

COURSE OUTLINE

Revision: Marla Lockhart Date: April, 2009

DEPARTMENT: Business (BUS)
CURRICULUM: Business Information Technology
COURSE TITLE: Professional Development
COURSE NUMBER: BUS 216
TYPE OF COURSE: Vocational Preparatory
COURSE LENGTH: 1 quarter
CREDIT HOURS: 5
LECTURE HOURS: 55
LAB HOURS: 0
CLASS SIZE: 30

PREREQUISITES: A self-improvement course designed to develop positive mental attitudes and examine useful techniques for professional and personal success. Emphasize is on all aspects of career fulfillment.

COURSE DESCRIPTION:

Learn to develop positive mental attitudes and examine useful techniques for personal and professional success. Emphasizes various aspects of career development.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Personal Responsibility – Value one’s own skills, abilities, and ideas. Value intellectual inquiry and ethical behavior.
2. Human Relations – Demonstrate a willingness to learn from many cultures, persons, methods, and viewpoints.
3. Technology – Apply computer competency appropriate to occupational goals.
4. Information Literacy – Access and apply information from a variety of sources.

PROGRAM OUTCOMES ADDRESSED:

1. Apply standard business rules in clear, concise, and effective business communications.
4. Use office technology for inter- and intra-office communication.
7. Demonstrate time management and organization skills.
8. Identify and use appropriate resources for problem solving.
9. Receive, interpret, and follow both written and verbal instructions.
10. Demonstrate proficiency in production of business documents.
12. Demonstrate flexibility, motivation when faced with change.
13. Use the Internet for information searches.
15. Adapt to workplace practices and practice appropriate professional conduct.
16. Interact effectively with individuals and groups.
19. Demonstrate knowledge of laws and regulations, which affect the US workplace and work force, and an appreciation for ethics in business.
20. Understand career paths and advancement criteria typical of office occupations.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Understand and apply principles associated with maintaining good mental and physical health, and personal grooming.
2. Plan a wardrobe suitable for a chosen profession
3. Identify and correct common communication problems.
4. Increase awareness of diversity issues which affect the workplace.
5. Develop strategies to deal constructively with information ideas, and emotions associated with such issues of diversity and conflict as culture, race, gender, age, sexual orientation and abilities.
6. Work cooperatively and effectively in groups reflective of our diverse society.
7. Describe and utilize techniques for goal setting and time management.
8. Understand moral and ethical principles and theories that are integral to personal development.
9. Prepare a job search packet to be used in seeking employment.
10. Compare and evaluate various leadership styles and management theories.

TOPICAL OUTLINE:	APPROX. HOURS
I. The job campaign	4
II. The interview	5
III. The look of success	3
IV. Personal and professional poise	2
V. Planning and buying a wardrobe	4
VI. Maintaining good health	2
VII. The role of communication in business	2
VIII. Personal effectiveness	4
IX. Group dynamics	4
X. Personal values and business ethics	5
XI. Managing your time	5
XII. Courtesy and common sense	4
XIII. When you travel	2
XIV. Managing your money	2
XV. Moving into supervision	2
XVI. Management as a career	5
Total	<u>55</u>

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