

BCT 116 Articulation Competencies

Professional Work Relations (3 Credits)

This course focuses on interpersonal skills in the work place. Topics include: leadership, teamwork, employers' expectations and real world tools for resolving conflict in a simulated workplace.

School Name: _____

School Articulated Course: _____

School Instructor: _____

Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.

Course Competencies Checklist:

- Identify challenges influencing today's workplace environment.
- Understand ethical behavioral standards, value conflicts and how to resolve them.
- Identify and implement effective stress management strategies.
- Demonstrate effective communication and teamwork skills in the workplace.
- Differentiate between internal and external motivators in the workplace.
- Demonstrate understanding of various leadership styles.
- Explain and identify factors influencing workplace diversity.

Course Topics:

- Workplace Roles
- Organizational Communication
- Values and Ethics
- Leadership and Motivation
- Team Dynamics
- Conflict Resolution/Stress Management
- Workplace Diversity
- Organizational Change
- Resume styles, Interview techniques for today's job market (optional)
- Professional development and advancement (optional)