SkillsCommons Blackboard Summary

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This report provides an overview of the SkillscCommons Blackboard course design and management conducted by the Center for Usability in Design and Accessibility (CUDA). The number of courses completed was 243 over nine batches. The full course list can be found in Appendix A. A breakdown of the number of courses per batch is as follows:

- Batch 1: 23 courses
- Batch 2: 43 courses
- Batch 3: 25 courses
- Batch 4: 23 courses
- Batch 5: 23 courses
- Batch 6: 24 courses
- Batch 7: 23 courses
- Batch 8: 24 courses
- Batch 9: 35 courses

We were asked to include the following sections in each course:

1. Announcements
2. Syllabus/Overview
3. Course Content/Lessons

In order to evaluate the courses consistently across all CUDA course administrators, we created a checklist of designated requirements (see Appendix B), as well as instructions for how to complete each section (see Appendices B through F). Courses were given a welcome message and the stock SkillsCommons FAQ inside of an announcements section (see Appendix C), a course description (see Appendix D), a link to download material in SkillsCommons (see Appendix E).

Courses were also checked for empty folders, and unnecessary or excessive nesting was removed. Items with attachments that were word documents were downloaded and converted to PDFs. Links were renamed from “index.html” to have more descriptive text that is also accessible (e.g., Unit 4 Reading: Hydroponics (HTML)). Broken links were reported. Issues discovered through review were noted in the shared google sheet.

Appendix A

SkillsCommons Completed Courses

Batch 1

1. AM120: Certified Production Technician (CPT)
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2029_1

2. BRX110: Basic Blueprint Reading for Machinist
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2010_1

3. AM110: Advanced Manufacturing: CNC Milling Machine Training Video Series
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2031_1

4. AM130: Advanced Manufacturing: Lathe Training Video Series
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2032_1

5. AM150: Advanced Manufacturing: Metal Arc Welding
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2034_1

6. AM140: Advanced Manufacturing: Surface Grinder
   https://openeducation.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_145780_1&course_id=_2033_1

7. WLD102: Prepping for Metal Arc Welding
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2014_1

8. AM160: Advanced Manufacturing: Tramming a Head, Using an Edge Finder, and Squaring a Vise
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2035_1

9. AM130: Advanced Manufacturing: Lathe Training Video Series
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2032_1

10. ELEC101: AC Circuit Analysis
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2019_1

11. ELEC102: DC Circuit Analysis
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2027_1

12. GS100: Lab Safety
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2036_1

13. HC110: Evaluation and Management Coding - Levels of Service
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2038_1

14. HC003: Success Skills for Certified Nurse Aids (CNAs) Video Series
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2003_1

15. HC002: Basic First Aid eLearning Simulation
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1999_1

16. HC004: Nutritional Math: Food Service Equations
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2009_1

17. HC001: Healthcare eLearning Simulations
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2000_1

18. ELEC110: Electrical Control Systems I for Advanced Systems Technology
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2025_1

19. BLD100: Green Residential General Contracting
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2026_1

20. WLD101: Prepping for Shielded Metal Arc Welding
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2011_1

21. WLD102: Prepping for Gas Metal Arc Welding
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2014_1

22. SAT100: Principles of Agroecology
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2015_1

23. SAT230: Managing Food Production Systems in the Urban Landscape
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2008_1

Batch 2

1. CS273: LAN Advanced Security Practitioner
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1877_1

2. HC101: Medical Terminology and Body Systems 1
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2032_1

3. CS241: Routing and Switching Essentials
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1880_1

4. CS107: Introduction to Operating Systems
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1881_1

5. AM101a: Industry Readiness Training
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2058_1#

6. WLD270: Robotic Welding and CNC Cutting
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1886_1

7. BUS151: Intermediate Business Computing
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1887_1

8. MAT111: College Trigonometry
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1888_1

9. ENGL120: Composition and Reading Developmental Education Course
   https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1875_1

10. UXUI1471: Prototyping I
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2018_1

11. ITMT1400: Implementing and Supporting Microsoft Windows (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1966_1

12. ITSE1392: Special Topics in Computer Programming (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1967_1

13. ITSC2339: Personal Computer Help Desk (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2022_1

14. COSC1336: Programming Fundamentals I (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1970_1

15. ITNW1325: Fundamentals of Networking Technologies (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1971_1

16. ITSE1393: Special Topics Mobile Programming Devices (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1972_1

17. ITSE2456: Oracle Database Administration I (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1973_1

18. UXUI2471: Prototyping 2
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1975_1

19. ITSE1303: Introduction to MySQL (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1976_1

20. INEW2338: Advanced Java Programming (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1977_1

21. ITSE1391: Special Topics in Computer Programming (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1988_1

22. ITSE2402: Intermediate Web Programming (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1983_1

23. ITSE1304: Introduction to Spreadsheets (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1982_1

24. ITSE1394: Special Topics: JQuery (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_1981_1

25. ARTC1310: Design Concepts (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2069_1

26. UXUI1371: Visual Design (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2070_1

27. ITSE1411: Beginning Web Programming (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2071_1

28. ITSC1307: UNIX Operating System I (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2072_1

29. ITSE2309: Introduction to Database Programming-Oracle (ACC)
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2073_1

