

SADDLEBACK COLLEGE - BUSINESS SCIENCE DIVISION
BUS 196 COURSE SYLLABUS

Workplace Success Skills

Class Title:	Workplace Success Skills	Dates:	October 18 – December 19, 2018
Course Number:	BUS 196, Ticket #19920	Format:	Online
Units:	1		

Course Description

This course teaches the employability skills needed to succeed in any professional career field and work organization. The focus of this class is to teach students transferable skills necessary to succeed in the ever-changing workplace through teamwork, problem-solving, communication, self-management, and career readiness. Students will enhance basic soft skills, as well as workplace, interpersonal, communication, and leadership skills.

Required Textbooks

Goodheart. *Soft Skills for the Workplace*. Goodheart-Wilcox Publisher. ISBN 978-1631268267.

Learning Objectives

Students participating in this class will:

1. Employ complex communication skills that increase productivity.
2. Collaborate, in person and virtually, to complete tasks.
3. Integrate expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.
4. Behave in a professional manner appropriate to organizational expectations.
5. Exercise initiative and self-direction.
6. Interact effectively with diverse cultures and generations to develop organizational mission, goals, and objectives.
7. Evaluate varying organizational cultures and their effects on personal success.
8. Observe laws, rules, and ethical practices.

Student Learning Outcomes

Students completing this course satisfactorily will be able to:

1. Identify which professional strengths and skills they have and give evidence and examples of these.
2. Employ strategies and resources for continually enhancing and developing their skills and experience.
3. Apply effective and workplace-appropriate interpersonal skills and identify strategies to employ when working with peers and superiors

Class Format

Course instruction will be delivered online via Canvas and special McGraw-Hill websites. Individual, group, and interaction occur online. The “online classroom atmosphere” will be active and engaging and will require focus and commitment throughout the term. Be prepared to participate in class discussions by keeping up with assigned readings/homework and contributing thoughtful questions and input.

HOW, WHEN AND WHERE TO FIND PROF. KNAPP

OFFICE HOURS:

Tuesdays, Wednesdays and Thursdays: 9:00 – 10:00 a.m. in BGS 226, Office 210
Online office hours (either by email or Zoom) are also held by appointment only.

Or, you can always reach me at (in order of preference):

E-mail: rknapp@saddleback.edu

Zoom: Zoom.us/j/3950243753

Phone: (949) 582-4613

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HOW THIS COURSE WORKS

This distance education course is taught using the texts and various online tools. The components are organized into three learning modes: textbook reading, online instruction, and “live” activities. Students will also be directed to various web sites to view video clips, complete activities, or read additional instructional material. You *must* have access to a computer with a reliable Internet connection, e-mail, and a recent version of Internet Explorer or Firefox. This course is not recommended for students who are computer novices. **This course is also NOT recommended for students who struggle with self-discipline or time management!** If you find that you need the structure of the classroom in order to acquire the best learning and deliver your best work, then you should enroll in the live version of BUS 160. See the current Course Schedule for class times.

ONLINE RESOURCES TO UNDERSTAND FOR THIS COURSE

Canvas

We will use Canvas for the following:

- Posting to the Discussion Board
- Submitting Assignments
- Viewing PowerPoint Lecture Presentations
- Viewing Learning Activity (assignments) Details
- Obtaining Forms or other Documents needed to complete Assignments

JupiterGrades

We will use JupiterGrades for our online course gradebook.

ONLINE INSTRUCTION VS. HOMEWORK

Online instruction is the distance education alternative to classroom instruction. It may take the form of a presentation to view in Canvas, on YouTube, or on another Web site. Sometimes the instruction may take the form of additional reading. Online exams are considered part of the online instruction time.

Learning assignments are due weekly and may be in the form of threaded discussions on the Canvas Discussion Board, written assignments submitted through Canvas, online chapter previews or other assignments. Since some learning activities would normally be carried out during classroom time, some of these activities are considered part of the online instruction time, and others are considered homework.

Online Instruction	Homework
<ul style="list-style-type: none">• Chapter Readings• Chapter Videos• Guidance and Resources Shared	<ul style="list-style-type: none">• Chapter Readings• Chapter Videos• Matching Activities• Weekly Projects• Pre- and Post-Tests• Goal-Setting Workbook

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COURSE POLICIES

General Expectations

- All written assignments must be typed to be considered for credit.
- Students will respect that it may take up to 48 hours for the professor to respond to an email inquiry and understand that sending numerous follow-up emails within that 48-hour period will not expedite a response.
- Students struggling in the course will come to the professor to seek guidance sooner than later.
- Students will conduct themselves in a professional and mature manner at all times while in class, working with teams and communicating online (email, Canvas, etc.).
- Students are expected to take responsibility for their own learning. It is not the professor's responsibility to manage your time, deadlines or out-of-class project requirements.
- Work will be submitted on time. Assignments submitted late will be penalized 10% per day.

Technology Knowledge Expectation

Basic Internet skills and access to word processing software are required for this course. Many options are available for students who desire to review Internet basics - including College courses and free online tools.

