



CIS 2930

Division: Career and Technical Education

Department: Information Technology

Course: CIS 2930

Title: Leadership & Professional Development - Course 2

Catalog Description:

This is the second course in a series of two courses which will help students gain and improve workplace and interpersonal skills. Professional stewardship, management, and leadership are the foundational topics. Students taking this course will also have the opportunity to participate in the SkillsUSA career and professional leadership organization.

General Education Requirements: N/A

Semesters Offered: Spring

Credit/Time Requirement: Credit: 1; Lecture: 1; Lab: 0

Clock/Hour Requirements: 15

Offered for Non-Credit: Yes

Prerequisites: N/A

Corequisites: N/A

Justification:

This course fulfills the Human Relations requirement for many of the Career and Technical Education programs and provides students with employability skills which will better prepare them for future career success.

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
- market an instructional program
- serve as a volunteer in the community
- plan and develop a business
- conduct a worker interview
- develop a resume and write a cover letter
- demonstrate interviewing skills
- understand the cost of customer service

- identify and apply conflict resolution skills
- demonstrate evaluation skills
- perform skill demonstration
- exercise the "right to know"
- forecast employment trends and risks of employment changes
- re-evaluate career goals and establish long-term goals
- compare ethical and non-ethical 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
- develop customer service skills
- apply supervisory skills
- manage a project and evaluate others
- 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:

- establish career goals
- develop personal financial skills
- explore opportunities for advanced training
- market an instructional program
- serve as a volunteer in the community
- plan and develop a business
- conduct a worker interview
- develop a resume and write a cover letter
- demonstrate interviewing skills
- understand the cost of customer service
- identify and apply conflict resolution skills
- demonstrate evaluation skills
- perform skill demonstration
- exercise the "right to know"
- forecast employment trends and risks of employment changes
- re-evaluate career goals and establish long-term goals
- compare ethical and non-ethical 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
- develop customer service skills

- apply supervisory skills
- manage a project and evaluate others
- evaluate professional competencies
- organize an 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.

Applied Education Outcomes:

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

Students will participate in activities that build and reinforce self-confidence, positive attitudes toward 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.

Key Performance Indicators:

Student Learning Outcomes will be assessed by two or more of the following Key Performance Indicators:

- class discussion
- presentations

- performance activities
- assignments
- performance in subsequent courses.

Representative Text and/or Supplies:

- *PDP SkillsUSA Level 3 Student Workbook*, current edition, The Professional Development Program.
- *PDP SkillsUSA Level 4 Student Workbook*, current edition, The Professional Program.

Optimum Class Size: 30

Maximum Class Size: 50

Signatures:

I hereby submit this course syllabus:

Michael P. Medley, MBA, Assistant Professor

I hereby find this course consistent with the goals and resources of the Information Technology Department:

Michael P. Medley, MBA, Assistant Professor, 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)