



### **Course Overview:**

By the end of this 18-class course, students will have a functional knowledge of all relevant vocabulary, a general understanding of the company culture, and a functional understanding of day-to-day operations of an assembler and the soft skills associated with that role. Additionally, students will be conversant in basic manufacturing and safety terminology. Classes will meet three times per week for six weeks. Class periods will be 75 minutes long. In the week prior to classes starting, all participants will need to test and register for the class, per Earn and Learn Funding Requirements. Students eligible for this course should score within the range of 201-220 on the CASAS Reading Assessment and/or 200-218 on the CASAS Listening Assessment. Placement will be determined by the lower of the two scores and/or at the discretion of the instructor.

This overview is to serve as a course outline and is subject to change based on instructor recommendation and student needs.

#### **I. Week 1: Employment Overview- finding success in the workplace**

##### **A. Day 1: Intro Lesson I**

Objective: at the end of this class, students will have a general understanding of the company and the position for which they were hired, including an overview of a typical day, highlights from the Employee Handbook, and functional knowledge of relevant *general* workplace and school vocabulary (VOCAB, BACKGROUND KNOWLEDGE)

##### **B. Day 2: Intro Lesson II**

Objective: this class will be a continuation of Intro Lesson I. Students will build on knowledge acquired in the first class, and do a deeper dive into Company policies, HR paperwork, technology used at work related to employment (such as the self service kiosks), and workplace expectations in the US. (BACKGROUND KNOWLEDGE, TECH, CULTURE, VOCAB)

- 1. Note:** Attendance policy, workplace expectations

##### **C. Day 3: Intro Lesson III: Time at work**

Objective: at the end of this class, students will be comfortable using the vocabulary, technology, and soft skills associated with time as it relates to their work, including clocking in, takt time, overtime, and the importance of overall time management (VOCAB, TECH, SOFT SKILLS)

- 1. Topic for discussion:** *time management*- Instructor will lead students in a brief discussion regarding cultural expectations surrounding time management. Students will be encouraged to share information with

classmates and colleagues regarding time expectations in their home country and/or personal life. Instructor will ask leading questions to support student discovery of time management best practices in the American workplace.

**II. Week 2: Vocabulary- words as tools for successful communication**

Objective: the second and third weeks of this class will focus almost exclusively on learning and using the vocabulary associated with becoming successful as an assembler. (VOCAB)

**A. Assembler Role**

1. Equipment used
2. Gear/uniform
3. Standardized Work vocab

**B. Manufacturing and Plant Terminology**

1. Nouns- tools, locations around plant, personnel, relevant parts/pieces of the refrigerator
2. Verbs- pick, place, fabricate, build, push, pull, check, etc.; build upon established vocab from standardized work
3. Adjectives- size, qualities, condition, color,
4. Slang- go/no go, unit, line, other vocabulary as identified by instructor

**III. Week 3: Vocabulary cont'd.- Words as Tools for Successful Communication**

Objective: the second and third weeks of this class will focus almost exclusively on learning and using the vocabulary associated with becoming successful as an assembler. (VOCAB)

**A. Company Terminology**

1. Positions within plant
2. Standardized Work

**B. Directional words**

**C. Safety**

1. Reading safety signs
2. Body parts
3. Injuries and pain
4. Cleanliness standards
5. COVID-19 precautions
6. Safety tools/equipment
7. Safety hazards in the workplace

**IV. Week 4: Workplace Skills- Communication**

Objective: In the fourth week of this class, students will practice reading and communicating information about their surroundings with supervisors and peers. They will utilize vocabulary words learned in the previous two weeks to describe what they are doing and give directions to one another, explain what is happening in a given situation, and have simulated conversations with a supervisor. Students will also employ their reading skills and vocabulary knowledge to practice reading company communication, such as Fridge Notes, Standardized Work, and flyers from the announcement board. (VOCAB, READING, SPOKEN COMMUNICATION, SOFT SKILLS)

**V. Week 5: Workplace Skills- Communication about safety**

Objective: In the fifth week of this class, students will build upon knowledge gained in the previous four weeks to practice communicating about safety. They will continue to practice by completing activities where they describe their surroundings and tools they may be working with. They will also participate in activities that require spontaneous recall of safety vocabulary, ideally simulating some of the conditions that may be encountered in an emergency situation on the factory floor. Students will practice simulated conversations with their supervisor regarding safety. (VOCAB, READING, SPOKEN COMMUNICATION, SOFT SKILLS)

**VI. Week 6: Workplace Culture**

**A. Company Culture**

**B. Idioms and Slang- questions and discussion**

1. In this class students will have an opportunity to ask questions about any and all additional vocabulary they may have encountered while at work, including any idioms and slang.

**C. Day 18: Testing**