

SCANS Competencies Checklist

Academic Year: 2023-2024

SCANS COMPETENCIES FOR PROGRAM: Manufacturing Technology

Competency	Course where Competency is Assessed	Method of Assessment	Improvements as a Result of Assessment Findings
1 READING: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	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. Plan: 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.
2 WRITING: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	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. Plan: 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.
3 ARITHMETIC OR MATHEMATICS: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	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. Plan: 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.
4 SPEAKING AND LISTENING: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	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. Plan: 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.
5 THINKING SKILLS: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	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 troubleshoot and diagnose problems in assigned materials. Plan: 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.

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<p>6 PERSONAL QUALITIES: 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. Plan: 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>7 WORKPLACE COMPETENCIES: resources; interpersonal skills; information; systems; and technology</p>	<p>INMT 1305 INMT 2303 INMT 1480 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. Plan: 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>8 BASIC USE OF COMPUTERS</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. Plan: 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>