**TERM 2 COURSE OVERVIEW**

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| **COMP&140** | **TOPIC**: **Composites Career Prep** | **CREDIT/HRS**: 4CR 40/0 | |
| **PURPOSE**: | Equip students with the tools necessary to become marketable graduates ready to enter the workforce. | | |
| **OUTCOMES**: | **Upon successful completion of this course students will be able to reliably:**   1. Identify and demonstrate the principles and skills of effective teamwork. 2. Demonstrate accurate communication skills. 3. Identify and apply a problem solving system individually. 4. Demonstrate workplace-level performance methods. 5. Utilize the skills and awareness to work effectively with culturally diverse populations and issues. 6. Prepare a resume and research effective interviewing techniques. Apply appropriate techniques to maintain and reuse resume to document new skill acquisition and support targeted job application. | | |
| **TIMING:** | **TOPIC**: | | **HOURS: LEC/LAB** |
| 1. Practice consensus decision making 2. The team vs. the individual in business structure 3. Listen and comprehend instructions 4. Read and comprehend written and verbal instructions 5. Write clear instructions and reports 6. Proficient electronic communications 7. Use continuous improvement methodologies 8. Define problems 9. Test and monitor problem solutions 10. Attendance, diversity, punctuality, timeliness 11. Time Management 12. Demonstrate flexibility and willingness to learn 13. Exercise independent judgment and assume responsibility when appropriate 14. Learn and practice company diversity awareness strategies 15. Demonstrate awareness of cultural differences to facilitate effective communication 16. Apply a basic understanding of human behavior in dealing with workplace issues 17. Resume Writing & Interview Skills 18. Group Activity embedding topic areas | | 2/0  2/0  2/0  3/0  3/0  3/0  1/0  2/0  1/0  1/0  2/0  2/0  1/0  3/0  2/0  2/0  4/0  4/0 |
| **ASSESSMENT MEASURES** | * Comprehensive knowledge based exams and/or quizzes. * Demonstration of group project outcomes. * Participation in classroom discussion on diversity questions. * Given a workplace-related problem, list steps to reach a solution, both individually and in a team environment. * Complete a relevant resume. * Class attendance and punctuality. | | |
| **KEY EXERCISES/**  **VIDEOS**: | 360∘ Career Success Skills modules and other resources  [www.360mn.org/careersuccessskills.cfm](http://www.360mn.org/careersuccessskills.cfm) | | |
| **KEY REFERENCES**: | List key references (textbooks, industry material, etc.)  360∘ Career Success Skills modules and other resources  [www.360mn.org/careersuccessskills.cfm](http://www.360mn.org/careersuccessskills.cfm) | | |