



COSB 1920

Division: Career and Technical Education

Department: Cosmetology/Barbering

Course: COSB 1920

Title: Professional Development - Course 2

Catalog Description:

This course includes dealing with stress, positive images, government awareness, team skills, professional meetings, social etiquette, employment opportunities, public speaking, job application, and employment portfolios.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: .5; Lecture: 0; Lab: 0

Clock/Hour Requirements: 8

Offered for Non-Credit: No

Prerequisites: None

Corequisites: None

Justification:

This course is approved by the program advisory committee.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

- measure/modify short term-goals
- identify stress sources
- select characteristics of positive image
- demonstrate government awareness
- apply team skills to a group project
- observe and critique team skills at a local professional meeting
- demonstrate business meeting skills
- demonstrate social etiquette
- complete survey for employment opportunities
- develop a 3-5 minute speech
- complete a job application
- assemble an employment portfolio.

Course objectives will be achieved by providing students with instructional and hands-on experiences in the following areas:

- goals
- stress
- government awareness
- group project and team skills
- business meeting skills
- social etiquette
- employment opportunities
- public speaking
- job applications
- employment portfolio.

General Education Outcomes:

3) Speak effectively in a variety of contexts.

Students are required to give oral presentations on job related topics, Effective oral communication is a key component in this program.

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students will participate in employment research utilizing printed and electronic media. Employment outlook, availability, and job description information is researched and reported.

5) Apply a cultural and historical awareness to a variety of phenomena.

Students will understand the importance of a culturally diverse workplace and their role in participating in the same. Students will research and discuss issues relating to cultural diversity and sensitivity.

8) Apply ethical reasoning to a variety of contexts.

Students will discuss business and workplace ethics as they pertain to a given field of work. Special emphasis is placed on work ethic, honesty, and dependability on the employee s part.

10) Apply personal-fitness and wellness-management principles to lifestyle choices.

Students will discuss personal hygiene and grooming as keys to professional success. The importance of maintaining one s health and appearance is discussed as it pertains to professionalism.

Key Performance Indicators:

In class:

- Student proficiency will be evaluated on completion of assigned review problems (10%-20% of grade) and completion of workbook assignments (80%-90% of grade).

Following class:

- The knowledge and skills acquired in this course will be demonstrated in subsequent courses.

Representative Text and/or Supplies:

- *Professional Development Program Level 2*, current edition, The Professional Development Program.
- Supplemental instructional material

Optimum Class Size: 15

Maximum Class Size: 20

Signatures:

I hereby submit this course syllabus:

Chad Price, A.A.S., Instructor

I hereby find this course consistent with the goals and resources of the Cosmetology/Barbering Department:

Teri Mason, AAS, Instructor, Chair

I hereby find this course consistent with the goals and resources of the Career and Technical Education Division:

Michael P. Medley, MBA, Assistant Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)