**CS 225 IT Career Skills Spring 2020**

**Instructor: David Becker**

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**Course Description and Objectives:**

This course focuses on the interpersonal skills that are so important in the modern workplace. Topics include communicating effectively, appropriate business place behavior and etiquette, teamwork, conflict resolution, work ethics, creative thinking/problem solving, resumes, cover letters, interviewing skills, and personal management. Students will gain awareness of individual work styles and how to work effectively with people with different styles in a diverse workplace.

**Required Course Materials:**

* We are using a free eTextbook available via Moodle
* Access to Microsoft Word or PDF file format for submission of assignments
* Weekly material provided in the Moodle (Learning Management Systems).

**Learner Outcomes:**

1. Explain what interpersonal skills are and why they are critical for your IT, or any other, career.
2. Identify and understand your personality type, strength, growth opportunities, communication style, motivators and learning style.
3. Develop strategies to improve and refine your interpersonal skills.
4. Explain the importance of teamwork and the needed skills to become an effective team player.
5. Understand the sources of interpersonal conflicts and explain the conflict-management styles.
6. Demonstrate workplace etiquette including appropriate attire, etc.
7. Explain the basic job search and career management skills.

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| **Quizzes/Assignments/Exams** | **Weight** |
| 9 Assignments/5pts each – drop lowest assignment score | 40% |
| Midterm Exam  | 20% |
| Final  | 20% |
| Participation: Weekly Zoom Meeting with the Instructor and/or Guest Speaker. More Information to Follow. | 20% |
| TOTAL | 100% |
| **Grades:**A grade of “C” or higher is considered passing. | A: 90-100% B: 80-89%C: 70-79%D: 60-69%F: < 60% | P: >= 70%NP: < 70% |

**Academic Honesty:**

Helping, or being helped by, another student during an exam will be considered a breach of academic honesty and is grounds for receiving a zero grade and/or failing the course among other possible remedies. Do your own work and submit your own work for assignments and assessments

**Classroom Conduct:**

Please respect the learning environment of others and keep electronic distractions to a minimum.

1. **Time management**: The ability to plan ahead, start assignments early, ask for needed help early, and submit assignments according to specifications and on time.
2. **Patience**: The ability to look calmly at a problem, analyze how to solve it, and concentrate on its solution.
3. **Skill in analytical and logical problem-solving**: A genuine liking for solving puzzles, and satisfaction in having done your best work to produce a solution.
4. **A sense of humor**: Working with computers humbles a person every day. Learn not to take it personally!

**LBCC Center for Accessibility Resources:**

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

**LBCC Comprehensive Statement of Nondiscrimination:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](http://linnbenton.edu/42145BA0-3DCC-11E3-AA36782BCB47BBE7). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public report](http://linnbenton-advocate.symplicity.com/public_report).

**LBCC Statement of Inclusion:**

The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill (related to Board Policy #1015).

**Course Schedule**

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| Week | Activity | Due |
| Week-1Apr 6 | * Welcome, syllabus, introductions, scope & set clear expectations
* Chapter-1 = What is Human Relations?
* A Model for Interpersonal Skill Development
* Week-1 Assignment
 | Apr 12@ 11:55 pm |
| Week-2Apr 13 | * Understanding the Myer-Briggs Personality Types
* Week-2 Assignment
 | Apr 19@ 11:55 pm |
| Week-3Apr 20 | * Chapter-2 =Achieve Personal Success
* Week-3 Assignment
 | Apr 26@ 11:55 pm |
| Week-4Apr 27 | * Chapter-3 = Manage Your Stress
* Week-4-Assignment
 | May 3@ 11:55 pm |
| Week-5May 4 | * Chapter-4 = Communicate Effectively
* Week-5 Assignment
 | May 10@ 11:55 pm |
| Week-6May 11 | * Chapter-6 = Understand your Motivation
* Week-6 Assignment
* Midterm Exam
	+ Weeks 1, 2, 3, 4, & 5
 | May 17@ 11:55 pm |
| Week-7May 18 | * Chapter-7 = Work Effectively in Groups
* Chapter-8 = Make Good Decisions
* Week-7 Assignment
 | May 24@ 11:55 pm |
| Week-8May 25 | * Chapter-9 = Handle Conflict and Negotiation
* Week-8 Assignment
 | May 31@ 11:55 pm |
| Week-9June 1 | * Chapter-10 = Manage Diversity at Work
* Week-9 Assignment
 | June 7@ 11:55 pm |
| Week-10 Jun 8 | * Chapter-12 = Be a Leader
* Chapter-13 = Manage Your Career
* Final Assignment/Assessment (TBA)
 | TBA@ 11:55 pm |