

**NORTHEAST COMMUNITY COLLEGE
COURSE SYLLABUS**

**INDT 1015
INTRODUCTION TO MANUFACTURING**

FALL 2016

NORTHEAST COMMUNITY COLLEGE INTRODUCTION TO MANUFACTURING COURSE SYLLABUS

I. CATALOG DESCRIPTION:

COURSE NUMBER: INDT 1015

COURSE TITLE: Introduction to Manufacturing

PRE-REQUISITES: None

CO-REQUISITES: None

DESCRIPTION: This course introduces students to the broad spectrum of manufacturing processes and the various career roles in these areas. The students will explore the history and development of manufacturing, fundamental elements of manufacturing processes as well as advancing technologies. The course will introduce the 5M's of manufacturing and the connection between men, methods, materials, machines and measurement.

CREDIT/CONTACT HOUR DESIGNATION:

Credits: 2 Lecture: 30 Lab: 0 Clinical: 0 Coop: 0

TERM: Fall 2016

II. COURSE OBJECTIVES:

Course will:

1. Introduce manufacturing past and present.
2. Identify the advantages and disadvantages of specialty industries and mass production.
3. Address the positive and negative perceptions of manufacturing.
4. Introduce machining, fabrication and welding applications.
5. Familiarize students with plastic processes, steel production & metals, and renewable processes.
6. Define the history and the diverse applications of robotics.
7. Identify areas and the importance of accurate documentation in all aspects of manufacturing
8. Introduce students to personal responsibility in workplace performance and employer expectations
9. Introduce the 5S process and demonstrate the value in the workplace.
10. Present opportunities, career pathways and reinforce strong interviewing techniques.

III. STUDENT LEARNING OUTCOMES:

The student will be able to:

1. Describe the face of 21st century manufacturing and the impacts of manufacturing on society.
2. Contrast between specialty industries, small lot and mass production.
3. Discuss the advantages and disadvantages of interchangeable parts, assembly line, automation, robotics, and technology.
4. Perform basic machining and welding setups and develop basic skills necessary to work effectively in a fabrication shop.
5. Demonstrate an understanding of the importance of plastics in manufacturing, and the basics of processes.
6. Discuss various processes of steel making, metals, heat treats, and the effects of various alloys.
7. Identify the basic process of renewable fuels production.
8. Describe the uses, advantages and disadvantages of robotics in an industrial setting.
9. Understand the importance of complete and accurate documentation in time sheets, work orders and shipping / packaging instructions.
10. Demonstrate personal effectiveness as a team member through communication, conflict resolution, teamwork, and goal setting.
11. Gain confidence in interviewing.

IV. CONTENT/TOPICAL OUTLINE:

A. SYLLABUS AND COURSE INFORMATION

1. Examine the Course Syllabus
2. Review Course Requirements
3. Succeeding in Class

B. INTRODUCTION TO MANUFACTURING

1. Yesterday's, Today's and Tomorrow's Manufacturing
2. Industrial Revolution
3. Manufacturing Trends
4. Specialty vs. Mass Production

C. MANUFACTURING PERCEPTIONS

1. Perceptions of Manufacturing
2. Greening American Manufacturing
3. The New Workforce

D. WORKPLACE SAFETY

1. OSHA Overview
2. Accident Prevention
3. Personal Ownership of Safety

E. MACHINING PROCESSES

1. Manual Processes
2. CNC & Automation

3. Thermal & Chemical

F. FABRICATION & MACHINING

1. Punch & Shear
2. Forming

G. WELDING

1. Processes Overview
2. Vertex Welding & Value of Simulation

H. PLASTICS PROCESSES

1. Plastics Defined
2. Applications
3. Plastics Processes

I. METALS & STEEL PRODUCTION

1. Steel Making
2. Alloys
3. Heat Treating
4. Quality

J. RENEWABLE

1. Processes
2. Operations
3. Environmental & Safety

K. ROBOTICS

1. History
2. Applications
3. Advantages & Disadvantages

L. MEASUREMENT

1. Imperial & SI Measurement
2. Decimals/Fractions, Mathematical Equations, Geometric Forms
3. The Quality Connection

M. PACKAGING AND SHIPPING

1. Shipping Instruction
2. Packaging Methods
3. Customer Service

N. THE SUCCESSFUL WORKPLACE

1. Employer Expectations
2. Handling Stress
3. Teamwork & Professionalism

O. CAREER PATHWAYS & JOB SEARCH

1. Career Pathways
2. Job Location

P. INTERVIEWING for EMPLOYMENT

1. Interview Preparation
2. Mock Interview

Note: The course schedule and topic order is subject to change at any time without advance notice.

