

## University of Hawaii Maui College BUSN 164 - Career Success

1. Course Alpha. Please click on the ? to the right for help.

BUSN

Course Number. Please click on the ? to the right for help.

164

3. Course Title/Catalog Title. Please click on the ? to the right for help.

Career Success

4. Number of Credits. Please click on the ? to the right for help.

3

5. Contact Hours/Type. Please click on the ? to the right for help.

- Hour lecture (3)

6. Course Description. Please click on the ? to the right for help.

Presents concepts and theories relating to workplace behavior and managing one's attitude and relationships for workplace effectiveness.

7. Pre-Requisites. Please click on the ? to the right for help.

ENG 22 with grade C or better (or concurrent), or placement at ENG 100, or consent.

8. Co-requisites.

None

9. Recommended Preparation.

Computer experience using a word processing program.

10. Is this a cross-listed course? Please click on the ? to the right for help.

NO

11. Reason for Proposal. Why is this course being proposed or modified? This question requires specific information as part of the explanation. Please click on the ? to

One of the major reasons for this proposal is that many of our students lack the ability to demonstrate appropriate workplace behavior. Few students are able to make t personal financial management, and workplace performance.

This is a required course for the new certificate, Virtual Office Assistant. This certificate is a system-wide effort for Business Technology disciplines at Kauai CC, Leeward C

12. Effective Semester and Year. For new or modified courses, the effective year is one year from the semester proposed. For example, if proposed in Spring 2012, th Please click on the ? to the right for help.

Fall 2014

13. Grading Method. What grading methods may be used for this course? Please click on the ? to the right for help.

- Standard (Letter,Cr/NCr,Audit) (0)

14. Is this course repeatable for credit? How often can this course be counted toward a degree or certificate? Please click on the ? to the right for help.

NO

15. Course Student Learning Outcomes (SLOs). DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "COURSE LEARNING OUTCOMES" and ente to the right for help.

Course SLO/Competency	Recognize professional work attitudes and ethics.	Examine self in areas such as attitudes, learning styles, and personality styles.	Examine self-management techniques of tolerance, controlling emotions, personal space, etc.	Recognize and analyze workplace value of constructive criticism and determine how to improve behavior or performance.	Apply effective management skills in a monthly plan.	Recognize the value of soft skills such as attitude, professional courtesy, and punctuality, etc.	Set professional and personal goals (long and short-term).	Work cooperatively and productively with co-workers or team members or other diverse groups to complete assignments.	Dress in business attire when making class presentations.	Apply appropriate telecommunication techniques according to business standards.	Evaluate situations/pro and apply established analysis and decision-making procedures in study assignn to prescribe successful/eff solutions.
Analyze business situations and prescribe appropriate solutions to resolve conflicts.											<input checked="" type="checkbox"/>
Identify or model											

Identify or model professional behavior acceptable in a business setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate with diverse audiences using various methods of communication.	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Develop and prepare lists of resources for career success.											

**Course SLO/PSLO**

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Analyze business situations and prescribe appropriate solutions to resolve conflicts.

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Identify or model professional behavior acceptable in a business setting.

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Communicate with diverse audiences using various methods of communication.

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Develop and prepare lists of resources for career success.

16. **Course Competencies.** DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "COURSE COMPETENCIES/ISSUES/SKILLS" and enter text in the smaller, simpler tasks that connect to and facilitate the SLOs.

**Competency**

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Recognize professional work attitudes and ethics.

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Examine self in areas such as attitudes, learning styles, and personality styles.

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Examine self-management techniques of tolerance, controlling emotions, personal space, etc.

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Recognize and analyze workplace value of constructive criticism and determine how to improve behavior or performance.

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Apply effective management skills in a monthly plan.

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Recognize the value of soft skills such as attitude, professional courtesy, and punctuality, etc.

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Set professional and personal goals (long and short-term).

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Work cooperatively and productively with co-workers or team members or other diverse groups to complete assignments.

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Dress in business attire when making class presentations.

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Apply appropriate telecommunication techniques according to business standards.

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Evaluate situations/problems and apply established analysis and decision-making procedures in case study assignments to prescribe successful/effective solutions.

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Communicate effectively (oral, written, visual, non-verbal).

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Create list of network/reference, career development resources, and develop a list of activities and strategies beneficial for career development and success.

