



EMPL 1000 Interpersonal Relations & Professional Development

COURSE SYLLABUS

Online

Spring Semester 201914

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40006

Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Krysta Rushing

Adjunct Instructor College Email: [Krysta Rushing \(krushing@southeasterntech.edu\)](mailto:krushing@southeasterntech.edu)

Campus/Office Location: Vidalia Main Campus. Room 418

Office Hours: By Appointment

Phone: 912-538-3173

Fax Number: 912-538-3156

Full-Time Instructor: David Standard

Email Address: [David Standard \(dstandard@southeasterntech.edu\)](mailto:dstandard@southeasterntech.edu)

Campus/Office Location: Vidalia Main Campus. Room 418

Office Hours: Monday – Thursday. 9:30am-12:00noon

Phone: 912-538-3173

Fax Number: 912-538-3156

Tutoring Hours: Thursdays 4:30pm-5:30pm

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Professionalism Skills for Workplace Success. Anderson and Bolt. 4th Edition, Prentice Hall, 2011. ISBN: 13:9780134038988.

REQUIRED SUPPLIES & SOFTWARE

Supplies can include pencils, pens, paper, notebooks, etc. **Students are required to use Microsoft Applications for this class, specifically Microsoft Word.** Access to a computer is mandatory!

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

MAJOR COURSE COMPETENCIES

Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, professional image skills.

PREREQUISITE(S)

Provisional admission

COURSE OUTLINE

- I. Human Relations Skills
- II. Job Acquisition Skills and Communication
- III. Job Retention Skills
- IV. Job Advancement Skills
- V. Professional Image Skills

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an "F" (Failing 0-59) in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. **Students are expected to complete all tests and assignments by the due dates. Students are required to submit all assigned chapter assignments via the weekly drop boxes. ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.** Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55pm on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

REMEMBER:

- Submit all assignments via Microsoft Office applications, No PDFs..
- Always use American Psychological Association (APA) formatting (including headings).
- Do not plagiarize. All assignments should be completed in your own words.
- Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)
- Do not submit any written assignment in text-like format. Use standard forms of writing.
- It is a good idea to save all your assignments on a jump drive or the student R-drive.

Online students are responsible for checking Student Email and Blackboard announcements daily.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event

must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times:

Vidalia Campus, November 5 at 10:30am-12:00 Noon

OR

Swainsboro Campus, November 7 at 10:30am-12:00 Noon

Room will be emailed at a later date.

The Proctored Event will be a Mock Interview.

Please sign up for your interview time. Click on the Proctored event sign up folder. Choose your campus and interview time.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Failure to take the chapter tests or final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam and/or requiring student to come to campus to take the final exam. **Note: If student notifies instructor about exam problems after the due date or on the last day of the semester, the student will NOT be allowed to make-up the exam. No exceptions!**

There will be no make-up of Final Exams

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Exams	40%
Assignments	20%
Proctored Event/Documents	20%
Final	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

EMPL 1000 Interpersonal Relations & Professional Development
Spring Semester 201914 Lesson Plan

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 January 7-13</p>	<p>Module 1 Human Relations Skills</p>	<p>Module 1: Personal goals</p>	<p>Start Here- Discussion Board –STC Pledge Acknowledgement (Located in getting started).</p> <p>Student Introduction Discussion Board- (Located in getting started)</p> <p>The above assignments must be completed to reserve your spot in class. Failure to complete by January 9 by 11:55pm will result in being dropped from class as a No Show.</p> <p>Complete Module 1: Personal Goals: Read: Attitudes and Goals Read: Why Attitude is More Important than IQ Watch Module Videos:</p> <ul style="list-style-type: none"> • Programming your mind for success • Goal Setting • Nido R Qubein-A life of success and Significance • Steven Covey-Choosing Success <p>Goals Quiz Attitudes and Goals Discussion Board Defining your Fears Assignment</p> <p>All Assignments due January 14 by 11:55pm.</p>	<p>I a, c</p>
<p>Week 2 January 14-20</p>	<p>Module 1 Human Relations Skills</p>	<p>Module 1: Stress Management</p>	<p>Complete Module 1: Stress Management Read: Stress Management Watch Module Videos:</p> <ul style="list-style-type: none"> • How to make stress your friend • How stress affects your body <p>Stress Self-Assessment Assignment Stress Management Quiz</p> <p>All Assignments due January 21 by 11:55pm.</p>	<p>I a, c</p>

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 3 January 21-27</p>	<p>Module 1 Human Relations Skills</p>	<p>Module 1: Conflict</p>	<p>Module 1 Exam</p> <p>Read: Conflict and Negotiation Read: Conflict and Negotiation Articles:</p> <ul style="list-style-type: none"> • Responding Effectively to Workplace Bullying • Life is Negotiation • Supportive Confrontation <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Phil McKenzie on How to Handle a Confrontational Conversation • Hammans Stallings on How to Handle Confrontation • Margaret Neale: Negotiation • Jullien Gordonon How to Work With Different or Difficult Personalities • Negotiating for Success <p>Conflict and Negotiation Discussion Board</p> <p>All Assignments due January 28 by 11:55pm.</p>	<p>I a, c</p>
<p>Week 4 January 28- February 3</p>	<p>Module 2 Job Acquisition Skills and Communication</p>	<p>Module 2: Job Search Strategies</p>	<p>Read: Resources for finding your dream job.</p> <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Tips for Job Seekers • Ferguson’s Career Tips • LinkedIn for Networking and Job Search <p>Job Acquisition Skills Discussion Read and Complete Activity: GCF LearnFree Tutorials LinkedIn Profile Assignment</p> <p>All Assignments due February 4 by 11:55pm.</p>	<p>II a, b, c</p>

