee.
9. Communicate effectively in a work environment with customers, coworkers, and supervisors.
10. Function effectively with different supervisors (and people you are supervising).
11. Stay current with new developments in industries and technology.
12. Manage the money you earn effectively.
13. Save, invest, and plan for retirement.

Course Outline

Unit 1: Job Opportunities

Lesson 1: Learn about Work

Lesson 2: A Job for You

Lesson 3: Starting the Job Search

Unit 2: Finding a Position

Lesson 4: Applying for a Job

Lesson 5: Interview for a Job

Lesson 6: What Employers Expect

Unit 3: Getting along at Work

Lesson 7: Your Rights and Expectations as a Worker

Lesson 8: Communicating in the Workplace

Unit 4: Work-Related Issues

Lesson 9: What it takes to be a Business Leader

Lesson 10: Computer and Technology Skills

Lesson 11: Insuring your Assets

Unit 5: Financial Planning

Lesson 12: Banking and Credit

Lesson 13: Budgeting, Saving, and Investing

Lesson 14: Taxes and Planning for Retirement

Required Textbook

(available through Follett virtual bookstore at <http://highschool.nebraska.bkstr.com>)

Textbook: *Working*. 5th ed. (ISBN: 9780840068569)