

COURSE SYLLABUS

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| LAST REVIEW | Fall 2022 |
| COURSE TITLE | Workplace Ethics |
| COURSE NUMBER | MACH 0102 |
| DIVISION | Career and Technical Education |
| DEPARTMENT | MACH |
| CIP CODE | 48.0501 |
| CREDIT HOURS | 2 |
| CONTACT HOURS/WEEK | Class: 2 Lab: |
| PREREQUISITES | None |

COURSE DESCRIPTION

This course is an introduction to workplace soft skills. The course topics include: Resume writing, cover letters, applications, personal data sheets, interviewing tactics, workplace ethics, and workplace soft skills.

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

PROGRAM LEARNING OUTCOMES

1. Students will be able to read and interpret drawings and translate them into physical parts made from a variety of materials using manually operated machine tools
2. Students will be able to set up and safely operate manually operated machine tools.
3. Students will be able to inspect machined parts to verify dimensions fall within specified tolerances using a variety on precision measuring tools.
4. Students will be able to plot tool paths for CNC lathe and CNC mill parts in G-code from technical drawings.
5. Student will be able to accurately calculate proper machining feeds, speeds, and formulas.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS 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 – NEEDS OUTLINE

COURSE LEARNING OUTCOMES

- A. Operate machine tool equipment commonly found in industry including manual and computer controlled lathes, milling machines, drill presses and cutting machines.
- B. Manufacture parts from various materials in accordance with specifications from blueprints, electronic drawings and shop sketches.
- C. Solve quality problems using process planning, technical knowledge, teamwork, mathematics, and critical thinking.
- D. Apply safety principles in a work environment to minimize hazards and prevent losses to productivity.
- E. Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.
- F. Use CAD and CAM programs to design parts and program manufacturing machines.

ASSESSMENT OF COURSE LEARNING OUTCOMES

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>