

**SOUTHEAST COMMUNITY COLLEGE**  
**BUSINESS DIVISION**  
**Business Program**  
**Revision Date: 05-24-21**

[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

Course Number: BSAD2155  
Course Title Career Transition and Management Strategies  
Prerequisite(s): None

Catalog Description: Study of career placement techniques with emphasis on the job search process, placement, job retention, communication, and interpersonal skills; including an overview of workplace improvement, staffing issues, leadership and problem solving techniques as well as the social and ethical responsibilities of employees in the workplace.

Credit Hours: 3.0  
Class Hours: 45  
Lab Hours: 0  
Total Contact Hours: 45

**II. COURSE OBJECTIVES:** *Course will teach students to*

- A. Provide career planning information and develop job skills
- B. Identify and practice soft skills necessary to seek and maintain employment
- C. Describe and identify types of interviews, including but not limited to informational, phone, and panel interviews
- D. Practice interpersonal skills in interview setting
- E. Develop knowledge base of current workplace issues, including overview of employment laws
- F. Utilize interpersonal and communication skills to apply conflict resolution and continuous improvement techniques
- G. Familiarize students with management styles and scope of management
- H. Provide activities to develop leadership, team building, and conflict-resolution skills

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Students will be able to*
  - 1. Illustrate job seeking skills through study of interpersonal skills and market trends
  - 2. Analyze relationship between career progression and soft skills through differentiating characteristics such as strengths and weaknesses in relation to job success
  - 3. Integrate knowledge of hiring process through application, resume, cover letter and thank-you letter development and completion
  - 4. Demonstrate interpersonal skills through mock interview process
  - 5. Outline career progression through short-term and long-term goal setting
  - 6. Analyze and define workplace issues, including diversity, crisis management, harassment, and ethics
  - 7. Examine workplace success in the forms of intrapreneurship, leadership, conflict and problem-solving techniques, and hiring and staffing issues
  - 8. Categorize management styles and relate styles to workplace success
  - 9. Compare and contrast employee evaluation techniques and appraisal methods
  - 10. Assess the social and ethical responsibilities of employees within a business

- 11. Demonstrate knowledge of team formation, dynamics, and processes through project-based learning
- B. General Education Learning Outcomes (GELOs)
  - 1. GELO 6: Career and Life Skills
    - Outcome 1: Employ effective interpersonal and intrapersonal communication skills.
    - Outcome 7: Demonstrate choices that reflect personal responsibility in one's academic, civic, social, and vocational/professional life.

**IV. CONTENT/TOPICAL OUTLINE**

- A. Personal Inventory (leadership skills, personal characteristics)
- B. Leadership Skill Assessment
- C. Resume Forms and Development
- D. Professional Letters (Cover and Thank-You Letter)
- E. Types of Interviews
- F. Interview Process and Mock Interview Participation
- G. Workplace Issues and Employment Laws
- H. Staffing Issues
- I. Management Styles
- J. Employee Evaluation Techniques and Appraisal Methods
- K. Teamwork and leadership skills
- L. Social and Ethical Employment Issues

**V. INSTRUCTIONAL MATERIALS**

- A. Required Text(s): Fabricant, Miller, Stark, Snell, Morris, Bohlander, DuBrin. *Career Transitions and Management Strategies*, Current Edition. South-Western Cengage Learning. Cengage.
  - 1. Ebook/DDA is used for this course.
- B. Access to Clifton StrengthsFinder. Can be purchased online at: [www.gallupstrengthscenter.com](http://www.gallupstrengthscenter.com)

**VI. METHODS OF PRESENTATION/INSTRUCTION**

- A. Explanation and/or lecture
- B. Video presentation
- C. Student reports
- D. Role play
- E. Guest speaker
- F. Small group activities
- G. Discussion
- H. PowerPoint presentation
- I. Field trips
- J. Internet activities
- K. Mock interviews

**VII. METHODS OF EVALUATION**

- A. Course grades at the determination of the instructor, will be based on class and group participation, daily work, exams, presentations, projects, papers, and/or a portfolio.
- B. Instructors will distribute and discuss the evaluation process and his/her grading policies with the students at the beginning of the term.

**C. SCC STANDARD GRADING SCALE POLICY:**

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

**VIII. SPECIFIC COURSE REQUIREMENTS**

- A.** Grade Requirement: A grade of C (70 percent) or higher is required if this course is a prerequisite for any other course(s) required to meet the graduation requirements of the student's program. If this course is not a prerequisite for any other courses required by the student's program, a grade of D (60 percent) or higher is acceptable.
- B.** Participation in mock interview process as assigned by instructor of course.