

TECHNICAL COLLEGE SYSTEM OF GEORGIA

ACADEMIC AFFAIRS DIVISION – OFFICE OF TECHNICAL EDUCATION

INFORMATION TICKET

Date: 6/15/2023

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Process

- Curriculum Revision
- Course Revision
- Probe Notice
- Probe Feedback
- Probe Outcome
- Other

Action Required

- Notify Appropriate Personnel
- Submit Vote
Submit Vote by: [Date]
- Notify Faculty and Administration
- Information Only

PAS Group Title/PAS Code: N/A

Program Standard Title/Major Code(s) and/or Course Standard Title/Course Code(s):

All programs that require EMPL 1000 as a requirement course or elective

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

TICKET INFORMATION:

At the April 18, 2023 Psychology, Sociology and EMPL IFCC meeting the group decided to update the EMPL 1000 Course with the updates indicated below.

The credit hours for the course has not changed. The new version number is 202312L. The data center will make a global update of this course in all programs before the summer term ends. The new course version should be put into effect fall term 2023 (202412).

EMPL 1000 - Interpersonal Relations and Professional Development

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

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
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1	Demonstrate effective job search strategies utilizing 21st century technologies from major sites and tools.	Cognitive	Knowledge
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 images including program and situation specific examples.	Cognitive	Knowledge

2	Identify and demonstrate professional attitudes.	Cognitive	Knowledge
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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