

Course Outline

AOT 133: Professional Development

1. Developing Emotionally and Physically

- 1.1 Characteristics of people who lead successful lives
 - 1.1.1 Defining Success
 - 1.1.2. Developing the characteristics
- 1.2 Explaining the Effects of Beliefs on Behavior
 - 1.2.1 Positive beliefs
 - 1.2.2 Negative beliefs
 - 1.2.3 Self-fulfilling prophecy
 - 1.2.4 Victim or nonvictim
- 1.3 Improving Self-esteem
 - 1.3.1 Self-belief cycle
 - 1.3.2 Unlimited potential
- 1.4 Projecting a Positive Image of Self and Organization
 - 1.4.1 First impressions
 - 1.4.2 Characteristics of a professional
- 1.5 Employing Good Work Ethics
 - 1.5.1 Punctuality
 - 1.5.2 Regular attendance
 - 1.5.3 Dependability
 - 1.5.4 Honesty
 - 1.5.5 Reliability
 - 1.5.6 Pride in work
 - 1.5.7 Fairness
 - 1.5.8 Confidentiality
- 1.6 Demonstrating Proper Business Etiquette
 - 1.6.1 Courtesy and manners
 - 1.6.2 Dining and restaurant etiquette
 - 1.6.3 Introductions
 - 1.6.4 Greeting visitors
 - 1.6.5 Telephone etiquette
- 1.7 Behaving Ethically
 - 1.7.1 Enron/BP Oil Spill
 - 1.7.2 Characteristics of ethical organizations
- 1.8 Constructive Criticism
 - 1.8.1 Accepting constructive criticism

- 1.8.2 Providing constructive criticism
- 1.9 Staying Healthy
 - 1.9.1 Major nutrients
 - 1.9.2 Basic food groups
 - 1.9.3 Aerobic exercises
 - 1.9.4 Strength, endurance, and flexibility exercises
 - 1.9.5 Sleep habits

2. Social and Intellectual Development

- 2.1 Critical Thinking Skills
 - 2.1.1 Logic
 - 2.1.2 Deductive Reasoning
 - 2.1.3 Inductive Reasoning
 - 2.1.4 Fact or Opinion
- 2.2 Listening Skills
 - 2.2.1 The Brain
 - 2.2.2 Neurons and Neurotransmitters
 - 2.2.3 Improve Ability to Remember
 - 2.2.4 Stages of Memory
 - 2.2.5 Ways to Improve Memory
 - 2.2.6 Effective Approach to Problem Solving
- 2.3 Thinking Creatively
 - 2.3.1 Backburner Memory
 - 2.3.2 Mind-Mapping
 - 2.3.3 Brainstorming
 - 2.3.4 Mind storming
- 2.4 Researching and Developing a Presentation Topic
 - 2.4.1 Subject of Interest
 - 2.4.2 Key Ideas
 - 2.4.3 Sources
 - 2.4.4 Topic Exploration
- 2.5 Planning an Oral Presentation
 - 2.5.1 Audience and Setting
 - 2.5.2 Outline the Message
 - 2.5.3 Supporting Materials
 - 2.5.4 Rehearse
- 2.6 Handling Success or Failure
 - 2.6.1 Attitude
 - 2.6.2 Discouragement
 - 2.6.3 Praise
 - 2.6.4 Accomplishments
- 2.7 Getting Along with Others
 - 2.7.1 Interpersonal Relations
 - 2.7.2 Trust, Respect and Empathy
 - 2.7.3 Cultural Influences
 - 2.7.4 Reaching Out to Others
 - 2.7.5 Feedback in Relationships

- 2.7.6 Anger and Conflict
- 2.8 Functioning in Groups
 - 2.8.1 Group Dynamics
 - 2.8.2 Behavior as a Member of a Group
 - 2.8.3 Group Participation
 - 2.8.4 Norms for Classroom Behavior
- 2.9 Role of Leaders and Members
 - 2.9.1 Basic Leadership Styles
 - 2.9.2 Leadership Characteristics
- 2.10 Organizational Structure and Proper Communication
 - 2.10.1 Lines of Authority, Responsibility, and Communication
 - 2.10.2 Understanding Your Organization

