

Upon completing requirements for this course, the student will be able to:

1. Explain the importance of professionalism
2. Create a strategy to enhance their personal brand
3. Create a life plan
4. Identify appropriate and inappropriate dress for specific workplace situations
5. Identify the importance of continual learning and its role in their career

I.

II. Workplace Basics

- A. Ethics, politics, and diversity
- B. Accountability and workplace relationships
- III. Relationships
 - A. Communication
 - B. Electronic communication
 - C. Motivation, leadership, and teams
 - D. Conflict and negotiation

IV. Career Planning Tools

- A. Job search skills
- B. Resume package
- C. Interview techniques
- D. Career changes

The textbook and other instructional material will be determined by the instructor.