

Western Technical College

10102137 Business Professionalism

Course Outcome Summary

Course Information

Description	Students will learn strategies for adjusting to college and improving classroom performance, as well as for their career. These skills include self-assessment, time management, study skills, learning styles, active reading, communication skills and career development. The course also includes an introduction to the program course competencies and the requirements for each. Students will review course sequencing and the importance of this to their timely graduation. An in-depth use of Blackboard, student e-mail, and other technology will be introduced.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	54

Textbooks

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Learner Supplies

Student planner. **Vendor:** Campus Shop. Optional. (may use electronic devise to manage schedule)

Experiential Learning

1. Community Based Learning Service Hours

Program Outcomes

1. Direct individuals and/or processes to meet organizational goals.

Course Competencies

1. Produce an academic plan for success and completion of degree.

Assessment Strategies

- 1.1. Interview

1.2. Written Product

Criteria

You will know you are successful when

- 1.1. you develop a personal mission statement which includes short and long term SMART goals.
- 1.2. you explain purpose of the Business Management Degree and how it fits with their long term goals.
- 1.3. you draw conclusions from an informational interview with a professional in the business management field.
- 1.4. you report your research on career options and opportunities in the business management field.
- 1.5. you list professional from informational interview as a reference for written product.
- 1.6. you prepare a personal education plan (PEP) to use throughout time at college.
- 1.7. you use decision making skills to determine what it takes to complete degree.

Learning Objectives

- 1.a. Explore the purpose and content of the Business Management Program.
- 1.b. Acquire information from second year business management student regarding courses and rigor of program.
- 1.c. Explore job opportunities in field of business management.
- 1.d. Develop a personalized education plan.
- 1.e. Develop relationship with instructors in Business Management Program.

2. Explore self and self-motivation.

Assessment Strategies

- 2.1. Self Assessment
- 2.2. Survey from others to assist in self-assessment.
- 2.3. Reflective Essay

Criteria

You will know you are successful when

- 2.1. you complete self-assessment to identify strengths and weaknesses regarding academic success.
- 2.2. you incorporate results from self-assessment and interview of others in written report.
- 2.3. you acquire information from survey of others.
- 2.4. you incorporate information on what motivates you in written report.
- 2.5. you identify if their motivation aligns with the requirements of the program.
- 2.6. you cite those interviewed as reference in the written product.
- 2.7. you summarize information from others in written product.

Learning Objectives

- 2.a. Understand what success means to student.
- 2.b. Recognize one's own strengths and weaknesses.
- 2.c. Identify what motivates you.

3. Prepare a time management plan.

Assessment Strategies

- 3.1. Time log
- 3.2. Written product discussing time wasters and procrastination.
- 3.3. Performance - meet course attendance requirements.
- 3.4. Skill Demonstration - use tool to track schedule and other commitments

Criteria

You will know you are successful when

- 3.1. you produce a minimum of two week's time schedules in Excel that include activities for family, school (in class and homework) and work.
- 3.2. you prepare an Excel time log which is formatted to include title, lines, and an easy to read format when printed.
- 3.3. you use the Western Student Planner or other tracking tool to maintain work, family and school schedule.
- 3.4. you incorporate information found from maintaining a time log into a written report.
- 3.5. you research procrastination and the impact it has on student success.
- 3.6. you include a minimum of two valid research sources in written report.

3.7. you write 3 SMART goals for managing time.

Learning Objectives

- 3.a. Identify where students are currently spending their time.
- 3.b. Identify time wasters.
- 3.c. Determine effective and realistic schedule.
- 3.d. Utilize tools available to manage procrastination.

4. Write business documents.

Assessment Strategies

- 4.1. Written Products - email, business memo, resume, summative report

Criteria

You will know when you are successful when:

- 4.1. you write a business memo.
- 4.2. you prepare professional written reports.
- 4.3. you write business emails.
- 4.4. you build a resume.
- 4.5. you attach an Excel spreadsheet in appendices of written document.
- 4.6. you put together portfolio for submission at the end of the term.
- 4.7. you follow writing format, meeting criteria for all components
- 4.8. your written product exhibits correct and appropriate grammar, punctuation, spelling, syntax, and word usage

Learning Objectives

- 4.a. Demonstrate effective use of discussion board to convey ideas to others.
- 4.b. Produce a formal, error-free business memo.
- 4.c. Prepare a resume which will be expanded upon as work toward graduation.
- 4.d. Utilize email to communicate effectively in a business setting.

