

GRDSN 266

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