



Course Competencies Template - Form 112

GENERAL INFORMATION			
Name: Barry Gordon	Phone #: 7-1754		
Course Prefix/Number: FIL 2949	Course Title: Co-op Work Experience 2: FIL		
Number of Credits: 3			
Degree Type	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> B.A.S. <input type="checkbox"/> A.A. <input checked="" type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C.		
Date Submitted/Revised: Sept. 25, 2023	Effective Year/Term: Spring 2023 (2233)		
<input type="checkbox"/> New Course Competency <input checked="" type="checkbox"/> Revised Course Competency			
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
College Wide General Education Student Learning Outcomes (CWGESLO) legend: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 1. Communication 2. Numbers / Data 3. Critical Thinking 4. Information Literacy 5. Cultural / Global Perspective </td> <td style="width: 50%; vertical-align: top;"> 6. Social Responsibility 7. Ethical Issues 8. Computer / Technology Usage 9. Aesthetic / Creative Activities 10. Environmental Responsibility </td> </tr> </table>		1. Communication 2. Numbers / Data 3. Critical Thinking 4. Information Literacy 5. Cultural / Global Perspective	6. Social Responsibility 7. Ethical Issues 8. Computer / Technology Usage 9. Aesthetic / Creative Activities 10. Environmental Responsibility
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Course Description (limit to 50 words or less, must correspond with course description on Form 102): This course is designed to continue training in student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisites: Co-Op Department approval and completion of FIL 1949 Co-Op Work Experience 1: FIL.			
Prerequisite(s): Required department approval and completion of FIL 1949	Corequisite(s):		

Course Competencies:

Competency 1:	CWGESLO
Students will demonstrate knowledge of the workplace by:	

- a) Summarizing the organization's purpose and goals.
- b) Describing the organizational structure including the purpose of individual departments.
- c) Defining the role of the employee mentor within the organization.

Competency 2:	CWGESLO
Students will demonstrate knowledge of relevant industry regulations in the workplace environment by:	

- a) Defining the safety regulations of the organization.
- b) Describing how occupational safety and health administration worker safety regulations are addressed within the organization.
- c) Summarizing topics related to regulatory issues that influence the operation of the organization.

Competency 3:	CWGESLO
Students will demonstrate knowledge of workplace practices and procedures by:	

- a) Explaining an organization's quality systems.
- b) Performing an organization's standard operating procedures.
- c) Executing an organization's quality protocols for principle processes.

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Competency 4:	CWGESLO
Students will demonstrate knowledge of the specific skills sets employed in an industrial workplace environment by:	

- a) Listing common techniques or skill sets used within the organization.
- b) Demonstrating basic protocols and applications performed while working in the organization.
- c) Summarizing the purpose of standard protocols and how they relate to the organization's goals.

Competency 5:	CWGESLO
Students will demonstrate knowledge of workplace professionalism by:	

- a) Listing traits of workplace professional in the chosen industry.
- b) Identifying skills necessary for effective work within the organization.
- c) Summarizing the importance of written and verbal communication skills within the organization.
- d) Performing tasks assigned by a supervisor according to organizational standards and practices.
- e) Generating a journal that documents the daily work schedule, tasks, and experiences.
- f) Writing reflections documenting specific learning acquired from workplace experiences.
- g) Maintaining a time log document of hours spent within the organization completing tasks.
- h) Practicing professional appearance, demeanor, honesty, integrity, responsibility, initiative, respect, confidentiality, and ethical work habits.
- i) Adhering to the employee code of conduct.

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