SUFFOLK COUNTY COMMUNITY COLLEGE
COLLEGE WORKPLACE SKILLS SEMINAR
FALL 2009
BUS 115 CRN# 95547
TUES/THURS 9:30-10:45AM
ORIENT 110
COURSE SYLLABUS

Professor: Kira Atkins--Adjunct Instructor
Office: Orient Building, 1st floor Room 112 or Academic Skills Center, 2nd floor
Phone: 548-2559/2594
E-mail: atkinsk@sunysuffolk.edu
Office Hours: Immediately after class or by appointment Monday, Tuesday, and Thursday

COURSE REQUIREMENTS:

Author: Carol Carter & Gary Izumo Publisher: Prentice Hall ISBN: 0-13-088418-9

Other required texts/resources:
Suffolk County Community College 2008-2010 College Catalog
Suffolk County Community College Handbook
Folder for assignments

COURSE DESCRIPTION:

This course is designed to expose students to the general skills needed for success in the workplace. It will connect the college experience and its impact on the student’s skills necessary to compete in the world of business and enterprise.

The mission for Business Seminar is to also facilitate a successful transition for new students to Suffolk County Community College. This course will introduce students to methods, strategies and opportunities of higher education, as well as to the skills needed to use academic resources successfully in college. Many of the topics covered in this course not only apply to your growth as a student, but also to your social and professional development.

COURSE GOALS AND OBJECTIVES:

This course will help students frame and create academic goals, career goals and a life plan.
- Increase familiarity with campus and community resources
- Enhance academic learning skills
- Promote personal growth and development

Increase their self-knowledge of effective

- Study Skills
- Note taking Skills
- Time Management Skills
- Career Objectives
- Interpersonal skills
- Test-taking Skills
- Learning Style
- College Resources/Technology
- Faculty/Administration

Students will meet the above objectives by
• Writing several journals/essays/research papers on class topics.
• Attending outside activities and writing/discussing summaries of these events.
• Preparing for class discussions through guided questions.
• Completing a project that includes an oral presentation using visual aids or technology.
• Completing in- and out-of-class assignments by due dates.
• Participating in class discussions thoughtfully and respectfully.

COURSE OUTCOMES:

Students who successfully complete this course will be able to:

☐ Examine the purpose of higher education and understand their place in higher education setting

☐ Explore personal and societal issues faced by first year students (i.e. alcohol and other drug use and abuse, sexuality, cultural diversity, etc.)

☐ Define short-term as well as long-term goals within the professional and educational sphere (i.e. career development and academic advisement).

☐ Expand their knowledge of the resources and services provided by Suffolk County Community College and the extended community.

☐ Understand time, stress and personal resource management.

☐ Acquire academic survival skills to promote active learning.

☐ Become proficient in mastering electronic communication skills in utilizing academic computer center.

☐ Acquire problem solving skills through analysis and critical thinking.

☐ Develop interpersonal skills through interaction in group activities.

☐ Become familiar with and learn to use SCCC’s library homepage and resources.

STUDENT EVALUATION:
“ALL STUDENTS IN THE ALL BUSINESS PROGRAMS MUST SUCCESSFULLY COMPLETE BUS 115: COLLEGE WORKPLACE SKILLS SEMINAR.” EACH STUDENT IS REQUIRED TO SUBMIT A PORTFOLIO**
(SCCC 2008-2010 Course Catalog p. 71)

**IF A STUDENT FAILS TO SUBMIT A COMPLETE PORTFOLIO AN “F” WILL AUTOMATICALLY BE ISSUED AND THEREBY FAILING THE COURSE **

GRADING

Your grade will be calculated on the following criteria:

- Attendance (Lateness) / Participation: 30%
- Written Assignments: (Bio, Journal, Chapter Outlines, SAIN) 30%
- Research Career Paper/ Visual Board: 30%
- Overall Effort/Oral Presentation/Attitude: 10%

Evaluation will be based on students demonstrating an understanding of assignments and course content through class participation and exercise, presentations and written assignment. Be prepared to discuss reading and assignments in class.

The instructor is available to address any concerns you may have regarding this course and/or SCCC. If something comes up, a serious problem and/or situation occurred please contact the instructor as soon as possible. Also, if you have a question or need further clarification about any assignments please inform the instructor in advance.

Final grades for the course will be assigned according to the standard percentage scale above.

PARTICIPATION, ATTENDANCE, EFFORT AND ATTITUDE:

Class participation includes the student’s unique active and ongoing contributions to discussions, exercises, and response to topics and/or questions. Learning is an active process wherein every student’s role is equally important in this environment. You are expected to participate in a dynamic respectful and thoughtful manner.

