

**Western Technical College**

**10114112 Finance Professionalism**

**Course Outcome Summary**

**Course Information**

<b>Description</b>	Students develop skills to enhance their success in college and their finance careers. These skills include: professionalism, goal setting, self-assessment, time management, career exploration, team building, problem solving, communication skills, PowerPoint use and presentation skills. The course also includes an introduction to the program outcomes, program course competencies and how these course competencies align with the program outcomes.
<b>Career Cluster</b>	Finance
<b>Instructional Level</b>	Associate Degree Courses
<b>Total Credits</b>	3
<b>Total Hours</b>	54

**Textbooks**

*Focus on College and Career Success*. 3rd Edition. Copyright 2018. Staley, Constance. Publisher: Cengage Learning. **ISBN-13:** 978-1-337-09718-5. Required.

**Success Abilities**

1. Cultivate Passion: Enhance Personal Connections
2. Cultivate Passion: Expand a Growth-Mindset
3. Cultivate Passion: Increase Self-Awareness
4. Live Responsibly: Develop Resilience
5. Live Responsibly: Foster Accountability
6. Refine Professionalism: Act Ethically
7. Refine Professionalism: Improve Critical Thinking
8. Refine Professionalism: Participate Collaboratively
9. Refine Professionalism: Practice Effective Communication

**Program Outcomes**

1. Develop short and long term personal goals.

2. Create and analyze budgets.

## Course Competencies

### 1. Explore the Finance profession.

#### Assessment Strategies

- 1.1. Written Product
- 1.2. Presentation

#### Criteria

*You will know you are successful when*

- 1.1. you identify typical job duties and salary range for a potential career path.
- 1.2. you identify skills and knowledge needed in this career.
- 1.3. you summarize key findings from an interview of someone in the field of finance.
- 1.4. you summarize your findings to the class.

#### Learning Objectives

- 1.a. Explore various jobs in the field of finance.
- 1.b. Interview a professional contact.
- 1.c. Research possible job growth in a chosen career in finance.
- 1.d. Explore personal interests and values in relation to a career in finance.

### 2. Prepare a personal development plan to achieve success.

#### Assessment Strategies

- 2.1. Written Product

#### Criteria

*You will know you are successful when*

- 2.1. you list personal short-term, mid-range and long-term goals.
- 2.2. you identify how you will accomplish your personal goals.
- 2.3. you list academic or career short-term, mid-range and long-term goals.
- 2.4. you identify how you will accomplish your academic or career goals.

#### Learning Objectives

- 2.a. Identify personal short-term, mid-range and long-term goals.
- 2.b. Explore strategies to accomplish personal goals.
- 2.c. Identify academic and career short-term, mid-range and long-term goals related to a potential career path.
- 2.d. Explore strategies to accomplish academic and career goals.

### 3. Construct an effective time management plan.

#### Assessment Strategies

- 3.1. Written Product

#### Criteria

*You will know you are successful when*

- 3.1. you document how you spend your time for one week.
- 3.2. you reflect on priorities in the time management plan such as time wasters and changes needed to create time for school priorities.
- 3.3. you list all your class deadlines on a calendar for the entire term.

#### Learning Objectives

- 3.a. Track how you spend your time for one week.
- 3.b. Identify productive and unproductive use of time.
- 3.c. Categorize use of time into school, work, and personal.
- 3.d. Explore how a time management tool can help you to not miss class deadlines.

### 4. Identify the importance of a personal financial management plan.

## **Assessment Strategies**

4.1. Written Product

### **Criteria**

*You will know you are successful when*

- 4.1. you list the steps to using a budget.
- 4.2. you identify some of your fixed and variable expenses.
- 4.3. you create a two-month budget based on income and expenses.
- 4.4. you reflect on the realities of following your budget.

### **Learning Objectives**

- 4.a. Explore how to use a budget.
- 4.b. Identify the difference between fixed and variable expenses.
- 4.c. Identify the difference between gross and net income.
- 4.d. Discuss the value of using a budget.

