

## BUSINESS CURRICULA – INTERPERSONAL SKILLS COMPUTER BASED TRAINING

**Points:** 50 total

**Due:** March 14 & April 18 at the beginning of class.

**1st Submittal** – *Listening*– Friday, March 14<sup>th</sup> at the beginning of class (25 points)

**2nd Submittal** – *What is Emotional Intelligence* **OR** *Impact of Culture on Communication* **OR** *Building Effective Intergender Relationships* **PLUS** 1 paragraph justification for the course chosen– Friday, April 18, 2008 at the beginning of class (25 points)

Our textbook does not look at Interpersonal Communication as it relates to the business world, and this is an important concept to grasp. While our textbook does review Listening I believe the CBT is more effective and will assist you in both personal as well as business interpersonal relationships. *What is Emotional Intelligence, Impact of Culture, and Building Effective Intergender Relationships* all apply concepts and ideas learned in class to business situations.

### Requirements

- ✓ Using computer based training (CBT) through SkillPort complete the required courses.
- ✓ You have been provided with options above for submittal number two. Ensure that you take the correct course for the correct submittal.
- ✓ Instructions for how to access SkillPort and the programs available are on my website. Dana Ward from ITSD will be in class to explain the system as well as books 24/7.
- ✓ You may stop the test and resume later if needed. You must use the EXIT button or all will be lost. In other words, if you close the program using the “X” in the upper right corner, you will lose all that you have completed and will have to start over.
- ✓ You may turn off the narrator (audio off) and navigate using the next page button at bottom of screen.
- ✓ During each course you will complete various quizzes/test, once you score 80% or better on all components you may print a certificate. Follow the instructions in the handout to print the certificate.
- ✓ Deliver the printed certificate (hard copy only) to me by the due dates above.
  - you must submit the required certificate on its due date,
  - please note, these certificates are due at the beginning of class **not** at 10:15 or 10:30 or even 5pm.
  - in other words, the only way to earn the 25 points for completing the test with a score of 80% or better is to turn in the required certificate on the due date at the beginning of class.
    - please note you either earn 25 points (certificate submitted on time) or you earn a 0 points (certificate not submitted on time)

### Suggestions

- ✓ Do not wait until the last minute to take the course.
- ✓ Courses are 2 to 3 hours.
- ✓ Computers do crash and servers do go down at inopportune times, and this is not an excuse if you have waited until 2am the day before the certificate is due to start the test.
- ✓ The system is closed on Sunday afternoons for maintenance. Do not plan to take your test between 12 and 3pm EST.
- ✓ Take advantage of CBT and learn as much as you can.