30. MAT176: Algebra and Trigonometry II
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2075_1

31. CRDG31: Developmental Reading I
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2076_1

32. EEM162: Process Controls
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2077_1

33. EEM166: Commercial and Industrial Wiring
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2078_1

34. BIO225: Microbiology
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2080_1

35. MTT122: Machine Tool Practice I
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2081_1

36. MTT121: Machine Tool Theory
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2082_1

37. EGT106: Blueprint Reading and Sketching
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2083_1

38. MTT285: NIMS Level 1 Capstone
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2084_1

39. QST100: Quality Systems Training
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2085_1

40. CAM262: Introduction to CAM
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2088_1

41. MAT175: Algebra and Trigonometry I
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2089_1

42. IMT121: Drive Systems
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2090_1

43. TDL214: GPS and GIS Technology Applications in TDL
    https://openeducation.blackboard.com/mooc-catalog/courseDetails/view?course_id=_2091_1

Batch 3

1. PMT262: Advanced Mastercam/Muilti-Axis

2. BUS231: Technology for Running a Small Business
   http://www.skillscommons.org/handle/taaccct/4605

3. AGR210: Agricultural Marketing
   http://www.skillscommons.org/handle/taaccct/4548

4. ELT260: Introduction to Hydropower
   http://www.skillscommons.org/handle/taaccct/4478

5. BFM203: Water Treatment and Control
   http://www.skillscommons.org/handle/taaccct/4491

6. GFM102: Technical Aspects of Energy, Resources & Conservation
   http://www.skillscommons.org/handle/taaccct/4538

7. HRT114: Introduction to Soil Science
   http://www.skillscommons.org/handle/taaccct/4561

8. BFM102: Biodiesel Production
   http://www.skillscommons.org/handle/taaccct/4490

9. HET295: Capstone – HET
   http://www.skillscommons.org/handle/taaccct/4559

10. SLF130: Marketing Practices for the Small Business
    http://www.skillscommons.org/handle/taaccct/4625

11. SDGB1201: Foundations of Sustainable Design
    http://www.skillscommons.org/handle/taaccct/4593

12. WVA104: Sauces, Condiments & Dressings
    http://www.skillscommons.org/handle/taaccct/4540

13. DECON103: Principles of Deconstruction Assessment
    http://www.skillscommons.org/handle/taaccct/4439

14. ELEC160WH: Introduction to Electricity/Electronics
    http://www.skillscommons.org/handle/taaccct/4404

15. SLF110: Computer Applications for the Small Business
    http://www.skillscommons.org/handle/taaccct/4509

16. HET111: HVACR Electricity I
    http://www.skillscommons.org/handle/taaccct/4549

17. SAT140: Sustainable/Organic Plants
    http://www.skillscommons.org/handle/taaccct/4773

18. STWR101: Introduction to Clean Water Act
    http://www.skillscommons.org/handle/taaccct/4802

19. PMT250: Multi-Axis CNC Programming
    http://www.skillscommons.org/handle/taaccct/4619

20. SLF114: Introduction to Organic Practices
    http://www.skillscommons.org/handle/taaccct/4623

21. SLF150: Pasture Management
    http://www.skillscommons.org/handle/taaccct/4627

22. ELEC179: Introduction to Electronic Principles
    http://www.skillscommons.org/handle/taaccct/4482

23. WVA102: Food Preservation Methods
    http://www.skillscommons.org/handle/taaccct/4537

24. HRT211: Plant Propagation
    http://www.skillscommons.org/handle/taaccct/4562

25. SAT130: Sustainable Plant Health Care
    http://www.skillscommons.org/handle/taaccct/4772

Batch 4

1. BLD162: Introduction to Environmental Health
2. SLF120: Introduction to Small Farm Viability
3. ENG120: Technical Composition I
