BUS 4901  
Career Development Seminar

Spring, 2014  
Section:

Syllabus

Instructor:

Office hours:

Office:  
Russell

PHONE:  
Fax: 580-745-7485

Course description:  
This one credit hour seminar is designed to help students transition from college to the professional work environment. The seminar will be led by SE faculty with guest speakers from across the university and from area businesses. Topics include developing a professional resume, interviewing skills, and business etiquette.

Prerequisite: None

Location: RUSSELL 100 and online via Blackboard.

Lydia E. Anderson, Fresno City College  
Sandra B. Bolt, Fresno City College  
©2013 • Prentice Hall • Paper Bound with Access Card, 352 pp
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Optional Materials: none.

TECHNICAL REQUIREMENTS: Available through the Southeastern Online Learning website or Technical Requirements

LIBRARY AND INFORMATION RESOURCES: Available through the Southeastern Online Learning website or Library  
Students are encouraged to use the library at the main campus in Durant (or in Ardmore, if an Ardmore student) for assistance in researching information for the required paper. In addition, other university resources including financial aid, academic advising, tutoring, etc. are available. In addition, students should be in regular contact with the
instructor and have a good understanding of their course progress. Please see Disabilities Act and student Services listing below.

OTHER RESOURCES AND LOCATION: NONE.

Technical Requirements: computer access to use CD software, Internet access for Blackboard discussion and assignments. Students will be required to research business topics for research paper either through library databases or with their own computer access.

Course objectives:
- Prepare a professional resume and cover letter
- Demonstrate satisfactory job interviewing skills
- Demonstrate proper dress for an employment interview
- Demonstrate knowledge of professional ethics
- Satisfactory completion of senior exit survey
- Student will complete registration with SE Career Placement Services

Course Topics:

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<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Resume Development workshop</td>
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<tr>
<td>Week 2</td>
<td>Resume Development workshop</td>
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<td>Week 3</td>
<td>Writing a winning cover letter</td>
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<td>Week 4</td>
<td>Workplace etiquette (cell phones, meetings, communications)</td>
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<td>Week 5</td>
<td>Dress for Success</td>
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<td>Week 6</td>
<td>Dress for Success</td>
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<td>Week 7</td>
<td>Personality, poise, and presence</td>
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<td>Week 8</td>
<td>Meet and Greet</td>
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<td>Week 9</td>
<td>Interviewing Skills</td>
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<td>Week 10</td>
<td>Interviewing Skills</td>
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<td>Week 11</td>
<td>The Elevator Pitch</td>
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<td>Week 12</td>
<td>Dining Etiquette</td>
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<td>Week 13</td>
<td>Evaluating job offers</td>
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Week 14     Developing a professional network
Week 15     Professional Ethics
Week 16     Course wrap-up and Senior Exit Survey

The seminar leader will use a variety of resources (from on campus and off-campus) to present our students with a solid foundation of interpersonal skills before graduation from Southeastern and entering the professional workforce, therefore, we would work closely with the SE Career Center and others across campus, in addition to business professionals to present these sessions.