I. General Information

1. Course Title:
Workplace Skills and Professionalism

2. Course Prefix & Number:
BUSN 1132

3. Course Credits and Contact Hours:
Credits: 1
Lecture Hours: 1
Lab Hours: 0

4. Course Description:
This course is designed to enhance student technical, vocational, and professional soft skills in the workplace in order to be a highly effective, productive, and ethical 21st century professional.

5. Placement Tests Required:

6. Prerequisite Courses:
There are no prerequisites for this course.

9. Co-requisite Courses:
There are no corequisites for this course.

II. Transfer and Articulation

III. Course Purpose

1. Program-Applicable Courses – This course is required for the following program(s):
- Business Management diploma
- Business Management AAS

IV. Learning Outcomes

1. College-Wide Outcomes

College-Wide Outcomes / Competencies:	Students will be able to:
Demonstrate oral communication skills	Describe the positive results of a strong work ethic.
Demonstrate reading and listening skills	Describe job search methods for professional careers.
Analyze and follow a sequence of operations	Demonstrate technical proficiency with workplace tools by demonstrating 10-key at a rate of 9,000 keystrokes per hour at 98% quality.

2. Course Specific Outcomes - Students will be able to achieve the following measurable goals upon completion of the course:
- Articulate and inventory their top strengths skills;
- Create a personal financial plan; and
- Demonstrate interpersonal (social) networking skills in a group of 10 or more people.

V. Topical Outline

Listed below are major areas of content typically covered in this course.
1. Lecture Sessions
   1. Job search skills
      o Methods to find job opportunities
      o How to apply for job openings
   2. Personal Skills inventory
      o Personal Strengths
      o How to work with those with similar or different traits
   3. 21st Century Workplace Productivity
      o Technical proficiency training with 10-key
      o Being productive using 21st-century tools
      o Email etiquette
      o Teleconference etiquette
   4. The Job Search Process
      o Job Search Tools
      o Constructing a professional application
      o Interviewing best practices
   5. Interpersonal (Social) Networking
      o Understanding the basics and purpose of interpersonal (social) networking
      o Practice interpersonal (social) networking in a non-structured event
   6. Work Ethic
      o The positive results of a strong work ethic
      o Understanding personal motivation and how to motivate yourself
      o Ethical perspectives on workplace behavior
      o Positivity in the Workplace
      o How to create a strong employee culture