Western Technical College

10116118 HR Professionalism

Course Outcome Summary

Course Information

Description	Students will develop personal and learning skills that will enhance their success in the Human Resource Management program. These skills include self- assessment, time management, study skills, learning styles, active reading, communication skills and career development. Course competencies and sequencing are reviewed, as well as resources available. Students are also introduced to career opportunities in the field of human resources.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	2
Total Hours	36

Textbooks

On Course: Strategies for Creating Success in College, Career, and Life – with MindTap. 9th Edition. Copyright 2020. Downing, Skip and Jonathan Brennan. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-09685-7. Required.

Experiential Learning

1. Community-Based Learning Service Hours: a key learning experience of this course is connecting course work while helping a community partner. Learn more about civic responsibility and enhance your community.

2. Work-Based Learning: this course applies your learning to your desired profession by working in industry placements such as internships, practicums, clinicals, or co-ops.

Program Outcomes

1.   Facilitate effective employee relations

Course Competencies

1.   Prepare professional writing utilizing proper grammar, spelling and formatting.

Assessment Strategies
1.1.   by completing a grammar and formatting exercise with at least 70% accuracy
1.2.   by defining plagiarism
1.3.   by demonstrating how to cite sources properly

Criteria

You will know you are successful when:

1.1.   you submit work throughout the semester free of spelling, punctuation, and grammatical errors in a professional manner
1.2.   you avoid plagiarism
1.3.   you cite sources properly

Learning Objectives
1.a.   Apply English rules of spelling and grammar to writing.
1.b.   Demonstrate proper, professional formatting of email, written and oral communication.
1.c.   Identify situations which require citations.

2.   Establish academic and personal plans to achieve success.

Assessment Strategies
2.1.   through developing a personal education plan (PEP) with the assistance of his/her academic advisor
2.2.   through creating a professional resume
2.3.   through researching an ideal career path and developing a plan to achieve the goal
2.4.   through explaining the purpose of the Human Resource Portfolio

Criteria

You will know you are successful when:

2.1.   you choose appropriate credit loads and course formats given the personal situation
2.2.   you review past experiences, professional development, education, and community involvement
2.3.   you establish career commitment
2.4.   you explore the purpose and significance of the Human Resource Portfolio

Learning Objectives
2.a.   Identify your short-term and long-term goals
2.b.   Develop priorities to meet your goals
2.c.   Accept responsibility for your own success
2.d.   Explore the purpose of the Human Resource Portfolio

3.   Develop a time and financial management plan.

Assessment Strategies
3.1.   by producing a time management plan consisting of academic (class and homework), work and personal/family time
3.2.   by creating a financial budget using Microsoft Excel
3.3.   by reflecting on spending and credit use and setting a long-term financial goal
3.4.   by meeting in-class attendance and assignment completion requirements

Criteria

You will know you are successful when:

3.1.   you budget all elements into time management plan
3.2.   you explore time management strategies
3.3.   you identify discretionary spending habits
3.4.   you develop financial self-awareness
3.5.   you practice fiscal fitness

Learning Objectives

3.a.   Monitor use of time and money.
3.b.   Identify necessary and unnecessary spending (time and money).
3.c.   Devise strategies for reducing spending, and time-wasters.

4.   Operate technology to enhance the learning experience.

Assessment Strategies

4.1.   by sending Instructor proper e-mails through the school-provided account
4.2.   by submitting assignments through Blackboard
4.3.   by completing assigned units in MindTap's online tool

Criteria

You will know you are successful when:

4.1.   you exhibit the ability to use technology
4.2.   you navigate Blackboard and the Internet efficiently
4.3.   you use your Western-provided e-mail account
4.4.   you understand how technology benefits the classroom and the workplace
4.5.   you review MindTap online tool
4.6.   you utilize proper netiquette

Learning Objectives

4.a.   Use Blackboard for accessing course information and reviewing grades.
4.b.   Navigate MindTap to complete related assignments.
4.c.   Examine correspondence regularly using the college-provided email account to keep up-to-date.
4.d.   Utilize the Internet to research topics related to the course.

5.   Explore the role of diversity.

Assessment Strategies

5.1.   by defining diversity
5.2.   by reflecting upon your participation in a disability immersion exercise
5.3.   by discussing potential solutions to conflict situations
5.4.   by illustrating using the "I" statement to diffuse conflict

Criteria

You will know you are successful when:

5.1.   you understand the definition of diversity
5.2.   you explore diversity and its impact on the workplace, school and the community as a whole
5.3.   you manage conflict

Learning Objectives

5.a.   Describe the value of diversity.
5.b.   Explore different types of diversity.
5.c.   Recognize diversity in teaching and learning styles.

6.   Implement study strategies to augment learning.

Assessment Strategies

6.1.   by earning at least 70% on a test of studying and test taking strategies
6.2.   by applying appropriate learning strategies to address your personal learning style
6.3.   by applying effective note taking techniques for all classes for one month

Criteria

You will know you are successful when:

6.1.   you identify active reading and listening techniques
6.2.   you develop study tips, tricks and skills
6.3.   you think critically and analytically
6.4.   you recognize test taking strategies and how to apply them to different types of tests

Learning Objectives

6.a.   Identify personal learning style strengths

6.b.   Investigate strategies applicable to learning styles

6.c.   Explore techniques to improve listening and note-taking skills.

6.d.   Apply a variety of memory and note-taking techniques.