Participation

Students deciding not to participate in this course, retain responsibility to drop the class. Students who choose not to participate in the course and do not drop the class will receive an earned grade per the syllabus grading rubric.

Plagiarism Policy

Academic integrity is taken very seriously in this course. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same. You are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, I recommend that you engage in a verifiable working process: Keep copies of all drafts of your work, make photocopies of your research materials, write summaries of research materials, save writing center receipts, keep logs or journals of your work, save drafts/revisions of assignments under different file names, etc. The inability to authenticate your work, should I request it, is sufficient grounds for failing the assignment. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program is in violation of Saddleback College's student Code of Conduct. Please review your Student Handbook to fully understand your responsibilities within this important college policy.

Accommodations for Students with Disabilities

This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities.

Privacy

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. Your grades will be made available through the JupiterGrades link found in Canvas, and final grades will be posted through MySite.

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ASSESSMENT OF STUDENT LEARNING

Skills Pre-Test

You will receive a digital invitation from QuickKey/your professor to complete a soft skills pre-test at the start of the class. There are 50 questions, and you will see which questions you got right or wrong. However, you will earn full credit for completing the exam, regardless of your results (i.e., it is a pass/fail pre-test).

Goal Setting Workbook

You will be provided with a goal setting workbook that includes self-reflection and personal goal-setting activities. Your workbook will be graded on the thoroughness of your entries, not a subjective analysis of your goals. That is, complete the Steps earnestly and with sincerity, and you will earn full credit for this assignment. The professor's opinion of your goals is irrelevant, unless you specifically request feedback and guidance. The workbook is to be self-reflective and completed in your own time, but is due by the conclusion of the course. You should expect to work on completing it over at least five weeks of the course to see progress.

Weekly Assignments

Each week, you will be assigned a project that coincides with the chapter themes covered. Projects are due in the Canvas dropbox each Sunday night by 11:59 p.m. The projects are hands-on opportunities to apply to concepts covered in the videos and matching activities. Details for each week will be shared in Canvas.

Final Exam

The final exam will be like the QuickKey pre-test. It is a post-test of the skills and concepts covered in the course. Unlike the pre-test, this test will be graded, and the grade you earn will be entered in the gradebook.

GRADING

Course Evaluation

Getting Started Assignments	20 points
Skills Pre-Test	30 points
Goal-Setting Workbook	50 points
Weekly Assignments	350 (7 weeks x 50 pts. per week)
Final Exam	50 points

Total Possible

500 points

Grading Scale: A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 59% and below

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COURSE SCHEDULE AND CONTENT OUTLINE

(Subject to Revision and Unexpected Changes)

Week	Lecture Topics & In-Class Activities	Homework
10/18-10/21 Week 1	Introductions, Syllabus Review, Housekeeping	<input type="checkbox"/> Skills Pre-Test
10/22-10/28 Week 2	<ul style="list-style-type: none"> • Chapter 1 – Professionalism • Chapter 2 – Ethics 	<input type="checkbox"/> Watch Chapter Videos <input type="checkbox"/> Complete the Week 1 Assignment ❖ Submit all work to the Weekly Dropbox
10/29-11/4 Week 3	<ul style="list-style-type: none"> • Chapter 4 – Etiquette • Chapter 5 – Attire 	<input type="checkbox"/> Watch Chapter Videos <input type="checkbox"/> Complete the Week 2 Assignment ❖ Submit all work to the Weekly Dropbox
11/5-11/11 Week 4	<ul style="list-style-type: none"> • Chapter 3 – Self-Management Skills • Chapter 14 – Confidence 	<input type="checkbox"/> Watch Chapter Videos <input type="checkbox"/> Complete the Week 3 Assignment ❖ Submit all work to the Weekly Dropbox
11/12-11/18 Week 5	<ul style="list-style-type: none"> • Chapter 6 – Communication Skills • Chapter 7 – Verbal and Nonverbal Communication 	<input type="checkbox"/> Watch Chapter Videos <input type="checkbox"/> Complete the Week 4 Assignment ❖ Submit all work to the Weekly Dropbox
11/19-11/25 Week 6	<ul style="list-style-type: none"> • Chapter 8 – Speaking Skills • Chapter 9 – Listening Skills 	<input type="checkbox"/> Watch Chapter Videos <input type="checkbox"/> Complete the Week 5 Assignment ❖ Submit all work to the Weekly Dropbox
11/26-12/2 Week 7	<ul style="list-style-type: none"> • Chapter 10 – Written Communication • Chapter 11 – Writing and Interviewing for Employment 	<input type="checkbox"/> Watch Chapter Videos <input type="checkbox"/> Complete the Week 6 Assignment ❖ Submit all work to the Weekly Dropbox
12/3-12/9 Week 8	<ul style="list-style-type: none"> • Chapter 12 – Teams • Chapter 14 – Diversity 	<input type="checkbox"/> Watch Chapter Videos <input type="checkbox"/> Complete the Week 7 Assignment <input type="checkbox"/> Goal-Setting Workbook Due ❖ Submit all work to the Weekly Dropbox

FINAL EXAM – Complete the Post-Test Online by December 19th at 11:59 p.m.