## **5. Demonstrate effective communication skills.**

### **Assessment Strategies**

5.1. Written Product

### **Criteria**

*You will know you are successful when*

- 5.1. you create a professional email.
- 5.2. you create a professional thank you letter.
- 5.3. you identify professional and unprofessional work conversations.

### **Learning Objectives**

- 5.a. Understand the importance of professional communication.
- 5.b. Practice professional communication.

## **6. Investigate diversity.**

### **Assessment Strategies**

6.1. Written Product

### **Criteria**

*You will know you are successful when*

- 6.1. you participate in a diversity awareness activities in class.
- 6.2. you reflect on the diversity awareness activity.
- 6.3. you consider your own attitudes toward those who are different from you.

### **Learning Objectives**

- 6.a. Experience what it is like to have a physical or cognitive disability.
- 6.b. Consider your own attitudes to those who are different from you.

## **7. Create an effective, professional PowerPoint presentation.**

### **Assessment Strategies**

7.1. Presentation

### **Criteria**

*You will know you are successful when*

- 7.1. you create a professional PowerPoint using several helpful features.

### **Learning Objectives**

- 7.a. Learn how to use PowerPoint to make successful presentations.

## **8. Investigate effective learning methods.**

### **Assessment Strategies**

8.1. Written Product

## Criteria

*You will know you are successful when*

- 8.1. you complete a survey to determine your learning preferences.
- 8.2. you learn how to develop your learning preferences.
- 8.3. you learn how to adapt your study habits to your learning preferences.

## Learning Objectives

- 8.a. Explore how learning preferences impacts your academic career.
- 8.b. Learn how to develop personal learning preferences.

## 9. Be aware of the value of good health and wellness.

### Assessment Strategies

- 9.1. Written Product

## Criteria

*You will know you are successful when*

- 9.1. you reflect on the seven dimensions of wellness.

## Learning Objectives

- 9.a. Learn about the seven dimensions of wellness and how they impact us personally.

## 10. Apply the concepts of professionalism.

### Assessment Strategies

- 10.1. Written Product

## Criteria

*You will know you are successful when*

- 10.1. you interact with others in a professional manner.

## Learning Objectives

- 10.a. Explore the importance of being a professional.

## 11. Demonstrate team building skills.

### Assessment Strategies

- 11.1. Written Product

## Criteria

*You will know you are successful when*

- 11.1. you complete a group project effectively.
- 11.2. you complete a team contract with your group.
- 11.3. you present your group project to the class.
- 11.4. you can list the steps involved in team building.

## Learning Objectives

- 11.a. Understand the value of being an effective team member.
- 11.b. Practice working together as part of a team.

## 12. Examine the impact of ethics in the workplace.

### Assessment Strategies

- 12.1. Written Product

## Criteria

*You will know you are successful when*

- 12.1. you apply ethical principles to everyday situations.

## Learning Objectives

- 12.a. Explain the importance of ethics in the workplace.

## 13. Exhibit leadership skills.

**Assessment Strategies**

13.1. Written Product

**Criteria**

*You will know you are successful when*

- 13.1. you list the three types of leadership and explain the strengths and weaknesses of each.
- 13.2. you explain the five I's of leadership and create a scenario using each term.
- 13.3. you list five leadership traits and why they are important for a leader to have.

**Learning Objectives**

- 13.a. Explore the three types of leadership.
- 13.b. Create a scenario exhibiting each of the five I's of leadership.
- 13.c. Be aware of various leadership traits and why they are important to a leader.

**14. Discuss conflict resolution.****Assessment Strategies**

14.1. Written Product

**Criteria**

*You will know you are successful when*

- 14.1. you review a scenario and determine an appropriate resolution to the conflict.

**Learning Objectives**

- 14.a. Examine the importance of conflict resolution.
- 14.b. Discuss various methods of conflict resolution and how to apply them.

**15. Utilize problem-solving skills.****Assessment Strategies**

15.1. Written Product

**Criteria**

*You will know you are successful when*

- 15.1. you list problem solving guidelines and how to apply them in a scenario.

**Learning Objectives**

- 15.a. Present various ways of solving problems to enhance skills in this area.