



SILLERS INSTITUTE

Your Future In Technology

2022-2023

Applications in Construction



Sillers Institute

2022-2023



Program Description

Prerequisites

Meeting time and location

Curriculum

Certifications Earned During this Program

Late Work Policy

Viewing Grades

Course Policies

Professional Behavior Policy

**P2E****Construction Technology 318 hours****(Accelerated)****Program Description**

Introduction to Construction Technology is an instructional program that prepares individuals for employment or continued education in the occupations of Construction related industries. Construction Technology I is a basic course teaching fundamental of safety, tools, construction math, understanding blueprints, and basic carpentry, electrical, masonry, and plumbing skills. Coursework introduces fundamental construction management concepts including the roles and responsibilities of project stakeholders, project delivery systems, contract types, estimating, scheduling, safety quality control, cost management, trade coordination and documentation of the work.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Certifications earned in this program:

The Autodesk AutoCAD Certified User

OSHA 30-Hour Construction Safety Certification

Prerequisites: None

Instructors:

Marcos Velasquez

Qualifications: OSHA Outreach Trainer

Industry Experience: 15 years

Languages: English

Kurt Pearson

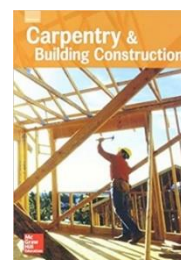
Qualifications: Contractor, Various Industries

Lic. # B-563636

Industry Experience: 43 years

Languages: English

Text: *Carpentry & Building Construction*



ISBN-13: 978-0021402441

Meeting Time & Location

Sillers Institute
74710 Highway 111, Suite 102
Palm Desert, CA 92260

Days: Monday – Friday
Times: 7 am- 12pm pm includes (five hours per day)
Duration of Program: 40 days (8 weeks 318 hours)
Hand on training each Friday (all day)

AutoCAD Schedule

32 hours of in-class training at 4 hours per week over 8 weeks
118 hours of lab outside of class time = 15 hours per week
Time spent on lab hours are logged in your student portal

Module 1: Basic Safety

Module 2: Introduction to Construction Math

Module 3: Introduction to Hand Tools

Module 4: Introduction to Power Tools

Module 5: Introduction to Construction Drawings /Reading blueprints

Module 6: Introduction to Basic Rigging

Module 7: Basic Communication Skills

Module 8: Basic Employability Skills

Module 9: Introduction to Material Handling

Module 10: Introduction to Carpentry

Module 11: Introduction to Electrical Basics

Module 12: Introduction to Masonry Basics

Summary Report for:

47-2061.00 - Construction Laborers

Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris, and other waste materials. May assist other craft workers.

Sample of reported job titles: Bituminous Asphalt Technician, Construction Laborer, Construction Worker, Drop Crew Laborer, Equipment Operator (EO), Form Setter, Post Framer, Scaffolding Operator, Site Work Laborer, Toolman

Curriculum (O*Net)

1. Construction Drawings- Identify blueprints, blue lines, and CAD prints. Obtain the information they need from a schematic or working drawing. Develop a bill-of-materials. Build a three-dimensional object based on two-dimensional drawings.
2. Construction Math
3. Construction Site Safety
4. Tend pumps, compressors, or generators to provide power for tools, machinery, or equipment or to heat or move materials, such as asphalt.
5. Lubricate, clean, or repair machinery, equipment, or tools.
6. Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
7. Read plans, instructions, or specifications to determine work activities.
8. Measure, mark, or record openings or distances to layout areas where construction work will be performed.
9. Clean or prepare construction sites to eliminate possible hazards.
10. Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
11. Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications.
12. Control traffic passing near, in, or around work zones.
13. Erect or dismantle scaffolding, shoring, braces, traffic barricades, ramps, or other temporary structures.
14. Provide assistance to craft workers, such as carpenters, plasterers, or masons.
15. Raze buildings or salvage useful materials.
16. Position or dismantle forms for pouring concrete, using saws, hammers, nails, or bolts.
17. Place, consolidate, or protect case-in-place concrete or masonry structures.
18. Operations Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Technology Skills

Computer aided design AutoCAD software

Spreadsheet and Office suite software — Microsoft Word, Excel, PowerPoint, Outlook, Google Docs, Sheets, Slides, Calendar.

Project management software — Microsoft Project

Abilities & Soft Skills

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination — Adjusting actions in relation to others' actions.

Operation and Control — Controlling operations of equipment or systems.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Access which of several objects is closer or farther away from you, or to judge the distance between you and an object.

Rate Control — The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.

Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Judging the Qualities of Things, Services, or People — Assessing the value, importance, or quality of things or people.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others and maintaining them over time.

Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.

Work Activities

Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Developing Objectives and Strategies — Establishing long-range objectives and specifying the strategies and actions to achieve them.

Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.

Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.

Scheduling Work and Activities — Scheduling events, programs, and activities, as well as the work of others.

Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores and receiving clients or guests.

Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Detailed Work Activities

Operate pumps or compressors.

Clean equipment or facilities.

Maintain construction tools or equipment.

Signal equipment operators to indicate proper equipment positioning.

Install plumbing or piping.

Position structural components.

Install green structural components, equipment or systems.

Direct vehicle traffic.

Review blueprints or specifications to determine work requirements.

Finish concrete surfaces.

Test air quality at work sites.

Clean work sites.

Compact materials to create level bases.

Dig holes or trenches.

Mark reference points on construction materials.

Measure work site dimensions.

Assemble temporary equipment or structures.

Dismantle equipment or temporary structures.

Load or unload materials used in construction or extraction.

Move construction or extraction materials to locations where they are needed.

Install insulation in equipment or structures.

Assist skilled construction or extraction personnel.

Apply paint to surfaces.

Apply sealants or other protective coatings.

Clean surfaces in preparation for work activities.

Remove worn, damaged or outdated materials from work areas.

Position construction forms or molds.

Smooth surfaces with abrasive materials or tools.

Install masonry materials.

Protect structures or surfaces near work areas to avoid damage.

Mix substances or compounds needed for work activities.

Break up rock, asphalt, or concrete.

Pour materials into or on designated areas.

Spread concrete or other aggregate mixtures.

Prepare hazardous waste for processing or disposal.

Operate heavy-duty construction or installation equipment.

Work Context

Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats, or Life Jackets — 97% responded “Every day.”

Face-to-Face Discussions — 81% responded “Every day.”

Outdoors, Exposed to Weather — 81% responded “Every day.”

Spend Time Standing — 68% responded “Continually or almost continually.”

Contact With Others — 58% responded “Constant contact with others.”

Very Hot or Cold Temperatures

Exposed to Hazardous Equipment — 19% responded “Once a week or more but not every day.”

Telephone — 53% responded “Once a week or more but not every day.”

Exposed to Contaminants — 16% responded “Once a year or more but not every month.”

Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls — 16% responded “About half the time.”

Work With Work Group or Team — 46% responded “Very important.”

Sounds, Noise Levels Are Distracting or Uncomfortable — 49% responded “Every day.”

Time Pressure — 83% responded “Once a week or more but not every day.”

Frequency of Decision Making — 41% responded “Every day.”

Consequence of Error — 38% responded “Extremely serious.”

Impact of Decisions on Co-workers or Company Results — 41% responded “Important results.”

Importance of Being Exact or Accurate — 42% responded “Very important.”

Responsible for Others' Health and Safety — 27% responded “High responsibility.”

Extremely Bright or Inadequate Lighting — 29% responded “Every day.”

Physical Proximity — 42% responded “Moderately close (at arm's length).”

Freedom to Make Decisions — 50% responded “Some freedom.”

Work Schedules — 53% responded “Irregular (changes with weather conditions, production demands, or contract duration).”

Cramped Workspace, Awkward Positions — 60% responded “Once a week or more but not every day.”

Indoors, Not Environmentally Controlled — 38% responded “Once a month or more but not every week.”

Outdoors, Under Cover — 40% responded “Once a month or more but not every week.”

Pace Determined by Speed of Equipment — 26% responded “Very important.”

Structured versus Unstructured Work — 35% responded “Some freedom.”

Coordinate or Lead Others — 16% responded “Not important at all.”

Responsibility for Outcomes and Results — 26% responded “Moderate responsibility.”

Duration of Typical Work Week — 66% responded “40 hours.”

In an Enclosed Vehicle or Equipment — 35% responded “Once a week or more but not every day.”

In an Open Vehicle or Equipment — 26% responded “Once a week or more but not every day.”

Work Styles

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Integrity — Job requires being honest and ethical.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Work Values

Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

Working Conditions — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

Sources of Additional Information

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

American Subcontractors Association

Associated Builders and Contractors

International Brotherhood of Electrical Workers

Laborers' International Union of North America

LIUNA Training and Education Fund

National Center for Construction Education and Research

Occupational Outlook Handbook: Construction laborers and helpers

The Associated General Contractors of America

AutoCAD

32 hours of in-class training at 4 hours per week over 8 weeks

118 hours of Lab outside of class time – 15 hours per week

Time spent on lab hours are logged in your student portal

OSHA 30-Hour Construction Safety Certification (OSHA Outreach Completion Card)

What topics are covered in the OSHA 30-Hour Construction Safety course?

