COLLEGEWIDE COURSE OUTLINE OF RECORD

BUSN 279, Business Administration Evaluation and Professional Development

COURSE TITLE: Business Administration Evaluation and Professional Development
COURSE NUMBER: BUSN 279
PREREQUISITES: Program Advisor Approval.
SCHOOL: Business
PROGRAM: Business Administration
CREDIT HOURS: 2
CONTACT HOURS: Lecture: 2
DATE OF LAST REVISION: Fall, 2013
EFFECTIVE DATE OF THIS REVISION: Fall, 2014

CATALOG DESCRIPTION: Prepares the student for entry into the field of business. Reviews the procedures for conducting a job search, resume and cover letter writing, interviewing, and follow-up communications. Provides for taking program outcomes assessments.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Identify the career paths and transfer opportunities available to Business Administration graduates.
2. Create a resume and cover letter.
3. Prepare for the interview process.
4. Demonstrate appropriate conduct in networking in both business and social situations.
5. Demonstrate the ability to work effectively in teams.
6. Practice effective time management.
7. Take required outcomes assessments.

COURSE CONTENT: Topical areas of study include -

Job search  Resume writing
Interviewing  Effective interpersonal communication
Time management  Business etiquette
Teamwork skills

GENERAL EDUCATION OUTCOMES MEASURE

All associate degree graduates must take two modules of the Collegiate Assessment of Academic Proficiency (CAAP) in their capstone course. This is a capstone course requirement. The instructor will advise whether the modules will be administered in class or through the local assessment center. Distance students should contact their local assessment center for the CAAP administration schedule.
PROGRAM TECHNICAL OUTCOMES ASSESSMENT

All associate degree graduates in the Business Administration program must take the appropriate technical outcomes assessment for their degree program.

HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE LIBRARY:

The Ivy Tech Library is available to students on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to http://www.ivytech.edu/library/ and choose the link for your campus.

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

ADA STATEMENT:

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.