

## **COURSE INFORMATION**

Course Number:	<b>AOT 133</b>
Course Title:	<b>Professional Development</b>
Lecture Hours/Week:	3.0
Lab Hours	0.0
Credit Hours:	3.0

### **DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION**

## **COURSE DESCRIPTION**

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

## **COURSE COMPETENCIES**

Upon the successful completion of this course, students will be able to demonstrate the knowledge and ability to do the following:

### **Module 1: Developing emotionally and physically**

- Maintain a professional appearance for the workplace – dress, hygiene, grooming.
- Employ work ethics to include punctuality, regular attendance, dependability, honesty, reliability, pride in work, and confidentiality.
- Articulate and apply business etiquette and ethics.
- Exhibit fairness and equality in the workplace.
- Project positive image of self and the organization.
- Accept and provide constructive criticism and praise.
- Define and set appropriate personal and professional goals.
- Improve self-esteem and use positive self-talk.
- Develop critical thinking skills.

### **Module 2: Developing socially**

- Participate in exercises to improve listening skills.
- Research and develop a presentation topic.
- Plan and conduct an oral presentation.
- Identify the codes of behavior in the organization.
- Exhibit an ability to handle success or failure.
- Demonstrate an ability to get along with others.
- Function effectively in group settings.
- Define and exercise team membership characteristics including role of leader and team member.
- Demonstrate knowledge of organizational structure and proper communication protocol.

### Module 3: Developing and implementing a career plan

- Identify the characteristics associated with successful people in business.
- List strategies for handling finances and coping with stress.
- Develop and apply time management techniques including prioritizing activities.
- Develop a professional development plan including short-term and long-term goals.
- Define and participate in professional development opportunities.
- Cite job search resources; prepare a resume, cover letter, and a follow up letter.

### COURSE REQUIREMENTS

#### Student Conduct

The policies stated in the *York Technical College Handbook* will be enforced. “The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.”

#### Attendance

The attendance policy as stated in the *York Technical College Handbook* will be enforced. Attendance is required on test days unless the student has a doctor's excuse, death notice, etc., indicating an unusual circumstance for the absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

### METHOD OF INSTRUCTION

This is a lecture-based course for developing personal and professional office skills. Considerable time is allocated to class exercises.

This course is divided into three modules. Modules must be completed in sequence. Students may exempt any of the three modules by completing the module test with a score of a least 80 percent.

### EVALUATION STRATEGIES/GRADING

Each module is one-third of the final grade. The final grade will be based on the average of the three modules.

Module	Module percent (%)	Grade
<b>Module 1</b>		
Tests	50	
PowerPoint presentation	25	
Project/Learning Activities	15	
Appearance	5	
Class participation	5	
Module 1 Average (33% of final grade)		

<b>Module 2</b>		
Tests	50	
PowerPoint presentation	25	
Speech project	15	
Appearance	5	
Class participation	5	
Module 2 Average (33% of final grade)		
<b>Module 3</b>		
Tests	50	
PowerPoint presentation	25	
Project/Learning Activities	15	
Appearance	5	
Class participation	5	
Module 3 Average (33% of final grade)		
Final Grade		

### **Appearance and Classroom Participation**

Administrative Office Technology students are expected to project a professional appearance. Students should be dressed appropriately for the office on each Wednesday (MWF classes) or Tuesday (TT classes). Five percent of the final grade will be based on appearance and five percent on participation in classroom activities. Distance learning students may earn the appearance points by completing an exercise on business dress.

Final grades will be based on the following scale:

- A** 90-100
- B** 80-89
- C** 70-79
- D** 60-69
- F** Below 60

**ENTRY LEVEL SKILLS:** None

**PREQUISTITES:** None

**COREQUISITES:** None