



Course Competencies Template - Form 112

| GENERAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                       |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
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| Name: Barry Gordon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Phone #: 7-1754                                                                                                                                                                                                                                                                                       |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| Course Prefix/Number: MUM2949                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Course Title: Co-Op Work Experience 2                                                                                                                                                                                                                                                                 |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| 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.<br><input type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C. |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| Date Submitted/Revised: Dec. 12, 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Effective Year/Term: Spring 2024 (2243)                                                                                                                                                                                                                                                               |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| <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):<br><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%;">1. Communication</td> <td style="width: 50%;">6. Social Responsibility</td> </tr> <tr> <td>2. Numbers / Data</td> <td>7. Ethical Issues</td> </tr> <tr> <td>3. Critical Thinking</td> <td>8. Computer / Technology Usage</td> </tr> <tr> <td>4. Information Literacy</td> <td>9. Aesthetic / Creative Activities</td> </tr> <tr> <td>5. Cultural / Global Perspective</td> <td>10. Environmental Responsibility</td> </tr> </table>    |                                                                                                                                                                                                                                                                                                       | 1. Communication | 6. Social Responsibility | 2. Numbers / Data | 7. Ethical Issues | 3. Critical Thinking | 8. Computer / Technology Usage | 4. Information Literacy | 9. Aesthetic / Creative Activities | 5. Cultural / Global Perspective | 10. Environmental Responsibility |
| 1. Communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6. Social Responsibility                                                                                                                                                                                                                                                                              |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| 2. Numbers / Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 7. Ethical Issues                                                                                                                                                                                                                                                                                     |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| 3. Critical Thinking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 8. Computer / Technology Usage                                                                                                                                                                                                                                                                        |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| 4. Information Literacy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 9. Aesthetic / Creative Activities                                                                                                                                                                                                                                                                    |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| 5. Cultural / Global Perspective                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10. Environmental Responsibility                                                                                                                                                                                                                                                                      |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| Course Description (limit to 50 words or less, <b>must correspond with course description on Form 102</b> ):<br>This is a course designed to continue 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 and completion of MUM1949 Co-Op Work Experience 1. Students will be assigned specific course prefixes related to their academic major prior to registration and must obtain registration approval from the professor. |                                                                                                                                                                                                                                                                                                       |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |
| Prerequisite(s): Department Approval/MUM1949                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Corequisite(s): None                                                                                                                                                                                                                                                                                  |                  |                          |                   |                   |                      |                                |                         |                                    |                                  |                                  |

**Course Competencies:**

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| Competency 1: Students will demonstrate knowledge of the workplace by:                                                                                                                                                                                                                              | CWGESLO |
| a) Summarizing the organization's purpose and goals.<br>b) Describing the organizational structure including the purpose of individual departments.<br>c) Defining the role of the employee mentor within the organization.                                                                         |         |
| Competency 2: Students will demonstrate knowledge of relevant industry regulations in the workplace environment by:                                                                                                                                                                                 | CWGESLO |
| a) Defining the safety regulations of the organization.<br>b) Describing how occupational safety and health administration worker safety regulations are addressed within the organization.<br>c) Summarizing topics related to regulatory issues that influence the operation of the organization. |         |
| Competency 3: Students will demonstrate knowledge of workplace practices and procedures by:                                                                                                                                                                                                         | CWGESLO |
| a) Explaining an organization's quality systems.<br>b) Performing an organization's standard operating procedures.<br>c) Executing an organization's quality protocols for principle processes.                                                                                                     |         |

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| <b>Revision Date:</b> _____<br>Approved By Academic Dean Date: _____ | Reviewed By Director of Academic Programs Date: _____ |
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| Competency 4: Students will demonstrate knowledge of the specific skills sets employed in an industrial workplace environment by: | CWGESLO |
|                                                                                                                                   |         |

- 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.

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