V. **INSTRUCTIONAL MATERIALS:**

A. Required Text:

1. Manufacturing and Automation Technology, 3rd Ed.
Author: Wright/Berkheisier
ISBN: 978-1-60525-541-5
Publisher: Goodheart – Wilcox

B. Required Materials:

1. An active e-mail account
2. The [Adobe Flash Player](#) needs to be installed.
3. A USB flash drive

VI. **METHOD OF PRESENTATION:**

A. Methods of presentation typically include a combination of the following:

1. Presentation Methods
 - a. Lecture
 - b. Demonstration
 - c. Exhibits / Plant Tours
 - d. Indirect Discourse
 - e. Assigned Reading
 - f. Interview
2. Student Verbal Interaction
 - a. Questioning
 - b. Programmed Questioning
 - c. Student Query
 - d. Seminar
 - e. Discussions
3. Knowledge Applications
 - a. Performance through student interaction, gaming, equipment interaction, and electronic simulation.
 - b. Case Study

VII. **METHOD OF EVALUATION:**

A. Methods of evaluation typically include a combination of the following:

1. Hands-on Practicum = 20%
 - a. Computer Simulation and Exercises
 - b. Laboratory or Field Exercises
 - c. Problem Solving
 - d. Reflective Learning Statements
2. Written/Oral = 40%
 - a. Exams and Quizzes
 - b. Assignments / Presentations
 - c. Field Reports/Forms/Case Studies
 - d. Article Review
 - e. Portfolios and Projects
3. Attendance & Participation = 20%
 - a. Group Projects
 - b. Contribution and Collaboration
 - c. Attendance
 - d. Professionalism
4. Final Exam = 20%

B. Grading Scale:

A+	100.0% - 98%	(4.0)
A	97.9% - 94.0%	(3.75)
B+	93.9% - 90.0%	(3.5)
B	89.9% - 86.0%	(3.0)
C+	85.9% - 81.5%	(2.5)
C	81.4% - 77.0%	(2.0)
D+	76.9% - 72.5%	(1.5)
D	72.4% - 68.0%	(1.0)
F	below 68.0%	(0.0)

VIII. COURSE REQUIREMENTS:

A. Attendance, Participation, Conduct and Safety Policy

1. Attendance: In addition to teaching the basic skills required for entry into the job market, it is the responsibility of the instructional staff to instill students with the proper attitude towards reliability and punctuality. To accomplish this objective, the following policy is used:
 - a. If a class meets twice a week then each student is allowed two absences, if a class meets once a week then each student is allowed one absence. Every absence after may result in **six points** being deducted from their final grade.

- b. **Being tardy is counted as an absence**. However, if the student uses a Class Pass (2 issued) and calls in prior to class, the tardy is waived. After that the tardy then counts as an absence.
- c. Absence means the individual is not present to participate in class discussion, group work or any other interaction that might develop. Tardy means coming into the classroom after the official start of class or not returning from breaks. (One minute late to class is considered tardy!)
- d. The student should contact the instructor to let him know of any absence as a matter of courtesy.
- e. It is the **responsibility** of the **student** to resolve any action that results from his/her absence. This includes missed assignments and/or tests. If a test is missed the student will have 1 week to make up test. Note: Maximum score attainable for test will be 91% unless the absence has been scheduled prior to the day of the test.
- f. **No homework will be accepted after due date and score will be a zero** with the exception of a student making arrangements due to an expected absence or calling in prior to the start of class. The homework will be turned in the day the student returns from the absence or will receive a zero for the homework.
- g. If a student is absent 4 days on classes that meet once a week or 8 days on classes that meet twice a week, the student will fail the course. (This is the equivalent of 25% of the course.)
- h. If a discrepancy is found in grading a student must bring it to the instructor's attention within 2 weeks of entry. If discrepancy is over 2 weeks old and the discrepancy impacts the student's grade negatively the error will stand, as it is the student's responsibility to check Jupiter Grades for errors regarding course work.
- i. The lab will be cleaned at the end of each lab period. As the lab is used by a number of different classes, the lab must be left in a neat, clean and organized state.

