



ACOM 1582

Division: Career and Technical Education

Department: Art and Graphic Communications

Course: ACOM 1582

Title: SkillsUSA - Level 2

Catalog Description:

This is the second course in a series of four which helps students gain and improve workplace and interpersonal relations 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:

- measure and modify short-term goals
- identify stress sources
- select characteristics of a positive image
- demonstrate awareness of government, professional organization, and trade unions
- apply team skills to a group project
- observe and critique a meeting
- demonstrate business meeting skills
- demonstrate social etiquette
- complete surveys for employment opportunities
- review a professional journal and develop a 3-to 5-minute presentation
- identify customer expectations

- complete a job application
- identify a mentor
- assemble own employment portfolio
- identify supervisory and management roles in an organization
- recognize safety issues
- evaluate their proficiency in program competencies.

Content:

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

- measure and modify short-term goals
- identify stress sources
- select characteristics of a positive image
- demonstrate awareness of government, professional organization, and trade unions
- apply team skills in a group project
- observe and critique a meeting
- demonstrate business meeting skills
- demonstrate social etiquette
- complete survey for employment opportunities
- review a professional journal and develop a 3-to 5-minute presentation
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- assemble an employment portfolio
- explore supervisory and management roles in an organization
- recognize safety issues
- evaluate 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.

10) Apply personal-fitness and wellness-management principles to lifestyle choices.

Students will discuss personal hygiene and grooming as keys to professional success. The importance of maintaining one s health and appearance is discussed as it pertains to professionalism.

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:

Jim Puzey, ,

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

, , , Chair

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

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:

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

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)