



ACOM 2920

Division: Career and Technical Education

Department: Art and Graphic Communications

Course: ACOM 2920

Title: Professional Development - Course 4

Catalog Description:

Students will be exposed to employment trends, risks related to employment changes, ethical and unethical behaviors, and entrepreneurship. They will also be introduced to mentoring, job searching, team work, and leadership skills.

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 1920

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:

- forecast employment trends and risks of employment changes
- reevaluate career goals and establish long-term goals
- compare ethical and nonethical workplace attitudes
- develop a working relationship with a mentor
- illustrate an organizational structure
- construct a job search network
- plan and implement a leadership project
- investigate entrepreneurship opportunities
- evaluate professional competencies
- organize an employment portfolio.

Content:

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

- employment trends
- long-term and career goals
- ethical workplace attitudes
- mentoring
- organizational structuring
- job search network
- leadership projects
- entrepreneurship
- professional competencies
- 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.

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:

- Upon completion of the course, students will demonstrate competencies in the job market and/or in school as they continue their education.
- Feedback is obtained from employers who serve on the program advisory committee.

Representative Text and/or Supplies:

- *Professional Development Program Level 4*, 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)