

Springfield Technical Community College
Academic Affairs

Course Number: BUS110 Class/Lect. Hours: 3 Lab Hours: _____ Credits: 3 Dept.: Business Admin.

Course Number Title: Business Professionalism and Career Development Semester: Fall Year: 2025

Course Description, Prerequisite, Corequisite:

This course gets business students future ready! It contains pathways in Career Development, Professionalism, and Financial Health is a comprehensive course designed to equip Business career students with the essential skills and knowledge needed to excel in their careers, maintain professional standards, and manage personal finances effectively. This course covers three critical areas:

1. Career Development: Learn how to identify career goals, create impactful resumes, master job interviews, and develop a personal brand. Gain insights into networking strategies and career advancement techniques to navigate the professional landscape successfully.
2. Professionalism: Understand the importance of workplace etiquette, emotional intelligence, and professional dress. Develop skills to enhance your professional presence and contribute positively to any organization.
3. Personal Finance: Acquire practical knowledge in budgeting, saving, and managing debt. Learn how to make informed financial decisions, plan for future financial stability, and achieve personal financial goals.

By the end of this course, students will have a well-rounded understanding of how to build a successful career, uphold professional standards, and manage their finances with confidence. Whether you're just starting out or looking to advance in your career, this course provides the tools and strategies needed to thrive in today's competitive environment.

OBJECTIVES/COMPETENCIES

OBJECTIVES	COMPETENCIES
<ol style="list-style-type: none"> 1. Career Development <ol style="list-style-type: none"> a. Students will identify career goals, develop a strategic career plan, and create professional application materials b. Students will master job interview techniques, develop a personal brand, and utilize networking strategies for career growth 2. Professionalism <ol style="list-style-type: none"> a. Students will demonstrate an understanding of workplace etiquette, ethical behavior, and emotional intelligence to enhance professional relationships. b. Students will cultivate a professional presence through communication, professional dress, and workplace interactions 3. Personal Finance <ol style="list-style-type: none"> a. Students will develop a foundational budget, savings plan, and debt management strategy to achieve financial stability. b. Students will begin to discuss long-term financial goals and retirement planning 	<p>a1: Analyze personal strengths, interests, and industry trends to establish realistic career goals.</p> <p>a2: Research current careers and the education required, expected salary, etc. for local industry</p> <p>a3: Construct a professional resume and cover letter tailored to a specific job or industry.</p> <p>b1: Practice answering common and behavioral interview questions effectively.</p> <p>b2: Demonstrate appropriate verbal and nonverbal communication skills for in-person and virtual interviews.</p> <p>a1: Identify appropriate workplace behaviors, including punctuality, teamwork, and accountability.</p> <p>a2: Assess personal emotional intelligence and apply strategies to improve teamwork and conflict resolution.</p> <p>b1: Identify appropriate dress codes for various professional settings and demonstrate the ability to select professional attire</p> <p>b2: Develop strategies for maintaining a positive attitude and professional demeanor in challenging situations</p> <p>a1: Create a personal budget that accounts for income, expenses, and savings goals..</p> <p>a2: Explain the impact of credit scores and develop a strategy for managing and paying off debt..</p> <p>b1: Apply decision-making strategies to major financial choices, such as purchasing a car or home.e</p> <p>b2: Identify different types of financial products and savings options; aligned with long term plans</p>