

Arizona Sun Corridor - Get Into Energy Consortium  
 TAACCCT Round 2 Grant (TC-23759-12-60-A-4)  
 Third Party Review of Curriculum and Related Educational Resources

College	Northland Pioneer
Course Number	HDE 103
Course Title	Workforce Skills
Item Description	Enhances soft skills and provides instruction and practice with workforce skills in three key subject areas; Reading for Information, Applied Mathematics, and Locating Information plus soft skills in Work Discipline, Teamwork, Managerial Potential, and Customer Service Orientation. Includes National Career Readiness Certificate Plus preparation and WorkKeys Assessment.
Reviewed by	AJZ
Review Date(s)	3/23/2016

Yes/No/DNA      Comments

Course Number	Yes	
Course Title	Yes	The credit load of the class on the New Course Form is listed within the name. Recommend identifying as the credit number to not confuse with the second session/level of the class.
Course Description	Yes	
Pre-requisites	Yes	Satisfactory Placement. Curious what the placement assessment is? I would recommend listing the required score on the placement exam to enter this class.

Co Requisites	None	
Student learning outcomes and competencies are clearly identified	Yes	This class subject has the basis of having several different outcomes. The outcomes are listed clearly and have well written goals.
Required and recommended texts and other materials are clearly identified	Yes	Lists test out option also.
Description of strategies for student success or available assistance	Yes	It is extremely easy to understand what the students will/need to accomplish.
Description of how course prepares student for a certificate or degree	Yes	NCRC Certification
Description of how course/item is relevant or applicable to occupation or industry	Yes	
Description of assessments, evaluation, exams and grading process	Yes	
Evidence of industry input, review and approval process	Yes	Sun Corridor Get Into Energy Consortium
Evidence of college review and approval process	Yes	

For items not directly related to a course, any evidence of quality control process

No

The overall quality is a sufficient representation of college and industry standards

Yes

The alignment of this course is well detailed and very descriptive.

Other notes

Course developer clearly understands the purpose and method of how to use the NCRC to it's maximum potential.