OFFICE TECHNOLOGY INFORMATION 2600  
Professional Development  
3 credit hours  

This is an information sheet only, not the course syllabus.  

COURSE DESCRIPTION  
Capstone course designed to develop "people skills" essential in the working environment. For students who have completed at least 60 percent of the credits required for a certificate or degree program. Topics include human relations, professional presence, team building, ethics, stress management, diversity, and communication skills relating to individuals, organizations, and client relations. Emphasis will be placed on employment opportunities including job search skills, advancement opportunities, networking, and interviewing. Keyboarding skills recommended for successful completion of this course. (3 lecture hours)  

Instructor Note: Students will be required to participate in a mock interview. If outside of the COD geographic area, students must work with the instructor to secure a company located near the student to participate in the mock interview. Participating in the mock interview is required in order to pass this class.  

REQUIRED AND RECOMMENDED COURSE MATERIALS  
Please follow the instructions below to locate information on the textbook and other materials for this course.  

1. From COD home page, click on myACCESS.  
2. Click on Search for Credit Classes.  
3. From the Term drop-down box select the term.  
4. Choose your course from the Subjects drop-down menu.  
5. In the Course # field, enter your course number.  
6. In the Section field, enter the course section number if known.  
7. From the Course Types drop-down menu select Internet/Online.  
8. Scroll to the bottom of the page and click on SUBMIT.  
9. Click on the Section Name and Title link.  
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.  

Alternatively, you can visit the COD Bookstore website to find this information.  

Required Software  
- **Microsoft Word:** Many assignments will be completed using work processing software. A current version of MS Word is needed.
COURSE OBJECTIVES
Upon successful completion of this course, the student should be able to do the following:

- Demonstrate the effective human relations and communication skills.
- Demonstrate personal characteristics associated with job success.
- Demonstrate a professional image.
- Demonstrate a heightened awareness of business ethics.
- Demonstrate the principles necessary for effective stress management.
- Identify and apply effective job search skills.
- Create necessary documents for the job search process.
- Demonstrate the ability to analyze and solve various problems related to the work environment
  - through professional interaction.

COURSE OUTLINE
Grading is based on points earned from each assignment. Assignment categories include the mock interview, job search documents (paper/print resume, electronic resume, application letter, thank-you letter, and company research report), Self-Assessment Quizzes, chapter questions, Internet Exercises, Skill Building exercises, and Discussion postings.

COD HOSTED STUDENT EMAIL
Student must use the COD-issued email account and are responsible for knowing how to:

- Send e-mail with an attachment (your document files).
- Read/open e-mail from the instructor.
- Reply to e-mail from the instructor. The instructor may have.
- Delete Sent messages and Outbox so that e-mail does not become full.

EVALUATION/GRADING

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
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<tr>
<td>B</td>
<td>80% - 89%</td>
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<tr>
<td>C</td>
<td>70% - 79%</td>
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<tr>
<td>D</td>
<td>60% - 69%</td>
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<tr>
<td>F</td>
<td>0% - 59%</td>
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</tbody>
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SATISFACTORY/FAIL OPTION
The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY
Incomplete grades are not usually offered but may be considered under extreme conditions. Contact the instructor or refer to the course syllabus for details.

WITHDRAWAL
You may withdraw from a course up to the eighth calendar day following the midterm date of the session. Once the semester is over, no withdrawal (W) is permitted.