Miami Dade College

Course Description
MAN4350 | Professional Development | 1.00 credit

Students will learn to implement basic business etiquette, work habits, and career planning strategies required for successful transition into the business profession. Focus is on setting professional goals, preparing for a job search, networking, finding job leads, applying for jobs, interviewing for jobs, following up, and evaluating job offers.

Course Competencies:

Competency 1: The student will describe the importance of practicing business etiquette in a professional business setting by:

1. Categorizing clothing that projects a professional business image
2. Relating the importance of punctuality in business settings
3. Evaluating the meaning and impact of non-verbal communication
4. Showing proper etiquette about the handshake, dining, email, telephone, and more
5. Exploring the connection between business etiquette and career advancement and between business etiquette and career derailment
6. Examining basic international business protocol

Competency 2: The student will formulate career planning strategies by:

1. Analyzing and interpreting personal career self-assessments
2. Creating and setting realistic professional goals and objectives
3. Examining in-demand industries, employers, occupations, and proven networks using the Internet and other resources

Competency 3: The student will compete for professional employment opportunities in the supervision and management field by:

1. Incorporating usage of online career tools ranging from skills assessment to building traditional and video resumes to career portfolios and websites
2. Utilizing the Internet to search for and identify available job opportunities that match their educational level, employment background, and personal interests
3. Communicating professionally including an online career portfolio, resume, references, employment application, and cover letter
4. Creating a 60-second elevator speech
5. Evaluating and participating in "mock" job interviews
6. Applying online for available job opportunities

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Demonstrate knowledge of diverse cultures, including global and historical perspectives
- Use computer and emerging technologies effectively