

EMPL 1000 - Interpersonal Relations and Professional Development (version 201003)

Standard Institutionally Developed College: N/A

Posted: 02/09/2010

EDGE Compatible: No

Pre-requisites

Provisional Admission

Co-requisites

Course Description

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

Course Length

	Minutes	Contact Unit
Lecture:	1500	
Lab 2:	0	
Lab 3:	0	
Practicum/Internship:	0	
Clinical:	0	
Total:	1500	2

Semester Credit Hours: 2

Competencies

Order	Description	Lecture	Lab2	Lab3	Practicum/ Internship	Clinical	Total Minutes	Semester Credit Hrs
1	Human Relations Skills	220	0	0	0	0	220	0
2	Job Acquisition Skills and Communication	650	0	0	0	0	650	0
3	Job Retention Skills	210	0	0	0	0	210	0
4	Job Advancement Skills	210	0	0	0	0	210	0
5	Professional Image Skills	210	0	0	0	0	210	0
Totals for Course EMPL 1000 - Interpersonal Relations and Professional Development (version 201003):		1500	0	0	0	0	1500	2

Learning Outcomes

Human Relations Skills

Order	Description	Learning Domain	Level of Learning
1	Identify strengths and weaknesses and set appropriate personal goals.	Cognitive	Knowledge
2	Recognize and respond to own stress level.	Cognitive	Analysis
3	Identify strategies to handle difficult behaviors effectively.	Cognitive	Knowledge
4	Demonstrate appropriate professional introductions.	Cognitive	Application
5	Identify strategies to solve problems/make decisions.	Cognitive	Knowledge

Job Acquisition Skills and Communication

Order	Description	Learning Domain	Level of Learning
1	Demonstrate effective job search strategies including electronic and print media.	Cognitive	Application
2	Set career goals.	Cognitive	Knowledge
3	Prepare a cover letter.	Cognitive	Application
4	Prepare a professional resume and complete an application properly.	Cognitive	Application
5	Prepare follow-up and thank-you letters.	Cognitive	Application
6	Demonstrate effective interviewing techniques.	Cognitive	Application
7	Demonstrate professional and appropriate communication skills.	Cognitive	Application

Job Retention Skills

Order	Description	Learning Domain	Level of Learning
1	Identify and demonstrate traits of successful employees.	Cognitive	Knowledge
2	Identify effective time management strategies.	Cognitive	Knowledge

Job Advancement Skills

Order	Description	Learning Domain	Level of Learning
1	Demonstrate ability to accept counseling positively.	Cognitive	Application
2	Demonstrate ability to negotiate promotion/salary increase.	Cognitive	Application
3	Explain chain of responsibility.	Cognitive	Comprehension

Professional Image Skills

Order	Description	Learning Domain	Level of Learning
1	Identify and project elements of a positive professional image.	Cognitive	Knowledge
2	Identify and project professional attitude.	Cognitive	Knowledge

References

Order	Reference Type	Description
1	Book with Author(s) Listed	Dahlstrom, H.. (2008). Job hunting handbook. (5th). Franklin, MA: Dahlstrom & Company.

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