

Student Handbook

Mission: We exist to provide comprehensive workforce development, helping community members acquire the skill, training, and experience to achieve economic security while meeting the human resource needs of local business and industry.

The contents of this handbook are subject to change without notice. Up-to-date information is available on-line at www.workforceu.com.

The WorkForce Center - St. Cloud and Workforce "U" do not discriminate on the basis of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, sexual orientation, family status, disability or age. Further, the WorkForce Center will not tolerate acts of sexual harassment/assault within its jurisdiction.

Inquiries, complaints or grievances concerning the application of affirmative action, equal opportunity, or Title IX should be referred to the Executive Director of Stearns-Benton Employment & Training Council, a partner in the WorkForce Center - St. Cloud.

Workforce "U"



WorkForce Center – St. Cloud

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Introduction

Background

Workforce “U” was developed as a result of employers telling us they need applicants who can:

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| Pass a reading and/or math test. | Bring skills to targeted industries. |
| Pass a drug test. | Work as a member of a team. |
| Come to work everyday, on time. | Understand how their job performance impacts others, including the employer’s bottom line. |
| Problem solve. | |

Workforce “U” is setting the standard for preparing area jobseekers for employment.

Goals

One goal of Workforce “U” is to meet the workforce needs of area employers. The ability to attract and keep businesses depends on a skilled labor force. You can be part of that skilled labor force.

Another goal is to grow six (6) targeted industries.

Our Student Body

Students in Workforce “U” have a wide variety of skills and work experience. They include those who are not working, laid off workers, youth, and immigrants. All are welcome. It is expected all will have a good attitude and willingness to work.

Admission/Registration

Procedures

Enrollments are through the Workforce “U” Admissions Department. Contact Admission at (320) 308-5701 for more information.

Financial Aid (Scholarships)

Many of our courses have no fees. You should sign-up ahead of time for courses. Scholarships are available to cover tuition, books, and fees.

Contact the Workforce “U” Admissions Department for more information and scholarship applications.

Academic Policies

Readiness and Assessment

As a student in Workforce “U” you will research careers in targeted industries. Workforce “U” courses help you to answer:

What are your *Interests* ?

What are your *Skills* ?

What are your *Strengths* ?

What is your *Work History* ?

What are your *Training Needs* ?

How well can you *Read, do math and locate information* ?

With this information you will complete your Personal Profile. Your Profile will identify which industries would be a good match for you.

Prerequisites

Basic computer skills, basic English skills, and a winning attitude are required. If you need to improve your computer skills, we can help. Or if you need to improve your basic English skills, we can help. A winning attitude must come from within you.

Attendance & Tardy Policy

Just like on a job, you are expected to be on time. This includes returning from breaks on time. When the classroom door is closed and you are late you will not be allowed to enter the room.

Program Majors

Numbering System

100 - Core Services (Open to the public)

You do not need to enroll in Workforce “U” to use the Resource Area, take Creative Job Search or Resume Writing courses. We will provide information about targeted industries. Some services require pre-registration.

200 – Assessment and Preparation (Enrollment required)

Staff will help you identify your interests, skills, and abilities. You can work on building your strengths. You will be able to make an informed decision about a major.

300 - Career Exploration and Job Search (Enrollment required)

You focus on using a marketing approach to job search. You will know what you can offer employers, and what employers are looking for. Courses include Jobs 4 U, career research, and job shadowing.

400 - Short Term Training (Enrollment required)

If you need further training for a targeted industry this is for you. Completion means a certificate that will show employers your newly learned skills. You must complete 300 Level courses to determine training needs.

500 - Long Term Training (Enrollment required)

This training is specific to a career in a targeted industry. You must complete 300 Level courses to participate at this level.

Declaring of a Major

Declaring a major in Workforce “U” is making an informed decision. You will know the skills needed for a job in a targeted industry. After completing our courses, you will know what an industry looks for in a qualified applicant.

Scholarships are available for advanced study. This is available only in one the targeted industries identified for growth by our Workforce Council.

Targeted Industries & Occupations

The targeted industries are:

Engineering/Management - Establishments which are primarily engaged in providing engineering, architectural & surveying services; accounting, auditing and bookkeeping services; research, development and testing services; and management and public relations services.

Manufacturing - Establishments engaged in manufacturing, industrial and commercial machinery, equipment, instruments, and computers, as well as fabricating metals and other such manufacturing.

Health Services - Establishments primarily engaged in furnishing medical, surgical, and other health services to persons.

Wholesale Trade - Establishments primarily engaged in selling merchandise to retailers: industrial, commercial, institutional, farms, construction contractors, or professional business users; or acting as agents or brokers in buying merchandise for or selling merchandise to such persons or companies.

Printing/Publishing - Establishments engages in printing by one or more common processes, such as letterpress; lithography, or screen; and establishments that perform services for the printing trade, such as bookbinding. It also includes publishing newspapers, books, and periodicals.

Business Services - Establishments primarily engaged in rendering services to business establishments on a contract or fee basis. This includes information technology providers and personnel supply services.

Targeted Occupations include:

Architecture and Engineering - Architects, Surveyors, Chemical Engineers, Mechanical Drafters, Industrial Engineering Technicians and the like.

Healthcare Practitioners and Technical Occupations - Chiropractors, Dentists, General Practitioners, Surgeons, Therapists, Registered Nurses, Technicians and the like.

Business and Financial - Insurance Appraisers, Cost Estimators, Accountants, Auditors, Financial Analysts, Loan Officers, Appraisers of Real Estate and the like.

Computer and Mathematical Occupations - Computer Programmers, Computer Software Engineers, Computer Systems Administrators, Mathematicians, Statisticians, Network Systems Analysts and the like.

Management Occupations in the Target Industries - Top Executives; Advertising, marketing, Promotions, Public Relations, and Sales Managers; Operations Manager; Other Management Occupations and the like.

Course Descriptions

Our talented staff will present information to jump start your career. With most courses you will have a product that will help you be a successful employee. Below are a few examples of courses we offer.

Pre-Employment Skills - What are you good at? What do you want to do? Identify your strengths and abilities through assessments. You will focus on the targeted industries and how you fit into them. This is not a job search workshop.

Strengths Development - Sharpen your skills or get new skills. Self-paced computer training and other trainings are offered. You can use this time to improve your job search package too.

Jobs 4 U - Need help with your job search? Jobs 4 U gives you the tips and techniques to help connect you with employers and find the job you want. Tours of local employers and workshops by employers are here too.

Short or Long Term Training - You may qualify for training to improve or add to your skills for a job in a targeted industry. Scholarships are available.

Creative Job Search - This course provides a wealth of information on change, skills id, resume writing and job interviews. You will learn new job seeking techniques and tools.

Student Services

Students with Disabilities

Workforce “U” will make reasonable accommodations. This is so you can access programs or services.

Student Code of Conduct

You are expected to follow the rules of any job. This includes:

Respect for yourself and others.

Dress appropriately.

Be on time.

Give your best effort, in and out of class.

Do outstanding quality and quantity
of work.

By following this Code you will make an excellent student and employee.

Cell Phones

Please turn your cell phone off during class. An exception would be to turn it to silent mode if you are expecting a call from an employer about a job offer.

Computer Use

Our computers are only for job searching, testing, and training. Staff will be available to help you use this tool.

Data Privacy

Workforce “U” follows all laws about keeping your data private. We only share personal data if we have your permission.

Parking

Please use lot B. Parking passes are available at the WorkForce Center reception, Door 2. St. Cloud Technical College rules for parking apply to all students and staff.