BUS 270 Professional Development

COURSE DESCRIPTION:
Prerequisite: None
Corequisite: 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 Financial Management
   C. Time and Stress Management and Organization Skills
   D. Etiquette/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 Communications
   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 materials will be determined by the instructor to insure that current and relevant concepts and theories are present.