

## Business and Professional Development

### MISSION VALLEY REGIONAL OCCUPATION PROGRAM BUSINESS AND PROFESSIONAL DEVELOPMENT COURSE OUTLINE

#### 1. Course Title:

Business and Professional Development

#### 2. CBEDS Title:

4698

#### 3. CBEDS Number:

Other office/ computer course

#### 4. Job Titles/O\*NET/DOT Codes:

Receptionists and Information Clerks	43-4171.00
Customer Service Representatives, Utilities	43-4051.02
New Accounts Clerks	43-4141.00
Office Clerks, General	43-9061.00
Counter and Rental Clerks	41-2021.00
Order Clerks	43-4151.00
Demonstrators and Product Promoters	41-9011.00
Telemarketers	41-9041.00
Door to Door Sales Workers, News and Street Vendors, Related Workers	41-9091.00
Interviewers	43-4061.01
Library Assistants, Clerical	43-4121.00

#### 5. Course Description:

This course focuses on preparing students for the workplace by making a smooth transition from the classroom to a demanding work environment. Students learn about responsibilities to their school and employer while participating in a work-based learning program. Students will develop critical thinking skills and recognize which personal qualities will make them most capable person and most valuable to the employer. Students will improve their ability to read, write, speak, listen and solve math problems. Students will also develop the workplace know-how required to perform well in a demanding position. While participating in a work experience, students will start preparing for a full-time career. This course prepares students for the challenges of independent living while maintaining full time employment. Students will learn to manage their income wisely in order to build a secure and satisfying life.

Students will have the opportunity to set career goals, learn to create presentations, understand the importance of professional dress, practice interviewing skills, and compile a personal portfolio to aid them in their job search.

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### 6. Hours:

Class	180
CC	
CVE	
<b>Total Hours</b>	<b>180</b>

### 7. Prerequisites:

None

### 8. Date of revision:

November 8th, 2018

#### Abbreviations:

CC = **Community Classroom**  
(unpaid, on-the-job, training experience at business sites)

### 9. Course Outline:

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

		Class	CC/CVE
<b>I.</b>	<b>Work-Based Learning - MVROP ESLR #2</b>	10	
	A. Making the transition from school to work		
	B. Understanding work-based learning		
	C. What your employer expects		
<b>II.</b>	<b>Skills for Success – MVROP ESLR #1</b>	10	
	A. Teamwork and problem-solving skills		
	B. Communicating on the job		
	C. Math in the workplace		
	D. Computer and Internet skills		
	E. Looking good on the job		
	F. Safety on the job		
	G. Leadership and group dynamics		
	H. Participating in meetings		

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		Class	CC/CVE
<b>III.</b>	<b>Career Planning - <i>MVROP ESLR #1</i></b>	15	0
	A. Learning about yourself		
	B. Learning about careers		
	C. Researching careers		
	D. Making career decisions		
<b>IV.</b>	<b>THE JOB HUNT - <i>MVROP ESLR #3</i></b>	15	0
	A. Applying for jobs		
	B. Taking pre-employment tests		
	C. Interviewing for jobs		
<b>V.</b>	<b>JOB SATISFACTION - <i>MVROP ESLR #1</i></b>	15	0
	A. Succeeding on the job		
	B. Diversity and rights in the workplace		
	C. Succeeding in our economic system		
	D. Entrepreneurship: a business of your own		
<b>VI.</b>	<b>MANAGING YOUR INCOME - <i>MVROP ESLR #1</i></b>	20	0
	A. Understanding income and taxes		
	B. Managing spending		
	C. Using credit		
	D. Banking, saving, and investing		
	E. Insurance		
	F. Managing family, work, and citizenship roles		
<b>VII.</b>	<b>CAREER STRATEGIES <i>MVROP ESLR #3</i></b>	20	0
	A. Set short and long term goals.		
	B. Identify ways to continue improving career skills.		
	C. Create individual career plans.		
<b>VIII.</b>	<b>PRESENTATION - <i>MVROP ESLR #1</i></b>	15	0
	A. Select a topic and organize materials.		
	B. Assess functionality of presentation room.		
	C. Know context of subject.		
	D. Use appropriate gestures and voice tone.		
	E. Use dynamic verbal and communication skills.		
	F. Know the importance of rehearsing.		
	G. Summarize main points.		
	H. Answer audience questions.		
<b>IX.</b>	<b>EMPLOYABILITY DOCUMENTS <i>MVROP ESLR #3</i></b>	10	0
	A. Complete a job application accurately.		
	B. Create and word process a professional resume.		
	C. Collect letters of recommendation.		
	D. Collect and type a list of character references.		
	E. Write a thank you and follow-up letter		
<b>X.</b>	<b>INTERVIEW SKILLS <i>MVROP ESLR #3</i></b>	25	0
	A. Identify and use effective job search resources.		
	B. Research each company before applying.		

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C. Identify key action words useful for interview questions.			
D. Recognize important issues related to the position.			
E. Identify skills vs. personal traits.			
F. Demonstrate acceptable interview behavior and etiquette through mock interview.			
G. Practice answering questions prior to the interview.			
<b>XI. PORTFOLIO DEVELOPMENT <i>MVROP ESLR #3</i></b>	25	0	
A. Compare a digital portfolio vs. a hard copy of a portfolio.			
B. Create a title page and table of contents.			
C. Write an effective letter of introduction.			
D. Neatly and accurately, complete a job application form.			
E. Create and word process a chronological resume.			
F. Write and word-process a thank you letter.			
G. Collect three letters of recommendation.			
H. Ask permission and word process a reference list of three individuals.			
I. Identify completed work projects and organized these samples into a professional format.			
<b>Hours</b>	180	0	
<b>Total Approved Course Hours</b>		<b>180</b>	

### 10. Additional Items:

**a. Articulation:**

In Process

**b. Academic Credit:**

none

**c. Instructional Strategies:**

- Lecture
- Comparative Analysis
- Hands-on Practice/ Demonstration
- Small & Large Group Activities (role-playing, discussion, teamwork, brainstorming)
- Community/ Business Observations
- Use of Business Partners (guest speakers, interviews)

**d. Instructional Materials:**

- J.J. Littrell, James H. Lorenz, Harry T. Smith Edition: 2014 (Goodheart-Willcox Publishher) ISBN: 978-1-61960-304-2
- Multi-Media (handouts, Internet access, CD ROMs, software)
- Simulations
- Reading Assignments
- Oral & Written Reports

## Business and Professional Development

- Projects
- Online Articles/ Tutorials

### e. Certificate Competency List:

#### *Career Preparation Standards*

- Apply occupational safety practices
- Describe business operations and systems
- Application of technology skills

#### *Career Technical Skills*

- Identify short and long term goals
- Use effective job search resources
- Create a career plan
- Ability to collect and organize materials to create a powerful presentation
- Use appropriate gestures and voice tone to enhance a presentation
- Use dynamic verbal and communication skills
- Understand the importance of rehearsing
- Summarize main points
- Capable of fielding audience questions
- Know the importance of professional dress for interviewing
- Complete a job application
- Create a resume
- Collect letters of recommendation
- Collect character references
- Write a thank you and follow-up letter
- Describe acceptable interview behavior
- Complete a mock interview
- Transfer career information to portfolio
- Create a hardcopy and/or digital portfolio