

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG
UNIFORM COURSE SYLLABUS**

Name of Course: Professional Development Seminar **Course No.** BTEC 295

Department: Business Technology

Division: Business & Economics

I. Course Objectives

Upon successful completion of the course, students should be able to:

- Identify where they are going, how far they want to go, and why they want to go there professionally and personally.
- Identify the skills and knowledge needed in order to achieve career goals.
- Identify expected workplace rewards and the "prices" necessary to achieve them.
- Recognize personal strengths and weaknesses in terms of needed success skills for the workplace including assertiveness, self-esteem, sources and use of power, team management, and organizational communications.
- Develop skills in critical thinking, problem solving, and the ability to adapt to the coming changes of our society and working environments.
- Understand basic principles and styles of management, leadership, motivation, and supervision needed to supervise and lead in a professional workplace setting.
- Develop a network, support system, and professional contacts.
- Improve oral presentation skills.
- Improve interpersonal communications, listening, time management, and stress management skills.
- Recognize sexual harassment, office politics, and workplace ethics.
- Written communication skills.
- Become more aware of business security and safety issues

II. Topics to Be Studied

Multiple Intelligences
Left-Right Brain
Learning Styles//Assessments
Work Trait Assessments
Diversity in the Workplace
Prejudice; Stereotypes; Hate in the Workplace
Communications/Listening

Updated Spring 2003

Well Being; Real Age
Time Management
Winners in the Workplace
Mentoring
Dealing Effectively with Unacceptable Employee Behavior
Professional Image; Business Attire; Dress for Success
Interviews/Resumes
Ethics in the Workplace
Security and safety in the workplace
Workplace issues presented by student groups

III. Special Projects to Be Included in Course

Professional Development Seminar will include lectures, guest speakers, class discussions, team work, case studies, films, video tapes, required readings, Internet research, etc.

IV. Methods of Student Evaluation

Internet Research Written Summaries presented in a Portfolio

Book (*documentary, video, etc.) Report on Workplace Issue Approved by Instructor (Written and Oral)

Team Presentation (Written and Oral)

Business Interview and Written Report--(informal round-table presentation to class)

Seminar Participation

V. Assessment of Outcomes

Successful demonstration of work place issues through research, presentations, and reports at 80 percent or above accuracy.

VI. Other Information

None Applicable.