# BARTON COMMUNITY COLLEGE

**COURSE SYLLABUS**

## GENERAL COURSE INFORMATION

Course Number: OSHA 1931

Course Title: Safety Training Methods for Adult Learners

Credit Hours: 3

Division and Discipline: Occupational Safety and Health

Course Description: Instruction consists of a review and study of the training methods and practices used to develop and incorporate safety job skills in the workplace.

### CLASSROOM POLICY

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services. Additional information about academic integrity can be found at the following link:

<http://academicintegrity.bartonccc.edu>

1. **COURSE AS VIEWED IN TOTAL CURRICULUM**

Course of study includes both general Industry and construction practices on development of effective training techniques regarding safe and healthful work environments. Safety Training Methods for Adult Learners is a required course for the Occupational Safety and Health Degree.

The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. It is the student's responsibility to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

1. **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton as a learning college, in finding ways to improve student learning.

Course Outcomes

1. Explain the principles of safety education, training and instruction
2. Define andragogy
3. Explain the 14 andragogy principles
4. Distinguish between education, training and instruction
5. Describe Malcolm Knowles six principles of adult learning
6. Define ways Knowles’ Adult Learning Principles can be used to facilitate adult learning in safety training
7. Describe natural and system consequences
8. Distinguish education, training and when real learning occurs
9. Recognize how natural and system consequences effect organizational culture
10. Summarize the how safety education and training effect natural and system consequences
11. Develop a training program
12. Identify the needs assessment process
13. Summarize the relationship between the JHA and needs assessment process
14. Describe the factors involved in prioritizing safety training
15. List some topics that would be used to train supervisors and managers
16. Distinguish between goals and objectives
17. Explain the ANZI Z490.1 guidelines for learning objectives when hazardous procedures and processes are taught
18. Define trainer roles and responsibilities
19. Explain the types of roles, according to the American Society for Training and Development (ASTD), trainers typically perform
20. Describe ANSI Z490.1-2009 instructor qualifications
21. Explain the differences between ANSI Z490.1-2009 instructor qualifications and OSHA Guidelines for instructor competency
22. Define methods for evaluating trainers
23. Summarize management involvement in training
24. Explain and demonstrate training presentation strategies
    1. Explain what OSHA means by “demonstrate” in its standards
    2. List training presentation strategies
    3. Explain the three most important training requirements
    4. Identify the correct sequence of training
    5. List types of media that can be used in training
    6. Summarize how to prepare visual aids
    7. Devise a lesson plan
25. Evaluate classroom management practices.
26. Describe the 8 different learning styles for adult learners (Visual, Auditory, Kinesthetic, Tactile, Active, Reflective, Global Understanding, Analytical Understanding)
27. Define field dependent and field independent
28. Define the ABCs of behavior
29. Compare and contrast effective presentation styles for adult learners
30. Describe the principles of motivation
31. Describe effective listening and how to answer questions without sending a negative message
32. Explain how body language communicates to students
33. Summarize strategies for handling problem situations in the training environment
34. Explain the evaluation process for On-the-Job Training (OJT)
35. Define the purpose of OJT
36. Describe the 7 Step OJT process
37. Discuss advantages and disadvantages of computer based training (CBT)
38. **INSTRUCTOR EXPECTATION OF STUDENTS IN CLASS**

## TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE

1. **REFERENCES**
2. **METHODS OF INSTRUCTION AND EVALUATION**

# ATTENDANCE REQUIREMENTS

# COURSE OUTLINE