

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	GRA 1951
COURSE TITLE:	Portfolio Development
PREREQUISITE(S):	DIG 2113, GRA 2144, GRA 1105 and GRA 1156
COREQUISITE(S):	None
CREDIT HOURS:	1
CONTACT HOURS/WEEK:	1
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	1
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	1
STANDARDIZED CLASS SIZE ALLOCATION:	24
CATALOG COURSE DESCRIPTION:	
<p>This course is designed to provide students with the opportunity to create and design an interactive portfolio for use in gaining employment. Students will discuss industry requirements, write a resume, practice interviewing skills, and build a portfolio of their best accumulated work out of the past two years.</p>	
SUGGESTED TEXT(S):	None
IMPLEMENTATION DATE:	Fall Term, 2002 (20031)
REVIEW OR MODIFICATION DATE:	Fall Term, 2005(20061) Fall Term, 2007 (20081) Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS

CONTACT HOURS
PER TOPIC

I.	Portfolio Design	4
II.	Portfolio Development	4
III.	Portfolio presentation	2
IV.	Job hunting (multimedia-type jobs)	1
V.	Resume writing	2
VI.	Cover letters	1
VII.	Interviewing skills	1

Goal:

Each student will complete an interactive portfolio presenting the best samples of their work, along with development of a resume and cover letter.

Objectives:

- I. Develop model of portfolio in pre-production
- II. Use model to create interactive portfolio
- III. Discuss proper portfolio presentation
- IV. Discuss and practice online job searches
- V. Write a resume
- VI. Write a cover letter
- VII. Discuss and practice interviewing skills

PROGRAM TITLE: Multimedia Technology

COURSE TITLE: Portfolio Development

CIP NUMBER: 1610010202

LIST PERFORMANCE STANDARD ADDRESSED:

21.0 DEMONSTRATE EMPLOYABILITY SKILLS - The student will be able to:

21.01 Create a resume

21.02 Conduct a job search

21.03 Secure Information about a job

21.04 Identify document that may be required when applying for a job interview

21.06 Demonstrate competence in job interview techniques

21.07 Identify or demonstrate appropriate responses to criticism from employer, supervisory or other employees.

21.09 Demonstrate knowledge of how to make appropriate job changes



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	
COURSE PREFIX AND NUMBER: <u>GRA 1951</u>	SEMESTER CREDIT HOURS: <u>3</u>
COURSE TITLE: <u>Portfolio Development</u>	

Section 2
TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____		
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communication	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4
INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

	LEARNING OUTCOMES	METHOD OF ASSESSMENT
•	Develop complete and or functioning digial media and or graphic design portfolio.	Faculty and Advisory Committee member critiques.
•	Develop job hunting skills	In class and outside class projects
•	Devlope complete resume	Faculty and Advisory Committee member critiques
•	Develop cover letter writing skills	In class and outside class projects.
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Section 6
 Name of Person Completing This Form: Troy Johnson