BUS ADM 210: Professional Skills for your Career

Students were given pre- and post-assessments for the course, asking them to select their current level of confidence for the following statements; administered the first and final weeks of the class.

1. I am able to create industry-standard, professional resumes and cover letters that effectively highlight my qualifications.

Fall 2020 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	29.27	65.85	4.88
Post-Assessment:	0	15.62	84.38
Spring 2021 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	22.86	62.86	14.29
Post-Assessment:	0	22.73	77.27

2. I utilize Handshake to its fullest.

Fall 2020 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	70.73	19.51	9.76
Post-Assessment:	9.37	56.25	34.38
Spring 2021 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	57.14	25.71	17.14
Post-Assessment:	4.55	50	45.45

3. I know how to purposefully network with professionals.

Fall 2020 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	53.66	39.02	7.32
Post-Assessment:	6.25	28.13	65.62
Spring 2021 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	45.71	42.86	11.43
Post-Assessment:	0	40.91	59.09

4. I use LinkedIn to maintain a professional social media presence, connecting with people and opportunities.

Fall 2020 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	70.73	24.39	4.88
Post-Assessment:	6.25	31.25	62.5
Spring 2021 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	74.29	17.14	8.57
Post-Assessment:	9.09	36.38	54.55

5. I possess strong interviewing skills and techniques for answering questions.

Fall 2020 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	31.71	53.66	14.63
Post-Assessment:	0	25	75
Spring 2021 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	17.14	62.86	20.00
Post-Assessment:	0	31.82	68.18

6. I can name my top 5 strengths—the highest areas of potential that I will bring to my career (and life, overall).

Fall 2020 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	26.83	51.22	21.95
Post-Assessment:	0	18.75	81.25
Spring 2021 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	17.14	48.57	34.29
Post-Assessment:	0	18.18	81.82

7. I am able to articulate how my skills, education, and experience relate to my future career goals.

Fall 2020 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	21.95	53.66	24.39
Post-Assessment:	0	12.5	87.5
Spring 2021 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	14.29	45.71	40.00
Post-Assessment:	0	18.18	81.82

8. I have a clear plan for after graduation.

Fall 2020 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	26.83	51.22	21.95
Post-Assessment:	3.12	34.38	62.5
Spring 2021 Semester	% Not Confident	% Somewhat Confident	% Very Confident
Pre-Assessment:	22.86	34.29	42.86
Post-Assessment:	4.55	31.82	63.64

At the conclusion of the course, students were asked to select any accomplishments the BUS ADM 210 class helped them achieve during the semester:

Fall 2020 & Spring 2021 Semesters	Answer	Student Count
	I was offered an internship.	5
	I was promoted at my current workplace.	6
	I was offered a part-time job.	7
	I was offered a full-time job.	5
	My new resume resulted in an invitation to interview.	20
	A professional I networked with while attending class Events (job fair, etiquette, etc.) led to an interview.	4
	My professionalism grew.	46
	My confidence and competence about my career path grew.	45