BADM-1050: PROFESSIONAL SUCCESS STRATEGY

Cuyahoga Community College

Viewing: BADM-1050 : Professional Success Strategy

Board of Trustees:
2018-03-22

Academic Term:
2018-08-27

Subject Code
BADM - Business Administration

Course Number:
1050

Title:
Professional Success Strategy

Catalog Description:
Apply knowledge of the corporate environment, diversity, ethics, teamwork and professionalism to manage interpersonal challenges and maximize relationships. Facilitate a meeting, set goals, use a time management system and effective verbal and written communications.

Credit Hour(s):
3

Lecture Hour(s):
3

Requisites

Prerequisite and Corequisite
None.

I. ACADEMIC CREDIT

Academic Credit According to the Ohio Department of Higher Education, one (1) semester hour of college credit will be awarded for each lecture hour. Students will be expected to work on out-of-class assignments on a regular basis which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity. For laboratory hours, one (1) credit shall be awarded for a minimum of three laboratory hours in a standard week for which little or no out-of-class study is required since three hours will be in the lab (i.e. Laboratory 03 hours). Whereas, one (1) credit shall be awarded for a minimum of two laboratory hours in a standard week, if supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following up the laboratory experience (i.e. Laboratory 02 hours). Credit is also awarded for other hours such as directed practice, practicum, cooperative work experience, and field experience. The number of hours required to receive credit is listed under Other Hours on the syllabus. The number of credit hours for lecture, lab and other hours are listed at the beginning of the syllabus. Make sure you can prioritize your time accordingly. Proper planning, prioritization and dedication will enhance your success in this course.

The standard expectation for an online course is that you will spend 3 hours per week for each credit hour.

II. ACCESSIBILITY STATEMENT

If you need any special course adaptations or accommodations because of a documented disability, please notify your instructor within a reasonable length of time, preferably the first week of the term with formal notice of that need (i.e. an official letter from the Student Accessibility Services (SAS) office). Accommodations will not be made retroactively.

For specific information pertaining to ADA accommodation, please contact your campus SAS office or visit online at http://www.tri-c.edu/accessprograms/. Blackboard accessibility information is available at http://access.blackboard.com.

Eastern (216) 987-2052 - Voice
Metropolitan (216) 987-4344 – Voice. (216) 987-4048 – TTY.
Western (216) 987-5079 – Voice. (216) 987-5117 – TTY.
III. ATTENDANCE TRACKING

Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Eligibility for federal student financial aid is based in part on enrollment status.

Students who do not attend classes for the entire term are required to withdraw from the course(s). Additionally, students who withdraw from a course or stop attending class without officially withdrawing may be required to return all or a portion of their financial aid based on the date of last attendance. Students who do not attend the full session are responsible for withdrawing from the course(s).

Tri-C is responsible for identifying students who have not attended a course before financial aid funds can be applied to students’ accounts.

Therefore, attendance is recorded in the following ways:

• For in-person and blended-learning courses, students are required to attend the course by the 15th day of the semester (or equivalent for terms shorter than five weeks) to be considered attending. Students who have not met all attendance requirements for in-person and blended courses, as described herein, will be considered not attending.

• For online courses, students are required to login at least two times per week and submit one assignment per week for the first two weeks of the semester, or equivalent to the 15th day of the term. Students who have not met all attendance requirements for online courses, as described herein, within the first two weeks or equivalent, will be considered not attending.

At the conclusion of the first two weeks of a semester or equivalent, instructors report any registered students who have “Never Attended” a course. Those students will be administratively withdrawn from that course. However, after the time period in the previous paragraphs, if a student stops attending a class or wants or needs to withdraw, for any reason, it is the student’s responsibility to take action to withdraw from the course. Students must complete and submit the appropriate Tri-C form by the established withdrawal deadline.

Tri-C is required to ensure that students receive financial aid only for courses that they attend and complete. Students reported for not attending at least one of their registered courses will have all financial aid funds held until confirmation of attendance in registered courses has been verified. Students who fail to complete at least one course may be required to repay all or a portion of their federal financial aid funds and may be ineligible to receive future federal financial aid awards. Students who withdraw from classes prior to completing more than 60 percent of their enrolled class time may be subject to the required federal refund policy.

If illness or emergency should necessitate a brief absence from class, students should confer with instructors upon their return. Students having problems with coursework due to a prolonged absence should confer with the instructor or a counselor.

IV. LEARNING OUTCOMES ASSESSMENT

Occasionally, in addition to submitting assignments to their instructors for evaluation and a grade, students will also be asked to submit completed assignments, called ‘artifacts,’ for assessment of course and program outcomes and the College’s Essential Learning Outcomes (ELOs). The artifacts will be submitted in Blackboard or a similar technology. The level of mastery of the outcome demonstrated by the artifact DOES NOT affect the student’s grade or academic record in any way. However, some instructors require that students submit their artifact before receiving their final grade. Some artifacts will be randomly selected for assessment, which will help determine improvements and support needed to further student success. If you have any questions, please feel free to speak with your instructor or contact the Learning Outcomes Assessment office.

V. CONCEALED CARRY STATEMENT

College policy prohibits the possession of weapons on college property by students, faculty and staff, unless specifically approved in advance as a job-related requirement (i.e., Tri-C campus police officers) or, in accordance with Ohio law, secured in a parked vehicle in a designated parking area only by an individual in possession of a valid conceal carry permit.

