



## MASTER COURSE OUTLINE

Prepared By: Tom Willingham

Date: October 2018

## COURSE TITLE

Professional Preparation—Occupation Specific II

## GENERAL COURSE INFORMATION

Dept.: WKED

Course Num: 102

(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)

A continued exploration of work-related components specific to each occupation/industry (or similar) including direct contact with peers, advisors, mentors, employers, and others directly related to the industry. Creation of a job search portfolio. The job shadow is a required element for this course.

## PREREQUISITES

WKED 101 or instructor permission

## 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. Describe the importance of professionalism and communication in preparation for the interview process
2. Concisely describe career goals to peers, instructors, or advisors in preparation for the interview process
3. Complete job search portfolio documents (skills inventory, application, and resume)
4. Explain the basic systems, infrastructure, daily operations, and environment associated with chosen career
5. Describe the basic steps and stakeholders of a project plan

## 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. Create a job search portfolio with properly designed documents (skills inventory, application, resume, 30-60 second commercial)
3. Continued exploration of specified industry through video, lecture, reading, guest speakers, job shadows, and/or lab work

4. Importance of professionalism, communication, and collaboration
5. Participate in job shadows; write subsequent letters and reports
6. Project work related directly to the industry
7. Explore the impact of personality and diversity to the work environment
8. Create a visual model of an organization from their chosen industry including the primary infrastructure systems

**DEPARTMENTAL GUIDELINES** *(optional)*

The cost of books and materials should be held to the minimum cost for the maximum student benefit. Job shadows are required in order to pass this course.

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**DIVISION CHAIR APPROVAL**

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**DATE**