17. **Recommended Course Content and Timeline.** The course content facilitates the course competencies. Course content may be organized by weeks, units, topics or th

**Content**

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Work ethics, attitudes, and personal codes of conduct in a corporate culture (25%) - 3 to 4 weeks

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Communicating effectively and dealing with conflict in a diverse workplace environment (20%) - 3 weeks

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Evaluation of intrinsic/extrinsic rewards that result from effective organizational behavior and productivity (20%) -3 weeks

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Personal self-management and career development (20%) -3 weeks

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Evaluate personal attributes and how they relate to effective team work and job performance (10%) - 2 weeks

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Personal presentation strategies (5%) - 1 week

18. **Program Learning Outcomes.** DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "PLOs" and enter text in that screen. Program Student Le

**Program SLO**

Program graduates are able to apply interpersonal and leadership skills. They can work as part of a team and participate effectively in culturally diverse groups. They demonstrate work quality, appearance, attitude and workplace behavior.

19. College-wide Academic Student Learning Outcomes (CASLOs). FIRST, fill out the CASLO grid located in the UHMC tab above. Click on the HELP icon for tips on how to indicate your choices below by clicking on the box in front of each supported CASLO. NOTE: Our campus does not use the Preparatory Level, Level 1 and Level 2 d

<input type="checkbox"/>	<b>Creativity</b> - Able to express originality through a variety of forms.
<input type="checkbox"/>	<b>Critical Thinking</b> - Apply critical thinking skills to effectively address the challenges and solve problems.
<input type="checkbox"/>	<b>Information Retrieval and Technology</b> - Access, evaluate, and utilize information effectively, ethically, and responsibly.
<input checked="" type="checkbox"/>	<b>Oral Communication</b> - Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes. <input checked="" type="checkbox"/> Preparatory Level
<input type="checkbox"/>	<b>Quantitative Reasoning</b> - Synthesize and articulate information using appropriate mathematical methods to solve problems of quantitative reasoning accurately.
<input type="checkbox"/>	<b>Written Communication</b> - Write effectively to convey ideas that meet the needs of specific audiences and purposes.

**GenED SLO**

Oral Communication - Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.

20. Linking. CLICK ON CHAIN LINK ICON IN UPPER RIGHT HAND CORNER TO BEGIN LINKING. Please click on the ? to the right for help.

21. Method(s) of delivery appropriate for this course. Please click on the ? to the right for help.

- Classroom/Lab (0)
- HITS/Interactive TV (0)

22. Text and Materials, Reference Materials, and Auxiliary Materials. Please click on the ? to the right for help.

- Sharon K. Ferrett. [Peak Performance: Success in College and Beyond](#). 8th Edition. Glencoe/McGraw-Hill, a division of The McGraw-Hill Companies, Inc., 2012, 978-0-07-302411-1

23. Maximum enrollment. Please click on the ? to the right for help.

24 - Students will need to use computers for written work.

24. Particular room type requirement. Is this course restricted to particular room type? Please click on the ? to the right for help.

YES

This course requires a computer lab classroom.

25. Special scheduling considerations. Are there special scheduling considerations for this course? Please click on the ? to the right for help.

NO

26. Are special or additional resources needed for this course? Please click on the ? to the right for help.

None.

27. Does this course require special fees to be paid for by students? Please click on the ? to the right for help.

NO

28. Does this course change the number of required credit hours in a degree or certificate? Please click on the ? to the right for help.

No.

29. Course designation(s) for the Liberal Arts A.A. degree and/or for the college's other associate degrees. Please click on the ? to the right for help.

Degree	Program	Category
Associate in Arts:	Liberal Arts	LE - Elective

AS:		
AAS:	Bus. Tech. - Information Processing	PE - Program Elective
BAS:		
Developmental/ Remedial:		

30. Course designation(s) for other colleges in the UH system.

Hawaii CC, Kauai CC, and Leeward CC

31. Indicate the year and page # of UHMC catalog referred to. For new or modified courses, please indicate the catalog pages that need to be modified and provide a

