



MASTER COURSE OUTLINE

Prepared By: Tom Willingham

Date: October 2018

COURSE TITLE

Professional Preparation—Occupation Specific I

GENERAL COURSE INFORMATION

Dept.: WKED

Course Num: 101

(Formerly:)

CIP Code: 52.0205

Intent Code: 21

Program Code: 622

Credits: 1

Total Contact Hrs Per Qtr.: 18

Lecture Hrs:7

Lab Hrs: 11

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

An introduction to work related and job search components specific to each occupation (or similar) including direct contact with peers, advisors, mentors, employers, and others directly related to the industry.

PREREQUISITES

None

TEXTBOOK GUIDELINES

Text and materials as decided by faculty.

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills.

1. Engage in activities geared toward building job search and career networks
2. Practice introductions to peers, potential employers, mentors, advisors, and others related to their education and occupation
3. Describe the basic systems, infrastructure, operations, environment associated with their chosen industry.

INSTITUTIONAL OUTCOMES

IO1 **Communication:** Communicate effectively and respectfully using verbal, written, and computer skills

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, ethics, appropriate safety awareness and/or workplace specific skills

COURSE CONTENT OUTLINE

1. Advising for academic program and job search
2. Career exploration within a specific industry
3. Orientation to the specified industry through video, lecture, reading, guest speakers, tours, and/or lab work
4. Importance of first impressions, work ethic, communication, and building relationships
5. Facility tours (virtual tours when not feasible)
6. Formatting and writing thank-you letters and basic reports
7. Time management

DEPARTMENTAL GUIDELINES *(optional)*

The cost of books and materials should be held to the minimum cost for the maximum student benefit.

DIVISION CHAIR APPROVAL

DATE