

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

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

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.