4. WGF104: Sustainable Building/Facility Measurement: Cost vs. Measurement
5. BLD107: Pre-Apprenticeship
6. HET191: HVACR Heat Load
7. HET194: NATE Certification Preparation
8. WLDT260: Welding Automation
9. BUS237: Enacting your Green Business Plan
10. MTEC263: General Hydraulics
11. HRT275: Innovations in Sustainability
12. BUSN141: Business Communications
13. STWR105: Job Site Inspections
14. REC223: Geothermal and Heat Pump Systems
15. HUM299: Environmental Humanities
16. SGRD103: Metering & Home Area Networks
17. WIND150: WH Wind Turbine Materials and Electromechanical Equipment
18. BLD161: Basic Safety for Construction and Brownfield Workers
19. HET230: Introduction to Installation of Split-System Residential and Commercial Cooling Equipment
20. BLD130: General Welding
21. SUST2013: Introduction to Sustainable Resource Management
22. HAC241: Building Systems and Performance
23. SLF129: Legal Risk Management for The Small Business

Batch 5

1. ENGY213: Algae Feedstocks for Biofuels
2. ENGY115: Agricultural Wastes to Biofuels
3. GFM1201: Plan and Develop Green Facilities
4. STWR100: Introduction to Stormwater
5. HAC140: Weatherization
6. BIS205: Field Ecology
7. SGRD102: Smart Grid Command and Control
8. SLF112: Integrated Pest Management
9. AGR114: Annual Fruit and Vegetable Production
10. SAT272: Construction of Sustainable Landscaping

11. HRT125: Plants and Society
12. HET119: HVACR Electricity II
13. HET110: Basic Refrigeration Systems
14. ENGY211: Biofuels Systems Technology
15. HAC131: Refrigeration & Air Conditioning 1
16. SAT110: Natural Resource Management
17. BLD159: Intro to Brownfield Remediation, Land Re-use, and Public Health
18. SAT170: Introductory Biotechnology
19. ELT143: Renewable Energy Principles
20. SGRD104: Network Security
21. WVA101: Local Food & Cuisine
22. STWR104: Storm Water Pollution Prevention Plan
23. SLF155: Small Farm Maintenance and Operations

Batch 6

1. SLF160: Plant Propagation
2. BCD106: Mechanical Inspections
3. ENGY131: Biodiesel Production
4. STWR102: Watershed Dynamics
5. CMM128: Interviewing Practices
6. AGR112: Season Extension Methods
7. ELTR2334: Solar-Photovoltaic Technology
8. HET130: Heating Residential Appliances
9. ELT102: Basic Electricity & Wiring
10. SDGB1203: Sustainable Landscape Design
11. DECON101: Introduction to Deconstruction
12. ENGY151: Ethanol Production
13. SLF181: Introduction to Alternative Livestock
14. DECON102: Deconstruction: Methods and Materials
15. AUT105: Automotive Recycling
16. WTEC101: Intro to Wind Energy
17. WTEC110: Wind Mechanical Systems
18. GFM101: Fundamentals of Green Facilities Management
19. HET195: Air Conditioning I Split-Systems
20. ECO110: Economics for Business and Industry
21. GFM1202: Building Automation and Control System
22. HRT111: Introduction to Horticulture
23. SLF145: Practical Soil Management
24. WGF107: Facility Lighting/Electrical Systems, Safety, and Efficiency

Batch 7

1. BIS105: Environmental Biology
2. BLD167: Hazardous Waste Operations and Emergency Response

3. BLD168: Strategies for Safe Handling of Hazardous Substance
4. HET291: Energy Auditing
5. BUS270 Introduction to Sustainability in Business
6. GFM1203 Energy Modeling of Buildings
7. FYE101 First Year Experience
8. HET250 Intermediate AC and DC Circuits
9. HRT285 Sustainable Landscapes
10. WVA105 Value-Added Herbs
11. WVA103 Fermentation Methods
12. REEC140 Photovoltaic Systems
13. SAT105 Urban Agricultural Issues
14. SDGB1204 Sustainable Design and Construction
15. SGRD100 Smart Grid Overview
16. SGRD101 Efficient Electric Power Systems
17. STWR103 Storm Water Management
18. WGF105 Energy System Fundamentals: Basic Design, Operation/Maintenance
19. WGF106 Indoor Environmental Quality
20. WVA106 Local Food in Institutions
21. SLF210 Alternative Livestock
22. HET192 HVAC Engineering Technology Electricity 2, Motors and Controls

