Course Description

Develops professional awareness in handling business and social situations. Emphasizes goal setting, life management skills, critical thinking, decision-making and employment skills. Lecture 3 hours per week.

General Course Purpose

This course is designed to develop professional understanding and confidence in successfully handling business and social situations. Through the daily experience of a simulated office setting and the professional standards of the workplace, students will develop and reinforce the image of themselves as employment-ready professionals. Students are assigned a supervisor with whom they meet weekly to evaluate the week and set new goals and receive at least two performance reviews.

Course Prerequisites/Co-requisites

None

Course Objectives

Upon completing the course, the student will be able to:

- Understand the basic concepts of self-esteem, communications, time management, stress management, and conflict resolution, and master techniques for personal use
- Recognize the characteristics of a successful employee and work to emulate
- Participate effectively in small and large group discussions and presentations
- Evaluate performance and employability objectively, identifying strengths, weaknesses, and goals
- Problem-solve around blocks to employment such as childcare, housing, transportation, and finances
- Organize events requiring teamwork
- Interact successfully and confidently with students, faculty, and volunteers
- Develop a wardrobe appropriate for the business world and job interviews
- Begin a network of colleagues, mentors, and job references
- Build a master resume and interviewing and job search skills
- Understand how to successfully begin and keep a job

Major Topics to be Included

- Self Esteem
- Time Management
- Stress Management
- Giving and Receiving Feedback
- Conflict Resolution
- Personal Finances
- Community Resources
- Supervisor/Co-worker Relations
- Attitude
- Life Philosophy
- Promotability
- Dress for Success and Clothing Bank
- Staging an Office Party
- Myers Briggs Type Indicator
- Respect in the Workplace/Diversity
- Success Pyramid Evaluation Tool
- Networking
- Job Search Dynamics
- Resumes
- Interviewing
- How to Start a Job/Internship
- The First Thirty Days on the Job
- Work Ethics and Job Success