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 5 February 4-10	Module 2 Job Acquisition Skills and Communication	Module 2: Employment Application	<p>Read and Review:</p> <ul style="list-style-type: none"> • Resources for creating the perfect Cover Letter • Resources for creating the perfect Resume • Resources for a Winning Interview <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Ferguson's tips • 5 Resume Mistakes • How to Ace a Job Interview • Common Interview Questions and Answers Resumes And Cover Letters Quiz Interviewing Quiz Cover Letter Assignment Resume Assignment Interview Follow Up/ Thank you Letter Assignment Resume Development Discussion Board	<p style="text-align: center;">II a, b, c</p>
Week 6 February 11-17	Module 2 Job Acquisition Skills and Communication	Module 2: Communication	<p>Module 2 Exam</p> <p>Read:</p> <ul style="list-style-type: none"> • Communication • The Best Communicator in the World • Business Communication <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Digital Communication Skills • 10 Ways to have a better conversation Social Media Discussion Board	<p style="text-align: center;">II a, b, c</p>

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 7 February 18-24	Module 3 Job Retention Skills	Module 3: Job Retention	<p>Read:</p> <ul style="list-style-type: none"> • Job Retention • Increase Your Job Success • How to Future-Proof Your Career • 6 Effective Ways to Enhance Workplace Productivity <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Conrad Doucette on Making the Most of Your First Job After College • Career Resilience Job Retention Skills Assignment Job Retention Skills Discussion	III a, c
Week 8 February 25- March 3	Module 3 Job Retention Skills	Module 3: Time Management	<p>Read: Time Management</p> <ul style="list-style-type: none"> • Making the most of your time • Your time is life <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • How to manage your time more effectively • Managing time successfully Complete Activity <ul style="list-style-type: none"> • Online Study Skills and Managing Time Time Management Discussion Board Where Does the Time Go Assignment	III a, c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 9 March 4-10	Module 3 Job Retention Skills	Module3: Accountability	Module 3 Exam Read and Review: <ul style="list-style-type: none"> • Accountability-It's Time to Fix it • Accountability-Getting a Grip on Results • Personal Accountability and the Pursuit of Workplace Happiness Watch Module Videos: <ul style="list-style-type: none"> • Simon Sinek on how accountability partners keep you committed • Understanding Accountability • Cathy Erway on Why it Helps to Sometimes be Hard on Yourself Accountability Assignment Accountability Discussion Board All Assignments due March 11 by 11:55pm.	III a, c
Week 10 March 11-17	Module 4 Job Advancement Skills	Module 4: Organizational Structure	Read And Review: <ul style="list-style-type: none"> • What is the Meaning of Organizational Structure • Different Types of Organizational Structure • The Importance of a Good Organizational Structure • How to Find a Company You'll Love working For • 3 Secrets of a Best Company to Work For Watch Module Video: <ul style="list-style-type: none"> • Simon Sinek: How to Find a job you love and where you excel • Quality Organizations Assignment Quality Organizations Discussion Board All Assignments due March 18 by 11:55pm.	IV a, b, c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 11 March 18-24	Module 4 Job Advancement Skills	Module 4: Career Transformations	Read: Career Transformation Read Articles: <ul style="list-style-type: none"> • Turning the Blind Corner • The Transferable Skills Employers Value the Most Watch Module Videos: <ul style="list-style-type: none"> • 5 Strategies for Surviving a Career Pivot • Navigating Career Change Career Transformations Assignment Career Transformations Discussion Board All Assignments due March 25 by 11:55pm.	IV a, b, c
Week 12 March 25-31	Module 4 Job Advancement Skills	Module 4: Motivation	Module 4 Exam Read: Motivation Watch Module Videos: <ul style="list-style-type: none"> • Power of Motivation • Mel Robbins on Why Motivation is Garbage • Staying Motivated at Work Motivation Assignment Motivation discussion Board All Assignments due April 8 by 11:55pm.	IV a, b, c
April 1-7		Spring Break	No Class	

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 13 April 8-14	Module 5 Professional Image Skills	Module5: Ethics and Diversity Proctored Event	Read: <ul style="list-style-type: none"> • Ethics • Diversity Watch Module Videos: <ul style="list-style-type: none"> • Privacy and Ethical Behavior • Stereotyping and Diversity Complete: The Significance of Ethics and Ethics education in Daily Life Diversity Assignment Ethics and Diversity Discussion Board Vidalia Campus, April 8, 10:30am-3:00pm, Main Building and Swainsboro Campus, April 10, 10:30am-3:00pm. Rooms will be announced at a later date in an email. Failure to attend the proctored event will result in an immediate F for the course. All Assignments due April 15 by 11:55pm.	V a, c
Week 14 April 15-21	Module 5 Professional Image Skills	Module 5: Professional Image	Read: <ul style="list-style-type: none"> • Professional Image • One simple dress code rule to boost your career Watch Module Videos: <ul style="list-style-type: none"> • Building your personal brand • Making a great impression Professional Image Assignment Professional Image Discussion Board All Assignments due April 22 by 11:55pm.	V a, c
Week 15 April 22-28	Module 5 Professional Image Skills	Module 5: Business Etiquette/Work Ethics	Module 5 Exam Read: <ul style="list-style-type: none"> • Manners Matter • Business Etiquette Work Ethics Discussion Board All Assignments due April 29 by 11:55pm.	V a, c
April 29-30	Finals	Final Exam	Final Exam will post April 29 and will due April 30 by 11:55pm	I-V a, b, c

COMPETENCY AREAS

- I. Human Relations Skills

- II. Job Acquisition Skills and Communication
- III. Job Retention Skills
- IV. Job Advancement Skills
- V. Professional Image Skills

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.