

# Skills for the Workplace

OFADM 313, Section 7124

Fall 2017

<b>Instructor</b>	Mrs. Nancy Backlund
<b>Day/Time</b>	MW 9:35-11:00 a.m., FH 133
<b>Office</b>	FH 120C
<b>Office Hours</b>	Mon./Wed. 8-9 a.m.; Tue. 9-11 a.m.; Thur. 11:15 a.m.-12:15 p.m.; and by appt.
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<b>Catalog Description</b>	A study of various employee characteristics required in the workplace. Emphasis on entry-level skills and experiences necessary for employees, including education and career planning, telephone, time and stress management, and job search. Recommended as a first semester course for students pursuing an Office Administration or Clerical certificate or degree.
<b>Student Learning Outcomes</b>	<p>Upon completion of the course, the student will be able to:</p> <ul style="list-style-type: none"><li>• Organize a personal educational plan of remaining courses to meet the requirements of a particular certificate, degree, or transfer program within a desired time period at Modesto Junior College (MJC).</li><li>• Describe at least four essential skills and four employee qualities necessary for success in the workplace.</li><li>• Identify possible positions and advancement levels in his or her chosen career.</li></ul>
<b>Attendance and Expectations</b>	<p>Good attendance and promptness is vital. After an absence, it is the student's responsibility to contact the instructor or a classmate regarding make-up work. Continued absences are not acceptable. If you miss four consecutive class meetings <u>or</u> four consecutive homework assignments, this means you are not participating in the course; and you may be dropped. Also, if you have missed a majority of the class meetings or not submitted 70% of the homework at the halfway point of the semester, you may be dropped.</p> <p>If you need special accommodations for the course, the Disability Services web page offers contact information that may be of help: <a href="http://www.mjc.edu/student-services/disability">www.mjc.edu/student-services/disability</a></p> <p>Cell phones are to be turned off during class and are not to be used unless they are part of the lesson.</p>
<b>Assignments, Quizzes, and Exams</b>	<p><b>Assignments and grades can be accessed in Canvas:</b> <a href="https://modesto.instructure.com">https://modesto.instructure.com</a></p> <p><b>Assignments:</b> There will be quite a few in-class and homework assignments (worksheets, printouts, letters/memos, and possible presentations) on the materials being learned, as well as quizzes and two exams throughout the semester. Use of the Internet will be required.</p> <p>Late assignments (any turned in after initial collection at the <u>start of class</u>) will be accepted within one week of original due date for <u>one-half credit</u> and should have the word "Late" written at the top. <i>A late homework submission is better than no homework submission!</i> (<u>Two, 10-point</u> homework assignments may be turned in for full credit within one week of each assignment's due date. The words "Late Courtesy" must be written at the top of each assignment.) If not needed for late</p>

## Grading

work, the student may prepare a memo requesting 10 extra credit points be applied to their grade and submit it during the last week of the term.

Accurate note taking will enable you to better retain the material and use it on assignments and in the future. Find someone in the class that might be willing to share his/her notes with you if you must be absent.

**Quizzes:** There will be announced and unannounced quizzes on the class material (typically oral) that cannot be made up if the student is absent. The lowest quiz score will be dropped from the total grade.

**Exams:** *Missed exams may be made up without penalty only if you have contacted the instructor prior to the exam.* Exam make-ups must be made up by the next class meeting following the absence. *If a student is earning an A prior to the final, he/she is not required to take the final.*

The course grade is based on the following:

Assignments	35%	A	90% -100%
Exams	25%	B	80% -89%
Quizzes	20%	C	70% -79%
Final	20%	D	60% -69%

## Academic Integrity

Cheating or plagiarism demonstrates a failure to complete the most basic requirement of any course. Thus, the instructor may administer academic consequences for violating the Academic Integrity Policy ranging from partial or no credit on an exam or assignment to an F in the course. The instructor may also consider that a student's violation of academic integrity should be a consideration for disciplinary measures, such as suspension or removal from the course or the College. Disciplinary action for violating academic integrity is administered through the office of the Vice President of Student Services under Board Policy 5007 (Student Code of Conduct).

