



COSB 2910

Division: Career and Technical Education

Department: Cosmetology/Barbering

Course: COSB 2910

Title: Professional Development 3

Catalog Description:

This course includes dealing with career goals, personal financial skills, volunteering, interviewing skills, writing a resume, applying conflict resolution skills, and performing a skill demonstration.

General Education Requirements: N/A

Semesters Offered: Fall

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

Clock/Hour Requirements: 8

Offered for Non-Credit: Yes

Prerequisites: COSB 1910

Corequisites: N/A

Justification:

This course is approved by the program advisory committee.

Student Learning Outcomes:

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

- establish career goals
- develop personal financial skills
- explore opportunities for advanced training
- serve as a volunteer in the community
- conduct a worker interview
- develop a resume and write a cover letter
- demonstrate interviewing skills
- identify and apply conflict resolution skills
- perform a skill demonstration
- update program competencies.

Content:

Course objectives will be achieved by providing students with instructional and hands-on experiences in the
COSB 2910

following areas:

- career goals
- personal financial skills
- volunteering in the community
- worker interviews
- resume writing
- interviewing skills
- conflict resolution skills
- program competencies.

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.

Applied Education Outcomes:

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students involvement in SkillsUSA builds and reinforces self-confidence, positive attitudes towards work, and communication skills.

2) Students will become aware of industry specific certification and develop skills sufficient to acquire the same.

Students are informed of what employment opportunities are available.

3) Students will demonstrate safe practices and awareness of potential hazards in their field of expertise.

These practices and potential hazards will be learned and developed by performing services on the public and developing good habits.

4) Students will demonstrate interpersonal skills specific to the skills and environment inherent in their field.

Students enrolled in skillsUSA should develop an attitude of believing in themselves and their abilities.

Key Performance Indicators:

In class:

- Student proficiency will be evaluated on:
 - completion of assigned review problems
 - completion of workbook assignments with a 70 % minimum accumulated score.

Following class:

- Upon successful completion of this course, students will demonstrate:
 - knowledge in subsequent courses
 - skills in subsequent courses.

Representative Text and/or Supplies:

- *Milady's Standard Textbook of Cosmetology*, current edition, Milady Publishing Company Albany NY.
- Supplemental materials may be required.

Optimum Class Size: 15

Maximum Class Size: 20

Signatures:

I hereby submit this course syllabus:

Teri Mason, AAS, 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)