

Career Management

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Charlene Ohnstad
Development Date	3/20/2001
Revised Date	9/20/2005
Course Number	10-106-194
Instructional Level	Associate Degree
Potential Hours of Instruction	24
Total Credits	1

Description

Identification of factors associated with job success: business ethics, conflict resolution, proper etiquette, sexual harassment and performance appraisal. Explore personality types via the Internet.

Target Population

Students who want to be successful in their professional life.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom	18	1
On-line	6	

Prerequisites

Recommended prerequisite: Professional Development (10-106-190)

Exit Learning Outcomes

Core Abilities

- A. Self-management

Competencies

- A. **Determine personality traits**

Linked Core Abilities

Self-management

Conditions for assessment:

- A.1. by submitting a written personal interpretation of your personality type results

Criteria - Performance will be satisfactory when:

- A.1. personal interpretation includes a determination of test results based on personal traits
- A.2. personal interpretation includes a description of agreement/disagreement of

personal test findings

A.3. personal interpretation includes a description of how your personality affects relationships in the workplace

A.4. personal interpretation is a minimum of one page, double spaced

A.5. personal interpretation is spell checked

A.6. personal interpretation includes proper use of grammar

A.7. personal interpretation includes proper use of punctuation

B. Explore ethical decision making

Linked Core Abilities

Self-management

Conditions for assessment:

B.1. by submitting an ethical decision making written report CrLf

B.2. in classroom participation

Criteria - Performance will be satisfactory when:

B.1. ethical decision making report includes the URL of the internet page researched and/or sited source

B.2. ethical decision making report includes a summary of the researched topic

B.3. ethical decision making report includes the title of the researched topic

B.4. ethical decision making report includes the sources of the researched topic

B.5. ethical decision making report includes an opinion of agreement/disagreement and why

B.6. ethical decision making report includes the most important topic learned in the analysis of the article

B.7. ethical decision making report is a minimum of one page, double spaced

B.8. ethical decision making report is spell checked

B.9. ethical decision making report includes proper use of grammar

B.10. ethical decision making report includes proper use of punctuation

B.11. you enter into class discussions on ethical decision making

B.12. you offer questions or comments during class on ethical decision making

B.13. you attend class regularly

C. Analyze business and dining etiquette

Linked Core Abilities

Self-management

Conditions for assessment:

C.1. by submitting a business etiquette written report

C.2. by submitting a professional dining experience written reportCrLf

C.3. in classroom participation

Criteria - Performance will be satisfactory when:

C.1. business etiquette report includes the URL of the internet page researched and/or sited source

C.2. business etiquette report includes a summary of the researched topic

C.3. business etiquette report includes the title of the researched topic

C.4. business etiquette report includes the sources of the researched topic

C.5. business etiquette report includes an opinion of agreement/disagreement and why

- C.6. business etiquette report includes the most important topic learned in the analysis of the article
- C.7. business etiquette report is a minimum of one page, double spaced
- C.8. business etiquette report is spell checked
- C.9. business etiquette report includes proper use of grammar
- C.10. business etiquette report includes proper use of punctuation
- C.11. you enter into class discussions on business etiquette
- C.12. you offer questions or comments during class on business etiquette
- C.13. you attend class regularly
- C.14. professional dining experience report includes a summary of the dining experience
- C.15. professional dining experience report includes the most important items learned in the dining experience
- C.16. professional dining experience report includes any errors made during the dining experience
- C.17. professional dining experience report includes a summary of topics covered in the conversation in the dining experience
- C.18. professional dining experience report includes a personal comfort level analysis during the dining experience
- C.19. professional dining experience report is a minimum of one page, double spaced
- C.20. professional dining experience report is spell checked
- C.21. professional dining experience report includes proper use of grammar
- C.22. professional dining experience report includes proper use of punctuation
- C.23. you enter into class discussions on the professional dining experience
- C.24. you offer questions or comments during class on the professional dining experience
- C.25. you attend a professional dining experience