In a course of this type, regular class attendance is necessary for optimum benefit to be derived from discussion and the concepts presented. Since the focus of this course is to be successful in a college environment, attendance is mandatory and is in your best interest. Punctuality is also required, so please make a concerted effort to be on time to each class. Chronic lateness will be documented and also affect your grade as well as early departure from class will also be noted.

ALL ASSIGNMENTS MUST BE HANDED-IN AND/OR PRESENTED ON THE DATE THAT IT IS DUE.
A “no show” on “assignment day” is not acceptable.

Instructor will keep a collection of the each student’s final draft of every assignment within a portfolio folder.

POLICIES AND PROCEDURES:

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<th>Grading Scale:</th>
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• **Attendance policy and participation**

Students are expected to complete all assigned work on time, to attend class regularly, arrive at the scheduled class time and to participate in class discussions and activities.

If you are absent more than two times you will be required to report to student affairs to determine if you are eligible to remain in the course. (No Excuses will be accepted – If you are very ill or suffering from personal problems which prohibit you from attending class, please withdraw by the college deadline.) “The college defines excessive absences or lateness as more than the equivalent of one week of class meetings during the semester. A student may be removed from the class roster by an instructor at any time when, in the judgment of the instructor, absences have been excessive or when other valid reason exist.” (SCCC 2008-2010 Course Catalog p. 68)

• **Disruptive behavior** will not be tolerated. Please be respectful to the instructor and other students. Please keep “small talk”, whispering and food eating for break and after class time.

ABSOLUTELY NO CELLULAR PHONES, BLACK BERRIES, OR ANY OTHER ELECTRONIC DEVICES ARE TO BE USED IN THE CLASSROOM. (NO TEXT MESSAGING) THESE DEVICES ARE A DISTRACTION AS WELL AS DISRUPTS THE ENTIRE LEARNING PROCESS.

Please note: The use of any electronic devices during class time will be documented.

• **E-mail Communication**: The students and instructor shall communicate only via our SCCC e-mail addresses.

• **Academic Dishonesty**: Please review SCCC’s policy on academic integrity on page 92 of the SCCC Course Catalog or Student Handbook. All work submitted must the original work of the student in this course. **Academic dishonesty includes cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process.** Academic dishonesty of any type in college has severe consequences and also damages both your learning experience and readiness for the future demands of a work career or further academic work. Academic dishonesty will result in a failing grade for the assignment in question and/or being reported to administration/student affairs for further actions.

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**FORMAT FOR ASSIGNMENTS:**

1. All written assignments (except Chapter Outlines) must be **typed, double-spaced, no larger 12pt. font and 1” margins all around the page.**

2. Please create a (1) **cover page** for each of the 5 written assignments with following information:
   - Students Name
   - Business Seminar
   - Section #
   - Professor Atkins
   - Assignment Title**


   Date

3. Please indicate your **last name, page # and title of assignment in the top right-hand corner of each page:**

   Student Last Name, (page # i.e. (2))
   Business Seminar: Career Research Paper

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**ASSIGNMENTS FOR STUDENT PORTFOLIO:**
**ALL STUDENTS ARE REQUIRED TO SUBMIT A PORTFOLIO THAT WILL INCLUDE:**

1. **Brief Autobiography (Bio)** — Students will be required to submit a 2-3 page paper (typed) to define short-term as well as long-term goals, within your professional and educational development along with interests, hobbies and other information such as high school, graduation, background, current resident, strengths, weaknesses, etc.

2. **Chapter Outlines** — Students will be required to outline assigned chapters to review important topics and information. These assignments can be hand-written.

3. **Learning Journals**: A topic and activity will be discussed in class and students will write a reflection of their personal and academic growth. *One complete journal entry should be at least a page in length (typed).*

4. **SAIN Report and Course Outline (typed)** using Student Handbook and Catalog for scheduling future course requirements for your curriculum, understanding academic and student policies and procedures, etc. (Student ID and Banner Login Password is also required to complete this assignment.)

5. **Major of Study/Career Research Paper** — Students will be required to submit a 5 (typed) researched paper on the career in their major field of study. *Instructor will provide a handout outline that will help with assignment.* (Minimum of 5 resources — at least 2 books) During the course the class will visit the campus library, where you can get started researching topic. Thereafter, you will independently use the campus library, campus career service centers, his/her public library and/or internet to continue with the major/career research. You will also need to provide a bibliography and/or work cited page to document sources.

Visual Board— Students will put together (2) 8 ½ x11 page or (1) 11x17 of pictures, drawings, writings, etc. of things that you want to have manifest in your life. This visual board will serve as a powerful motivational tool. When you are visualizing these things, you are putting positive thoughts in your mind. These thoughts lead to action, action gets results.

**All of these assignments and requirements will be discussed in detail. Please feel free to address any questions or concerns about the assignment or portfolio. Some of these assignments can be re-submitted with corrections before final portfolio review. Grading will be based on research skills, writing skills, effort, presentation and the integrity shown.**