



DEM111 Shop Skills & Safety Fundamentals

Course Information

Credits	1
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description

The focus of this course is the ability to safely work with shop equipment commonly found in a diesel servicing and repair facility. Emphasis is using, maintain 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.

Textbooks

MHT - Shrink-wrapped Package: Tasksheet Manual Includes Systems & Engines / TWO Year Online Access Pack Publisher: CDX 9781284099874

OPTIONAL (in addition to above):

Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems <i>Text-Hard (paper) edition</i>	CDX 9781284041163
Fundamentals of Medium/Heavy Duty Diesel Engines <i>Text-Hard (paper) edition</i>	CDX 9781284067057

Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

Competencies

Rating	Tasks (Competencies) Covered in this Course	Source
XXX	The first task in Preventive Maintenance is to listen to and verify operator's concern, review past maintenance documents, and record condition on appropriate document.	NATEF
XXX	A. Shop and Personal Safety (PMI Tasks - NATEF)	NATEF
	1. Identify general shop safety rules and procedures.	
	3. Identify and use proper placement of floor jacks and jack stands.	
	4. Identify and use proper procedures for safe lift operation.	
	5. Utilize proper ventilation procedures for working within the lab/shop area.	
	6. Identify marked safety areas.	
	7. Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extinguishers and other fire safety equipment.	
	8. Identify the location and use of eye wash stations.	
	9. Identify the location of the posted evacuation routes.	
	10. Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities.	
	11. Identify and wear appropriate clothing for lab/shop activities.	
	12. Secure hair and jewelry for lab/shop activities.	
	15. Locate and demonstrate knowledge of material safety data sheets (MSDS).	
XXX	B. Tools and Equipment (PMI Tasks - NATEF)	NATEF
	1. Identify tools and their usage in automotive applications.	
	4. Demonstrate proper cleaning, storage, and maintenance of tools and equipment.	

Guidelines for Success *(See Program Syllabus for additional information.)*

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Rationale

Student progress is evaluated by means that include, but not limited to:

- Lab Work (40%)
- Professional Behavior (30%)
- Classroom Activities/Homework (10%)
- Quizzes & Tests (10%)
- Final Exams (10%)

Grading Scale

90-100% A
80-89% B
70-79% C
60-69% D
59% or less F

Attendance

Attendance is a key part of success in the program and in the workplace. Students are to arrive for class on time and be prepared to learn. Absences or tardiness will negatively impact grades. Missed time cannot be made up. Many assignments and labs cannot be "made-up" if missed. The options to make-up missed work or to accept late work is at the discretion of the instructor.

Disability

The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations.

The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis. If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

ADA Coordinator

Phone: 785-670-3365 Email: gloria.christian@washburn.edu

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin, or sexual orientation/gender identity. Contact Pam Foster, Morgan Hall, Room Washburn University (785-670-1509), and pam.fosterel@washburn.edu