

FASH A182: PROFESSIONAL PRACTICES

Item	Value
Curriculum Committee Approval Date	04/08/2020
Top Code	130300 - Fashion
Units	2 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S)

Course Description

Course will include writing resumes and professional correspondence and developing a visual portfolio. This course should be taken in the final semester of the certificate program. PREREQUISITE: FASH A115 and FASH A255. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Create a career-specific resume and written support materials.
2. Create a visual portfolio that is consistent in layout and theme.

Course Objectives

- 1. Evaluate different types of professional correspondence.
- 2. Write appropriate letters to assist resume.
- 3. Evaluate different types and styles of resumes.
- 4. Write a resume that summarizes educational and work experience.
- 5. Complete a visual portfolio of student work.
- 6. Professionally present student portfolio.
- 7. Complete an employment application.
- 8. Present industry-specific examples of ethical situations in the work place.
- 9. Discuss and solve ethical situations in the work place.
- 10. Develop skills needed for professional interviews.

Lecture Content

Resume writing Evaluate types of resumes Evaluate work and educational experience Prepare resume appropriate for career goal Professional correspondence Evaluate various types of cover letters and follow-up letters Prepare cover and follow-up letter to submit with resume Application writing Complete employment application Review application for completeness and accuracy Submit application prior to in-class group interview Ethics Personal Professional Company-specific Appropriate follow-up correspondence Verbal and written communications Visual Portfolio Create a layout and theme to represent personal style. Design an electronic portfolio. Design a branded "leave-behind." Interview Skills Company research prior to interview Evaluate types of questions and

appropriate responses. Participate in classroom individual and group interviews.

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

Lecture, research, guest speakers, student presentations

Reading Assignments

Online research articles related to course content. 1-2 hours per week.

Writing Assignments

Write a resume Complete a written job application Write cover letter, follow-up letter, professional correspondence 1-2 hours per week.

Out-of-class Assignments

Students will create resumes and written support material. Students will develop visual portfolios. 3-4 hours per week.

Demonstration of Critical Thinking

Instructor evaluation of written and visual projects, class presentations, research

Required Writing, Problem Solving, Skills Demonstration

1. Write a resume 2. Complete a written job application 3. Write cover letter, follow-up letter, professional correspondence

Eligible Disciplines

Family and consumer and studies/home economics: Master's degree in family and consumer studies, life management/home economics, or home economics education OR bachelor's degree in any of the above AND master's degree in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, foods/nutrition, or dietetics and food administration OR the equivalent. Master's degree required. Fashion and related technologies (merchandising, design, production): Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Other Resources

1. Websites / online resources with current resume and professional correspondence techniques