

ITT Technical Institute

GS2745

Advanced Strategies for the Technical

Professional

Onsite and Online Course

SYLLABUS

Credit hours: 3


Contact/Instructional hours: 40 (20 Theory Hours, 20 Lab Hours)

Prerequisite(s) and/or Corequisite(s):

Completion of a minimum of 65 credits earned in the program of study including GS1145 Strategies for the Technical Professional or equivalent

Course Description:

This course focuses on skills, characteristics and attitudes that contribute to professional life. Topics include personal integrity, business communication skills, teamwork and conflict resolution, financial literacy, professional work habits, networking and social media, and lifelong learning.



COURSE SUMMARY

COURSE DESCRIPTION

This course focuses on skills, characteristics and attitudes that contribute to professional life. Topics include personal integrity, business communication skills, teamwork and conflict resolution, financial literacy, professional work habits, networking and social media, and lifelong learning.

MAJOR INSTRUCTIONAL AREAS

1. Business Communication
2. Teamwork and Conflict Resolution
3. Personal Finance
4. Professional Work Habits
5. Networking
6. Lifelong Learning

COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Analyze the benefits of being a person of integrity.
2. Create examples of communication appropriate for a business environment.
3. Identify team management skills used to resolve conflict.
4. Analyze various personal finance scenarios.
5. Explain how professional work habits will impact your career.
6. Identify strategies for using social networking in a professional context.
7. Identify the benefits of being a lifelong learner.

COURSE OUTLINE

MODULE 1: PERSON OF INTEGRITY AND WORK HABITS

COURSE LEARNING OBJECTIVES COVERED

- Analyze the benefits of being a person of integrity.
- Explain how professional work habits will impact your career.

TOPICS COVERED

- Workplace Habits
- Personal Character and Ethics

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Sherfield, Moody, Madura, Anderson, & Bolt, Chapters 1 and 2.	No	3 hr
Reading: ITT Tech Virtual Library> Basic Search> <ul style="list-style-type: none"> • Boatright, J. R. (2013, September). Confronting Ethical Dilemmas in the Workplace. <i>Financial Analysts Journal</i>. pp. 6-9. • Duska, R. (2013). Integrity and Moral Courage. <i>Journal Of Financial Service Professionals</i>, 67(1), 20-22. 	No	1 hr
Lesson: Study the lesson for this module.	No	1.5 hr
Discussion: Participate in the discussion titled “Success at the Workplace.”	Yes	N/A
Lab: Complete the lab titled “Left in the Lurch.”	Yes	N/A

Total Out-Of-Class Activities: 5.5 Hours

MODULE 2: EFFECTIVE COMMUNICATION**COURSE LEARNING OBJECTIVES COVERED**

- Analyze the benefits of being a person of integrity.
- Create examples of communication appropriate for a business environment.

TOPICS COVERED

- Formal and Informal Communication
- Verbal and Nonverbal Communication
- Written and Business Communication
- Building Relationships

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Sherfield, Moody, Madura, Anderson, & Bolt, Chapters 3, 4, and 5.	No	3.5 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled "Productive Communication."	Yes	N/A
Lab: Complete the lab titled "Effective Business Communication."	Yes	N/A
Analysis: Submit the analysis titled "Writing a Business Letter."	Yes	3.5 hr

Total Out-Of-Class Activities: 9 Hours

MODULE 3: TEAM MANAGEMENT**COURSE LEARNING OBJECTIVES COVERED**

- Identify team management skills used to resolve conflict.
- Identify the benefits of being a lifelong learner.

TOPICS COVERED

- Working in a Team
- Solving Problems Creatively
- Resolving Conflicts

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Sherfield, Moody, Madura, Anderson, & Bolt, Chapters 6 and 7.	No	2.5 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled “Productive Teamwork.”	Yes	N/A
Analysis: Submit the analysis titled “Setting Expectations.”	Yes	2.5 hr
Research: Submit the research titled “Working Together Effectively.”	Yes	3.5 hr

Total Out-Of-Class Activities: 10.5 Hours

MODULE 4: SOCIAL AND PROFESSIONAL NETWORKING

COURSE LEARNING OBJECTIVES COVERED

- Create examples of communication appropriate for a business environment.
- Identify strategies for using social networking in a professional context.

TOPICS COVERED

- Digital Workplace
- Social Networking
- Collaborative Communication
- Cover Letters

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Sherfield, Moody, Madura, Anderson, & Bolt, Chapters 20 and 21.	No	3 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled “Social Networking at Work.”	Yes	N/A
Lab: Complete the lab titled “Professional Networking.”	Yes	N/A
Research: Submit the research titled “Collaborative Communication.”	Yes	3 hr

Total Out-Of-Class Activities: 8 Hours

MODULE 5: PERSONAL FINANCE

COURSE LEARNING OBJECTIVES COVERED

- Create examples of communication appropriate for a business environment.
- Analyze various personal finance scenarios.

TOPICS COVERED

- Personal Finance
- Financial Planning
- Personal Balance Sheets

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Sherfield, Moody, Madura, Anderson, & Bolt, Chapter 8, pp. 148-165 and Chapter 9, pp. 180-185.	No	2.5 hr
Lesson: Study the lesson for this module.	No	1.5 hr
Lab: Complete the lab titled "Creating a Budget."	Yes	N/A
Analysis: Submit the analysis titled "Setting Financial Goals."	Yes	2.5 hr
Research: Submit the research titled "Savings Plans."	Yes	3.5 hr

Total Out-Of-Class Activities: 10 Hours

MODULE 6: LIFELONG LEARNING**COURSE LEARNING OBJECTIVES COVERED**

- Identify the benefits of being a lifelong learner.

TOPICS COVERED

- Long-Term and Short-Term Goals
- Training and Development
- Benefits of Continual Learning
- keystones for Success

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Sherfield, Moody, Madura, Anderson, & Bolt, Chapters 22, 23, and 24.	No	3 hr
Lesson: Study the lesson for this module.	No	1.5 hr
Discussion: Participate in the discussion titled "Summing It Up."	Yes	N/A
Lab: Complete the lab titled "Benefits of Lifelong Learning."	Yes	N/A
Analysis: Submit the analysis titled "Strategies for Lifelong Learning."	Yes	2.5

Total Out-Of-Class Activities: 7 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

CATEGORY	WEIGHT
Discussion	15%
Lab	20%
Research	30%
Analysis	35%
TOTAL	100%

GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

GRADE	PERCENTAGE
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

LEARNING MATERIALS AND REFERENCES

REQUIRED RESOURCES

COMPLETE TEXTBOOK PACKAGE

Sherfield, R. M., Moody, P. G., Anderson, L. E., Bolt, S. B., Madura, J., & Torabi, F. (2013). *Skills for living a rich life (Custom ed.)*. Boston, MA: Pearson.

RECOMMENDED RESOURCES

- Books and Professional Journals
 - Johnson, C. & Keddy, J. (2010). *Managing conflict at work: Understanding and resolving conflict for productive working relationships*. London, GBR: Kogan Page.
 - Peterson, C. & Seligman, M. E. P. (2004). *Character strengths and virtues: A handbook and classification*. Oxford: Oxford University Press.
- ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)
 - Basic Search>
 - Boatright, J. R. (2013, September). Confronting Ethical Dilemmas in the Workplace. *Financial Analysts Journal*. pp. 6-9.
 - Duska, R. (2013). Integrity and Moral Courage. *Journal Of Financial Service Professionals*, 67(1), 20-22.

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as lessons and labs. Your progress will be regularly assessed through a variety of assessment tools including discussion, lab, research, and analysis.

OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the School Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)