

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: MFGT 112

Course Title: Welding Safety/OSHA 10

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

Credit Hour(s): 1

Effective Date: Spring 2014

Assessment Goal Per Outcome: 75%

COURSE DESCRIPTION

Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

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. Explain job/site safety and precautions for job/site hazards.
 - a. Linked External Standards
 - i. M1.a - Introduction to OSHA
 - ii. E2.g - Safety and Health Program
 - iii. O2.a – General industry hazards or policies and /or expand on the mandatory or elective topics.
 - b. You will demonstrate your competence.
 - i. By presenting a written or oral analysis
Or
 - ii. By complying with the OSHA 10 General Industry Outreach Training Program
 - c. Your performance will be successful when:
 - i. Your analysis identifies a task of jobs to be performed.
 - ii. Your analysis includes a list of possible hazards related to the task
 - iii. Your analysis includes a list of precautions that need to be taken to safely perform tasks.
2. Determine the uses of personal protective equipment (PPE).
 - a. Linked External Standards
 - i. M1e – Personal Protective Equipment, Subpart I
 - b. You will demonstrate your competence:
 - i. Through a written or oral evaluation of appropriate equipment for the job task
Or
 - ii. By complying with the OSHA 10 General Industry Outreach Training Program
 - c. Your performance will be successful when:
 - i. You describe the type of equipment
 - ii. You describe the purpose of the equipment
 - iii. You describe benefit of equipment

3. Identify the safety equipment and procedures related to safe work practices and environment.
 - a. Linked External Standards
 - i. M1.a – Introduction to OSHA
 - ii. M1.b. – Walking and Working Surfaces, Subpart D – including fall protection
 - iii. E2.b – Materials Handling, Subpart N
 - iv. E2g – Safety and Health Program
 - v. O2.a – general industry hazards or policies and/or expand on the mandatory or elective topics
 - b. You will demonstrate your competence:
 - i. Through a written or oral instructor – provided evaluation toolOr
 - ii. By complying with the OSHA 10 General Industry Outreach Training Program
 - c. Your performance will be successfully when:
 - i. You describe industry standards applicable to walkways and working surfaces
 - ii. You describe industry standards fire hazards, protection and plans
 - iii. You describe industry standards electrical hazards, protections and plans
 - iv. You describe industry standards applicable to machine guarding
 - v. You identify safe lockout and tag out practices
 - vi. You describe industry standards applicable to lifting
 - vii. You explain what assured grounding is
 - viii. You explain when GFCI is needed on a site
4. Identify fire prevention and protection techniques.
 - a. Linked External Standards
 - i. M1.c – Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection, Subpart E & L
 - ii. M1.d – Electrical, Subpart S
 - iii. E2.a – Hazardous Materials, Subpart H
 - iv. E2.b – Materials Handling, Subpart N
 - v. E2.g – Safety and Health Program
 - vi. O2.a – general industry hazards or policies and/or expand on the mandatory or elective topics
 - b. You will demonstrate your competence:
 - i. Using an instructor – provided oral or written evaluation toolOr
 - ii. By complying with the OSHA 10 General Industry Outreach Training Program
 - c. Your performance will be successful when:
 - i. You interpret the fire classification system
 - ii. You identify the three components of a fire triangle
 - iii. You describe the purpose of various fire extinguishers
 - iv. You detail fire hazards potentials and system for preventing them.
5. Explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS)
 - a. Linked External Standards
 - i. E2.a - Hazardous Material, Subpart H
 - ii. E2.b – Materials Handling, Subpart N

- iii. O2.a – General industry hazards or policies and/or expand on the mandatory or elective topics
- b. You will demonstrate your competence:
 - i. Through an instructor – provided oral or written evaluation tool
 - Or
 - ii. By complying with the OSHA 10 General Industry Outreach Training Program
- c. Your performance will be successful when:
 - i. You reference appropriate MSDS
 - ii. You identify the various sections of an MSDS and its purpose
 - iii. You identify the section and numbering of a container labeling system.

MINIMUM COURSE CONTENT

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

- I. Safety
- II. Procedure & Signals
- III. Hand and Power Tools
- IV. Personal Protective Equipment
- V. Employability Skills

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

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 attendance, participation, attention and adherence to safety policies are required.

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)

GRADING SCALE

This course is graded on a PASS/NO PASS system. Students who attend class for the required 10 hours of instruction, participate in class discussions, pay attention to the instructor and real-life videos, and participate in the written and hands-on application should successfully master a minimum of 75% of the course competencies resulting in a PASS grade.

ASSESSMENT OF STUDENT GAIN

Students will be assessed through written and performance 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