

SYLLABUS

DATE OF LAST REVIEW:	4/23/2020
CIP CODE:	47.0613
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Shop Skills & Safety Fundamentals
COURSE NUMBER:	DEVT 0102
CREDIT HOURS:	1
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: None

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

COURSE DESCRIPTION: Students will gain the ability to safely work with shop equipment commonly found in a diesel service and repair facilities. Emphasis on using, maintaining and servicing shop equipment such as hoists, lifts, safety stands, cranes, presses, and grinders. The location and usage of personal protective equipment (PPE) and of common hand tools is included.

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

COURSE OUTLINE:

- I. Shop and Personal Safety
 - A. Identify general shop safety rules and procedures.
 - B. Identify and use proper placement of floor jacks and stands.
 - C. Identify and use proper procedures for safe lift operation.

- D. Utilize proper ventilation procedures for working within the lab/shop area.
 - E. Identify marked safety areas.
 - F. Identify the location/type of fire extinguishers and other fire safety equipment.
 - G. Demonstrate knowledge of the procedures for using fire safety equipment.
 - H. Identify the location and use of eye wash stations.
 - I. Identify the location of posted evacuation routes.
 - J. Comply with required use of safety equipment during lab/shop activities.
 - H. Identify and wear appropriate clothing for lab/shop activities.
 - I. Secure hair and jewelry for lab/shop activities.
 - J. Locate and demonstrate knowledge of material safety data sheets (MSDS).
- II. Tools and Equipment
- A. Identify tools and their usage in automotive applications.
 - B. Demonstrate proper cleaning, storage and maintenance of tools and equipment.

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to describe shop rules and personal safety procedures.
- B. The student will be able to describe the use of safety equipment during lab/shop activities.
- C. The student will be able to locate and demonstrate knowledge of material safety data sheets (MSDS).
- D. The student will be able to describe basic tools and equipment.

COURSE COMPETENCIES:

Upon successful completion of the course:

1. *The student will be able to describe shop rules and personal safety procedures.*
The student will be able to demonstrate knowledge of general shop rules and personal safety procedures.
2. *The student will be able to describe the use of safety equipment during lab/shop activities.*
The student will be able to demonstrate knowledge on the use of safety equipment during the lab/shop activities.
3. *The student will be able to locate and demonstrate knowledge of material safety data sheets (MSDS).*
The student will be able to understand material safety data sheets.
4. *The student will be able to describe basic tools and equipment.*
The student will be able to demonstrate knowledge of basic tools and equipment.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Materials included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college's policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.