Batch 8

1. AGR111 Permaculture Production
2. ENGY111 Introduction to Biofuels
3. HRT219 Organic and Sustainable Practices
4. BFM201 Ethanol Production
5. HET273 Pneumatic, Electric and DDC Automation
6. HET190 EPA Certification Process
7. SLF125 Business Planning and Startup
8. ENGY113 Plant Maintenance
9. HAC121 Heating I
10. HAC224 Geothermal Systems
11. HRT135 Soils and Fertilizers
12. SGRD105 Microgrids & Renewable Energies
13. BLD160 Residential Energy Auditing
14. BFM101 Biofuels Fundamentals
15. WVA110 Local Food Regulations
16. ELT243 Renewable Energy Systems
17. HET150 Intermediate AC and DC circuitry
18. MTH114 Applied Mathematics I – HET Emphasis
19. WIND100 WH Introduction to Wind Energy
20. REEC220 Solar Thermal Systems
21. BCD190 IECC - Residential Energy Inspection
22. SLF180 Introduction to Livestock
23. SUST1013 Introduction to Sustainable Resource Management

Batch 9

1. BLD150 Introduction to Building Science
2. BLD157 Green Construction Career Planning
3. BUS135 Business Financial Fundamentals
4. ELEC220 WH Opto Electronics
5. GFM1204 Green Landscape & Grounds Management
6. HIT204 Performance Improvement in Healthcare
7. INFT180 HB Introduction to Information Systems
8. REEC120 Sustainability and Renewable Energy
9. SAT210 Sustainable Plant Production for Human Nutrition
10. SAT220 Designing Food Production Systems in Urban Landscapes
11. SDGB1202 BIM and Sustainability
12. SLF127 Fiscal Management for the Small Business
13. SLF162 Livestock Nutrition & Health
14. WIND250 WH Wind Turbine Troubleshooting
15. MFG175 Lean Manufacturing & Special Topics in Quality Management
16. ASN200 Transition to Professional Nursing
17. ASN225 Advanced Material/Newborn Nursing
18. NUR101 Antepartum Nursing Part 1
19. NUR102 "
20. Antepartum Nursing, Part 2"
21. WRIT101 Essential Writing
22. PRN91 Practical Nursing I
23. PRN92 Practical Nursing II
24. PRN96 Practical Nursing III
25. PRN0100C Maternal/Infant
26. BRX210 Mechanical Blueprint Reading
27. GEOG160 Introduction to Geographic Science
28. GEOG160A Introduction to Geographic Science: Introduction, Lithosphere, Atmosphere, and Population & Migration
29. GEOG160B Introduction to Geographic Science: Cultural Geography, Food & Agriculture, and Urban Geography
30. GEOG160C Introduction to Geographic Science: Political Geography, Sustainability, and Environment
31. SRGD106 Energy Efficient Buildings
32. QMS101 Introduction to Quality Systems
33. EGY220 Energy Efficiency Electrical Controls

Appendix B

All requirements on this checklist must be fulfilled before a course can be marked as "complete."

1. Each course has the following in the menu bar, written *exactly like this and in this order*:
    a. Announcements
    b. Syllabus/Overview
    c. Course Content/Lessons
2. The course opens on the **"Announcements"** page (see "how to" folder to change entry point)
3. The announcements page should have:
    a. Link to download material inside the standard welcome form
    b. Frequently asked questions
4. All courses have a brief but adequate description in the "Syllabus/Overview" section
    a. Specifically, "About this Course" or "About (Course Name)"
    b. Numbered list of topics covered (if available, found in syllabus or under course content/lessons)
    c. Time it takes to complete the course
    d. Type of certification awarded (if listed)
5. All courses have a brief but adequate description in the enroll page
6. Each folder includes a **descriptive title** (e.g., "Unit 1: Introduction to Farming" rather than just "Unit 1")
7. Content inside each unit folder contains the **unit number** *in its title* (e.g., "Unit 2 Reading Assignment: A Guide to Selecting Non-Powered Hand Tools").
8. Each folder has a **2-4** sentence description in the body that must cover
    a. **Content** (e.g., Farming, Metal Working, Software Testing)
    b. **Material type** (e.g., video, powerpoint, pdf)
    c. **What happens when the link/folder is clicked** (e.g. "To [view/access] this content, click on the "Introduction to Environmental Health" link. The YouTube video will open in a new tab.")
9. No unnecessary nesting (folders inside folders inside folders...)
    a. Remove folders that are not necessary ("fewer clicks")
10. No acronyms without first defining them
    a. Spell the full words out first (e.g., "Frequently Asked Questions (FAQ)" ; "Occupational Safety and Health Administration (OSHA)")
11. All links must be **descriptive**
    a. E.g., "Index" links renamed
    b. Remove .html and put html in parentheses (HTML). Same for .pdf -- write as (PDF)
        i. Ex: Introduction to Environmental Health (HTML)
        ii. Ex: BLD 161 Syllabus: Basic Safety for Construction and Brownfield Workers (PDF)
12. All lessons/units/modules have descriptive titles beyond what they are. (e.g. "Unit 1 Lesson 1 Reading Assignment: Sustainable Agriculture")

