



ACOM 2581

Division: Career and Technical Education

Department: Art and Graphic Communications

Course: ACOM 2581

Title: SkillsUSA - Level 3

Catalog Description:

This is the third 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:

- establish career goals
- develop personal financial skills
- explore opportunities for advanced training
- market an instructional program
- serve as a volunteer in the community
- plan and develop a business
- conduct a worker interview
- develop a resume and write a cover letter
- demonstrate interviewing skills
- understand the cost of customer service
- identify and apply conflict resolution skills
- demonstrate evaluation skills

- perform skill demonstration
- exercise the right to know
- update program competencies.

Content:

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

- establish career goals
- develop personal financial skills
- explore opportunities for advanced training
- market an instructional program
- serve as a volunteer in the community
- plan and develop a business
- conduct a worker interview
- develop a resume and write a cover letter
- demonstrate interviewing skills
- understand the cost of customer service
- identify and apply conflict resolution skills
- demonstrate evaluation skills
- perform skill demonstration
- exercise the right to know
- update 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:

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)