



## COURSE OUTLINE: GBM104 - PROF. DEVELOPMENT

Prepared: Gabriel Araba

Approved: Martha Irwin, Dean, Business and Information Technology

<b>Course Code: Title</b>	GBM104: PROFESSIONAL DEVELOPMENT
<b>Program Number: Name</b>	2109: GLOBAL BUSINESS MGMT
<b>Department:</b>	BUSINESS/ACCOUNTING PROGRAMS
<b>Academic Year:</b>	2024-2025
<b>Course Description:</b>	This course familiarizes students with the program and area of study. It further gives students the opportunity to work through professional presentation process, feedback management and delivery within teams and individually. Knowledge acquired in this course enriches participants with the ability to carry out effective self-assessment and GAP analysis relevant to career growth and development, harnessing and maximizing networking opportunities towards successful career building. Participants are able to demonstrate confidence and professionalism while setting life and career goals with the impetus to achieving them.
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	42
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2109 - GLOBAL BUSINESS MGMT</b> VLO 5 Plan, direct, execute and evaluate individual and team projects VLO 8 Apply leadership and teamwork skills establishing and maintaining working relationships VLO 13 Develop personal professional development strategies and plans to enhance leadership and management skills
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.



**Course Evaluation:**

Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

**Books and Required Resources:**

Power Learning and Your Life by Robert S Feldman, Danica Lavoie

Publisher: McGraw Hill Edition: 4th Edition (2021)

ISBN: 1260326993

Use other applicable Free Open Educational Resources to cover Course outcomes and Learning Objectives where necessary.

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Refine presentation and feedback skills.	1.1 Breaking down the presentation process. 1.2 Demonstrating professional presentation skills. 1.3 Defining and achieving presentation aims and objectives. 1.4 Understanding feedback and demonstrating practical approach to feedback delivery.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Understand time Management and practical application.	2.1 Understanding time management and effective application. 2.2 Implementing time management techniques. 2.3 Analyzing results and impact of effective time management.
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Practice networking and collaboration with others.	3.1 Defining and understanding Networking and collaboration. 3.2 Initiating and demonstrating collaboration within groups. 3.3 Mastering elevator pitch.
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Acquire and develop key professional development skills.	4.1 Developing e-communication and digital literacy skills. 4.2 Demonstrate effective problem solving acumen. 4.3 Deploying effective stress management styles. 4.4 Practical approach to goal setting for stress reduction. 4.5 Understanding test-taking and studying skills. 4.6 Investigate and presenting relevant professional development topics of interest.
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Demonstrate satisfactory personal assessment, professional gap analysis and goal setting.	5.1 Engaging in S.M.A.R.T goal-setting techniques. 5.2 Complete personal assessments and analyzing results from assessments. 5.3 Understanding the practical approach to utilizing personal assessment results. 5.4 Understanding and completing gap analysis.
<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
Gaining understanding for Preparing for a successful job search.	6.1 Produce cover letter and resume tailored to position. 6.2 Develop a professional profile for use on cover letter and social media. 6.3 Manage job search materials, including postings,



	communications, and files. 6.4 Develop effective job interview techniques.
<b>Course Outcome 7</b>	<b>Learning Objectives for Course Outcome 7</b>
Develop listening and speaking skills.	7.1 Practice interpersonal skills required for effective communication with all workplace stakeholders. 7.2 Demonstrate ability to work in a dynamic, collaborative environment. 7.3 Conduct oneself professionally at all times.
<b>Course Outcome 8</b>	<b>Learning Objectives for Course Outcome 8</b>
Conduct research for professional purposes.	8.1 Locate materials from varied credible sources, including academic and professional databases. 8.2 Identify, evaluate relevant materials and reading critically. 8.3 Integrate source material responsibly. 8.4 Follow a style guide (e.g., APA) to maintain academic integrity and professional standard.

**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>
Connect-Smart Learn -Online study	10%
Employment Package	15%
Feedback Skills Assessment	10%
Gap Analysis & Goal Setting	20%
Individual Elevator Pitch Presentation	15%
Professional Report Writing skills	20%
Professional Speaking/Communication Skills	10%

**Date:**

June 18, 2024

**Addendum:**

Please refer to the course outline addendum on the Learning Management System for further information.

