



## CRT 2581

**Division:** Career and Technical Education

**Department:** Collision Repair and Refinishing Technology

**Course:** CRT 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
- 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 accomplished by providing each student with learning 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.

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:**

- 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:

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Andy Morgan, ,

I hereby find this course consistent with the goals and resources of the Collision Repair and Refinishing Technology Department:

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Andy Morgan, , , 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)