

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: CMCT 106

Course Title: Introduction to Craft Skills

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): Three (3)

Effective Date: Fall 2017

Assessment Goal Per Outcome: 70%

**COURSE DESCRIPTION**

This course explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. It discusses the causes and results of accidents and the impact of accident costs. It defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. It further identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

None

**TEXTS**

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

**GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:

- identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,
  - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
    - listing factors associated with a healthy lifestyle and lifetime fitness,
    - identifying the importance of lifetime learning,
    - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
  3. Communicate effectively through:
    - developing effective written communication skills,
    - developing effective oral communication and listening skills.
  4. Think analytically through:
    - utilizing quantitative information in problem solving,
    - utilizing the principles of systematic inquiry,
    - utilizing various information resources including technology for research and data collection.

### **COURSE OUTCOMES/COMPETENCIES (as Required)**

- 1) Demonstrate the fundamentals of Basic Safety. MODULE 00101-15 –BASIC SAFETY & CONSTRUCTION SITE SAFETY ORIENTATION
  - a. Explain the role that safety plays in the construction crafts.
  - b. Describe the meaning of job-site safety.
  - c. Describe the characteristics of a competent person and a qualified person.
  - d. Explain the appropriate safety precautions to take around common job-site hazards.
  - e. Demonstrate the use and care of appropriate personal protective equipment (PPE).
  - f. Properly don and remove personal protective equipment (safety goggles, hard hat, and personal fall protection).
  - g. Follow the safety procedures required for lifting heavy objects.
  - h. Describe safe behavior on and around ladders and scaffolds.
  - i. Explain the importance of Hazard Communications (HazCom) and material safety data sheets (MSDSs).
  - j. Describe fire prevention and firefighting techniques.
  - k. Define safe work procedures to use around electrical hazards.
- 2) Demonstrate the ability to perform construction math. MODULE 00102-15 – INTRODUCTION TO CONSTRUCTION MATH
  - a. Add, subtract, multiply, and divide whole numbers, with and without a calculator.
  - b. Use a standard ruler and a metric ruler to measure.
  - c. Add, subtract, multiply, and divide fractions.
  - d. Add, subtract, multiply, and divide decimals, with and without a calculator.
  - e. Convert decimals to percentages and percentages to decimals.
  - f. Convert fractions to decimals and decimals to fractions.
  - g. Explain what the metric system is and how it is important in the construction trade.
  - h. Recognize and use metric units of length, weight, volume, and temperature.

- i. Recognize some of the basic shapes used in the construction industry, and apply basic geometry to measure them.
- 3) Demonstrate the ability to correctly use hand tools. MODULE 00103-15 – INTRODUCTION TO HAND TOOLS
  - a. Recognize and identify some of the basic hand tools used in the construction trade.
  - b. Use hand tools safely.
  - c. Describe the basic procedures for taking care of hand tools.
- 4) Demonstrate the ability to correctly use power tools. MODULE 00104-15 – INTRODUCTION TO POWER TOOLS
  - a. Identify power tools commonly used in the construction trades.
  - b. Use power tools safely.
  - c. Explain how to maintain power tools properly.
- 5) Demonstrate the ability to read and utilize blueprints. MODULE 00105-15 – INTRODUCTION TO CONSTRUCTION DRAWINGS
  - a. Recognize and identify basic blueprint terms, components, and symbols.
  - b. Relate information on blueprints to actual locations on the print.
  - c. Recognize different classifications of drawings.
  - d. Interpret and use drawing dimensions.
- 6) Demonstrate basic rigging. MODULE 00106-15 –INTRODUCTION TO BASIC RIGGING
  - a. Identify and describe the use of slings and common rigging hardware.
  - b. Describe basic inspection techniques and rejection criteria used for slings and hardware.
  - c. Describe basic hitch configurations and their proper connections.
  - d. Describe basic load-handling safety practices.
  - e. Demonstrate proper use of American National Standards Institute (ANSI) hand signals.
- 7) Demonstrate basic communication skills. MODULE 00107-15 – BASIC COMMUNICATION SKILLS
  - a. Demonstrate the ability to interpret information and instructions presented in both written and verbal form.
  - b. Demonstrate the ability to communicate effectively in on-the-job situations using written and verbal skills.
- 8) Demonstrate basic employability skills. MODULE 00108-15 – BASIC EMPLOYABILITY SKILLS
  - a. Explain the construction industry, the role of the companies that make up the industry, and the role of individual professionals in the industry.
  - b. Demonstrate critical thinking skills and the ability to solve problems using those skills.
  - c. Demonstrate knowledge of computer systems, and explain common uses for computers in the construction industry.

- d. Demonstrate effective relationship skills with teammates and supervisors, the ability to work on a team, and appropriate leadership skills.

## **MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

- I. Review Basic Safety
- II. Introduction to Construction Math
- III. Introduction to Hand Tools
- IV. Introduction to Power Tools
- V. Introduction to Blueprints
- VI. Introduction to Basic Rigging
- VII. Introduction to Basic
- VIII. Review Employability Skills

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

### INSTRUCTIONAL METHODS

1. Lecture
2. Audio-Visual aids
3. Example and demonstration
4. Review of student applications
5. Class discussions
6. Field trips and guest speakers
7. Tests (written)
8. Skills tests (performance-based)

### STUDENT REQUIREMENTS

Evaluation of student performance is determined primarily from results of written and performance tests to validate mastery of course competencies. Due to the nature of the class, student participation, teamwork, courtesy, honesty, and adherence to safety policies are required. Students are required to take the 3<sup>rd</sup> party testing examination.

### GRADING SCALE

On objective materials, the following scale is used:

90-100 %	A
80-89 %	B
70-79 %	C
60-69 %	D
0-59 %	F

NCCER standards will be applied when assessing lab work.

## **ASSESSMENT OF STUDENT GAIN**

Students will be assessed through written testing. Practical application will be assessed on the first attempt at the skill and again at the conclusion of the course. Comparison will determine the extent of student gain.

### **Attendance Policy**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

## **NOTE**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## **COURSE NOTES**