13. All lessons/units/modules have summary descriptions of the ***content*****,** not just what it is. Rather than saying, “This section includes instructions for the reading assignment.” you must also add the content of the reading assignment. For example “This section includes the reading assignment
    a. 2-4 sentences
    b. Topics covered
    c. Format of content (i.e., video, powerpoint, PDF)
14. All content inside lesson/unit/module folders includes descriptions
15. Word documents are converted to PDFs (may have to download and “save as” PDF, then re-upload as item)
16. No 404 Messages (hide content that leads to 404; make note in shared sheet)
17. Empty folders or sections should include something like “No Content” in the title, and something like “This folder is currently empty” or “Content coming soon!” in the description
18. No Institutional specific references (i.e., no college names or references to the college in Blackboard)
19. Remove term-specific info (e.g., “Spring 2014” or “Fall 2012”)
20. All links open in a **new tab/window** (see “how to” folder for instructions)
21. Move all “Student INTAKE Forms” to the “Program Support/Outreach, Plans, Tools and Evaluations” folder.
22. **All copy-paste work has had original formatting removed and new formatting added**

(This is important)

Appendix C

Welcome to Certified Production Technician (CPT)

This free and open course curriculum was developed by more than 700 U.S. community colleges in partnership with local industries to prepare students for employment as part of the U.S. Department of Labor's $1.9 billion Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program.

Expert-Designed Course

This course was developed by subject matter experts, in partnership with local industries, to ensure the curriculum is aligned with the skills needed to gain employment. To ensure quality, this course was evaluated by third-party experts.

Free and Open Materials

As a student, you are free to explore and use these online materials to learn about the subject. As an instructor, you are free to adopt and adapt these online materials in your teaching of the subject. SkillsCommons materials have a Creative Commons license, which means you can download material directly from SkillsCommons to your computer. You are free to share, copy and redistribute the material in any medium or format you choose in accordance with the terms of use.

---Or---

Welcome to Automotive Recycling

This free and open course curriculum was developed by more than 700 U.S. community colleges in partnership with local industries to prepare students for employment as part of the U.S. Department of Labor's $1.9 billion Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program.

Expert-Designed Course

This course was developed by subject matter experts, in partnership with local industries, to ensure the curriculum is aligned with the skills needed to gain employment. To ensure quality, this course was evaluated by third-party experts.

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Frequently Asked Questions (FAQ)
File: Welcome to the SkillsCommons Content Preview (PDF)
Click here to view frequently asked questions!

Appendix D

About This Course

The MSSC Safety Course is the first of the 4 critical modular courses to obtain the Certified Production Technician credential from the Manufacturing Skill Standards Council. This modular course emphasizes all safety procedures, policies and regulations established by the industry and government entities. It also covers the importance of teamwork, communication and training skills needed to enhance safety in a production environment.

Topics Covered:

1. Introduction to Manufacturing Industry
2. Teamwork Skills
3. Communication Skills
4. Safety Training
5. Safety in the Workplace
6. Personal Safety Practices
7. Safety Procedures, Policies and Regulations
8. Hazardous Material Safety
9. Tools and Machine Safety

Types of Course Materials Included

- Syllabus
- Narrated Presentations
- Videos

Estimated Time to Complete Course

~ 45 hours

Credential Type:

Certificate

OR

About This Course

This course enables students to identify sustainable organic plants for food, fiber and survival with an emphasis on cultivation. It focuses on exploration of environmental factors needed for sustainability, growth and future use.

Topics Covered

1. Introduction to Sustainable and Organic Plants

2. Sustainability and Food Plants
3. Importance of Germ Plasm and Seed Banks
4. Life Cycles of Sustainable Plants
5. Genetically Engineered Plants
6. Sustainable Plants in Last Century
7. Climate Requirements and Sustainable Plants
8. Pests and Sustainable Plants
9. Sustainable Plants and Genetically Modified Organisms
10. Soil Requirements for Sustainable Plants
11. Pollinators and Sustainable Organic Plants
12. Geographical Barriers and Sustainable Organic Plants
13. The Global Community and Sustainable Organic Plants
14. Collection of Data: Organic vs. Conventional Systems pt. 1
15. Collection of Data: Organic vs. Conventional Systems pt. 2

Types of Course Materials Included:

- Syllabus
- Narrated Presentations
- Readings
- Other Course Content

Estimated Time to Complete Course
16 Weeks

Credential Type:
Certificate

Syllabus: SAT140
Attached Files: Syllabus: SAT140 (1.923 MB)

Click on the "Syllabus: SAT140" link to view the syllabus as a PDF in a new tab.

