Department:

Business

Course Description:

This course continues ADM 140A and will focus on the knowledge, professionalism, and skills necessary to succeed in business environments and grow personally and professionally. A variety of topics will be presented through campus seminars, faculty and guest speakers, student presentations, and group projects.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Exhibit dependability, punctuality, honesty, and professionalism.
2. Accept responsibility for his or her own actions and work assignments.
3. Demonstrate work behavior attitudes.
5. Maintain working relationship with others.
6. Adapt to change.
7. Demonstrate communication skills.
8. Perform as a team member.
9. Develop job-seeking skills.

Course Content:

A. Professional Business Attire
B. Credit Management
C. Goal Setting
D. Prioritizing
E. Personality Testing
F. Time Management Skills
G. Work Force Violence
H. Sexual Harassment
I. Work Place Safety
J. Stress Management
K. Professional Business Organizations
L. Job Skills Development
Learning Assessments:

Course competencies will be assessed by the use of discussion questions, graded assignments, comprehensive assignments, research paper, projects, presentations, portfolio, quizzes, and exams.

Instructional Materials:

Guest Speakers, Videos, Handouts, Pamphlets, Tours, Field Trips, Internships, Workshops.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.