HYBRID TECHNOLOGY TRAINING

PRINCE GEORGES COMMUNITY COLLEGE

BUSINESS NETWORKING

HTT Professionalization	TBD	TBD	TBD	HYT 319	93188	**TBD**

STUDENT HANDBOOK

WELCOME!

Welcome to Business Networking

Prince Georges Community College Mission Statement

Prince George's Community College transforms students' lives. The college exists to educate, train, and serve our diverse populations through accessible, affordable, and rigorous learning experiences.

Business Networking Objective

This course will introduce learner to effective steps, techniques, and tools for successful business networking.

HOW TO USE THIS STUDENT GUIDE

The student guide provides students with an outline of the Business Networking course description, objectives, and logistics.

All electronic copies of all three documents are posted in the "Syllabus & Schedule" area of the Blackboard course site for this course.

Throughout this course, you should have easy access to the Student Guide, Course Syllabus and Course Schedule documents.

The Table of Contents below provides links to all of the pertinent information found in this document.

Let's get started!

TABLE OF CONTENTS

HYBRID TECHNOLOGY TRAINING
PRINCE GEORGE'S COMMUNITY COLLEGE

SECTION 1: COURSE INFORMATION

Course Description
A 4-hour informational and interactive course with in-class experiential practice sessions to guide student in establishing a business networking foundation for professional and personal growth and achievement

Required Technology Accounts
To be successful in this course, students must have access to the following technology accounts:
- o   Blackboard Account
- o   Owl Mail Email Account

Prerequisites
The prerequisites for this course are: Career Transition Courses

Course Meeting Schedule
This 1-day 4-hour course will meet on the PGCC Largo campus on. The class **meeting times and room location for this course can be found on the Course Syllabus** document found in the Syllabus & Schedule area of the Blackboard course site.

Course Length
This course meets for 4-hour 1-day session.

The course consists of:
> Lecture: 50%
> Laboratory: 50% *experiential review and practice sessions*

Course Contact Hours
The total number of contact hours for this course is: 4-hours

Course Structure
This course is designed to provide a hybrid experience, during an in-class blend of lecture and experiential activities.

- ▪   *Interactive lecture*

- ▪   *Experiential review and practice sessions*

Technology Requirements – No technology required for class.

SECTION 2: COURSE OBJECTIVES

By the end of this course, students who successfully complete classroom and online activities will be able to:

1. Write Personal Vision
2. Dress to Connect
3. Identify Communication Style
4. Create & Practice Self Introduction
5. Define Networking (Why)
6. Identify Your Network Contacts
7. Develop Personal Networking Plan & Write personal strategic planning strategies and action steps that meet their vision goals and objectives
8. Understand Networking types and techniques
9. Practice business networking scenarios to engage in a Business Networking Process that benefits the job seeking efforts
10. **Summary of what lessons learned**

SECTION 3: COURSE SCHEDULE—N/A

The detailed Course Schedule can be found in the Syllabus & Schedule area of Blackboard.

Instructions to access Course Schedule in Blackboard:
1. Go to Blackboard course site for this course (http://pgcconline.blackboard.com)
2. Click on "Syllabus & Schedule" navigation button
3. Click on Course Schedule document link

SECTION 4: COURSE MODULES

Module #	Module Name	Course Objective(s) Covered	# Hours
1	Building a Foundation for Success	*1, 2, 3*	4
2	Networking to Build Business Connection	4, 5, 6, 7, 8	4

This learning process is designed to be interactive and experiential; enabling the learner to dress, and practice business-networking techniques and receive immediate feedback.

SECTION 5: ASSIGNMENT DESCRIPTIONS AND RUBRICS

Course Assignment Descriptions

This is a Just-In-Time experiential and interactive process where learner will participate in classroom activities that can be immediately used at end of session.

Assignment Submission Instructions – N/A

SECTION 6: COURSE POLICIES

Grading Policy

The detailed Grading Policy can be found on the Course Syllabus in Blackboard.

Instructions to access Course Syllabus in Blackboard:
1. Go to Blackboard course site for this course (http://pgcconline.blackboard.com)
2. Click on "Syllabus & Schedule" navigation button
3. Click on Course Syllabus document link

Attendance Policy
N/A

Late Work Policy
N/A

Participation Policy
N/A

Extra Credit Policy
N/A

Plagiarism Policy

At Prince George's Community College, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Plagiarism is a form of cheating. At Prince George's Community College, plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution.
Source: PGCC Student Handbook

SECTION 7: COURSE TECHNOLOGY SETUP

Below are instructions to setup and access the technology tools used in this course.

Owl Mail (http://mail.students.pgcc.edu)

Owl Mail is the college's student email system. Your instructor will use Owl Mail To be successful in this course, you should check your Owl Mail account regularly.

To activate your Owl Mail account, follow the directions at http://live.pgcc.edu/.

If you already have an active Owl Mail account, you may access your Owl Mail account at http://mail.students.pgcc.edu.

Blackboard (http://pgcconline.blackboard.com)

Blackboard is a web based program that serves as the college's online classroom. In this course, you will use Blackboard to access the eModules.

Instructions to login to Blackboard:

TestOut (http://www.testout.com)

TestOut is *N/A*

To setup your TestOut account, *N/A*

NetLabs (http://add url here)

NetLabs is *N/A*

To setup your NetLab account, *N/A*

SECTION 8: TECHNOLOGY QUICKLINKS

Below are url links to the technology tools used in this course:

Owl Mail	**http://mail.students.pgcc.edu**
Blackboard	**http://pgcconline.blackboard.com**
TestOut	**http://www.testout.com**
NetLabs	**http://add url here**

SECTION 9: STUDENT SUPPORT

ITEP Program Support

Technical Support
For technical support in this course, contact the Help Desk at 301-546-0637, Bladen Hall, Room 106.

Disability Support Services
Students requesting academic accommodations are required to contact the College's Disability Support Services Office (B-124) or call (301) 546-0838 (voice) or (301) 546-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of the completed Student/Faculty Accommodation Form.