

SUBJECTS AND COURSES

COURSE DESCRIPTIONS - WORKPLACE SKILLS (WKO)

WKO 101 Workplace Skill Development I

This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of this course, students will participate in WorkKeys assessment and research related to the Labor Management Information (LMI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management.

2 Credit Hours

WKO 107 Workplace Skill Development

This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved. **2 Credit Hours**

WKO 110 NCCER Core

This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential. **4 Credit Hours**

WKO 134 MSSC Maintenance Awareness

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include: ? Prepare preventative maintenance and routine repair ? Monitor indicators to ensure correct operations ? Perform all housekeeping to maintain production schedule ? Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with: ? electrical systems; ? pneumatic systems ? hydraulic systems; ? machine automation systems ? lubrication systems ? bearings and couplings This course is equivalent to MET 220. Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses WKO 131, 132, 133 and 134 will receive the Certified Production Technician credential. **3 Credit Hours**