



Prior Learning Assessment
EMPL 1000 Interpersonal Relations & Professional Development
Crosswalk Approval Form
Competency Alignment Non-Credit Program to Credit Course
March 12, 2024

NON-CREDIT PROGRAM		CREDIT COURSE EXEMPTED	
80-Hour Industry Ready Manufacturing		EMPL 1000 Interpersonal Relations & Professional Development	
Competencies	Contact Hours	Competencies	Credits Hours: 2
Employability Skills 1. Identify strengths and weaknesses and set appropriate personal goals 2. Identify strategies to address and solve problematic behaviors with others. 3. Learn how to set career goals. 4. Identify and demonstrate traits of successful employees. 5. Demonstrate professional and appropriate communication skills. 6. Identify and demonstrate professional image. 7. Identify and demonstrate professional attitude.		Human Relations Skills: a) Identify strengths, weaknesses and personal values. b) Recognize stress and respond to your own stress levels using methods such as mindfulness and mediation. c) Identify strategies to address and solve problematic or work ethic behaviors with others and in oneself.	
Resume, Job Application & Interviewing		Job Acquisition Skills and Communication:	

1. Demonstrate effective job search strategies including electronic and print media.		
2. Prepare job application and follow up letters, a resume, and a job application.		
3. Demonstrate effective interviewing techniques.		
		<ul style="list-style-type: none"> a) Demonstrate effective job search strategies utilizing 21st century technologies from major sites and tools. b) Set career goals. c) Prepare job application and follow up letters, a resume, and a job application using 21st century technologies. d) Demonstrate effective interviewing techniques using various methods including role playing, labs, and mock interviews. e) Demonstrate professional and appropriate email, telephone, and text communication skills.
Employability Skills		Job Retention Skills:
1. Identify strengths and weaknesses and set appropriate personal goals		

<p>2. Identify strategies to address and solve problematic behaviors with others.</p> <p>3. Learn how to set career goals.</p> <p>4. Identify and demonstrate traits of successful employees.</p> <p>5. Demonstrate professional and appropriate communication skills.</p> <p>6. Identify and demonstrate professional image.</p> <p>7. Identify and demonstrate professional attitude.</p>		<p>a) Identify and demonstrate traits of successful employees using methods such as role play and video examples.</p> <p>b) Identify effective time management strategies.</p> <p>c) Identify negotiation strategies.</p> <p>d) Demonstrate ability to negotiate promotion/salary increase.</p> <p>e) Demonstrate ability to accept counseling positively using methods such as simulations and labs.</p>
<p>Employability Skills</p> <p>1. Identify strengths and weaknesses and set appropriate personal goals</p> <p>2. Identify strategies to address and solve problematic behaviors with others.</p> <p>3. Learn how to set career goals.</p> <p>4. Identify and demonstrate traits of successful employees.</p> <p>5. Demonstrate professional and appropriate communication skills.</p> <p>6. Identify and demonstrate professional image.</p> <p>7. Identify and demonstrate professional attitude.</p>		<p>Job Advancement Skills:</p> <p>a) Explain chain of responsibility.</p> <p>b) Demonstrate knowledge of the characteristics of quality organizations and organization structure.</p>

		c) Demonstrate knowledge of skills to manage career transitions.
Employability Skills		Professional Image Skills:
1. Identify strengths and weaknesses and set appropriate personal goals		a) Identify and describe the concept of having a professional image including program and situation specific examples.
2. Identify strategies to address and solve problematic behaviors with others.		b) Identify and demonstrate professional attitude.
3. Learn how to set career goals.		
4. Identify and demonstrate traits of successful employees.		
5. Demonstrate professional and appropriate communication skills.		
6. Identify and demonstrate professional image.		
7. Identify and demonstrate professional attitude.		
Employability Skills		Personal Finance:
1. Identify strengths and weaknesses and set appropriate personal goals		a) Identify the importance of a credit score, cash flow, setting financial goals, and taxes.
2. Identify strategies to address and solve problematic behaviors with others.		b) Demonstrate the ability to successfully create a personal budget.
3. Learn how to set career goals.		
4. Identify and demonstrate traits of successful employees.		
5. Demonstrate professional and appropriate communication skills.		
6. Identify and demonstrate professional image.		
7. Identify and demonstrate professional attitude.		
Employability Skills		Problem Solving:
1. Identify strengths and weaknesses and set appropriate personal goals		a) Identify and demonstrate characteristics of motivation.
2. Identify strategies to address and solve problematic behaviors with others.		
3. Learn how to set career goals.		
4. Identify and demonstrate traits of successful employees.		

5. Demonstrate professional and appropriate communication skills.		b) Identify and demonstrate characteristics of accountability.
6. Identify and demonstrate professional image.		
7. Identify and demonstrate professional attitude.		
Employability Skills		Diversity: a) Identify and explain the importance of diversity in the workplace. b) Identify and explain the concepts of equity, inclusion and belonging.
1. Identify strengths and weaknesses and set appropriate personal goals		
2. Identify strategies to address and solve problematic behaviors with others.		
3. Learn how to set career goals.		
4. Identify and demonstrate traits of successful employees.		
5. Demonstrate professional and appropriate communication skills.		
6. Identify and demonstrate professional image.		
7. Identify and demonstrate professional attitude.		

EMPL 1000 – 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.