



## CIS 2582

**Division:** Career and Technical Education

**Department:** Computer Information Systems

**Course:** CIS 2582

**Title:** SkillsUSA - Level 4

**Catalog Description:**

This is the fourth and final 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:

- forecast employment trends and risks of employment changes
- reevaluate career goals and establish long-term goals
- compare ethical and nonethical workplace attitudes
- develop a working relationship with a mentor
- illustrate an organizational structure
- construct a job search network
- plan and implement a leadership project
- investigate entrepreneurship opportunities
- develop customer service skills
- apply supervisory skills
- manage a project and evaluate others

- evaluate professional competencies
- organize an employment portfolio.

### **Content:**

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

- forecast employment trends and risks of employment changes
- reevaluate career goals and establish long-term goals
- compare ethical and nonethical workplace attitudes
- develop a working relationship with a mentor
- illustrate an organizational structure
- construct a job search network
- plan and implement a leadership project
- investigate entrepreneurship opportunities
- develop customer service skills
- apply supervisory skills
- manage a project and evaluate others
- evaluate professional competencies
- organize an employment portfolio.

### **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.

**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:

---

’ ’

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

---

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:

---

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)