# Course Inventory Change Request

## New Course Proposal

**Date Submitted:** 01/12/15 1:21 pm  
**Viewing:** BUS 2000: Introduction to Career Strategies  
**Last edit:** 01/20/15 1:49 pm  
Changes proposed by: nsmith

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<td>Course Title</td>
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## In Workflow

1. BUS Chair  
2. BU Admin  
3. BU Dean  
4. University Curriculum Committee Chair  
5. Banner

## Approval Path

1. 01/12/15 1:21 pm  
   - Nikki Smith (nsmith): Approved for BUS Chair  
2. 01/20/15 2:00 pm  
   - Stella Callagee (callagee): Approved for BU Admin  
3. 01/21/15 3:21 pm  
   - Kyle Wells (kwells): Approved for BU Dean

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https://newcatalog.dixie.edu/courseleaf/courseleaf.cgi?page=/courseadmin/1564/index.html&step=tcadiff
BUS 2000: Introduction to Career Strategies

Credit:
Schedule Type:
Catalog Prerequisites: Yes

Catalog Prerequisites:
ENGL 1010 or ENGL 1010A or ENGL 1010D. It is recommended that students enroll in this course prior to entering Junior year.

Grade Required on Prerequisite(s): N/A

Corequisites? No
Course/Lab Fee? No
Instruction Index Code: BUS108

GE Status Requested: No

Catalog Description
Overview of career management topics while preparing students to enter the professional job market. Topics include: developing a personal brand, developing career goals, the changing employment reality, career states, career paths, the job search process, and maximizing effectiveness in early careers. Students will develop professional career resumes, a personal portfolio and commence their internship / career search.

Course Rotation:
Fall (every)
Spring (every)

Justification for course/change:
Replaces current course: MGMT 2510 - Career Management to match addition of next level course BUS 3000. BUS prefix better conveys that is for general students rather than students specializing in management.

Library Resources Adequate: Yes
Tech Resources Adequate: Yes

Comparable Courses:
(use USHE course first)
Course Learning Outcomes:

This course provides students an overview of career management topics while preparing them to enter the professional job market. Topics and learning outcomes include: developing a personal brand, developing career goals, understanding and responding to the changing employment reality, understanding differing career states, potential career paths, the job search process, and maximizing effectiveness in early careers.

Students will; develop professional career resumes and cover letters, develop a personal portfolio, commence their internship / career search, prepare for an effective interview and understand requirements and resources required for the graduate school application process.

How do your Course Learning Outcomes align to your Program Learning Outcomes?

3. Students will possess the interpersonal and communication skills necessary to succeed in business.
   A. Students will deliver professional quality oral presentations.
   B. Students will prepare professional quality written presentations.

Schedule of lesson activities that meet Course Learning Outcomes

Personal SWOT analysis development
Prepare a Personal Code of Conduct
Establish and articulate a personal brand
Development of customizable Resume(s)
Develop a customizable cover letter
Professional quality personal portfolio
Interview skills
Knowledge of graduate school requirements, processes and resources

Assessment activities that provide evidence of student learning

Each lesson activity deliverable will be assessed by the instructor and/or industry experts as to quality, appropriateness of purpose, professionalism and scalability. Traditional assessment tools (e.g. tests, quizzes, exams) may be used but will not comprise the focus of assessment activities for this course.
Course Reviewer
Comments
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Key: 1564