

# MISSION VALLEY REGIONAL OCCUPATION PROGRAM

## Introduction to Business and Professional Development Course Outline

**1. Course Title:**

Introduction to Business and Professional Development

**2. CBEDS Title:**

Other Office/computer course

**3. CBEDS Number:**

XXXX

**4. Course Length:**

One-quarter (9-weeks) 5 credits each quarter.

**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 the most capable person most valuable to the employer. Students will improve their ability to read, write, speak, and listen. 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.

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.

## 6. Instructional Units:

Unit	Content Area Skills	Hours
1	<p><b><u>Career Exploration</u></b>  <b>Description:</b> Students will explore the many options open to them after high school. They will see how important work is for their well-being and self-image. They will see how work-based learning programs provide valuable insight into the world of work. The unit wraps up with an exploration of what employers expect. Being prepared to meet those expectations is the key to landing a job and having a successful career.</p> <p><b>Learner Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Making the transition from school to career</li> <li>2. Learning about yourself</li> <li>3. Learning about careers</li> <li>4. Learning about careers</li> <li>5. Make career decisions</li> <li>5. Research colleges and/or certified training courses</li> </ol>	6
2	<p><b><u>The Job Hunt</u></b>  <b>Description:</b> Students will explore how to use networking and other strategies to find job openings as well as how to put their best foot forward when applying for a job. You will complete your employability documents. If your application materials get you noticed, the next step will be the interview. This is the time to convince a potential employer that you are the right person for the job. In addition to the interview, an employer may require applicants to take pre-employment tests. These tests are used to determine whether or not an applicant is offered the position. After working through this unit, they will be better prepared for a successful job hunt.</p> <p><b>Learner Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Finding and Applying for a Job</li> <li>2. Research/learn about the employer</li> <li>3. Create a professional resume.</li> <li>4. Collect and type a list of personal references</li> <li>5. Collect letters of recommendation,</li> <li>6. Complete a job application accurately.</li> <li>7. Write a letter of interest</li> <li>8. Write a thank-you letter</li> <li>9. Identify key action words useful for interview questions</li> <li>10. Recognize important issues related to the position.</li> <li>11. Identify skills vs. personal traits.</li> <li>12. Demonstrate acceptable interview behavior, attire, and etiquette.</li> </ol>	28

	13. Mock interviews	
3	<p><b><u>Presentations</u></b>  <b>Description:</b> Students will improve their presentation skills, and students are encouraged to use systematic methods to facilitate their presentations in the classroom. The main purpose of emphasizing presentation skills in higher education is to help develop professionalism in the learning environment. In this era of technological advancement, students can enhance their presentation skills using high-tech equipment, thus improving their ability to present information in a professional manner.</p> <p><b>Learner Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Select a topic and organize materials.</li> <li>2. Know context of subject.</li> <li>3. Use appropriate gestures and voice tone.</li> <li>4. Use dynamic verbal and communication skills.</li> <li>5. Summarize main points.</li> <li>6. Answer audience questions.</li> <li>7. Dress in appropriate interview attire</li> </ol>	6
4	<p><b><u>Portfolio Development</u></b>  <b>Description:</b> Students will at the end of the course compile their professional portfolio.</p> <p><b>Learner Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Create a title page and table of contents to include: <ul style="list-style-type: none"> <li>● Cover Letter</li> <li>● Thank you Letter</li> <li>● Resume</li> <li>● Personal References</li> <li>● Job Application</li> <li>● Personal Fact Sheet</li> <li>● Letter of recommendation</li> <li>● Certificates</li> </ul> </li> </ol>	5
	Total Hours	45

## 7. 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)

## 8. Instructional Materials

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

## 9. Assessments

- Written Tests After Each Unit
- Performance Exams
- Final
- Portfolio

## 10. Certificate Competency List:

### 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 hard copy portfolio

Last Updated April 20, 2022