

CNC Support Course

Fall 2012

Instructor: Steven (Craig) Furtick
Phone: (847) 697-1000 x2392 (office)

Office Hours:
Tuesday 1:15-2:30 K 176
Thursday 1:15-2:30 K 176

Text Messages:

Email: sfurtick@elgin.edu

Class Schedule: Tuesday/Thursday (11:45 am to 1:00 pm)

Class Location: K 139

Attendance Policy:

One of the goals of this course is to prepare you for a job in the field of CNC. Employers look for individuals who are punctual and present. This vital skill will be observed in this course. Class begins promptly at 10:40 a.m. Please be in the classroom at least 5 minutes BEFORE this time so that we can be ready to begin on time. Your attendance record will be addressed as a part of your final assessment for this course.

Attendance is critical to this course. **Five (5) absences will result in failure of the course. Students must contact the teacher in case of absence to let him know why you could not attend the class.**

Make Up Policy:

Make ups will be allowed **only** if the student has contacted the teacher in advance. All make ups must be done outside of class time (during teacher's office hours or make an appointment).

Classroom Behavior:

Students are expected to conduct themselves in a respectful, responsible, orderly, civil manner by showing respect for one another, the instructor, and the classroom environment. This is in accordance with college policies and administrative procedures. A student who persists in disruptive behavior will be warned once verbally; the second time the student will be presented with a statement of acceptable behavior; the instructor will withdraw the third time the student from the class.

Cell phones must be turned off or on vibrate during class. No talking on phones or texting during class unless an emergency. In this case, you must leave the class.

Emergency Closing:

If the weather looks bad when you are ready to come to class, check to see if the college is closed. Television stations 5, 7, 9, 32 and radio stations WGN 720 AM have information on school closings. The ECC website www.elgin.edu will have a message at the top of the home page if the school is closed. You can also call ECC at 847-697-1000. If the school is closed, you will hear a message that says, "Elgin Community College is closed today." You can also sign up for the Emergency Alert System on www.elgin.edu.

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Fall 2012

Material Needed:

- Notes from current IMT courses
- Loose-leaf paper or notebook
- Pencil, blue or black ink pen for collected assignments
- Colored pen for correcting assignments
- Highlighter
- Binder for notes with binder dividers
- Index cards (recommended)
- Pocket dictionary (strongly recommended)

Description

In the CNC Support Course, students will work on developing basic speaking, listening, reading, writing, and math skills to support their success in IMT 107, 110, and 220.

Learning Outcomes:

Upon completion of this course, students will be able to:

- Identify, describe and demonstrate health and safety in the workplace including basic safety rules, proper handling of equipment and the completion of accident reports.
- Identify, describe and demonstrate basic work ethics including punctuality, privacy, friendliness, teamwork, appearance and the importance of workplace literacy.
- Identify, explain and use basic CNC vocabulary as well as general work vocabulary.
- Identify, describe and demonstrate various vocabulary strategies.
- Identify, explain and use basic reading skills (finding main ideas, paraphrasing/summarizing) to interpret course texts and work-related documents as well as various directions and instructions.
- Employ effective note-taking, study, reading, time management, and organization skills.
- Apply basic algebra, geometry and trigonometric skills to work-related problems.
- Demonstrate basic communication skills necessary for classroom/workplace success such as following multi-step instruction, demonstrating understanding industry vocabulary, identifying key ideas and details in conversations, summarizing conversations, and using appropriate language, vocabulary, and customs in formal and informal work/classroom situations.
- Demonstrate basic interpersonal skills such as participating appropriately in social interactions, using collaborative skills in a group, and giving and asking for clarification.
- Demonstrate problem-solving and critical thinking skills in class problems and projects.
- Demonstrate self-monitoring strategies through completion of self-assessment.

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Course Topics

Health and Safety in the Workplace
Basic Work and Business Ethics
CNC Professions and Opportunities
CNC Vocabulary and Industry Jargon
Reading and Vocabulary Strategies
Study, Time Management, and Organization Skills
Algebra and Geometry Skills
Communication Skills (Business Writing; Email etiquette)
Interpersonal and Collaboration Skills
Problem Solving, Decision-making, and Critical Thinking Skills
Self-Assessment

In order to pass this class, students must:

1. Maintain consistent attendance, and come to class prepared.
2. Complete all homework and other assignments in a timely manner.
3. Maintain a 75% average on all homework, in-class assignments, and quizzes.

Students with Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health or learning), he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. The laws in effect at college level state that a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures. All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College catalog.

PROCEDURE FOR REQUESTING ACCOMODATIONS:

1. Go to SRC108 and sign release to have documentation sent to the college or bring in documentation.
2. Attend an appointment that will be arranged for you with the ADA coordinator or designee.
3. If you have questions, call 847 214 7220 (TTY 847 214 7392) or e-mail Annabelle Rhoades at arhoades@elgin.edu.

Academic Integrity:

Academic integrity is essential to intellectual growth; thus, honesty is expected in all student endeavors. Plagiarism, whether intentional or the result of careless inattention to documentation, will result in automatic failure of the assignment and could lead to an F for the course. Any form of cheating—on any assignments—will have the same consequence.