COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2880: Creating and Showcasing a Professional Portfolio

A. CATALOG DESCRIPTION
1. Credits: 1
2. Hours/Week: 1
3. Prerequisites (Course discipline/number) College-level reading and writing skills
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course will explain the use, importance, and construction of professional portfolios to meet individual student needs to highlight and track professional experience and accomplishments. The compilation and organization of information to include in a professional portfolio will be covered.

B. DATE LAST REVISED (Month, year): November, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Importance and use of various professional portfolios
2. Different components and evidence to include in a portfolio.
3. Electronic or hard-copy portfolio to be most effectively used in business and industry

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Identify the types and uses of various professional portfolio options.
2. Contrast and compare the different parts of an effective portfolio.
3. Compile, construct, and update a portfolio.
4. Critically evaluate the effectiveness and the importance of updating the professional portfolio.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Assignments
2. Instructor-determined examinations
3. Final portfolio

G. RTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (If any):
Normal fees that are charged for other computer classes and for online classes.