



### **Course Description**

#### **SLS 1401 | Psychology of Career Adjustment | 1-6 variable credits**

For students who have not decided, are having difficulty deciding, or need clarification in making a career choice. A format for a systematic investigation for career and life planning is included. It is concerned with "who you are," "where are you going," "how to get there," and "what's out there that fits you." Special fee.

### **Course Competencies**

#### **Competency 1:**

The student will recognize and apply effective interpersonal skills in the workplace by:

- a. Describing various note-taking strategies.
- b. Applying active listening, reading and comprehension skills.
- c. Developing strategies for critical thinking, memory enhancement and test-taking.

#### **Learning Outcomes**

- Communication
- Critical Thinking
- Information Literacy

#### **Competency 2:**

The student will develop a career plan by:

- a. Evaluating various career choices and related requirements through research.
- b. Synthesizing the impact of personal interests, strengths, and values on academic program and career selection.
- c. Identifying interests, aptitudes, values, and life-style through assessment inventories.
- d. Establishing professional, academic, and personal goals.
- e. Interpreting current and future employment trends.

#### **Learning Outcomes**

- Numbers / Data

#### **Competency 3:**

The student will assemble a professional personal portfolio by:

- a. Recognizing the importance of preparing and using portfolios in the career development process.
- b. Identifying the parts of an effective portfolio, including online portfolios.
- c. Compiling a professional resume, transcripts, evidence of professional affiliations, letters of references, work samples, thank you letter and cover letter.

- Preparing them to be able to practice in vivo interview sessions.
- Demonstrating an understanding of job postings and applying for a job.

**Competency 4:**

The student will discuss and understand the skills needed to effectively manage time by:

- a. Applying skills in managing themselves in time such as to-do lists, calendars, goal setting, and self-organization for work readiness.
- b. Defining procrastination, understanding its consequences in the workplace and strategies to reduce its harmful impact.
- c. Developing time management strategies for improving productivity.

**Competency 5:**

The student will demonstrate effective leadership skills by:

- a. Defining leadership and different styles and types of leadership.
- b. Differentiating between social and professional roles required within an organization.
- c. Articulating legal terminology and its connection in the workplace (i.e., Employee Rights and Responsibilities).

Learning Outcomes

- Ethical Issues