



## CIS 2581

**Division:** Career and Technical Education

**Department:** Information Technology

**Course:** CIS 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 vocational 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
- plan and 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".

## **Content:**

Course objectives will be achieved by providing students with instructional and hands-on experiences in the following 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:**

- Demonstration of knowledge through class discussion.
- Demonstration of skills through presentations and performance activities.

**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:

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

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Michael P. Medley, MBA, Assistant Professor, 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)