



Sophia Learning

SOCI1005: Preparing for the Future of Work (3 semester credits)

COURSE DESCRIPTION

The world of work is changing at lightspeed, including the types of jobs people perform, the places they work, the technology they use, and the ways in which they communicate. This course is designed to introduce you to 10 key employability skills that will help you navigate the world of work and the uncertainties it can bring. Data shows that applying these 10 skills is vital to career growth and professional success. In this social science course, you will learn how to assess, define, and amplify the 10 skills throughout your life and career.

COURSE EFFECTIVE DATES: September 2021 - Present

PREREQUISITES: No prerequisites

LENGTH OF COURSE: This is a self-paced course. Students may use as much or as little time as needed to complete the course.

ACE CREDIT® RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 3 semester hours in sociology (8/21).

GRADING: This is a pass/fail course. Students are required to complete all 12 formative and 6 summative assessments with an overall course average of 70% or better.

LEARNING OUTCOMES

Upon completion of the course, the student will be able to:

1. Identify the essential skills that employers are looking for and are required in any role to be successful.
2. Reflect on their strengths, opportunities for improvement, and ways in which they have demonstrated the following skills.
 - a. Self and social awareness
 - b. Agility
 - c. Relationship building
 - d. Strong communication
 - e. Problem solving

- f. Innovation
 - g. Initiative
 - h. Driving to results
 - i. Productivity
 - j. An aptitude for technology
3. Describe current areas of professional promotion (e.g., resume, networking websites).
 4. Identify the core areas that professionals must possess that are necessary to be successful for navigating the future of work.

OUTLINE OF MAJOR CONTENT AREAS

- Application of Employability Skills (a.k.a., the 10 Skills)
- The 10 Skills in Society and Daily Life
- Career Choices in a Changing World
- Your Emotional Intelligence
- An Emphasis on Empathy at Work
- Adapting to Change
- Agility and Lifelong Learning
- Communication: Professional Versus Personal
- Improving Productivity through Teamwork
- Leading by Example
- Conflict Resolution: When the Going Gets Tough
- Embracing Diversity in the Workplace
- Informal and Formal Communication
- Using Social Media Effectively
- Preparing a Resume and Cover Letter
- The Art of the Job Interview
- Negotiation Skills
- Preparing for a New Job Role
- Defining Problems
- Generating Alternative Solutions
- Evaluating and Implementing Solutions
- An Entrepreneurial Mindset
- The Power of Diversity
- Making Time for Innovation
- How to Survive Failure in Innovation
- Case Study: Taking Initiative
- Achieving Results Through Initiative
- Establishing SMART Goals
- Measuring Outcomes

- Productivity Strategies
- Effective Time Management
- Adapting to a Flexible Work Environment
- Technology: Changing the Way We Work
- Professional Software Tools
- Specialized Technology
- Sharpening Your Technology Skills
- The Career Outlook
- Navigating Uncertainty
- Launching Your Career

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