





<p align="center"><b>SCANS COMPETENCIES FOR PROGRAM</b> Manufacturing Technology</p> <p align="center">ACADEMIC YEAR 2017-2018</p>			
Competency	Course where Competency is Assessed	Method of Assessment	Findings and Plans for Improvements
<p><b>1 READING:</b> Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.</p>	INMT 1305 INMT 2303 QCTC 1446 INMT 1491 HYDR 1450 MCHN 2403	Periodic written quizzes and exams. Hands-on laboratory assessments. Exam / hands-on performance analysis	100% of students successfully read and interpreted assigned materials. <b>Plan:</b> Continue instruction in reading and interpreting manuals and documentation. Student Deficiencies in this area will initiate immediate cause analysis leading to immediate implementation of corrective action.
<p><b>2 WRITING:</b> Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.</p>	INMT 1305 INMT 2303 QCTC 1446 INMT 1491 HYDR 1450 MCHN 2403	Periodic written quizzes and exams. Hands-on laboratory assessments. Exam / hands-on performance analysis	100% of students successfully wrote procedures and reports for assigned materials. <b>Plan:</b> Continue instruction in procedure writing, reports, and documentation. Student Deficiencies in this area will initiate immediate cause analysis leading to immediate implementation of corrective action.
<p><b>3 ARITHMETIC OR MATHEMATICS:</b> Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.</p>	INMT 1305 INMT 2303 QCTC 1446 INMT 1491 HYDR 1450 MCHN 2403	Periodic written quizzes and exams. Hands-on laboratory assessments. Exam / hands-on performance analysis	100% of students were able to perform the basic computations required for assigned materials. <b>Plan:</b> Continue instruction in calculations and formulas required in industry. Student Deficiencies in this area will initiate immediate cause analysis leading to immediate implementation of corrective action.
<p><b>4 SPEAKING AND LISTENING:</b> Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.</p>	INMT 1305 INMT 2303 QCTC 1446 INMT 1491 HYDR 1450 MCHN 2403	Periodic written quizzes and exams. Hands-on laboratory assessments. Exam / hands-on performance analysis	100% of students were able to successfully communicate plans and instructions required by assigned materials. <b>Plan:</b> Continue instructing students in proper workplace communication skills. Student Deficiencies in this area will initiate immediate cause analysis leading to immediate implementation of corrective action.

<p><b>5 THINKING SKILLS:</b> A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.</p>	<p>INMT 1305 INMT 2303 QCTC 1446 INMT 1491 HYDR 1450 MCHN 2403</p>	<p>Periodic written quizzes and exams. Hands-on laboratory assessments. Exam / hands-on performance analysis</p>	<p>100% of students were able to troubleshoot and diagnose problems in assigned materials. <b>Plan:</b> Continue to instruct students in troubleshooting and problem solving. Student Deficiencies in this area will initiate immediate cause analysis leading to immediate implementation of corrective action.</p>
<p><b>6 PERSONAL QUALITIES:</b> A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.</p>	<p>INMT 1305 INMT 2303 QCTC 1446 INMT 1491 HYDR 1450 MCHN 2403</p>	<p>Periodic written quizzes and exams. Hands-on laboratory assessments. Exam / hands-on performance analysis</p>	<p>100% of students were able to display personal qualities required for a manufacturing work environment. <b>Plan:</b> Continue to teach proper personal qualities. Student Deficiencies in this area will initiate immediate cause analysis leading to immediate implementation of corrective action.</p>
<p><b>7 WORKPLACE COMPETENCIES:</b> resources; interpersonal skills; information; systems; and technology</p>	<p>INMT 1305 INMT 2303 QCTC 1446 INMT 1491 HYDR 1450 MCHN 2403</p>	<p>Periodic written quizzes and exams. Hands-on laboratory assessments. Exam / hands-on performance analysis</p>	<p>100% of students were able to display workplace competencies required for a manufacturing work environment. <b>Plan:</b> Continue to teach proper workplace competencies. Student Deficiencies in this area will initiate immediate cause analysis leading to immediate implementation of corrective action.</p>
<p><b>8 BASIC USE OF COMPUTERS</b></p>	<p>INMT 1305 INMT 2303 QCTC 1446 INMT 1491 HYDR 1450 MCHN 2403</p>	<p>Periodic written quizzes and exams. Hands-on laboratory assessments. Exam / hands-on performance analysis</p>	<p>100% of students were able to utilize computers to access information required to complete tasks assigned. <b>Plan:</b> Continue instructing students on how to locate the appropriate information via computer. Student Deficiencies in this area will initiate immediate cause analysis leading to immediate implementation of corrective action.</p>