OR

SAT 140 Syllabus
Attached Files: SAT140 Syllabus (1.923 MB)

To view the syllabus, click on the "SAT140 syllabus" link. The PDF will open in a new tab.

Appendix E

Course Content/Lessons

SkillsCommons Link to Download Introduction to Environmental Health
Click to download the "Introduction to Environmental Health" course directly from SkillsCommons.

BLD 162 Introduction to Environmental Health
Attached Files: Introduction to Environmental Health (HTML) (29.54 KB)

This course introduces students to an understanding of environmental issues and how they affect the ecosystem and the workplace with an emphasis on reuse of land from industrial buildings and brownfields, environmental law and regulations for industrial buildings and brownfields, health and safety, and information on trends and work opportunities in industrial building renovation and brownfield remediation.

Click on the link "Introduction to Environmental Health" to open the module in a new tab.

Unit 1: Introduction to Environmental Health

In this unit, students will identify and start understanding the relationship between public health and environmental issues and agencies. Contents include:

- Unit 1 Glossary
- Unit 1 Reading
- Lecture PowerPoint Presentation: Introduction to Environmental Health
- Knowledge Check
- Unit 1 Assignment: Basic Environmental and Public Health Concepts and Issues

Click the link "Unit 1: Introduction to Environmental Health" to open the folder.

Unit 2: Basic Environmental and Public Health Concepts and Issues

In this unit, students will identify and start understanding the relationship between public health and environmental issues and agencies. Contents include:

- Unit 2 Glossary

- Lecture PowerPoint Presentation: Basic Environmental and Public Health Concepts and Issues Part 1
- Lecture PowerPoint Presentation: Basic Environmental and Public Health Concepts and Issues Part 2
- Assignment: Basic Environmental and Public Health Concepts and Issues

Click the link "Unit 2: Basic Environmental and Public Health Concepts and Issues" to access its contents.

Unit 4: Commercial Production and Potential Crops

Unit 4 Introduction: Commercial Production and Potential Crops
Attached Files: Unit 4 Introduction: Commercial Production and Potential Crops (HTML) Click for more options (9.314 KB)

This section includes an introduction to the basics of commercial production and some potential crops suited to urban agriculture, as well as an overview of unit assignments.

To access this content, click on the "Unit 4 Introduction: Commercial Production and Potential Crops" link to open the course lesson in a new Blackboard tab.

Unit 4: Reading and Multimedia Assignments
Attached Files: Unit 4: Reading and Multimedia Assignments (HTML) Click for more options (555 B)

This section covers plant crops (i.e., vegetables, fruits, nuts, grains). It includes a presentation video, presentation slides, a reading assignment, and two multimedia assignments.

To access this content, click on the "Unit 4: Reading and Multimedia Assignments" link to open the course lesson in a new Blackboard tab.

Unit 1 Exercises: Adventures in Workplace Safety
Attached Files: Unit 1 Exercises: Adventures in Workplace Safety (HTML) Click for more options (5.987 KB)

This section includes some exercises developed to help you think about the importance of

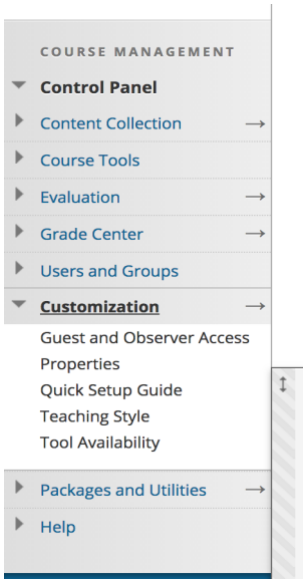
OSHA and your rights and responsibilities as a worker. Your instructor will direct you to specific exercises and scenarios, and the class will discuss them as a group in the discussion board.

To access this content, click on the "Unit 1 Exercises: Adventures in Workplace Safety" link. A new tab will open

