



CRT 2582

Division: Career and Technical Education

Department: Collision Repair and Refinishing Technology

Course: CRT 2582

Title: SkillsUSA - Level 4

Catalog Description:

This is the 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: 1

Clock/Hour Requirements: 15

Offered for Non-Credit: No

Prerequisites: None

Corequisites: None

Justification:

This course fulfills the Human Relations requirement for many applied technology programs and provides learners 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:

- 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 accomplished by providing each student with learning 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.

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:

Andy Morgan, ,

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

Andy Morgan, , , 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)