

BUSINESS CURRICULA – INTERPERSONAL SKILLS COMPUTER BASED TRAINING

Points: 100 total (25 points each)

Due: as follows

1st Submittal – *Listening*– February 5th at beginning of class

2nd Submittal – *Sexual Harassment* February 27th (by 5pm in hanging box (my name is on it) located outside my office door)

3rd Submittal – *Effective Intercultural Relationships* – March 19th at beginning of class

4th Submittal – *Workplace Communication Skills* – April 21st at beginning of class

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. Our textbook does not look at Interpersonal Communication as it relates to the business world and this is an important concept to grasp. The Workplace Communication Skills will relate class concepts to business situations and introduce new ideas. Understanding violence in relationships is important and one way to do this is to look at sexual harassment in the workplace. Finally, we know that developing intercultural relationships is important in today's market. The intercultural communication CBT expands on textbook pages and class discussion.

Requirements & Instructions

- ✓ Using computer based training (CBT) through SkillPort complete the required courses. Course will be in a file folder under My Plan in SkillPort. With regards to the sexual harassment to may choose one of the two options.
- ✓ Instructions for how to access SkillPort and the programs available are on my website.
- ✓ 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 loose 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.
 - follow instructions to print certificate,
 - you must submit the required certificate on its due date,
 - please note, three certificates are due at the beginning of class **not** at 10:00 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)
 - one CBT is due on a Friday by 5pm. It must be placed in the hanging file box located outside my door

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.