

BUS 270 Professional Development

COURSE DESCRIPTION:

Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test

Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job. Course Hours per Week: Class, 3; Lab, 0. Semester Hours Credit: 3

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Explain the importance of professionalism
2. Create a strategy to enhance their personal brand
3. Create a life plan
4. Identify appropriate and inappropriate dress for specific workplace situations
5. Identify the importance of continual learning and its role in their career

OUTLINE OF INSTRUCTION:

- I. Self-Management
 - A. Attitude, goal setting, and life management
 - B. Personal and financial management
 - C. Time and stress management
 - D. Etiquette and dress
- II. Workplace Basics
 - A. Ethics, politics, and diversity
 - B. Accountability and workplace relationships
 - C. Quality organizations and service
 - D. Human resources and policies
- III. Relationships
 - A. Communication
 - B. Electronic communication
 - C. Motivation, leadership, and teams
 - D. Conflict and negotiation
- IV. Career Planning Tools
 - A. Job search skills
 - B. Resume package
 - C. Interview techniques
 - D. Career changes

REQUIRED TEXTBOOK AND MATERIAL

The textbook and other instructional material will be determined by the instructor.