



South Central College

CMAE 1528 Career Success Skills

Course Outcome Summary

Course Information

Description This is an introductory career success skills course. The primary goal of this course is to help individuals acquire a solid foundation in the basic skills for a successful career. This course will identify the skills important to businesses and help the student assess his/her level of skill. The course will provide suggestions for how the student can improve his/her level of skill. (Prerequisites: None)

Total Credits 1

Total Hours 16

Types of Instruction

Instruction Type	Credits/Hours
Lec	1/16

Pre/Corequisites

None

Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

1. Characterize appropriate and inappropriate professional behavior.

Learning Objectives

Demonstrate appropriate interview skills.

Understand the importance of being a good team player in the workplace.

2. Evaluate areas of personal strengths and weaknesses related to a successful career.

Learning Objectives

Identify learning systems and study strategies as they apply to the academic and workplace environment.

Demonstrate time management and employable skills.
Utilize college resources for resume building and interview skills.
Understand different computer programs for college and workplace success.

3. Identify ways to discourage inappropriate professional behavior in the workplace.

Learning Objectives

Demonstrate how to deal with conflict resolution.
Use appropriate communication skills.

4. Define the skills needed to be a productive, positive employee for a business.

Learning Objectives

Explain the importance of getting to work and on time and how production depends on that.
Demonstrate good housekeeping and lean manufacturing.

5. Identify ways to be responsible and accountable in the workplace.

Learning Objectives

Demonstrate teamwork in the workplace.
Use critical thinking to be productive and have good quality assurance.

6. Demonstrate career readiness.

Learning Objectives

Complete a degree completion guide.
Create program portfolio.

SCC Accessibility Statement

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.