



PROFESSIONAL DEVELOPMENT

Course Syllabus

Date 11/28/11

C - L - CR
3 - 0 - 3.0

COURSE NUMBER: AOT 133

PREREQUISITE(S): AOT 134 with a minimum grade of "C"

CO-REQUISITE(S): None

COURSE DESCRIPTIONS This course emphasizes the development of personal and professional skills required of an office employee in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

TEXTBOOK(S): Anderson, Lydia E. and Sandra B. Bolt. Professionalism: Skills for Workplace Success, 2nd Edition. Boston: Prentice Hall, 2011. ISBN: 13:978-0-13-506388-0

My Professionalism Kit access code, Prentice Hall, 2011.
ISBN: 13:978-0-13-5123744

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: One high density diskette (1.44 MB) or USB/jump disk
All typed work is to be saved on this disk. Your instructor may ask to see this disk at some point during the semester.

METHOD OF INSTRUCTION: The data projection systems and whiteboards will be used to teach this course by lecture and demonstration. Students will role-play situations commonly found in the workplace, and guest speakers from industry may be used to enhance the text.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE
CALCULATION
METHOD:**

Quizzes	=	20%
Quizzes cover reading assignments and class discussions/activities. Quizzes cannot be made up.		
Projects	=	35%
Daily assignments	=	15%
Book report/oral presentation	=	20%
Participation/Professionalism (ongoing)	=	10%
		100%

Employers set certain professional expectations for their employees with regard to participation, attitude, absenteeism, and tardiness. For this reason, you are expected to attend class regularly, to arrive to class on time, and to be prepared for class. This portion of your course average begins at 100. The following deductions will be made from this participation grade:

- Absent per 1 hr. 20 min. class period (without approved written documentation) → 2 points
- Tardy more than 10 minutes → 2 points
- Tardy 10 minutes or less → 1 point
- Unprepared for class discussion → 1 point each occurrence
- Unprofessional behavior → 1 point each occurrence

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

CLASS/LAB PROCEDURES:

Daily grades will come from short assignments that complement the text. Projects assess concepts covered in class. All assignments, unless otherwise noted, should be typed.

NOTE: Assignments, both projects and daily grades, will NOT be accepted late without instructor-approved documentation!

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Program Director

Mrs. Kathy Locke
592-4841
lockek@sccsc.edu

Program Chair

Mrs. Karen Ravan
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Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Identify and discuss personal and professional factors associated with job success
 1. Determine how attitude affects health.
 2. Ascertain what appropriate attire for an interview is.
- II. Demonstrate an understanding of how interpersonal skills affect professional development
 1. Define passivity, aggression, and assertiveness.
 2. Track interpersonal activities for one week.
- III. Identify positive ways of dealing with conflict
 1. Recognize effective means of conflict resolution.
- IV. Demonstrate business etiquette skills in professional situations
 1. Utilize appropriate etiquette skills in a simulated environment.
 2. Determine what actions should be taken with regard to etiquette in specific business situations.
- V. Apply effective job-seeking skills
 1. Create an effective resume and cover letter.
 2. Successfully complete a mock job interview.
- VI. Strengthen communication skills.
 1. Plan, develop, and deliver a 5-7 minute oral presentation.
 2. Create a five-page paper with minimal spelling and grammatical errors.