



## ACOM 1581

**Division:** Career and Technical Education

**Department:** Art and Graphic Communications

**Course:** ACOM 1581

**Title:** SkillsUSA - Level 1

**Catalog Description:**

This is the first course in a series of four which helps students gain and improve workplace and interpersonal skills. Leadership and service opportunities are a foundation of this program. Students participating in this program will be members of and participate in the SkillsUSA career and professional leadership organization.

**General Education Requirements:** N/A

**Semesters Offered:** TBA

**Credit/Time Requirement:** Credit: 1; Lecture: 1; Lab: 0

**Clock/Hour Requirements:** 15

**Offered for Non-Credit:** No

**Prerequisites:** None

**Corequisites:** None

**Justification:**

This course fulfills the Human Relations requirement for this applied technology program and provides students with employability skills which will better prepare them for future professional success.

**Student Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- identify individual learning styles
- establish short-term goals
- use individual time-management skills
- define future occupations
- identify issues of cultural diversity and equity
- define the customer
- identify benefits of doing a community service project
- demonstrate effective communication with others
- identify components of an employment portfolio.

**Content:**

Course objectives will be accomplished by providing students with learning experiences in the following subject areas:

- self-assessment and identify individual learning styles
- self-motivation techniques and establish short-term goals
- individual time-management skills
- future occupations
- cultural diversity and equity issues
- customer orientation
- benefits of doing a community service project
- effective communication with others
- job shadowing
- components of an employment portfolio
- proficiency in program competencies.

### **General Education Outcomes:**

3) Speak effectively in a variety of contexts.

Students are required to give oral presentations on job-related topics. Effective oral communication is a key component in this program.

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students will participate in employment research utilizing printed and electronic media. Employment outlook, availability, and job description information is researched and reported.

5) Apply a cultural and historical awareness to a variety of phenomena.

Students will understand the importance of a culturally diverse workplace and their role in participating in the same. Students will research and discuss issues relating to cultural diversity and sensitivity.

8) Apply ethical reasoning to a variety of contexts.

Students will discuss business and workplace ethics as they pertain to a given field of work. Special emphasis is placed on work ethic, honesty, and dependability on the employee's part.

### **Key Performance Indicators:**

#### **In class:**

- Students will demonstrate their knowledge through class discussion.
- Students will demonstrate their skills through presentations and performance activities.
- Students must complete all assignments at 80% or better.

**Following class:**

- Students will demonstrate mastery through performance in subsequent related courses.

**Representative Text and/or Supplies:**

- *PDP SkillsUSA-VICA Student Workbook*, current edition, The Professional Development Program.

**Optimum Class Size: 0**

**Maximum Class Size: 0**

**Signatures:**

I hereby submit this course syllabus:

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Jim Puzey, ,

I hereby find this course consistent with the goals and resources of the Art and Graphic Communications Department:

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, , , Chair

I hereby find this course consistent with the goals and resources of the Career and Technical Education Division:

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Michael P. Medley, MBA, Assistant Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)