COURSE OUTLINE: GBM104 - PROF. DEVELOPMENT

Prepared: Gabriel Araba

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	GBM104: PROFESSIONAL DEVELOPMENT
Program Number: Name	2106: GLOBAL BUSINESS MGMT
Department:	BUSINESS/ACCOUNTING PROGRAMS
Semesters/Terms:	21W, 21S, 20F
Course Description:	This course familiarizes students with the program and area of study. It further gives students the opportunity to work through a topic-specific and relevant case study toward a successful pathway for success.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2106 - GLOBAL BUSINESS MGMT** VLO 13 Develop personal professional development strategies and plans to enhance leadership and management skills
Essential Employability Skills (EES) addressed in this course:	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 4 Apply a systematic approach to solve problems. 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.

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.

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| Books and Required Resources: | Power Learning and Your Life by Robert S Feldman, Danica Lavoie
Publisher: McGraw Hill Edition: 3rd Edition (2018)
ISBN: 9781259460654 |

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Understanding Personal Branding and Self Assessment	1.1 Explaining Professional Development, Course Introduction and Setting Expectation 1.2 Analyzing Strength and skill assessment
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Developing Presentation Skills	2.1 Acquiring Reading Grammar 2.2 Developing Book Report writing 2.3 Understanding Article Critique and Summarizing
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Building for the future through Resume Development and GAP Analysis	3.1 Developing and Analysis Resumes 3.2 Writing a professional and winning resume 3.3 Matching and Tailoring Resume to a job posting 3.4 Developing effective method of Industry Research
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4. Explaining, Developing and Analyzing and Elevator Speech	4.1 What is an Elevator Speech? 4.2 Understanding the use of an Elevator Speech 4.3 Explain How an Elevator Speech works 4.4 Analyzing Elevator Speeches
Course Outcome 5	**Learning Objectives for Course Outcome 5**
5. Preparation for Professional Job Interviews	5.1 Developing the SAR(Situation, Action, Result) method 5.2 Addressing most difficult question 5.3 Undertaking industry and field related questions 5.4 Analyzing current issues
Course Outcome 6	**Learning Objectives for Course Outcome 6**
6. Staging and participating in Mock Interviews	6.1 Preparing for Mock Interview 6.2 Preparing a professional resume and resume furnishing 6.3 Preparing Interview appearance and outlook 6.4 Developing questions, SAR and introduction

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignment - Book Report	20%
Assignment - Elevator Speech-Networking	10%
Gap Analysis assignment	20%
Mock Interview Assessment	20%
Mock Interview Report	20%
Participation and Presentation	10%

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Date:	June 17, 2020
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

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