



**IT 106**  
**Millwright and Process Terminology**  
**Section #1001 3 credits**  
**Syllabus**  
**Fall 2019**

**Instructor:** Professor Norman A. Whittaker

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**Office Hours:** Mondays 1:00 p.m. To 3:00 p.m., Tuesdays-Thursdays 1:00 p.m. Fridays by appointment only.

**Course Information**

**Course Title:** Millwright and Process Terminology  
**Course Number:** IT 106B  
**Course Discipline:** Industrial Millwright Technology

*Catalog*  
**Description:** This is a one-to-four credit lecture, discussion, and laboratory course designed to introduce students to millwright and process terminology. Students will learn basic terminology and functions of primary process equipment and their sub-components. This course will cover basic safety, introduction to material handling, basic communication skills and human relations skills, and basic employability skills from the NCCER core curriculum and orientation to the trade from NCCER Millwright national curriculum. This course will also cover parts of basic safety policies and procedures for use in the laboratory and also translate to the job or work site safety. Prerequisite: Must have been accepted into the Industrial Millwright Program. This course cannot be used for an Associate of Arts (A.A.), Associate of Science (A.S.), Bachelor of Arts (B.A.), or Bachelor of Science (B.S.) degree, and may not be transferable for other baccalaureate degrees in Nevada. *new portion*

**Course Prerequisites:** Admission into the GBC Industrial Millwright Program  
**Drop Date:** August 25<sup>th</sup>, 2019  
**Course Location:** DCIT 102 Classroom, and DCIT Room #111 (Millwright Shop)  
**Course Times:** 7:00 A.M. – 12:00 P.M. Monday – Thursday  
August 21<sup>st</sup>- August 29<sup>th</sup>, 2019  
**Course Credits:** 3 Credits

## Textbooks

**Required Textbooks:** Textbook : NCCER Core Curriculum Trainee Guide a ISBN # 978-0-13-608637-3  
And NCCER Millwright Level 1 ISBN #978-0-13-227288-9

## Learner Expected Outcomes

Upon completion of this course, students will have a competency level to understand basic millwright and process terminology and to identify process equipment and material flow.

The student will:

- Explain the idea of a safety culture and its importance in the construction crafts. (1), (2), (3)\*
- Identify causes of accidents and the impact of accident costs. (1), (2), (3)
- Explain the role of OSHA in job-site safety. (1), (2), (3)
- Recognize hazard recognition and risk assessment techniques. (1), (2), (3)
- Explain fall protection, ladder, stair, and scaffold procedures and requirements. (1), (2), (3)
- Identify struck by and caught in hazards and demonstrate safe working procedures and requirements. (1), (2), (3)
- Define safe working procedures around electrical hazards. (1), (2), (3)
- Demonstrate the use and care of appropriate personal protective equipment PPE. (1), (2), (3)
- Explain the importance of hazard communication (HazCom) and material safety data sheets (MSDS's).
- Identify other hazards on the job site, including hazardous material exposure, environmental elements, welding and cutting hazards, confined space, and fires. (1), (2), (3)
- Defining a load, establishing a pre-task plan to move a load. (1), (2), (3)
- Using proper material handling techniques and choosing appropriate material handling equipment for the task. (1), (2), (3)
- Recognize hazards and follow safety procedures required for material handling. (1), (2), (3)
- Describe the type of work, career opportunities, and responsibilities of a Millwright. (1), (2), (3)
- Describe the communication, listening, and speaking processes and their relationship to job performance. (1), (2), (3)
- Describe good reading and writing skills and their relationship to job performance. (1), (2), (3)
- Describe the employment opportunities in industry and to enter industry. (1), (2), (3)

- Explain the importance of critical thinking and how to solve problems. (1), (2), (3)
- Explain the importance of social skills and identify ways good social skills are applied in industry. (1), (2), (3)

(\*) Numbers represent the learner outcomes method of measurement.

### Measurement of Learner Outcomes

- (1) Written Examination
- (2) Practical Evaluation – Students will be asked to show competence by kinesthetic demonstration.
- (3) Verbal – Students demonstrate competence by presenting oral demonstrations in groups and individually.

