



DRFT 1582

Division: Career and Technical Education

Department: Drafting Technology

Course: DRFT 1582

Title: SkillsUSA - Level 2

Catalog Description:

This is the second 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 career success.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

- measure and modify short-term goals
- identify stress sources
- select characteristics of a positive image
- demonstrate awareness of government, professional organization, and trade unions
- apply team skills to a group project
- observe and critique a meeting
- demonstrate business meeting skills
- demonstrate social etiquette
- complete survey for employment opportunities
- review a professional journal and develop a 3-to 5-minute presentation
- identify customer expectations
- complete a job application
- identify a mentor
- assemble their own employment portfolio
- identify supervisory and management roles in an organization

- recognize safety issues
- evaluate their proficiency in program competencies.

Content:

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

- measure and modify short-term goals
- identify stress sources
- select characteristics of a positive image
- demonstrate awareness of government, professional organization, and trade unions
- apply team skills to a group project
- observe and critique a meeting
- demonstrate business meeting skills
- demonstrate social etiquette
- complete survey for employment opportunities
- review a professional journal and develop a 3-to 5-minute presentation
- identify customer expectations
- complete a job application
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- identify supervisory and management roles in an organization
- recognize safety issues
- evaluate their proficiency in 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:

Craig Conder, ,

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

Craig Conder, , , 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)