



Course Competencies Template - Form 112

GENERAL INFORMATION			
Name: Barry Gordon	Phone #: 7-1754		
Course Prefix/Number: GRA1949	Course Title: Co-Op Work Experience 1: GRA		
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 is a course designed to provide training in a 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. Prerequisite: Department approval.			
Prerequisite(s): Department approval	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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