COURSE LEARNING OUTCOMES

Students will develop the ability to recognize, understand, and accept ownership of their own actions.

**B Business**
- Demonstrate positive attitude in business environment
- Display a positive attitude when taking on job related responsibilities
- Demonstrate dependability
- Be punctual

**T Technology**
- Express job knowledge through conversations about technology with employer

**CW Communication Written**
- Create a cover letter
- Create a resume
- Create, proof and edit work related documents as needed
- Submit weekly reports

**CO Communication Oral**
- Communicate clearly and effectively