

Tidewater Community College

Job Skills Training Program

Basic Course Descriptions

BUSC 5001: Orientation

This course will provide students information and expectations of the program and their employers. It will familiarize students with the Norfolk campus.

BUSC 5002: Professional Image Enhancement

This training is designed for students to understand how to dress for success, understand the ten steps for overcoming any barriers to keeping a job, or advancing in a career.

BUSC 5003: Pre-Employment

The Pre-Employment Training course is designed to empower individuals with strategies that will equip them to remove barriers that prevent them from obtaining and maintaining employment. Self evaluation regarding choices both past and current will be discussed and students will understand that it is natural for change to often times cause fear. Students will be challenged to consider the benefit of being employed versus remaining unemployed, and realize that they are better off financially, emotionally, and socially, if they work.

BUSC 5004: Workforce Readiness

This course will provide students with an understanding of what it means to be ready for work. The student will also be able to write an effective resume and develop short and long term employment goals. Students will understand how to use training and feed back opportunities to advance their career.

COMM 5001: Business Communications

This course is designed to teach students the fundamentals of business communications. Emphasis will be placed on proper articulation, effective communication techniques with coworkers and supervisors, methods of handling difficult situations and other topics. The course will utilize group discussions, oral presentations, lecture and role playing to provide students with the knowledge necessary for a successful job experience.

BUSC 5005: Life Skills

The course is designed to assist students in understanding several different life issues and to develop effective strategies for resolution. Students will be encouraged to analyze the relationship between a positive attitude and personal success in the business world. The Job Skills Training Program is dedicated to the development of training, which incorporates Adult Learning Theory. Concepts from this theory are applied in all possible training sessions.

BUSC 5010: Teamwork

This course is designed to teach students the importance of teamwork within organizations. This course will provide case studies, mini workshops, role playing scenarios, and group activities to encourage cooperation and communications within the group. Students will develop a core knowledge delegating of responsibility, prioritizing of group tasks and the importance of teamwork.

BUSC 5006: Moral Reconciliation Therapy

This course is designed for adult students who are attempting to take charge of their lives and set long-term goals. It will help the student to locate and understand their own personal barriers while encouraging them to acknowledge responsibility and successfully make appropriate changes.

BUSC 5011: Post Employment

The Post-Employment course is designed to ensure that students have resolved employment barriers, are ready to work and understand how their actions will affect job retention and future employment.