3. Developing and Implementing a Career Plan

- 3.1 Maintaining a Professional Appearance
 - 3.1.1 Dress
 - 3.1.2 Hygiene
 - 3.1.3 Grooming
- 3.2 Coping with Stress
 - 3.2.1 Causes of Stress
 - 3.2.2 Responses to Stress
 - 3.2.3 Signs of Stress
 - 3.2.4 Proper Attitude and Thought Patterns
 - 3.2.5 Stress Relief
- 3.3 Managing Money
 - 3.3.1 Budget Components
 - 3.3.2 Savings and Banking
 - 3.3.3 Credit
 - 3.3.4 Insurance
 - 3.3.5 Home Ownership
 - 3.3.6 Investing
- 3.4 Setting Goals and Managing Time
 - 3.4.1 Types of Goals
 - 3.4.2 Goal Writing
 - 3.4.3 Procrastination
 - 3.4.4 Tools to Manage Time
 - 3.4.5 Types of Motivation
 - 3.4.6 Organization and Time Management Strategies
- 3.5 Preparing for Your Career
 - 3.5.1 Self-Inventory
 - 3.5.2 Career Services and Work-based Learning
 - 3.5.3 Search Methods
 - 3.5.4 Applications

- 3.5.5 Resume and Portfolio
- 3.5.6 Cover Letters
- 3.5.7 Interviewing
- 3.5.8 Thank You Letters
- 3.5.9 Professional Development Through Lifelong Learning

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Module Outline

Course ID: AOT 133

Module ID: Module 1 Developing Emotionally and Physically

Total Time Required: 13 hours

Prerequisites: None

Tools and Materials:

- Internet connection

Warnings/Cautions: None

Goal

The goal of this module is to provide the student with the skills necessary to improve self-belief and develop a plan to stay healthy.

Topics Covered

- Defining Success
- Explaining the Effects of Beliefs on Behavior
- Improving Self-esteem
- Projecting a Positive Image of Self and Organization
- Employing Good Work Ethics
- Demonstrating Proper Business Etiquette
- Behaving Ethically
- Constructive Criticism
- Staying Healthy

Assessment

- Research Project
- Case studies
- Discussion Forums
- Reflection exercises
- Practice tests
- Module Test

Objectives

Learner will be able to:

- Identify the characteristics of people who lead successful lives.
- Explain how beliefs affect behaviors.
- Improve self-esteem and use positive self-talk.
- Project a positive image of self and the organization.

- Employ work ethics to include punctuality, regular attendance, dependability, honesty, reliability, pride in work, fairness, and confidentiality.
- Demonstrate proper business etiquette and ethics.
- Accept and provide constructive criticism.
- Describe the elements of a healthy diet and exercise program.

Labs

No labs are required for this module.

Course ID: AOT 133

Module ID: Module 2 Social and Intellectual Development

Total Time Required: 14 hours

Prerequisites: None

Tools and Materials:

- Internet connection

Warnings/Cautions: None

Goal

Students will develop techniques to think critically, be more creative and motivated with their learning environment and skills to become successful students.

Topics Covered

- Critical Thinking Skills
- Listening Skills
- Thinking Creatively
- Researching and Developing a Presentation Topic
- Planning an Oral Presentation
- Handling Success or Failure
- Getting Along with Others
- Functioning in Groups
- Role of Leaders and Members
- Organizational Structure and Proper Communication

Assessment

- Oral Presentation
- Case Studies
- Journal Writing
- Practice Tests
- In-Module Activities
- Module Test

Objectives

The Learner will be able to:

- Evaluate scenarios which require critical thinking skills and present your findings.
- Participate in exercises to improve listening skills.
- Research and develop a presentation topic.
- Plan and conduct an oral presentation.
- Exhibit the ability to handle success or failure.
- Demonstrate an ability to get along in small group (under 18 people) settings.
- Function effectively in group settings.
- Define and exercise team membership characteristics including role of leader and member.
- Construct an organization chart for a company of your choice.

Course ID: AOT 133

Module ID: Module 3 Developing and implementing a career plan

Total Time Required: 13 hours

Prerequisites: None

Tools and Materials:

- Internet connection

Warnings/Cautions: None

Goal

The goal of this module is for students to develop an action plan for managing finances, stress, time, goals, and career.

Topics Covered

- Maintaining a Professional Appearance
- Coping with Stress
- Managing Money
- Setting Goals and Managing Time
- Preparing for Your Career

Assessment

- In-Module Activities
- Discussion Topics
- Module Quiz

Objectives

The learner will be able to:

- Maintain a professional appearance for the workplace to include dress, hygiene, and grooming
- List strategies for handling finances and coping with stress
- Develop and apply time management techniques including prioritizing activities
- Develop a professional development plan including short-term and long-term goals
- Define professional development opportunities
- Cite job search resources; prepare a resume, cover letter, and a follow up letter.

Labs

No labs are required for this module