Hagerstown Community College
Master Syllabus

COURSE: STU 106: Professionalism in the Workplace, 1 credit   **DATE:** 18SP
INSTRUCTOR: Joyce Shull

COURSE DESCRIPTION
This course prepares students to enter the workplace with the attitudes and skills required in a professional setting. Designed as a **capstone** course for students enrolled in career programs, or for students preparing to transfer, the course includes the following topics: workplace behaviors, business etiquette, business protocol and office relationships, ethical behaviors, team membership, and career development skills. The course includes interactive and hands-on learning experiences.

REQUIRED TEXTBOOK
Anderson, Lydia E.; Bolt, Sandra B. (2016). Professionalism: Skills for Workplace Success, 4th ed. Pearson Education. ISBN 978-0-32-195944-7

STUDENT LEARNING OUTCOMES
Upon successful completion of the course, students will be able to:
1. Develop a professional image, maintaining positive relationships both within and outside an organization
2. Model good, ethical communication skills, workplace etiquette and behaviors
3. Write a resume and demonstrate professional job seeking skills.

MINUMUM CLOCK HOURS REQUIRED FOR THIS COURSE

Course component	Expected student time needed to complete the course component
Instruction delivered online through presentations, videos, and readings	18.5 hours
Course projects including resume, cover letter, and job search exercises	12 hours
Test preparation and test taking	7 hours
Total hours required	**37.5 total hours required**

REQUIRED RESOURCES FOR THIS ONLINE COURSE:
This course requires that you have access to a computer that can access the internet. You must have access to, and be able to use, the following hardware and software packages:

- A functioning computer, up-to-date within the last 5 years. Please note, *mobile devices such as tablets or smartphones are not recommended for use with Moodle.* The Moodle mobile app can be used for occasionally checking on the course, but the mobile app will not display the course in its entirety. You must access the course regularly from a full-featured laptop or desktop computer throughout the semester.
- A web browser, updated to the most recent version. Chrome or Firefox, are the preferred browsers for accessing Moodle. *Internet Explorer is not recommended for use with Moodle.*
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- A word processing software, such as Microsoft Word, Apple Pages, or Open Office, that you will use to save documents in Word (.doc, docx) or PDF format.

Services for students with disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.