2. General Lab Safety

- a. The student **will follow the instructor's guidance** for safe operation of equipment. These include procedures of lockout/tag out, ladder safety, housekeeping, and machine operation. Students will not wear open toe shoes or short pants to lab. He or she will not be allowed in lab until properly attired and having proper PPE. If a student fails to comply with the instructor's request, the student will be dismissed from the class period and counted absent.

- b. If a student fails to comply with a safety request a second time, the student will be expelled from the class. **ANY** Instructor can make a safety request of a student, which must be followed.
- c. A student will be dismissed from class for the day if they are suspected of being under the influence of alcohol or drugs unless a predetermined medical condition has been identified and conveyed to the instructor. The student will be counted absent.
- d. If a student fails to comply with safe operations while in lab or is observed to be operating equipment or processes in a manner that is unsafe to themselves or others, the instructor may suspend the student from lab until permanent action is determined.

3. Participation and Conduct

- a. Any student responsible for a class disruption will be dismissed from class. The student will be counted absent.
- b. Students are required to have tools for lab classes. No chairs will be brought into the lab area except as approved by instructor. No food or drink products will be brought into the classroom or lab areas. Failure to abide with this policy will result in the student being dismissed from class and counted absent.
- c. A student that fails to take the final test at the scheduled time will receive a zero score unless prior arrangements are made with the instructor.
- d. No projects from home will be worked on until being discussed with the instructor.
- e. No cell phones will be used during class time unless student notifies instructor of possible calls for a specific situation. (Ex. job interview, family emergency). Cell phones may not substitute for a calculator.
- f. Acts of dishonesty relating to academics will not be tolerated. Refer to Student Code of Conduct.
- g. Students that are sleeping during class time will be asked to leave class and be marked absent. Making a contribution to the class is part of your responsibilities. If you are asleep you cannot make a contribution to class activities.
- h. Impropriety will result in the student losing posting privileges (thus making it impossible to complete certain tasks). Review the most current edition of the [*NECC Student Handbook & Planner*](#); pay special attention to the Student Code of Conduct.

- i. Plagiarism is defined as the use of ideas, data, or language of another without providing specific acknowledgement of the work of the author. By presenting someone's words, thoughts, ideas, or data as your own, you are committing plagiarism. No matter where you obtain your information (i.e. Internet, book, journal, etc.), you must cite the original author every time. Students caught plagiarizing may face either academic or disciplinary negative consequences. Instructors who determine that a paper includes plagiarized material can take academic measures, such as giving a failing grade for the paper or taking additional measures as outlined in the student handbook.

To avoid plagiarism cite the author each time you (Writing and Humanistic Studies (n.d.):

- i. Use an author's exact written or spoken words. In this case, you must also identify those words by enclosing them with quotation marks or indenting the quote on both margins if it contains greater than 40 words.
- ii. Paraphrase someone's written or spoken words.
- iii. Use facts provided by someone else that are not considered common knowledge.
- iv. Make significant use of someone's ideas or theories.

Reference: MIT. (n.d.). Avoiding Plagiarism. *Writing and Humanistic Studies, MIT*. Retrieved from <http://writing.mit.edu/wcc/avoidingplagiarism>.

IX. SUPPORT SERVICES:

A. Disabilities:

Students with a documented disability may be eligible for certain accommodations that support their success in the classroom. Please contact Mary Balaski, Disability Services Coordinator, for further information. Her office is located in CWC- 1263; also, she may be reached at 402-844-7343 or mary@northeast.edu.

B. Service Center:

Students may get assistance with computer-related problems through the College's Service Center; help@northeast.edu. It is strongly advised that a student participate in on-line training via a formal course or the [on-line tutorials](#) available through Northeast Community College's homepage.

Email: help@northeast.edu

Phone number: 402-844-HELP (4357)

In person: The Service Center is located in the Library on the Norfolk campus

Service Center Hours of Operation:

Sunday 1:00 p.m. - 9:00 p.m.

Monday - Thursday 7:00 a.m. to 10:00 p.m.

Friday 7:00 a.m. to 5:00 p.m.

If you have technical questions regarding the My Classes Online environment you need to contact the Service Center. Questions regarding the course content need to be directed to the instructor via My Classes Online Course Mail (email).

