

## COURSE SYLLABUS

<b>LAST REVIEW</b>	Fall 2022
<b>COURSE TITLE</b>	Safety and Orientation
<b>COURSE NUMBER</b>	ACRT 0100
<b>DIVISION</b>	Career and Technical Education
<b>DEPARTMENT</b>	ACRT
<b>CIP CODE</b>	47.0603
<b>CREDIT HOURS</b>	1
<b>CONTACT HOURS/WEEK</b>	Class: 1      Lab:

**PREREQUISITE**      None

**COREQUISITES**      None

**COURSE PLACEMENT**      None

### COURSE DESCRIPTION

Upon completion of this course, the student is introduced to the collision repair occupation. Personal safety is emphasized. Proper handling and disposal of wastes including those classified as hazardous are discussed. Tool identification and safety along with basic auto construction are areas also introduced

### PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

[https://kansasregents.org/workforce\\_development/program-alignment](https://kansasregents.org/workforce_development/program-alignment)

### PROGRAM LEARNING OUTCOMES

1. Demonstrate adherence to safety and pollution prevention standards according to OSHA and EPA regulations.
2. Demonstrate the ability to communicate effectively in workplace scenarios with an appropriate level of preparedness for daily tasks and assignments.
3. Demonstrate the ability to execute panel preparation, application of refinishing materials, and removal of paint defects.

### TEXTBOOKS

<http://kckccbookstore.com/>

### METHOD OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations,

projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

- I. Automotive Collision and Refinishing orientation
- II. Shop Orientation
- III. Hand Tools
- IV. Pollution Prevention
- V. Collision Safety

## **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon successful completion of this course, the student will:

- A. Participate in Automotive Collision and Refinishing Orientation.
  1. Learn and follow the rules and regulations of Kansas City Kansas Community College at the Technical Education Center and the rules and regulations of this course.
  2. Explain the possible salaries and set the expectations of the workplace.
  3. Complete the safety and pollution prevention online course.
  4. Complete the tests for safety and pollution prevention, at the end of the course complete the final exam with a minimum of 90% grade.
  5. Watch and discuss the Employees Right to Know video.
  6. Complete the Work Keys evaluation tests for reading and for math.
- B. Participate in Shop Orientation.
  7. Show and discuss all safety equipment in shop area including fire and tornado alarms, and fire and tornado alarms, and fire extinguishing procedures.
  8. Show and discuss use of personal safety devices including safety glasses.
  9. Show and discuss proper vehicle lifting procedures with the use of safety stands.
- C. Identify Hand Tools.
  10. Show the hand tools used in auto collision repair along with proper usage.
- D. Test for the SP2 Pollution Prevention and SP2 Collision Safety certifications.

## **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

## **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.