D. Investigate performance appraisals

Linked Core Abilities

Self-management

Conditions for assessment:

- D.1. by submitting written report on the use of performance appraisals
- D.2. in classroom participation

Criteria - Performance will be satisfactory when:

- D.1. performance appraisal report includes the URL of the internet page researched and/or sited source
- D.2. performance appraisals report includes a summary of the researched topic
- D.3. performance appraisals report includes the title of the researched topic
- D.4. performance appraisals report includes the sources of the researched topic
- D.5. performance appraisals report includes an opinion of agreement/disagreement and why
- D.6. performance appraisals report includes the most important topic learned in the analysis of the article
- D.7. performance appraisals report is a minimum of one page, double spaced
- D.8. performance appraisals report is spell checked
- D.9. performance appraisals report includes proper use of grammar

- D.10. performance appraisals report includes proper use of punctuation
- D.11. you enter into class discussions on business performance appraisals
- D.12. you offer questions or comments during class on performance appraisals
- D.13. you attend class regularly

E. Explore sexual harassment

Linked Core Abilities

Self-management

Conditions for assessment:

- E.1. by submitting written report on a recent sexual harassment case study
- E.2. in classroom participation

Criteria - Performance will be satisfactory when:

- E.1. sexual harassment report includes the URL of the internet page researched and/or sited source
- E.2. sexual harassment report includes a summary of the researched topic
- E.3. sexual harassment report includes the title of the researched topic
- E.4. sexual harassment report includes the sources of the researched topic
- E.5. sexual harassment report includes an opinion of agreement/disagreement and why
- E.6. sexual harassment report includes the most important topic learned in the analysis of the article
- E.7. sexual harassment report is a minimum of one page, double spaced
- E.8. sexual harassment report is spell checked
- E.9. sexual harassment report includes a proper use of grammar
- E.10. sexual harassment report includes a proper use of punctuation
- E.11. you enter into class discussions on sexual harassment
- E.12. you offer questions or comments during class on sexual harassment
- E.13. you attend class regularly

F. Explore conflict resolution

Linked Core Abilities

Self-management

Conditions for assessment:

- F.1. by submitting written report on the importance of conflict resolution strategies in the workplace
- F.2. in classroom participation

Criteria - Performance will be satisfactory when:

- F.1. conflict resolution report includes the URL of the internet page researched and/or sited source
- F.2. conflict resolution report includes a summary of the researched topic
- F.3. conflict resolution report includes the title of the researched topic
- F.4. conflict resolution report includes the sources of the researched topic
- F.5. conflict resolution report includes a description of the conflict
- F.6. conflict resolution report includes a description of how the conflict was resolved
- F.7. conflict resolution report includes the most important topic learned in the analysis of the article
- F.8. conflict resolution report is a minimum of one page, double spaced

- F.9. conflict resolution report is spell checked
- F.10. conflict resolution report includes a proper use of grammar
- F.11. conflict resolution report includes a proper use of punctuation
- F.12. you enter into class discussions on conflict resolution
- F.13. you offer questions or comments during class on conflict resolution
- F.14. you attend class regularly

G. Set goals

Linked Core Abilities

Self-management

You will demonstrate your competence:

- G.1. by submitting written report exploring career goals in 5, 10 and 15 years.
- G.2. in class participation critiquing the video or book: "Who Moved my Cheese" or other goal setting book or video

Your performance will be successful when:

- G.1. career goals report includes personal career goals within a 5 year span
- G.2. career goals report includes personal career goals within a 10 year span
- G.3. career goals report includes personal career goals within a 15 year span
- G.4. you enter into class discussions on the video or text "Who Moved my Cheese" or other goal setting book or video
- G.5. you offer questions or comments on the video or text "Who Moved my Cheese" or other goal setting book or video
- G.6. you attend class regularly