

## **LEARNING OUTCOMES:**

Upon completing requirements for this course, the student will be able to:

1. Explain the importance of professionalism
2. Create a strategy to enhance their personal brand
3. Create a life plan
4. Identify appropriate and inappropriate dress for specific workplace situations
5. Identify the importance of continual learning and its role in their career

## **OUTLINE OF INSTRUCTION:**

- I.
- II. Workplace Basics
  - A. Ethics, politics, and diversity
  - B. Accountability and workplace relationships
  - III. Relationships
    - A. Communication
    - B. Electronic communication
    - C. Motivation, leadership, and teams
    - D. Conflict and negotiation
- IV. Career Planning Tools
  - A. Job search skills
  - B. Resume package
  - C. Interview techniques
  - D. Career changes

## **REQUIRED TEXTBOOK AND MATERIAL**

The textbook and other instructional material will be determined by the instructor.