

EMPL 1000 - Interpersonal Relations and Professional Development (version 202312L)

Course Title Course Development Learning Support

Interpersonal Relations and Professional Development Standard No

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, professional image skills, personal finance, problem solving, and diversity.

Pre-requisites

Pre-requisites: None

Regstr. Co-requisites

Regstr. Co-requisites: None

True Co-requisites

True Co-requisites: None

Course Length

	Lecture Contact Time	Regular Lab Type	Reg. Lab Contact Time	Other Lab Type	Oth. Lab Contact Time	Total Contact Hrs
Contact Hours Per Week	2 hrs	N/A	0 hrs	N/A	0 hrs	2 hrs
Contact Min/Hrs Per Semester	1500 min		0 min		0 min	30 hrs
	Lecture Credit Hours	Lab Credit Hours	Total Credit hours	WLU		
Semester Credit Hours	2	0	2	67.5		

Competencies & Outcomes

Order Description

1 Human Relations Skills

Order	Description	Learning Domain	Level of Learning
1	Identify strengths, weaknesses and personal values.	Cognitive	Knowledge
2	Recognize stress and respond to your own stress levels using methods such as mindfulness and mediation.	Cognitive	Analysis
3	Identify strategies to address and solve problematic or work ethic behaviors with others and in oneself.	Cognitive	Knowledge

2 Job Acquisition Skills and Communication

Order	Description	Learning Domain	Level of Learning
1	Demonstrate effective job search strategies utilizing 21st century technologies from major sites and tools.	Cognitive	Application

2	Set career goals.	Cognitive	Knowledge
3	Prepare job application and follow up letters, a resume, and a job application using 21st century technologies.	Cognitive	Application
4	Demonstrate effective interviewing techniques using various methods including role playing, labs, and mock interviews.	Cognitive	Application
5	Demonstrate professional and appropriate email, telephone, and text communication skills.	Cognitive	Application

3 Job Retention Skills

Order	Description	Learning Domain	Level of Learning
1	Identify and demonstrate traits of successful employees using methods such as role play and video examples.	Cognitive	Knowledge
2	Identify effective time management strategies.	Cognitive	Knowledge
3	Identify negotiation strategies.	Cognitive	Knowledge
4	Demonstrate ability to negotiate promotion/salary increase.	Cognitive	Application
5	Demonstrate ability to accept counseling positively using methods such as simulations and labs.	Cognitive	Application

4 Job Advancement Skills

Order	Description	Learning Domain	Level of Learning
1	Explain chain of responsibility.	Cognitive	Comprehension
2	Demonstrate knowledge of the characteristics of quality organizations and organization structure.	Cognitive	Application
3	Demonstrate knowledge of skills to manage career transitions.	Cognitive	Application

5 Professional Image Skills

Order	Description	Learning Domain	Level of Learning
1	Identify and describe the concept of having a professional image including program and situation specific examples.	Cognitive	Knowledge
2	Identify and demonstrate professional attitude.	Cognitive	Knowledge

6 Personal Finance

Order	Description	Learning Domain	Level of Learning
1	Identify the importance of a credit score, cash flow, setting financial goals, and taxes.	Cognitive	Knowledge
2	Demonstrate the ability to successfully create a personal budget.	Cognitive	Application

7 Problem Solving

Order	Description	Learning Domain	Level of Learning
1	Identify and demonstrate characteristics of motivation.	Cognitive	Knowledge
2	Identify and demonstrate characteristics of accountability.	Cognitive	Knowledge

8 Diversity

Order	Description	Learning Domain	Level of Learning
1	Identify and explain the importance of diversity in the workplace.	Cognitive	Knowledge
2	Identify and explain the concepts of equity, inclusion and belonging	Cognitive	Knowledge