



Wayne County Community College District

COURSE SYLLABUS

CPD 100 Career and Professional Development

CREDIT HOURS: 1.00

CONTACT HOURS: 15.00

COURSE DESCRIPTION:

A course designed to assist students in making career choices. Development of self-confidence, motivation, human relation skills and stress reduction in the classroom and the work place are emphasized. Study skills, time management and conflict resolution are emphasized.

PREREQUISITES: NONE

EXPECTED COMPETENCIES:

Upon completion of this course, the student will:

- Understand the importance of professionalism, and what it means to be professional.
- Be competent on how to write a resume.
- Know how to interview successfully.
- Be prepared to handle workplace conflict, with coworkers and customers.
- Knowledge on how to decide professional goals, long and short term.
- Possess confidence in a professional setting, and beyond.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E