Course topics include: Introduction to OSHA, Managing Safety and Health, Struck and Caught Hazards, Personal Protective Equipment (PPE), Hearing Conservation, Respiratory Protection, Lead and Crystalline Silica, Asbestos, Hazard Communication, Electrical Safety, Hand and Power Tools, Fall Protection, Ladder Safety, Excavations, Scaffolds, Crane Safety, Heavy Equipment, Forklift Safety, Materials Handling, Permit-Required Confined Spaces, Fire Safety, Welding and Cutting, Concrete and Masonry, Steel Erection, and Ergonomics.

OSHA 300 Recordkeeping 1 Contact Hour

Employers and managers are responsible for the safety of their job sites, and accurate recordkeeping is part of ensuring safety. Keeping track of occupational injuries and illnesses ensure companies can stay in compliance with Occupational Safety and Health Administration (OSHA) regulations while identifying workplace risks that need to be eliminated.

Objectives

- Meet the requirements found in 29 CFR 1904
- Recognize OSHA's rules for reporting fatalities and serious workplace accidents
- Recognize OSHA's rules for recordable injuries and illnesses
- Identify and correctly fill out OSHA's 300, 300A, and 301 forms

WHAT REGULATIONS DOES THIS COURSE SATISFY?

This course covers the essential aspects of OSHA 300 recordkeeping outlined in 29 CFR 1904. This OSHA 300 recordkeeping certification meets the need to know how to fill out OSHA 300, 300A or 301 forms properly and comply with OSHA requirements for reporting workplace illnesses and injuries.

Back Injury Prevention and Safe Lifting Techniques (1 Hour)

This hour covers training for back injury prevention to meet the needs of all general industry workers. This includes employees who are at risk of work-related back injury, as well as their managers who are responsible for upholding workplace health and safety. The training is valuable for workers with jobs that require them to engage in difficult physical tasks, such as lifting heavy objects, kneeling, twisting, bending or repeating the same motions with little variation.

WHAT REGULATIONS DOES THIS COURSE SATISFY?

The United States Occupational Safety and Health Administration (OSHA) does not specifically require employers to provide back injury prevention training. However, under the Occupational Safety and Health Act's General Duty Clause, Section 5(a)(1), employers do have an obligation to keep the workplace free from serious recognized hazards, including ergonomic hazards that could lead to a back injury.

Heat Illness Prevention Training (1 Hour)

Cal-OSHA Heat Illness Prevention training is intended for employees who work outdoors in conditions that may induce heat stress and heat illness. Our heat illness prevention course is designed for all employees, including:

- Construction Workers
- General Industry Workers
- DOT/Transportation Workers
- Manufacturing Workers
- Managers and Supervisors

WHAT REGULATIONS DOES THIS COURSE SATISFY?

The U.S. Occupational Safety and Health Administration (OSHA) does not specifically require employers to provide heat illness prevention training. However, three states — Washington, Minnesota, and California — have created their own laws governing occupational heat exposure. In California, Title 8 CCR 3395(h) requires employers to provide heat illness prevention training for both supervisory and non-supervisory employees who work outdoors. Our course satisfies this regulatory requirement.

Asbestos Awareness Training (2 hours)

Two hours of asbestos awareness training teaches how to work safely and maintain compliance with U.S. Occupational Safety and Health Administration (OSHA) regulations.

Upon completion of this Asbestos Awareness Training Course, students should know:

- What asbestos is, where it comes from and why it has been used so much.
- The potential health effects of asbestos.
- Where asbestos-containing materials (ACM) and potential asbestos-containing materials (PACM) are commonly found.
- Proper precautions and work practices when working around asbestos.
- How to recognize asbestos hazards due to damage or deterioration.
- Appropriate response to an asbestos fiber release.
- What OSHA regulations apply to workers who work with or around asbestos and what aspects of those regulations affect you.

WHAT REGULATIONS DOES THIS COURSE SATISFY?

The asbestos awareness course satisfies the training requirements outlined by OSHA in 29 CFR 1926.1101. This regulation requires employers to provide training to every employee likely to be exposed to asbestos in excess of permissible exposure limits (PEL) and who performs Class I through IV asbestos operations.

OSHA Confined Space Training (2 hours)

Employees who may enter confined spaces with potential hazards are required to receive OSHA confined space safety training. This includes confined space attendants and entrants. This training offers a comprehensive and foundational awareness on both health and occupational hazards. It also includes how the creation and continual assessment of a site-specific or employer-specific permit program helps secure personnel safety.

COURSE OBJECTIVES

The structure and objectives of this online OSHA confined space safety training course are centered around the requirements outlined in the OSHA Confined Space regulation. As a result of successfully completing this training course students will be able to do the following:

- Identify what types of areas are confined spaces, including permit-required confined spaces and non-permit spaces, and to define each term.
- Identify the hazards commonly found in confined spaces, including atmospheric hazards and physical hazards.
- Identify the roles and responsibilities of the Entrant and Attendant as defined by OSHA for various personnel during confined space operations.
- Understand the use and need for a confined space permit.
- Understand basic emergency activities during a confined space emergency, including the hierarchy of rescue.

