



## AUTO 2581

**Division:** Career and Technical Education

**Department:** Automotive Technology

**Course:** AUTO 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
- identify opportunities for advanced training
- market the instructional program
- serve as a volunteer in the community
- develop a business
- conduct a worker interview
- develop a resume and write a cover letter
- demonstrate interviewing skills
- identify the cost of customer service
- identify and apply conflict resolutions skills
- demonstrate evaluation skills

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

**Content:**

Upon completion of this course, students will be able to understand and explain:

- career goals
- personal financial skills
- opportunities for advanced training
- instructional programs
- volunteering in the community
- business plans
- worker interview
- resumes and write cover letters
- interviewing skills
- cost of customer service
- conflict resolution skills
- evaluation skills
- skills demonstrations
- the right to know laws.

**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.

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:**

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

**Following class:**

- Demonstration of 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:

---

, ,

I hereby find this course consistent with the goals and resources of the Automotive Technology Department:

---

Brent Reese, BS, Associate Professor, 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)