5. Explore strategies for academic success.

Assessment Strategies

- 5.1. Written Product
- 5.2. Reflection

Criteria

Your performance will be successful when:

- 5.1. you explain how learning techniques you have explored will help you be successful in college. (Include SQ3R and 5C)
- 5.2. you apply active listening techniques in current classes for semester.
- 5.3. you use effective note taking techniques in current semester classes by submitting notes for two class periods.
- 5.4. you explore memory techniques for use in current courses.
- 5.5. you explore effective test taking strategies for use in classes.
- 5.6. you earn a B or above in this course.

Learning Objectives

- 5.a. Recognize and implement sufficient strategies needed for reading success.
- 5.b. Demonstrate useful note-taking techniques in classroom lectures and textbook chapters.
- 5.c. Identify effective active listening techniques.
- 5.d. Explore a variety of memory techniques.
- 5.e. Explore test taking strategies.

6. Use technology to enhance learning.

Assessment Strategies

- 6.1. Written Product
- 6.2. Demonstration of technology usage

Criteria

You will know you are successful when

- 6.1. you use your Western student email account daily by checking for messages from instructors, students, and services at Western.
- 6.2. you use Blackboard a minimum of two times per week.
- 6.3. you use Blackboard to check grades for each course.
- 6.4. you use MyWestern to check enrollment time, enroll in courses and/or drop courses
- 6.5. you demonstrate use of valid research on internet.
- 6.6. you use Excel and Word for class assignments.
- 6.7. you use some type of technology to present presentation to rest of class.
- 6.8. you participate in weekly assignments posted by submitting work by due date in the learning management system (Blackboard).

Learning Objectives

- 6.a. Utilize Western student email account.
- 6.b. Use Blackboard for reading messages, participating in discussions, accessing course information, and reviewing grades.
- 6.c. Use student management software portal.
- 6.d. Use internet for researching topics related to business.
- 6.e. Discover digital Library resources.

7. Investigate services at Western to assist with reaching personal and career goals.

Assessment Strategies

- 7.1. Written Product

Criteria

You will know you are successful when

- 7.1. you list how the library, computer labs, and academic success center add value to your learning experience at Western.
- 7.2. you attend a session with the research librarian to learn about credible sources for finding information.
- 7.3. you identify key resources at the college and the role they play in serving your needs.
- 7.4. you write a journal entry reflecting on how resources at the college will help in their academic success
- 7.5. you use Western's Career Services website's resources for resumes.

Learning Objectives

- 7.a. Use library and become familiar with resources available for business students.
- 7.b. Locate and explore Online Writing Center and Academic Success Center
- 7.c. Locate computer labs on campus and identify uses.
- 7.d. Meet individuals who can assist with reaching educational goals including counselors, financial aid office, foundation, library, Welcome Center, and Academic Success Center.

8. Prepare for life and career success.

Assessment Strategies

- 8.1. Written Product
- 8.2. Discussion Board

Criteria

You will know you are successful when

- 8.1. you write about the importance of being a lifelong learner.
- 8.2. you explore career and skill trends for the 21st century.
- 8.3. you use decision making steps to make a career decision.
- 8.4. you understand your own current financial state
- 8.5. you explore stress management techniques.
- 8.6. you describe skills necessary for the 21st century work place. You include personal responsibility, how to be continuous learner, problem solver and individual who takes initiative.

Learning Objectives

- 8.a. Understand the importance of building a resume for future job opportunities.
- 8.b. Explain steps necessary for making good decisions for college education.
- 8.c. Identify skills necessary for the 21st century work force.

- 8.d. Understands being a student is a lifelong process.
- 8.e. Write SMART goals for long-term plan.
- 8.f. Discover the importance of life balance to health and wellness.
- 8.g. Identify strategies for financial health.

9. Examine diversity in the school and community.

Assessment Strategies

- 9.1. Journal Entry

Criteria

Your performance will be successful when:

- 9.1. you define diversity.
- 9.2. you identify types of diversity in local community.
- 9.3. you participate in experiential learning of people with disabilities.
- 9.4. you share your thoughts about the diverse teaching styles of current instructors in journal entry.

Learning Objectives

- 9.a. Understand the definition of diversity.
- 9.b. Explore types of diversity.
- 9.c. Recognize diversity in teaching styles.

10. Demonstrate ethical behavior as a student.

Assessment Strategies

- 10.1. Written Product
- 10.2. Performance

Criteria

Performance will be satisfactory when:

- 10.1. you cite your sources in a document and at the end correctly.
- 10.2. you honestly list the amount of time you have to obtain your personal academic goal.
- 10.3. you write a journal entry that states your ethical standpoint.
- 10.4. you submit work which demonstrates a strong work ethic.
- 10.5. you use professional language in all academic areas of this class.
- 10.6. you conduct yourself in a professional manner throughout the term.

Learning Objectives

- 10.a. Prepare an ethical statement regarding your standpoint.
- 10.b. Explain why professional behavior is ethical.
- 10.c. Understand what plagiarism is in school.