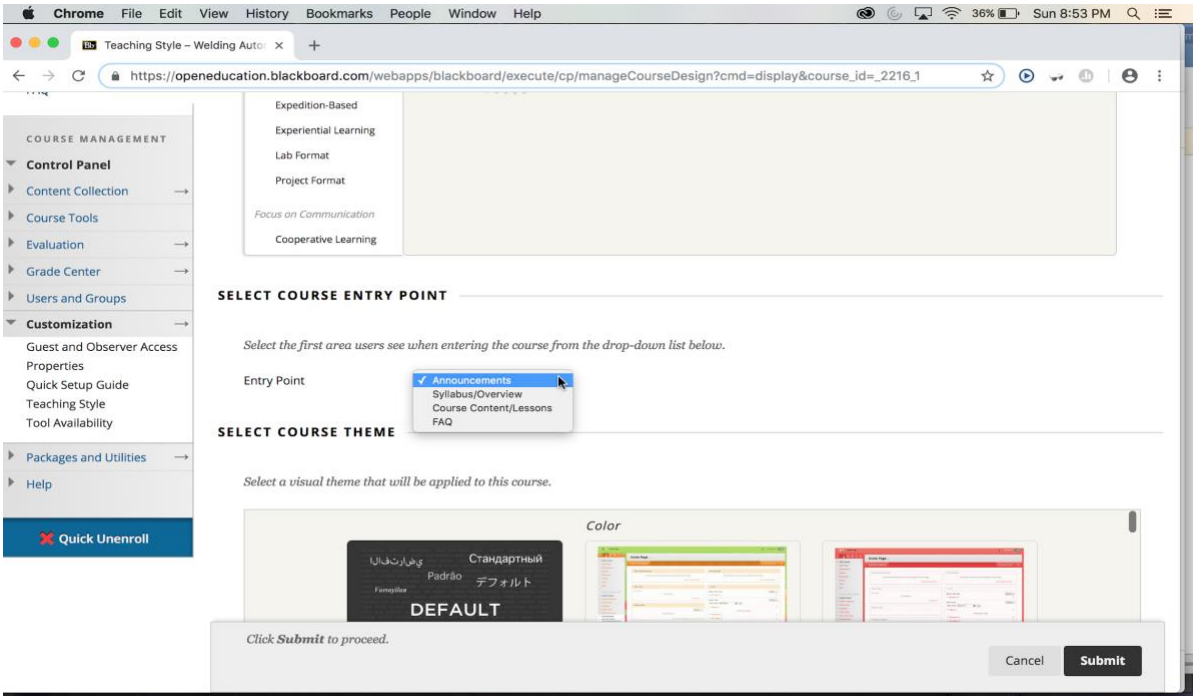
Appendix F

How to change the entry point

1. In the left-hand menu bar, go to “Course Management” → “Customization” → “Teaching Style”



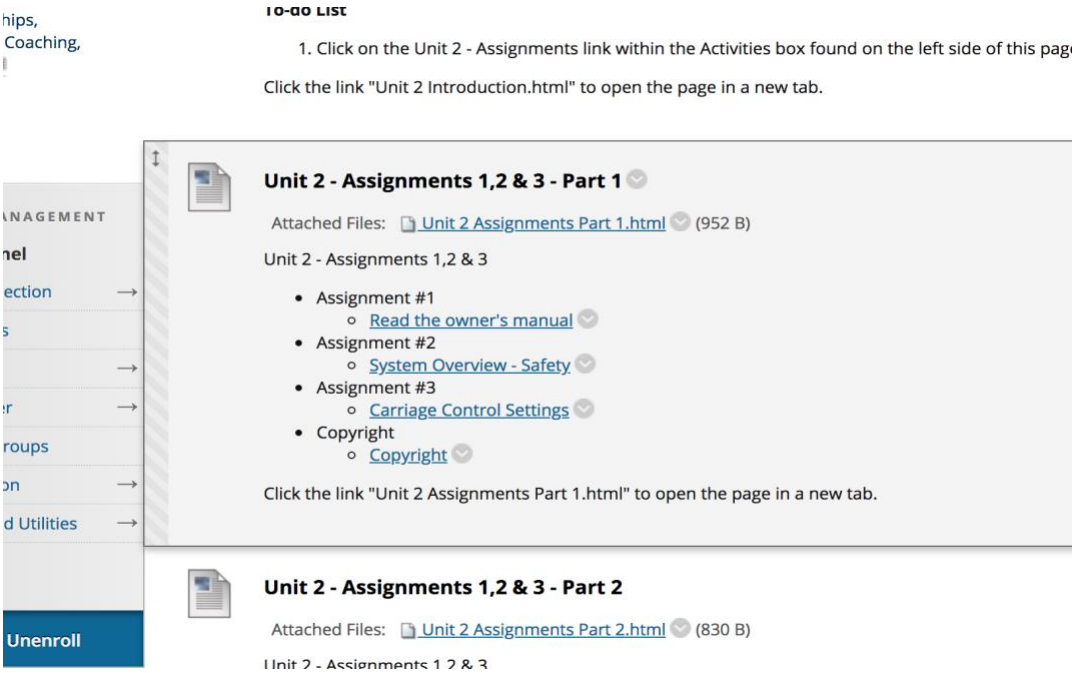
2. From the “Entry Point” drop-down menu, choose “Announcements”*