As a Tri-C student, your behavior on campus must comply with the student code of conduct which is available on page 29 within the Tri-C student handbook, available at http://www.tri-c.edu/student-resources/documents/studenthandbook.pdf You must also comply with the College’s Zero Tolerance for Violence on College Property available at http://www.tri-c.edu/policies-and-procedures/documents/3354-1-20-10-zero-tolerance-for-violence-policy.pdf

Outcomes

Course Outcome(s):
Facilitate a meeting, use effective verbal and written communications and develop appropriate workplace protocol being mindful of office politics. Effectively utilize social media to communicate skills to potential employers and develop professional networks.

Essential Learning Outcome Mapping:
Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.
Objective(s):
1. Identify the transactional styles of yourself and others to determine appropriate communication strategies within a team environment.
2. Apply appropriate written and oral communication techniques to various business scenarios.
3. Deliver effective business presentations for a variety of purposes.
4. Demonstrate effective negotiation strategies, (oral and written) to address communication challenges.
5. Create and launch a comprehensive LinkedIn profile.
6. Prepare a personal evaluation notebook discussing your character, attitudes, ethics, motivation and commitment.
7. Prepare and critique a full meeting agenda.
8. Prepare a professional portfolio and Mission statement.

Course Outcome(s):
Apply knowledge of the corporate environment, diversity, emotional intelligence, ethics, teamwork and professionalism to manage interpersonal challenges and maximize relationships.

Essential Learning Outcome Mapping:
Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values, and practices of cultures within and beyond the United States.

Objective(s):
1. Explain the impact of diversity in the workplace and how to manage working with a diverse population.
2. Demonstrate appropriate etiquette during business social events locally and globally.
3. Discuss positive business ethics in the working environment.
4. Explain how to maximize relationships with superiors, subordinates and peers in diverse settings.
5. Demonstrate how to work effectively in a diverse team environment and exhibit professional and effective work habits.
6. Work effectively in a team environment in direct and indirect leadership modes, as well as a contributing team member.

Course Outcome(s):
Apply critical thinking strategies in the workplace, school setting and in personal engagements. Establish priorities, to consistently meet deadlines and deliver results. Identify potential barriers to problem solving and develop strategies for resolution.

Essential Learning Outcome Mapping:
Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):
1. Use a time management system (e.g., Personal Planner, Steven Covey, Google calendar, Outlook calendar) to establish goals and plan strategies for implementation.
2. Identify time wasters and develop strategies to avoid procrastination and establish priorities.
3. Utilize technology to improve proficiency in task completion and priorities.
4. Develop strategies to determine tasks and deliverables to be delegated.
5. Demonstrate an understanding of emotional triggers and limitation of self and others in the professional workplace through analysis of behaviors in case study assignments and personal reflection essays.
6. Utilize information from personality profile results (e.g., Carl Jung Typology, Myers-Briggs) to identify problem solving strategies and approaches and apply what you have learned to a professional scenario outlining how these strategies were used to help resolve an issue, problem or change your thought process.
7. Develop a Career SWOT analysis document to identify skill gaps for a chosen career and document strategies for improvement.
8. Research professional membership organizations via the library, professional membership portals or other virtual sources and prepare a written summary of pros and cons of membership as well as outline the benefits of membership as a student.
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Course Outcome(s):
Utilize research strategies to understand the importance of financial literacy and its impact on the management of your monetary resources over time. Identify professional opportunities utilizing databases and library resources. Learn about diversity in the workplace, its risks, and influence on decision-making and policy through library resources and case analysis.

Essential Learning Outcome Mapping:
Information Literacy: Acquire, evaluate, and use information from credible sources in order to meet information needs for a specific research purpose.
Objective(s):
1. Conduct career research utilizing databases (e.g. Ohio.gov, Bureau of Labor statistics, library – Vocational and Career Collection, professional association’s portals) and other resources. Prepare a narrative on your findings and outline training, skills required, certification or other important information to inform your career choice.
2. Research assigned financial management websites/resources and prepare a monthly budget and weekly spending tracking system.
3. Prepare a research paper on the importance of financial accountability and your financial philosophy.
4. Research articles in the library on workplace diversity and prepare an annotated bibliography.

Methods of Evaluation:
1. Observation of students’ interactions in group problem solving exercises, leadership development activities and business social events.
2. Role playing exercises related to active listening, conflict resolution, meeting facilitation, business introductions, business presentations and business etiquette.
3. Written assignments
4. Critique Assignments
5. Discussion: Forums (online); in class (Face to Face/Blended)
6. Case studies dealing with cross-style communication between various personality quadrants, application of leadership styles in various management scenarios, crisis communication and resolution techniques
7. Portfolio development and presentation
8. Written examinations and Quizzes

Course Content Outline:
1. Concepts/Theories
   a. Time Management and strategies
   b. Business and Social Etiquette (Professional setting)
   c. Workplace Diversity
   d. Voice mail etiquette
   e. E-mail etiquette
   f. Manage appropriate introductory protocol including introductions, handshakes and business card exchanges (Networking Events)
   g. Emotional Intelligence
   h. Office Politics – Organizational Culture
   i. Navigating in a team environment
   j. Social Media Protocol
   k. Business Ethics
2. Soft Skills
   a. Active listening
   b. Interpersonal communication
   c. Oral and Written Communication
   d. Problem identification and resolution
   e. Crisis communication
   f. Critical Thinking
3. Transferable Skills
   a. Leadership styles and modes
   b. Time Management
   c. Research
   d. Communication (Oral and Written)
   e. Conflict resolution Techniques
   f. Critical Thinking and Problem Identification

Resources


Franklin Covey. *The Franklin Day Planner*. (ts '2016-12-30 00:00:00').

**Resources Other**


http://tri-c.myplan.com/

https://www.mindtools.com/

https://www.ted.com/talks

Common Read Novel (Chosen College Text)

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