

**COURSE SYLLABUS**  
Southeast Missouri State University

Department of Management and Marketing

Course No: BA452

Title of Course: Professionalism

New: Spring 2013

I. Catalog Description and Credit Hours of Course:

The study and application of practical skills for workplace success; links self-management topics to career planning tools and professionalism basics. (1 credit hour)

II. Prerequisites: 75 credit hours completed

Co-requisites: Career Linkages Modules III and IV (CL003 and CL004)

III. Purposes or Objectives of the Course:

Upon completion of this course, the student should be able to:

- A. Understand the relationship between resume development, job search skills and human relations in the workplace.
- B. Demonstrate proficiency in finding an open position in his/her chosen field, write a cover letter for the opening, tailor a resume for the position and be prepared for a job interview.
- C. Demonstrate proficiency in finding information about his/her chosen field and locating resources to assist with the job search.
- D. Demonstrate understanding of appropriate workplace behaviors such as business etiquette, appropriate use of technology, and proper attire in professional situations.
- E. Demonstrate an understanding of the following workplace relationship building topics: appropriate workplace communication, effective ways to deal with conflict, the importance of accountability to team members and supervisors, and the value of behaving in a fair and ethical manner with all stakeholders.

IV. Student Learning Outcomes:

Upon completion of this course the students will be able to:

- A. Demonstrate proficiency in finding information about his/her chosen field and locating resources to assist with the job search.
- B. Demonstrate proficiency in finding an open position in his/her chosen field, writing a cover letter for the opening, and tailoring a resume for the position.
- C. Demonstrate an understanding of professionalism in terms of workplace behaviors and workplace relationships.

V. Expectations of Students:

Active, informed class participation. Complete assigned interactive activities. Complete assigned self-reflective activities. Complete Career Linkages Modules III and IV (CL003 and CL004).

VI.	Course Content or Outline:	<u>Class Hours</u>
	A. Overview of professionalism and self-management skills	4
	1. Attitude, values and creating your own personal brand	
	2. Goal setting and Organizational skills	
	3. Time and stress management	
	4. Business etiquette and professional attire	
	B. Workplace Basics	2
	1. Ethics, politics and diversity at work	
	2. Accountability and workplace relationships	
	C. Workplace Relationships	4
	1. Characteristics of a leader and team member	
	2. Effective electronic communications	
	3. Conflict Management and negotiation	
	D. Career Planning Tools	5
	1. Job search strategies	
	2. Building the resume package	
	3. Interview techniques	
	4. Managing a career in a changing world	
VII.	Textbook and/or Other Required Materials:	
	Anderson, Lydia E. and Sandra B. Bolt (2013). <i>Professionalism: Skills for Workplace Success</i> , 3rd edition. New Jersey. Pearson Education, Inc.	
	Content and activities for Career Linkages Modules III and IV.	
VIII.	Basis for Student Evaluation:	
	A. Self-reflective assessments and exercises	
	B. Written assignments	
	C. Class participation	
	D. Completion of Career Linkages Modules III and IV	