C. Advising & Academic Support Center (CWC 1284)

This is a one stop shop for all students. Advisors are available to assist with schedules, career planning, transfer questions, change of majors, academic recovery and other issues impacting academic success. Located in CWC 1284, students will find a study space, lounge area and computers. Direct contact information is as follows:

1. Tutoring – CWC 1284
2. Writer's Clinic – CWC 1284
3. 402-844-7125

D. Library Service:

The Northeast Community College Library Resource Center provides students with tools to conduct scholarly research and increase knowledge. Through the library's subscription databases, students have access to millions of current and credible resources not available through Google, Yahoo, and other search engines. Links to online databases and the library's online catalog can be found at <http://www.northeast.edu/Library-Resources/>. Students who would like assistance in utilizing the library's resources are encouraged to contact the library for further information and personal service at 402-844-7131 or email marylouise@northeast.edu.

E. Title IX:

While I want you to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have reporting responsibilities that are part of my job requirements at Northeast Community College.

For example, if you inform me of an issue of sexual harassment, sexual assault, intimate partner violence, stalking and/or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of Northeast's Title IX Coordinator. If you need help, you can also report an incident directly to the Title IX Coordinator, Craig Garrett, Associate Vice President of Human Resources, at 402-844-7046 or you could contact the Deputy Title IX Coordinator, Vice President of Student Services, at 402-844-7273. You can also report incidents or complaints to the Dean of Student Life by calling 402-844-7722.

I do not consider disclosures made in class writing assignments or discussions to require me to report, but I will contact the Title IX Coordinator about such disclosures if you make it clear that you want me to do so. Additionally, Northeast offers many resources and support through the Title IX Coordinator if you are struggling academically as a result of some form of sexual misconduct or

discrimination. Title IX also provides you with significant protections if you experience complications with a pregnancy or childbirth. Please contact me as soon as you are able to discuss a plan for successful completion of this course. A secondary contact would be the Disability Services Coordinator at 402-844-7343.

Another common example is if you are struggling with an issue that may be traumatic or unusually stress producing, I will likely inform the Northeast Counseling Services office. If you would like to reach out directly to the Counseling Office, the contact number is 402-844-7277.

Finally, know that if, for some reason, our interaction involves a disruptive behavior or potential violation of policy, I will inform the Director of Student Conduct even when you and I may have reached a resolution to the incident. The purpose of this is to keep the Director apprised of any concerning behaviors and what was done to resolve them.

F. Applied Technology Division Safety Statement

Through the course of the semester you will be working with and around equipment that can be dangerous. The inherent dangers include both kinetic and potential energy; examples include, but are not limited to, high voltages, rotating equipment, high pressure hydraulics, compressed air, items that are heavy and/or hot, and the risk of fall or shock. Every effort has been made to minimize these risks and you will receive instruction and training as a part of this course (and related courses) in the proper safety procedures and equipment operation protocols. If you have a health condition or physical limitation that may affect you or another student's safety, you are to consult with the instructor prior to beginning to work with the equipment or undertaking a task involving the equipment. It is the student's responsibility to be able to follow all safety procedures and equipment operation protocols. Failure to abide by safety practices, procedures, or equipment protocols could result in serious injury or death. Failure to follow these safety practices / procedures or equipment protocols will not be tolerated and the student could face student disciplinary action including reduction of grade and possible removal from the course. Removal from the course could also result in loss of credit for the course and affect a student's financial aid.

X. INSTRUCTOR NAME AND CONTACT INFORMATION:

Instructor: Steve Wagner

Office: APT 106

Phone: 402-844-7723 or 1-800-348-9033 ext. 7223

Email: stevevw@northeast.edu

Office Hours:

7:00am– 8:00am or by appointment Mon-Thurs.

9:00am – 2:00pm Friday by appointment

XI. GRANT STATEMENT:

This document was developed as part of Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program Round 2 Grant, Innovations Moving People to Achieve Certified Training (IMPACT): TC-23752-12-60-A-31.



Unless otherwise noted, this work by the Project IMPACT Nebraska Community College Consortium is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit [CreativeCommons.org](http://creativecommons.org/licenses/by/4.0/) or <http://creativecommons.org/licenses/by/4.0/>.

This product was funded partial or in full by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.