You are expected to have read and understood the Student Rights and Responsibilities section of the *MJC 2016-2017 Catalog* on **pages 363-370**. This would include Standards of Student Conduct & Behavior as well as Maintaining Academic Integrity.

You must do your own work! As stated in the MJC Catalog:

***The grading of a student's work rests on the fundamental idea that an instructor is evaluating a student's own work, so cheating or plagiarism demonstrates a failure to complete this most basic requirement of any course. Thus a faculty member may administer academic consequences for violating the Academic Integrity Policy ranging from partial credit to an F on the assignment or exam.***

Attempting to submit an assignment that is not entirely your own work or one that has been altered to appear as your own will receive a failing grade and may face disciplinary measures such as being removed from the course or failing the course. If you share a computer with someone, you will need to save your work to your own media storage location (pen drive, etc.) Quizzes and exams are to be taken independently.

## Textbook and Materials

**Professionalism: Skills for Workplace Success**, Anderson and Bolt, 3<sup>rd</sup> ed.  
ISBN: 978-0-13-262466-4

**Modesto Junior College Catalog**, 2017-2018 (or year of catalog rights)  
Calendar or planner (suggested)  
No. 882 Scantrons (3)

**Final**

Monday, December 11 at 10 a.m.

Week 1	Aug. 28 & 30	Learning Style/Job Skills/Goal Setting <b>Ch. 1</b> , Attitude, Goal Setting and Life Management
2	Sep. 6	Job Skills <b>Ch. 7</b> , Quality Organizations and Service
3	Sep. 11 & 13	Job Skills <b>Ch. 6</b> , Accountability and Workplace Relationships <b>Ch. 9</b> , Communication <b>Ch. 10</b> , Electronic Communications
4	Sep. 18 & 20	Employee Qualities <b>Ch. 4</b> , Etiquette/Dress <b>Ch. 11</b> , Motivation, Leadership, and Teams
5	Sep. 19 & 27	<b>EXAM 1 (Lecture, Ch. 1, 4, 6, 7, 9, 10, &amp; 11)</b> <b>Ch. 5</b> , Ethics, Politics, and Diversity
6	Oct. 2 & 4	Job Titles and Duties Salaries and Deductions <b>Ch. 2</b> , Personal Financial Management <b>*Job Journal (15 ads) due Oct. 4 (40 pts.)</b>
7	Oct. 9 & 11	Salaries and Deductions Employer Costs Advancement/Location <b>Ch. 8</b> , Human Resources and Policies
8	Oct. 16 & 18	<b>Ch. 3</b> , Time and Stress Management/Organization Skills
9	Oct. 23 & 25	<b>Ch. 3</b> , Time and Stress Management/Organization Skills <b>Ch. 12</b> , Conflict and Negotiation
10	Oct. 30 & Nov. 1	<b>EXAM 2 (Lecture, Ch. 2, 3, 5, 8, &amp; 12)</b> Educational Planning
11	Nov. 6 & 8	Educational Planning <b>Career Shadow Packet &amp; letter due Nov. 8 (75 pts.)</b> <b>Career Shadow Presentations (25 pts.)</b>
12	Nov. 13 & 15	Educational Planning Telephone Usage <b>Career Shadow Presentations, if needed</b>
13	Nov. 20 & 22	Telephone Usage
14	Nov. 27 & 29	<b>Ch. 13</b> , Job Search Skills <b>Ch. 14</b> , Résumé Package
15	Dec. 4 & 6	<b>Ch. 15</b> , Interview Techniques <b>Ch. 16</b> , Career Changes
16	Mon., Dec. 11--10 a.m.	<b>FINAL (Comprehensive)</b>