UHMC catalog 2013--2014 - pages 38, 39, 102

32. College-wide Academic Student Learner Outcomes (CASLOs). Please click on the HELP icon for more information.

<p><b>Standard 1 - Written Communication</b> Write effectively to convey ideas that meet the needs of specific audiences and purposes.</p> <p>Outcome 1.1 - Use writing to discover and articulate ideas.</p> <p>Outcome 1.2 - Identify and analyze the audience and purpose for any intended communication.</p> <p>Outcome 1.3 - Choose language, style, and organization appropriate to particular purposes and audiences.</p> <p>Outcome 1.4 - Gather information and document sources appropriately.</p> <p>Outcome 1.5 - Express a main idea as a thesis, hypothesis, or other appropriate statement.</p> <p>Outcome 1.6 - Develop a main idea clearly and concisely with appropriate content.</p> <p>Outcome 1.7 - Demonstrate a mastery of the conventions of writing, including grammar, spelling, and mechanics.</p> <p>Outcome 1.8 - Demonstrate proficiency in revision and editing.</p> <p>Outcome 1.9 - Develop a personal voice in written communication.</p>
<p><b>Standard 2 - Quantitative Reasoning</b> Synthesize and articulate information using appropriate mathematical methods to solve problems of quantitative reasoning accurately and appropriately.</p> <p>Outcome 2.1 - Apply numeric, graphic, and symbolic skills and other forms of quantitative reasoning accurately and appropriately.</p> <p>Outcome 2.2 - Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.</p> <p>Outcome 2.3 - Communicate clearly and concisely the methods and results of quantitative problem solving.</p> <p>Outcome 2.4 - Formulate and test hypotheses using numerical experimentation.</p> <p>Outcome 2.5 - Define quantitative issues and problems, gather relevant information, analyze that information, and present results.</p> <p>Outcome 2.6 - Assess the validity of statistical conclusions.</p>
<p><b>Standard 3 - Information Retrieval and Technology.</b> Access, evaluate, and utilize information effectively, ethically, and responsibly.</p> <p>Outcome 3.1 - Use print and electronic information technology ethically and responsibly.</p> <p>Outcome 3.2 - Demonstrate knowledge of basic vocabulary, concepts, and operations of information retrieval and technology.</p> <p>Outcome 3.3 - Recognize, identify, and define an information need.</p> <p>Outcome 3.4 - Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information.</p> <p>Outcome 3.5 - Create, manage, organize, and communicate information through electronic media.</p> <p>Outcome 3.6 - Recognize changing technologies and make informed choices about their appropriateness and use.</p>
<p><b>Standard 4 - Oral Communication</b> Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.</p> <p>Outcome 4.1 - Identify and analyze the audience and purpose of any intended communication.</p> <p>Outcome 4.2 - Gather, evaluate, select, and organize information for the communication.</p>

**Outcome 4.3 - Use language, techniques, and strategies appropriate to the audience and occasion.**

**Outcome 4.4 - Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion.**

**Outcome 4.5 - Summarize, analyze, and evaluate oral communications and ask coherent questions as needed.**

**Outcome 4.6 - Use competent oral expression to initiate and sustain discussions.**

**Standard 5 - Critical Thinking**

**Apply critical thinking skills to effectively address the challenges and solve problems.**

**Outcome 5.1 - Identify and state problems, issues, arguments, and questions contained in a body of information.**

**Outcome 5.2 - Identify and analyze assumptions and underlying points of view relating to an issue or problem.**

**Outcome 5.3 - Formulate research questions that require descriptive and explanatory analyses.**

**Outcome 5.4 - Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.**

**Outcome 5.5 - Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence.**

**Outcome 5.6 - Apply problem-solving techniques and skills, including the rules of logic and logical sequence.**

**Outcome 5.7 - Synthesize information from various sources, drawing appropriate conclusions.**

**Outcome 5.8 - Communicate clearly and concisely the methods and results of logical reasoning.**

**Outcome 5.9 - Reflect upon and evaluate their thought processes, value system, and world views in comparison to those of others.**

**Standard 6 - Creativity**

**Able to express originality through a variety of forms.**

**Outcome 6.1: Generate responses to problems and challenges through intuition and non-linear thinking.**

**Outcome 6.2: Explore diverse approaches to solving a problem or addressing a challenge.**

**Outcome 6.3: Sustain engagement in activities without a preconceived purpose.**

**Outcome 6.4: Apply creative principles to discover and express new ideas.**

**Outcome 6.5: Demonstrate the ability to trust and follow one's instincts in the absence of external direction**

**Outcome 6.6: Build upon or adapt the ideas of others to create novel expressions or new solutions.**

**33. Additional Information**

This course is presently offered at Leeward CC and Hawaii CC. The BTEC Advisory Board approved this course on November 1, 2012.