Students will be tested for knowledge and skill attainment through written tests comprised of questions taken from handouts, reading assignments, homework and lectures. Laboratory assessments will consist of practical, verbal and written examinations. Quizzes may be unannounced, but tests will be announced at least one class period before they are given.

### Method of Instruction

A combination of lecture, discussion, demonstrations, and film/video presentations will be used in classroom training. There will also be hands-on training in the lab.

### Course Requirements

- Safety principles will be covered as pertaining to the subject matter.
- Students will complete training on all needed shop equipment.
- Students will be required to hand in homework assignments by due date.
- Students will be required to hand in shop exercise assignments.
- Days 1-4 NCCER Core Curriculum Module 1 lecture and shop activities.
- Day 5 written test and performance evaluation on NCCER Core Curriculum Module 1
- Day 6 NCCER Level 1 module 1 lecture and written test.

### Attendance Policy:

Class attendance is mandatory. Missing a day of class in the millwright program is equivalent to missing a week of regular classes. Students are also in an accelerated program with numerous classes that coincide with each other. Therefore, the attendance policy is as follows:

- A) 1<sup>st</sup> Absence of the semester..... Verbal warning.
- B) 2<sup>nd</sup> Absence of the semester..... Written warning



stating that the third absence may result in a withdrawal from class and/or loss of the MTC scholarship.

- C) 3<sup>rd</sup> Absence of the semester ..... Removal from program.

All course work is due on the assigned dates whether or not the student is present. The instructor assumes no responsibility for making sure students receive any course material for which they were absent.

Tardies: Two late arrivals will count as one absence. A late arrival is anything later than 7:00 am or 12:30 p.m. depending on which session they are attending (morning or afternoon).

## **No Late Work Accepted!**

### **STUDENT CONDUCT POLICY:**

Students are expected to follow the Student Conduct Policy for students in the Nevada System of Higher Education (NSHE) outlined in the GBC Catalog. Because this is a live class students will specifically be held accountable for behaving in a civil and respectful manner toward other students and the professor in all communications in class and online.

The college catalog states, "Messages, attitudes, or any other form of communication deemed to be outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined, as they would be in a regular classroom, by the instructor) will not be tolerated" (p, 29).

Pay particular attention to those last four words. Any student who behaves rudely to another student or to the instructor will be dropped immediately.

### **ACADEMIC HONESTY STATEMENT:**

Academic dishonesty, in any form, such as cheating and plagiarism, will not be tolerated by the instructor AND Great Basin College. Academic dishonesty can result in failing the assignment, class, academic suspension, or expulsion. All tests, quizzes, laboratories, and other assignments must be the student's OWN work. Plagiarism is presenting someone else's word, ideas or data as one's own. When a student submits work that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete,

accurate, and specific references; and if verbatim statements are included, through quotation marks as well. In academically honest writing or speaking, the students will acknowledge the source whenever:

- Another person's actual words are quoted
- Another person's idea, opinion or theory is used, even if it is completely paraphrased in the student's own words
- Facts, statistics, or other illustrative materials are borrowed, unless the information is common knowledge.

**Students with Disabilities:**

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1973. A qualified student must furnish current verification of disability. The Director of Services for Students with Disabilities (Julie G. Byrnes) will assist qualified students with disabilities in securing appropriate and reasonable accommodations, auxiliary aids and services. For more information or further assistance, please call 775-753-2271.

## Grading Policy and Grading Scale

Grades will be weighted according to the following scale:

**Class participation, quizzes homework and written tests – 50%**

**Lab participation and performance evaluations -50%**

**Additional Information:** Instructor reserves the right to modify the syllabus during the semester. Cell phone usage is not allowed in classroom or lab activities violation of this class rule will result in the following actions taken: 1<sup>st</sup> offense: removal from class and this will count towards an absence and if student is on scholarship the company will be notified of absence and why. 2<sup>nd</sup> offense: removal from class and student will need to schedule a meeting with the Dean and explain why this keeps happening.

### Grade Scale:

100 to 94 = A

93 to 90 = A-

89 to 87 = B+

86 to 84 = B

83 to 80 = B-

79 to 77 = C+

76 to 74 = C

73 to 70 = C-

69 to 67 = D+

66 to 64 = D

63 to 60 = D-

59 and under = F