Course Number:               Instructor: Jeff Owen
OCAS Code:                  Phone Number: 580.327.0344
Course Length:              Email: jowen@nwtech.edu
30 hours                  Email: jowen@nwtech.edu
Career Cluster:             Campus: Alva
Transportation, Distribution, & Logistics
Career Pathway:             Program: Collision Technology
Automotive Collision Repair
Career Major:               Campus: Alva
Combination Collision Repair Technician, Non-Structural Repair Technician, Refinishing Technician
Pre-requisite:              None
Course Description:         This course is designed to be delivered as an integrated component within the courses taken by the individual student. The course is designed for the development of leadership, personal development and employability skills.
Instructional Philosophy:   The instructor will provide not only technical training in the Auto Collision Technology area but also soft-skills training in an effort to provide training and services needed for students to succeed in the workplace.
Course Goals:               Upon successful completion of this course, the student will be able to:
• Identify personal interests
• Engage in team negotiation activity
• Identify effective communication skills
• Describe workplace components
• Recognize stress factors
• Identify personal qualities that are desirable for the workplace
• Evaluate professional development traits
• Develop awareness of cultural diversity and equity issues
• Demonstrate effective communications with others
• Identify components of an employment portfolio
• Select characteristics of an employment portfolio
• Demonstrate social etiquette
• Complete survey of employment opportunities
• Develop a resume and write cover letter
• Demonstrate interview skills
• Understand your right to know
Major Course Projects:     Students are allowed to work on their own projects as well as live-work projects as approved by instructor.
Students will compile a portfolio which includes classroom theory and activities as well as a summary of hands-on work in the shop. Students will include photographs of projects and live work projects with descriptions for each photo.
Project Outline:            Students may begin working on projects as their skill level allows. All projects must be completed by the first of May. These projects will reinforce classroom theory instruction and will
require the student to consult industry service information during the course of task performance.

**Instructional Delivery Plan:** The instruction for this course will utilize various methods in an effort to promote and accommodate different learning styles including classroom lecture, classroom demonstrations, shop demonstrations, hands-on learning activities, classroom discussion, interactive media, textbook, computer based learning activities, research projects, guest speakers, and student presentations. Students will be required to work independently as well as in teams. Assignments will require students to use academic skills in math, science, and language arts.

**Assessment Plan:**

Grading Scale:
- A 90-100 Exceeds expectations
- B 80-89 Meets industry standards and expectations
- C 70-79 Passing grade, but does not meet some standards
- D 60-69 Passing, but only meets the minimum standards
- F Below 60 Failing, does not meet minimum standards

**Alliance Credit Offered:**
- OSU-IT

**Industry Alignments:**
- ICAR

**End of Instruction Industry Assessment:**
Respective of the identified occupation, career major and/or pathway by the individual learner.

**Resources:**
- Employment/Workplace Skills – CIMC – [www.okcimc.com](http://www.okcimc.com)

**Attachments:**
- Student curriculum is available at [www.nwtech.edu/owen](http://www.nwtech.edu/owen).