WELCOME

to

Syracuse University’s
Veterans Career Transition Program
July 2016 Cohort

* We will begin the presentation in a few minutes *
Agenda

• Introduction
• Overview of Program
  – Certificates
  – Advising
• Schedule
• Logistics
• SkillSoft Overview and Instructions
• Getting Started in your first class
• Additional Resources
The Program Team

- **Mike Haynie** – Vice Chancellor, Syracuse University; Executive Director, Founder, Institute for Veterans and Military Families
- **Jim McDonough** – Managing Director of Programs & Services, Institute for Veterans and Military Families
- **Deb Nosky** – Syracuse University School of Information Studies Faculty Member
- **Laura Cooper** – Director of Advising
- **Ryan Roach** – Program Coordinator
- **Kimberly Keller** – Manager of Individual Advising
- **Maithreyee (Mai) Dubé** – Manager of Enrollment Management
- **Allison Roth** – Academic Advisor
- **David Sly** – Academic Advisor
- **Elissa Leathers** – Academic Advisor
- **Kristina Donzella** – Academic Advisor
- **Lezlie Labbe** – Academic Advisor
- **Natalie LoRusso** – Graduate Assistant
Overview of Program

• Veterans Career Transition Program Background
  – A Syracuse University program sponsored by JPMorgan Chase & Co.
  – Purpose of program is to prepare veterans and spouses for their careers following military service

• After successful completion of all requirements, eligible to receive non-credit certificates
  – Career Skills for Global Enterprises
  – Microsoft Office Fundamentals
  – 300-level courses

• Advising Support

Social Media:
• Twitter: @SUgetvet
• www.facebook.com/SUgetvet
Career Skills for Global Enterprises

- **VET101: GET a Career**
  - Understanding your skills and interests
  - Conducting your job search
  - Ongoing career development
  - *MilSpouse101 content developed in partnership with MOAA’s MilSpouse Team*

- **VET102: Navigating the Corporate Environment**
  - Examining the corporate environment
  - Effective goal setting & time management
  - Decision making in a corporate environment
  - Conflict management

- **VET103: Communications & Collaboration in a Global Enterprise**
  - Professional Communication
  - Listen to understand
  - Use of communication technologies
  - Working in virtually distributed teams
Microsoft Office Fundamentals

- VET201: Microsoft Office Fundamentals
  - Microsoft Word Fundamentals
  - Microsoft Excel Fundamentals
  - Microsoft PowerPoint Fundamentals
  - Microsoft Outlook Fundamentals
300-Level Courses

- Students select a course to increase a specific skill set and/or prepare for industry certification
- VCTP will pay industry certification exam fees in many cases
  - see link below for supported certifications
  - student must pass coursework, assigned practice exams, and be considered eligible to sit for the exam by the certifying agency
- Duration of course varies based on selected concentration
- Complete listing of courses found on our webpage
Achieving Certification

Diagram is for illustrative purposes only and does not reflect all requirements for certification, or our complete offering in training.

**Entry Level**
- **PHR** (Professional in Human Resources) Validates the skills necessary for working in Human Resources Management in large and small enterprises; minimum 1-4 years experience for PHR, depending on level of education.

**Intermediate**
- **Six Sigma Green Belt** (SSGB) certification Validates knowledge and professional experience of data collection and analysis for Six Sigma projects; required 3 years professional experience.
- **CCENT** (Cisco Certified Entry Network Technician) Validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security; first step towards CCNA.

**Advanced**
- **SPHR** (Senior Professional in Human Resources) Validates the skills necessary for working in Human Resources Management in large and small enterprises; minimum 5-7 years experience for SPHR, depending on level of education.
- **PMP** (Project Mgmt Professional) requires 5 yrs of project mgmt experience, with 7,500 hrs leading projects & 35 hrs of project mgmt education OR A 4-yr degree and 3 yrs of project mgmt experience, w/ 4,500 hrs leading projects & 35 hrs project mgmt ed.
- **CISSP** (Certified Information Systems Security Professional) Validates knowledge and professional experience in Information Security practices; minimum 5 years’ experience.
JPMorgan Chase & Co. Job Opportunities

- JPMC has provided a job portal specifically for VCTP students
  - Lists all job opportunities at JPMC
  - When you apply, it guarantees a recruiter at JPMC will review your application; it does not guarantee a phone screen or job placement.
  - Work with your assigned academic advisor to help you to determine appropriate job matches for you based on your interests and level of experience.
  - This is also a great chance to have your advisor review your résumé and/or cover letter before submitting your application.
- We will also email JPMC job updates to you.
Schedules: Based on 20 hours per Week

- **Vet101 Career Skills for Global Enterprises**: should take approximately 4 weeks to complete
- **Vet201 Microsoft Office Foundations**: should take approximately 3 weeks to complete
- **Vet300-level courses**: should take between 3 – 6 weeks to complete depending on which course you’re taking
Logistics

• Modules will be successfully completed based on requirements listed in syllabi (syllabi can be found at http://libguide.get-vet.syr.edu)
• Courses will be evaluated on a pass / fail system
  – To pass:
    • All assignment requirements are met
    • 80% on required module test
• Your first course must be completed by October 18th
• Assigned advisor will review any assignments and course progress as needed
• Advisor signs off on certificates of completion
• Advising Calls
SkillSoft/SkillPort Overview
Tips for SkillSoft

• Make sure the audio is on within in course
  – Audio button is in lower right-hand of course window
• Make sure computer volume is turned on and up
• Clear cache regularly
• Depending on internet and computer speed courses may take several minutes to launch – please be patient
• Courses are in different formats and viewing / advancing features vary based on format
• Make sure your java is up to date – update for free at www.java.com
Getting Started: Week 1

• Your coursework is located at http://su.skillport.com

• Try to devote 20 hours this week to learning the LMS and completing at least 1 module.

• Remember, you need to earn an 80% or higher on the module tests.

• Advisor Communication

• Advisor will be in contact with you within the first 3 months
Additional Resources

In the Quick Links navigation, you can:
- View the syllabi for all the courses associated with SU certificates in this program
- Get Tech Support from SkillSoft if you encounter technical difficulties
- View Tutorials surrounding how to use SkillSoft
- Search for and apply to jobs at JPMorgan Chase & Co., the underwriter of this program
- Advisors

- Surveys
- Linked-In Discussion Group
- Social Media: Twitter @SUgetvet
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