

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

APP 153

SECTION I. SUBMISSION INFORMATION

1. Course: Discipline/No: <u>APP 153</u> Title: <u>Foreman Training</u> Start Term <u>W03</u>			
Division Code: <u>HAT</u> Department Code: <u>CIND</u> Org #: <u>14725</u> Don't publish: ☒ in College Catalog ☒ in Time Schedule ☒ on Web Page			
2. Type of Approval: ☒ Full Approval ☐ Conditional Approval ☐ This proposal previously received conditional approval for the term: _____	3. Reason for Submission: This Course is being submitted for: (check all that apply) ☐ New Course Approval ☐ Five-year Syllabus Review ☐ No changes to course ☒ Major Change(s) ☐ Minor Change(s)* ☐ Reactivation of Inactive Course ☐ Inactivation *If requesting a change to a course that has conditional approval, please submit a complete syllabus.		
4. Change Information: <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> Minor Changes ☐ Course Discipline/Number (was _____) ☐ Course Title (was _____) ☐ Course Description ☐ Class Capacity (was: _____) ☐ Pre or Co-requisites ☐ Course Objectives (minor changes) ☐ Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ other _____) ☐ Other _____ </td> <td style="width:50%; vertical-align: top;"> Major Changes ☒ Credit hours (credits were: <u>04</u>) ☐ Change in Grading Method ☐ Total Contact Hours (total contact hours were: _____) ☐ Approval for offering an Honors Section ☐ Approval for offering Distance Learning Sections ☐ General Education Distribution Course: Add ☐ Remove ☐ ☐ Pre or Co-requisites (that affect other departments) </td> </tr> </table>		Minor Changes ☐ Course Discipline/Number (was _____) ☐ Course Title (was _____) ☐ Course Description ☐ Class Capacity (was: _____) ☐ Pre or Co-requisites ☐ Course Objectives (minor changes) ☐ Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ other _____) ☐ Other _____	Major Changes ☒ Credit hours (credits were: <u>04</u>) ☐ Change in Grading Method ☐ Total Contact Hours (total contact hours were: _____) ☐ Approval for offering an Honors Section ☐ Approval for offering Distance Learning Sections ☐ General Education Distribution Course: Add ☐ Remove ☐ ☐ Pre or Co-requisites (that affect other departments)
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5. Rationale Changes are being made in response to data from Assessment: yes ☐ no ☐ Align credit hours with local 190 third party billing and payment requirements.			

SECTION II. SIGNATURES

1. Department Review Will any new resources be required? No, none anticipated ☒ Yes ☐ You must consult all departments that may be affected by this course. List departments contacted below and attach relevant documents. Does the department support approval of this course? ☒ yes ☐ no Print: <u>Scott Klapper</u> Faculty/Preparer Signature: <u>Scott Klapper</u> Date: <u>10-15-02</u> Print: <u>Scott Klapper</u> Department Chair Signature: <u>Scott Klapper</u> Date: <u>10-15-02</u>			
2. Division Review Is this a curricular priority for your division? ☒ yes ☐ no (Comment _____) What is the estimated enrollment? _____ Recommendation ☒ Yes ☐ No Dean's Signature: <u>[Signature]</u> Date: <u>10/16/02</u>			
3. Curriculum Committee Review Recommendation ☐ Yes ☐ No Curriculum Committee Chair's Signature _____ Date _____			
4. Vice President for Instruction and Student Services Approval Approval ☒ Yes ☐ No Executive Vice President's Signature: <u>[Signature]</u> Date: <u>3/24/03</u>			
ACS Code _____	Entered in Banner _____	Entered in Access _____	Log File _____
Approved for General Education Area/Group _____		Syllabus Date _____	

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SECTION III. COURSE SYLLABUS

A. COURSE DETAILS

Discipline & No.: APP 153 **Title:** Foreman Training

1. Description:

This course will teach students leadership skills. This course will instruct students in the ability to deal with workers and managements. This course will teach students the skills in setting up a job office. This course will teach managements skills and the completion of paper work on a job site. This course will teach the student how to keep track of job site materials and know the lead times of all special equipment. This course will enable students to estimate small jobs when extras occur on the job.

2. Credit Hours: <u>03</u> If Variable credit, Give Range: to credits If repeatable for credit, how many times		3. Contact Hours per Semester: Lecture: <u>30</u> Lab: <u>30</u> Clinical: _____ Other: _____ Total Contact Hours: <u>60</u>		4. Class Capacity: <u>24</u>		5. Course Options: ☐ Distance learning ☐ Honors ☐ P/NP Grading																																																																																																	
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B. MAJOR INSTRUCTIONAL UNITS

1. Foreman training
2. Estimating

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C. INSTRUCTIONAL OBJECTIVES

Unit #1 Foreman Training

The student will:

1. Demonstrate how to deal with people
2. Describe project managers
3. Describe superintendents
4. Describe other trades
5. Describe company owners
6. Demonstrate how to set up job office
7. Describe files and use of computer
8. Explain record keeping
9. Demonstrate material ordering

Unit # 2 Estimating

The student will:

1. Demonstrate abilities to take off and price jobs
2. Demonstrate figuring extras on the job
3. Describe lead times of special equipment
4. Describe crane times for lifting equipment
5. Describe the proper storage of material

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D. INSTRUCTIONAL METHODS, EVALUATION CRITERIA, AND ASSESSMENT

1. Instructional Methods:

☒ Lecture/Discussion _____ ☐ Clinical Instruction _____ ☒ Laboratory Assignments _____ ☐ Internet Assignments _____ ☐ Computer Simulations _____ ☐ On-Site Work Experience _____ ☐ Team Assignments _____ ☐ Demonstrations _____	☐ Performances _____ ☐ Group Critiques _____ ☐ Field Trips _____ ☐ Telecourse _____ ☐ ITV Course _____ ☐ Self-Paced Instruction _____ ☐ Other _____ ☐ Other _____
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2. Evaluation Criteria:

☒ Attendance _____ ☒ Class Discussion _____ ☒ Papers _____ ☐ Portfolios _____ ☐ Projects _____ ☐ Reports _____ ☐ Clinical Assignments _____ ☒ Home Work _____	☒ Quizzes _____ ☒ Tests _____ ☐ Midterm _____ ☒ Final Exam _____ ☐ Presentations _____ ☐ Individual Performance _____ ☐ Group/Team Performance _____ ☐ Other _____
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3. Assessment of Student Achievement:

☐ Departmental Exam _____ ☐ Follow-on Tracking _____ ☐ Standardized Test _____ ☐ Portfolio Assessment _____	☐ Pre-test/Post-test _____ ☐ Simulations _____ ☐ Comprehensive Project _____ ☐ Other _____
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F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities :

☒ Lab equipment _____ ☒ Computer Lab _____ ☒ CD ROM's _____ ☒ Data Projector/Screen _____ ☒ VCR _____ ☒ TV Monitor _____	☐ ITV Classroom _____ ☐ Off-Campus Sites _____ ☐ Testing Center _____ ☒ Other Supplied by Local 190 _____ ☐ Other _____ ☐ Other _____
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2. Texts:

Title: UA materials supplied by Local 190

Author: United Association

Publisher: _____

Copyright Yr: _____

Est. Cost: _____

Title: _____

Author: _____

Publisher: _____

Copyright Yr: _____

Est. Cost: _____

Title: _____

Author: _____

Publisher: _____

Copyright Yr: _____

Est. Cost: _____

Title: _____

Author: _____

Publisher: _____

Copyright Yr: _____

Est. Cost: _____

Additional Texts:

3. Supplies and/or Uniforms students will have to Acquire: (e.g. calculators, uniforms, tools, etc.)

Descriptions

Cost Estimates

4. Reference Materials that will be used: (e.g. journals, books, manuals, maps, LRC reserves, etc.)

Title/Name

Location

5. Computer Software that will be used:

Title/Name

Location

6. Audio/Visual Materials that will be used: (e.g. films, video tapes, slides, audio tapes, CDs, etc.)

Title/Name

Location