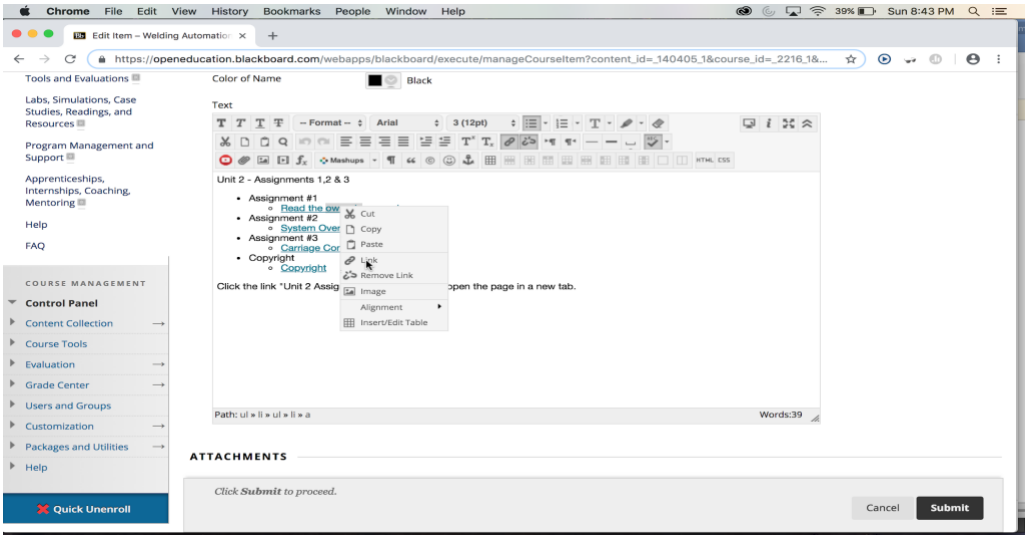
Note: Announcements will only show up in the drop-down menu if there is content in the Announcements section AND if it is visible to students

Change link options to open in new tab (for links in the description/body)

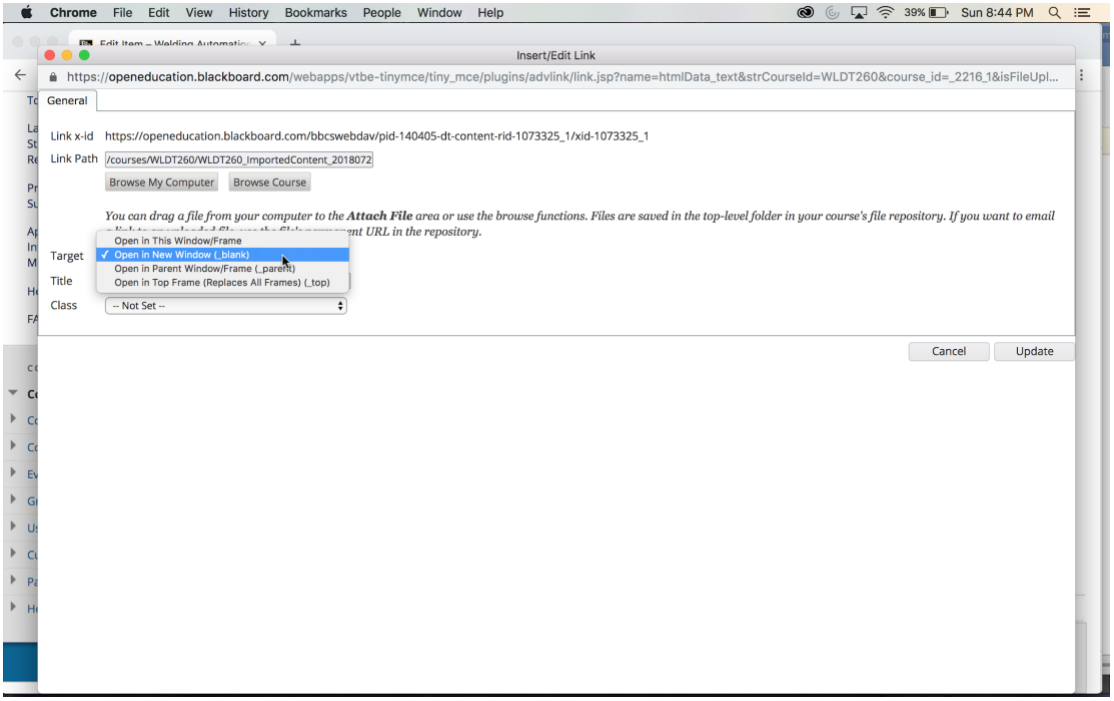
1. Click drop-down arrow next to unit title → edit



2. Right-click on link



3. Under “Target” drop down to “Open in New Window”



4. Click “Update”