



ACOM 2910

Division: Career and Technical Education

Department: Art and Graphic Communications

Course: ACOM 2910

Title: Professional Development - Course 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: TBA

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

Clock/Hour Requirements: 8

Offered for Non-Credit: No

Prerequisites: ACOM 1910

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:

- 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
ACOM 2910

following areas:

- career goals
- personal financial skills
- opportunities for advanced training
- 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.

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 and completion of workbook assignments with a 70% minimum accumulated score.

Following class:

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

- *Professional Development Program Level 3*, current edition, The Professional Development Program.
- Instructional materials as directed by instructor

Optimum Class Size: 15

Maximum Class Size: 20

Signatures:

I hereby submit this course syllabus:

Jim Puzey, ,

I hereby find this course consistent with the goals and resources of the Art and Graphic Communications Department:

, , , 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)