Course Number: BU-15
Section Number: E0286
Campus: Eastern
Course Title: College Workplace Skills Seminar
Credits: 1.5
Semester: Fall, 2006
Meets: Mondays 11:00 – 12:15 pm
Room: C006
Help Time: Immediately after each class or by appointment.
Professor: Philip E. Kenter, A.A.S., BS, M.P.S., MBA, PD, and Ed.D candidate
Background: I have taught business courses at Suffolk and Dowling College since 1984 and am a full Professor. I am also Vice President of Operations for Relay Communications Center.
BU-15 Course Outline

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Tolerance: All students will be kind, considerate and tolerant of each other in their opinions, reports, and participation. It is through others that we learn our own style and formulate an appropriate plan of action to handle the situation at hand.

Policy: Cheating, Classroom disruptions, plagiarism, will not be tolerated. Said students will be asked to leave and serious violations will be referred to the Dean of Students. Please shut off cell phones, beepers, & Nextels during class and take phone calls outside. No smoking, eating or drinking allowed in the classroom. Do your own original work. Do not steal from the Internet without giving credit and ensure it is authenticated.

Objectives: To give students an introductory view of business. This includes the definition of what business is. What an economic system does, how our free market system works. Review the challenges of a global economy, history of America’s economic growth, E-Business today and our new economy.

We will have a discussion on choices and making the right choice. We will talk about why you are here at Suffolk. Is “HERE” the right place? We will explore utilizing universal work skills. We will discuss positive self-image, motivation, commitment, habits, patience, integrity, and having a positive attitude.
Objectives – Continued

We will talk about tolerances, prejudices, diversity in school and the workplace as well as understanding yourself, your personality and judgments. We will explore your talents, abilities, likes, dislikes, and how you can identify meaningful goals. We will also discuss meeting time frames and setting priorities. We will identify how to better manage your time, avoid procrastination and how to manage your money. We will practice listening skills, memory recall, taking and organizing notes, as well as writing skills. We will talk a lot about paying attention to details including proofreading and planning. Then we will practice our communications skills, both verbal and written. This is how one builds relationships. This will lead up to teamwork, handling criticism, conflict resolution and effective speaking. We will discuss networking, making choices and achieving challenges, getting and keeping a new job, working towards a career by tracking down leads and preparing a resume. We will conclude by preparing to be interviewed, being realistic and dealing with failure as well as success. Finally, we will discuss giving a new employer the very best, assessing your training and adapting to the new job. In conclusion, we will talk about striving for excellence by doing your best and leaving your mark.

TOURS

Library
Computer Center
Nurse’s Visit
Skills Center
Chapter Assignments: We will cover one chapter every approximately every three classes. Keep up with the readings so you are prepared to discuss them in class and actively participate.

- Week 1-2 Chapter 1
- Week 3-4 Chapter 2
- Week 5-6 Chapter 3
- Week 7-8 Chapter 4
- Week 9-10 Chapter 5
- Week 11-12 Chapter 6
- Week 12-13 Chapter 7
- Week 13-14 Chapter 8
- Week 14-15 Chapter 9

Grading: There will be three 1-2 page papers – each worth 15% and due the following class: Library Tour Nurse’s Visit & Computer Center Tour; describing what you have learned from each of those visits.

Completion of the book assignments will be worth 25% and due the following class.

A written assignment to be announced will be due on __________________________ and be worth 30%. It will be of topical interest.

Perfect attendance and participation will be worth an additional 10%. One missed class and participation will be worth an additional 5%.

Extra Credit will be assigned as needed and may substitute a full test grade or writing assignment.
BU-15 Course Outline

Attendance: Is mandatory. All students will sign in at the commencement of each class. Failure to sign in will constitute an absence. No more than two absences are allowed, unless very special circumstances prevail. Call me if you can’t make a class. My number is: 631-727-8300 ext. 314

Email: philip@relaycom.com

Lateness: Will not be tolerated. Two latencies will constitute one absence.

Notes & Text: Bring your textbook, a pen & highlighter to class to highlight specifics in the text. Your notebook is also needed. Get one with a pocket holder to retain handouts as issued.

Teaching Methods: I will discuss each chapter one at a time in detail and highlight the principle points you should remember. They will then be explained in detail with pertinent examples. I also use handouts and the blackboard for further explanation. Then, I will ask students their respective opinions and further request students to provide additional examples based on their working experiences. I encourage students to either ask questions in class or see me during office hours for further assistance. You will also be required to complete the exercises in the text.

I do expect everyone to participate in class and not just sit silently half asleep or not involved. I like enthusiasm in my classes. There should be a lot of energy and idea-generation evoked.
When necessary, I will refer students requiring additional assistance to the skill center, counseling office or department dean. If you do not understand something, it is your duty to get help and make an appointment to meet with me.

Withdrawals: If you decide this class is not for you, please see me and obtain a withdrawal slip from the Registrar’s Office, so I may sign it.

Conclusion: Have fun & enjoy my class! There is no reason not to obtain an “A” in BU-15. It’s up to you!
You are required to write a term paper based on the library tour, computer lab tour, class lectures and textbook chapters covered.

Specifically, you are to choose a topic of interest. You are to research that topic and write a five page typed report about it. The report is to include the following pages that DO NOT COUNT as part of the five pages of pure information.

Title Page
Table of Contents Page
Introduction Page
Conclusion Page
Footnotes Page
Works Cited Page

All pages are to have a one-inch margin on both sides, and a two-inch margin at the bottom. All pages are to be typed and error free.

There must be at least three sources investigated and listed in the Works Cited Page.

There must be at least three footnote citations listed in the Footnotes Page

GRADING

The paper will be graded in the following manner:

Any of the above-listed pages missing   -10% each
Every page short from the five required  -10% each
Every spelling/typographical/punctuation error - 1% each
Less than three sources researched & listed -15% each
Less than three footnote citations listed  -10% each
Overall content issues -10% each
Plagiarism detected Automatic Failure
Paper not typed -40%
Every day late up to (4 days) -10% per day
BU-15 SIGN IN SHEET

DATE: _________________________

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