A. COURSE DESCRIPTION
   Credits: 2
   Lecture Hours/Week: *.*
   Lab Hours/Week: *.*
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This course will focus on the preparation and presentation of a professional portfolio. Prerequisites: TADD 3900 and consent of instructor.

B. COURSE EFFECTIVE DATES: 08/22/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Resume Creation, The Art of Interviewing, Researching Employers, Portfolio Organization, Public Speaking and Portfolio Presentation

D. LEARNING OUTCOMES (General)
   1. Students will utilize standard business communication practices.
   2. Students will implement effective production planning and scheduling and to document all work related activities.
   3. Students will implement effective controls over specifications for production and produce work to related design industry standards.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted