

Instructor and Class Information

Office Location:	IS 300	Class Days:	Tuesday, Thursday
Office Phone:	(501) 760-4109	Class Time:	6:00 PM – 8:00 PM
Email:	wfreuck@np.edu	Class Location:	IS 300
Office Hours:	by appointment, email, & phone	Class Format:	Web-Enhanced

Course Description

This course is a study of basic industrial skills required in manufacturing environments and allows the student to attain core credentials in the NCCER system. This course will cover manufacturing safety, trade math, hand tools, power tools, basic blueprints, and communication and employability skills. 4 SCH (4 Hours Lecture)

Prerequisites: None

Co-requisites: None

Next Course in Sequence: None

Required and Recommended Materials

Required Textbook:

Title of Textbook:	NCCER Core Curriculum, 2009.
Author:	NCCER
Publisher:	Pearson
ISBN:	9780134130989

Additional Required Materials:

- Pencil/pen, loose-leaf paper, ruler and the textbook must be brought to every class period

Learning Objectives

General Education Goals and Objectives:

Upon successful completion of any degree at National Park College, the student will

- Communicate effectively
 - demonstrate a proficiency in the English language.
 - utilize appropriate communication technology.
 - present ideas and information orally and in writing in accordance with academic standards.
- Reason scientifically and quantitatively
 - demonstrate knowledge of mathematical and scientific principles.
 - apply these principles to solve problems.
 - interpret information presented in graphic form.
 - apply scientific methods to the inquiry process.
- Think critically
 - read, understand, analyze complex ideas .
 - locate, evaluate, and apply research information.
 - draw inferences from facts.
 - evaluate and present well-reasoned arguments.
- Develop a global perspective
 - recognize commonalities and differences among cultures.
 - examine the significance of diversity in social interaction.
 - interpret events and values within a given context.

Course Learning Objectives:

Students who successfully complete the course will be able to:

- Complete NCCER Module 00101-09, Basic Safety
- Complete NCCER Module 00109-09, Materials Handling
- Complete NCCER Module 00103-09, Hand Tools
- Complete NCCER Module 00104-09, Power Tools
- Complete NCCER Module 00105-09, Construction Drawings
- Complete NCCER Module 00107-09, Communications Skills
- Complete NCCER Module 00102-09, Construction Math
- Complete NCCER Module 00108-09, Employability Skills

Students will gain an introduction to, and or increased familiarity with, the industrial environment itself as applicable to the performance of technical support positions. Students are prepared to identify and assess elements of the workplace that directly affect their performance on the job, and indirectly affect others; gain familiarity with a variety physical, technical, and analytical tools required to effectively function on the job; and finally develop those skills required to both enter and be an effective part of an industrial team.

Progress on achieving these objectives will be measured through the completion of assignments inside and outside the classroom, participation in discussions, and periodic quizzes and examinations.

Course Activities

To accommodate different learning styles, I will employ a variety of teaching methods in this course. Instructional methods may include lecture & discussion, peer interaction & learning, individual reading & research, lab exercises & work, group & field projects, media presentation, etc.

Interactive Activities (Discussions, Group Work, etc.)

You will be given the opportunity to interact with one another in a variety of ways. These will include such methods as discussion board postings, peer review/feedback, and other methods as appropriate. It is very important students take advantage of the interactive activities provided.

Assessments (Exams, Projects, Papers, etc.)

Your grade this semester will come from a variety of activities as shown in the table below. A brief description of each is provided here:

- **Assignments:** Problems and textbook problems will be assigned to provide additional practice on the concepts. These assignments may be collected and graded to provide feedback.
- **Quizzes:** Announced or unannounced quizzes may be given. Makeup quizzes are at the discretion of the Instructor.
- **Examinations:** There will be 3 to 5 examinations worth 100 points each. Students will be required to take the exams in class or in a proctored environment. Alternative testing sites are acceptable but **MUST BE APPROVED BY THE INSTRUCTOR PRIOR TO THE EXAM**. Exams will consist of problems, fill-in-the-blank, and short essay.
- **Final Exam:** There will be a final comprehensive assessment of the course material worth approximately 200 points.

Grading Policy

At the end of the course, the overall numerical grade will be converted from a numerical scale to the following letter grade scale as indicated in the Grading Scale.

Grade Breakdown	
Activities	%
Exams	50%
Assignments/Quizzes/Participation	20%
Comprehensive Final Exam	20%
Attendance	10%
Total	100%

Grading Scale	
Final Grade	%
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

Late and Make-up Work

Due dates shall be provided as assignments are scheduled. Late/Make-up work will be accepted as determined by evaluation of circumstances and at instructor's discretion.

Extra Credit

No extra credit opportunities are provided in this course. Because of the mastery learning nature of the course, there should be no need for extra credit if you take advantage of opportunities to improve on your work.

Feedback

I will typically respond within:

- 24 hours, Monday-Friday, to messages or emails.
- 48 hours, Monday-Friday, with grades and feedback for graded work that is submitted on time.
- 72 hours, Monday-Friday, with feedback for work that is submitted late

Course Policies

Classroom Etiquette:

- Students are expected to be attentive, participate in a positive manner and demonstrate respect for the ideas of others in this class.
- The use of pagers and cellular phones is prohibited during class time and site visits. The instructor must approve exceptions to this policy in advance.
- Limited foods and drink are permitted during lecture as long as they are not disruptive to the class.

Laboratory Policy: While this course has no laboratory section as part of the curriculum, the proximity of the classroom to the laboratory area **AND** the development of proper safety practices for the workplace does necessitate the statement and requirement of this policy should students wish to enter the laboratory area during class time - At all times, students are expected to comply with all Shop Rules. Clothing should be worn that is appropriate for the industrial trades. No short pants or open toed shoes are allowed in the laboratory. No food or drink is allowed in the laboratory.

Time and Effort Commitment: The key to success in this class is persistent effort. You should carefully consider your time obligations before committing to this course. The general suggestion for all college courses of 2 hours work per week outside class for every hour credited definitely applies to this course. (You should

expect 6 hours of homework a week for a 3 hour course) plus the 3 hours you would normally be attending class for a total of 9 hours.

Inclement Weather: The campus will not be closed because of weather conditions unless highways leading to the College are closed by order of the State Police. Unless there is an announcement on radio, television, or by telephone to the contrary, we should all assume we are expected to attend on normal schedules. When NPC is out of class due to weather, accommodations to schedules course materials, assignments, and other activities shall be made accordingly.

Blackboard Downtime: In the event of an unplanned Blackboard downtime, any assignments that are due during that time will be reopened for one day. Blackboard down time that is announced by the NPC Online office will need to be observed by the learner and assignment submission modified by the learner if it interferes with a final due date/time for any assignment.

Communication Policy: I am here to help you understand the material. I will closely monitor all online communications. My aim is to have a learning community where we can all share knowledge, ideas, and experiences – and thus learn from one another. I may give you information periodically through Blackboard Announcements, Blackboard or discussion. For your own benefit, please learn how to use these resources and monitor them closely to keep informed. You will be held responsible for all of the information I provide. See “Feedback” above for guidelines on how you can get your questions answered quickly.

Messaging: Use Messages for **private** discussion between the two of us. We will use this instead of email. This keeps all communication within the course and provides me with notification when you have posted something and vice-versa.

Expectations for Written Assignments: All written assignments should be completed using professional and readily communicable formats as would be expected in your discipline at the workplace. This is a class of developing professionals so the assumption is you can spell and use proper grammar and punctuation. Formatting, grammar, punctuation and spelling are a component of all assessments in this course.

NPC Policies

Attendance Policy: The National Park College attendance policy may be found at <http://catalog.np.edu/content.php?navoid=496&catoid=4>

Academic Honesty Policy: The Academic Honesty Policy may be found at <http://catalog.np.edu/content.php?navoid=553&catoid=4>

Blackboard Policy: Blackboard is the official learning management system (LMS) for the college. All students are expected to complete the Blackboard Student Training prior to the first day of class during your first semester here.

Other Policies

Privacy Policy: Links to the privacy policies for all external tools used in the course are provided in Blackboard. You can find the various privacy policies by clicking on Student Policies, Resources, and Procedures link in the navigation pane in each of your courses.



Accessibility Statement: Links to the accessibility statements all technologies required in the course are provided in Blackboard. You can find the various privacy policies by clicking on Student Policies, Resources, and Procedures link in the navigation pane in each of your courses.

Netiquette Policy: The netiquette policy for this course is located in your Blackboard course. You can find the Netiquette policies by clicking on the Netiquette Link in the navigation pane in each of your courses.

Flexibility Clause: The aforementioned requirements, assignments, policies, evaluation procedures, etc., are subject to change. Learners experiences and needs, as well as emerging knowledge, will be considered in modifying this course syllabus.

Student Resources

ADA Statement: National Park College's ADA statement may be located at <http://catalog.np.edu/content.php?navoid=557&catoid=4> Students with disabilities should visit our website at <http://np.edu/students-services/disability-services/default.aspx> for more information.

Academic Success Center: The Academic success center provides tutoring and other resources to help students succeed. Visit our webpage at <http://np.edu/student-services/tutoring/>

Computer Resource Center: The Computer Resources Center provides computing resources for students. Visit our webpage at <http://np.edu/student-services/computer-services/>

NPC Library: The NPC Library provides a wide variety of services to students. Visit the website at <http://www1.youseemore.com/NPC/>

Technical Support: Information relating to specific technical support needs and requirements can be found in Blackboard. Click on the Technical Requirement and Support link in the Navigation pane within you course.

Testing Center: The testing center provides test support for students and faculty. To learn more about the testing center visit our webpage at <http://np.edu/student-services/testing-center/default.aspx>

Course Evaluations

Students will be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Course Schedule

Topical Outline and schedule

Week	Topic
1	Basic Safety
2	
3	Materials Handling
4	
5	Hand Tools
6	
7	Power Tools
8	
9	Drawings
10	
11	Communications Skills
12	
13	Basic Math
14	Employability Skills
15	

Legal Disclaimer

The schedule, policies, and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students. The instructor will always inform the students of any changes in a timely manner.

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DOL Attribution

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