

# Workplace Basics – Spring



**Register Now!!!**  
**Next class March 30 to May 8, 2009**

6 weeks@ 21 hours per week  
Monday – Friday 9am – 12pm  
Tues and Thurs 1pm – 4pm

**Location:** MHCC Maywood Campus 10100 NE Prescott

**Contact:**

Linda Hastings, 503-256-0432, ext.22290, [linda.hastings@mhcc.edu](mailto:linda.hastings@mhcc.edu)

Michael Goldhammer, 503-256-0432, ext.22524, [michael.goldhammer@mhcc.edu](mailto:michael.goldhammer@mhcc.edu)

Nora Visser, 503-517-8923, ext. 13, [nvisser@pcc.edu](mailto:nvisser@pcc.edu)

**Code:** WE or SW

**Prerequisites:** CASAS Tests taken within past 12 months

## Outcomes:

- The student will leave with:
  1. Professional résumé
  2. Oregon Food Handler Card
  3. Portfolio of accomplishments and work samples
  4. Through Dress for Success, professional attire for interviews
- The student will complete:
  1. A written career plan with a request for next steps for their Caseworker
  2. A written plan for overcoming any barriers to employment
- The student will demonstrate competency in:
  1. Basic computer skills including file organization
  2. Skills in Microsoft Word
  3. Internet and email skills

## Learning Areas:

**Computer:** Keyboarding, Internet searching and resources, Email, Microsoft Windows, Microsoft Word, and organizing electronic files,

**Career exploration:** Investigation, goal setting and achievement strategies

**Communication:** Emphasis on understanding workplace personalities, effective listening, conflict resolution, communicating ideas to others and self advocacy

**Successfully managing work and family:** Organization and time management, stress reduction, boundary setting, building self confidence and social support networks.

**Career advancement and work retention:** Understanding what employers expect, gaining respect from your co-workers and manager, teamwork, using direction and criticism to learn and succeed, and ethical decision making

**Working effectively in a diverse workplace:** Appreciate many aspects of diversity and equal opportunity

*MHCC Steps to Success and the PCC Workforce Network are Equal Opportunity Employers. Auxiliary aids and services are available upon request to individuals with disabilities. Please call 2 weeks in prior to the start of class to ensure availability of accommodations (ADA Requirements)*

# Steps to Success Short Term Training Current Schedule

DATES	TRAININGS	LOCATIONS
03/30/09 – 5/08/09	<b>Work Place Basics and Computer Training</b> (6 weeks, 21hrs / wk, 9:00 – 12:00 M-F) Tues and Thurs 1 - 4	<b>MHCC Maywood Campus</b> 10100 NE Prescott Street Portland, OR 97220
04/06/09– 06/12/09	<b>Health Career Foundations</b> (10 wks, 35 hrs / wk, 8:30 – 4:30 M-F)	<b>MHCC Maywood Campus</b> 10100 NE Prescott Street Portland, OR 97220

## STEPS TO REGISTER

1. Call (503) 517-8923 x 13 to register
2. Entrance Requirements
  - CASAS tests taken within last 12 months:
  - (Payment: Fax PDP **or** payment authorization \$800 + Lab Fee \$ 85 to (503) 467-4034

Opportunities to fulfill CASAS		
<b>Location</b>	<b>East</b> 1415 SE 122 <sup>nd</sup> (503) 256-0432	<b>PCC Metro</b> 5600 NE 42 <sup>nd</sup> (503) 943-2000
<b>Test Info.</b>	<b>CASAS</b>  <b>Every Wed.</b> <b>10:00 a.m.</b> <b>South Building,</b> <b>Room 137</b>  <i>Arrive early: must be in classroom before starting time</i>	<b>CASAS</b>  <b>Every Fri.</b> <b>9:00 a.m.</b> <b>Room 204</b>  <i>Arrive early: must be in classroom before starting time</i>

## **Our Mission:**

To continually improve and deliver basic skills and vocational training that will increase students' personal and professional success in employability, self-sufficiency, and retention.

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