

Course Outcome Guide (COG)

Course:	BADM 291: Career Seminar	Credits:	3	Instructor:	Leah Windnagle
Course Description:	This course examines various aspects of career readiness. Topics include the career search process, communication in the workplace, and establishing a professional presence. Activities will consist of a number of topics utilizing team interactions, role playing, problem identification, problem-solving, creative thinking, decision making, verbal and written communications, and other personal and professional development exercises necessary for successful employment.				
Concepts and Issues	Process Skills	Assessment Tasks	Intended Outcomes		
			Course	General Education or Program	Institutional
<ul style="list-style-type: none"> • Mock Interviews • How to find jobs and careers • Career assessment • Establishing a professional presence • Emotional Intelligence (EQ) • Professional written communications • How to manage with no formal management training • Being proactive • Personal time management • Professional time management • Positive Attitude • Team Work/Grit • Work Ethic • Emotional Health: work/life balance 	<ul style="list-style-type: none"> • Communicate effectively through both oral and written presentations • Develop a professional presence both in online settings and through personal presentation and conduct • Conduct research and analyze information by using both human and technological resources • Work effectively as a team member through group projects, case studies and problem analysis 	<ul style="list-style-type: none"> • Participation in class activities and discussions • Participation in mock interviews, conducted through multiple methods • Case study analysis • Individual and group projects • Individual and group presentations 	<ol style="list-style-type: none"> 1. Demonstrate an understanding of specific career fields and how to apply for careers within that field. 2. Establish a professional presence in online settings as well as in-person interactions, including interviews. 3. Understand soft skills and their importance in the modern workplace. 	<ol style="list-style-type: none"> 1. Combine computer and communication skills to generate high-quality business projects <ol style="list-style-type: none"> a. Knowledge of rhetoric: writing in a clear, organized and concise way with respect to audience, context, and purpose b. Demonstrate critical reading, thinking, and writing ability 2. Assess the internal and external environments in which businesses operate to determine appropriate strategies. 	<ol style="list-style-type: none"> 1. Students will demonstrate effective communication skills