CPT103 Manufacturing Processes and Production Syllabus

Course Information

Credits: 3
Campus: Washburn Institute of Technology
Address: 5724 SW Huntoon
City/State/Zip: Topeka, Kansas 66604
Office Fax: 785-273-7080

Description
Upon successful completion of this course, the student should be able to identify the job skills necessary to have a successful career. Topics include listening skills, oral communication, human relations, decision making/problem solving, how to work as a team, and resource management.

Textbooks
Manufacturing Applications ISBN: 0-07-861183-0

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
1. Communicate effectively within an organization
2. Use listening skills to interpret and identify customer needs
3. Identify resource management
4. Explain resource management
5. Identify equipment settings to meet production needs
6. Participate in team tasks in building group consensus
7. Demonstrate consensus building facilitation
8. Participate in team tasks to develop group leadership
9. Demonstrate effective verbal and nonverbal communication skills
10. Demonstrate listening skills that help to improve the communication process
11. Document product and process
12. Prepare final product for shipping or distribution
Guidelines for Success

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 Rational and Grading Scale
A 93 - 100%
B 85 - 92%
C 76 - 84%
D 69 - 75%
F Below 69%

Attendance
This class is offered in part online. Students are expected to complete the online portions both in the classroom and on their own time. Some face-to-face instruction will also be provided. Students are expected to attend at least 90% of the face-to-face learning opportunities.

Make up Policy
1. Make up work is at the discretion of the instructor. 2. Consideration for makeup work will include a review of the student's attendance and academic habits. A consistent demonstration of abuses by a student and he/she will not receive considerations for make-up. 3. All guidelines for number of hours will follow WIT policy.

Disability
The Special Support Services (SSS) 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 register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of 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 this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu