

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Essential Career Skills (FLEET)
COURSE NUMBER	BUSN 0140
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0201
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course provides a well-balanced introduction to personal finance, entrepreneurship, and employment skills.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

PROGRAM LEARNING OUTCOMES

Office Assistant PLOs

1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.
3. Demonstrate positive customer service skills in an office environment.

Administrative Office Professional CERT PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.
3. Compare and choose appropriate management approaches for business situations.

Administrative Office Professional AAS PLOs

1. Plan and collaborate with others in ways that contribute to the organization's goals.

2. Use critical thinking skills to analyze, prioritize, develop, write and create business documents.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Financial Literacy
 - A. Planning your personal finances
 - B. Managing your personal finances

- II. Entrepreneurship
 - A. Evaluating the entrepreneurial experience
 - B. Transforming entrepreneurial concepts
 - C. Identifying entrepreneurial opportunities

- III. Essential Employability Skills
 - A. Measuring work readiness
 - B. Communicating effectively in the workplace
 - C. Applying workplace ethics
 - D. Utilizing teamwork

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Be able to understand the basics of personal finance.
 1. Be able to create and balance a personal budget.
 2. Be able to recognize the value of credit scores.
 3. Be able to establish short and long term financial goals.
 4. Be able to understand basic debt options.

- B. Be able to recognize the entrepreneurial mindset in its economic and social context.
 5. Be able to discuss the entrepreneurial process.
 6. Be able to identify their own suitability to the entrepreneurial process.
 7. Be able to assess the feasibility of an entrepreneurial concept.
 8. Be able to apply entrepreneurial mindsets to problem solve.
 9. Be able to define core competency and describe its importance.

- C. Be able to apply desirable employability skills.
 - 10. Be able to explain the key concepts to workplace readiness.
 - 11. Be able to illustrate the key concepts of work ethics.
 - 12. Be able to describe the key concepts of business communication.
 - 13. Be able to summarize the key concepts of teamwork.
 - 14. Be able to recognize the changing workplace requires lifelong learning and acquiring new skills.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.