WHAT REQUIREMENTS DOES THIS COURSE SATISFY?

The confined spaces course satisfies the requirements found in 29 CFR 1910.146 and 29 CFR 1926 Subpart AA. This course will fulfil initial training and refresher training for employees in the general and construction industry. Within this course, students will gain a fundamental awareness of equipment designed for hearing protection, such as earplugs and earmuffs, and how to limit the damage that comes from prolonged noise exposure.

OSHA Hearing Protection Training (1 Hour)

The construction industry has numerous occupational hearing hazards, including jackhammers, dozers and other machinery. If organizations fail to implement measures regarding hearing loss prevention and planning, workers could experience ringing ears, elevated blood pressure and stress levels, and even permanent hearing loss.

Upon completion of this training course, students should be able to:

- Describe the OSHA requirements for control of noise exposure
- Identify the effects of noise on hearing
- Describe the purpose of hearing protection equipment
- List the advantages and disadvantages of various types of hearing protection equipment
- Understand how to select, use, care and correctly use hearing protection equipment
- Define the purpose of audiometric testing and its' procedure

WHAT REGULATIONS DOES THIS COURSE SATISFY?

Our hearing protection course meets OSHA's mandate for training under 29 CFR 1910.95(k). This regulation demands that employers establish training for workers if their daily environment noise exceeds the 8-hour time-weighted average of 85 dB. Related to these guidelines is the need to implement noise-reduction measures or, if those are inadequate, to supply hearing protection devices tailored to employees.

OSHA Hazard Communication and GHS Training (2 Hours)

This course on hazard communication and GHS covers the classifications and labels that apply to the hundreds of thousands of chemicals used today. Students receive detailed information on the associated risks of these materials to human health and the environment, as well as how to communicate these factors on SDSs.

COURSE OBJECTIVES

- Meet the requirements of 29 CFR, Part 1910.1200 for certification in OSHA Hazard Communication.
- Demonstrate an understanding of what constitutes a hazardous substance and the risks and hazards associated with them.
- Demonstrate an ability to recognize the presence of the hazardous materials used in the workplace.
- Demonstrate knowledge of the use of Safety Data Sheets (SDS), GHS pictograms and labeling, NFPA labeling, DOT labels/placards, and other chemical labeling used at the site in working safely around chemical hazards found in the workplace.
- Demonstrate knowledge of the routes of entry for hazardous materials to enter the body, and of the effects that the specific chemical found at the site might have on people, property, or the environment.
- Demonstrate an understanding of the terminology used on an SDS including flash point, flammable range, carcinogen, mutagen, teratogen, concentration, incompatibility, PEL, and TLV/TWA.
- List proper workplace procedures to follow for the safe handling and use of chemicals including proper storage techniques, use of personal protective equipment, engineering controls, and spill containment/cleanup materials.

WHAT REGULATIONS DOES THIS COURSE SATISFY?

Our online OSHA hazard communication and GHS training course will satisfy federally mandated training under 29 CFR 1910.1200(h). These standards express the need for employee training on hazardous chemicals and the formation of a site-specific management program where appropriate.

OSHA Respiratory Protection Training (2 Hours)**OSHA COMPLIANT RESPIRATORY PROTECTION CERTIFICATION**

Respirator use is common across multiple industries and necessary at any time where working conditions create unsafe air quality levels. For some jobs, this means wearing a respirator at all times. This course is compliant with OSHA 9 CFR, Part 1910.134 guidelines. This respiratory protection training course covers a wide range of subjects, including:

- Respirator identification: Identify the types of respirators, understand their capabilities and know when they are necessary.
- Respirator use: Learn how to use respirators for regular use, service and during emergencies, and how to respond to malfunctions.
- Respirator care: the importance of proper fit, care, storage and use, and how they affect respirator performance and longevity.
- Respirator wear: Get to know the proper methods for inspecting and wearing a respirator, checking the seals and removal to prevent contamination.
- Respirator limits: This course outlines the different signs, symptoms and medical conditions that could interfere with wear and limit respirator effectiveness.

OSHA's Silica in Construction Training Course (1 Hour)

Silica in Construction training is intended for employees in nearly all places of construction employment in which they may be exposed to rock, concrete, and similar dusts.

BEHAVIORAL OBJECTIVES

- Identify OSHA's new Respirable Crystalline Silica Standard found in Construction in 29 CFR 1926.1153 and its principal requirements.
- Explain what respirable crystalline silica is and the health hazards associated with it.
- Know the specific tasks in the workplace that could result in exposure to respirable crystalline silica.
- Know the types of control measures and respiratory protection for respirable crystalline silica.
- Recognize employer responsibilities and employee rights under the standard on respirable crystalline silica.
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COURSE OBJECTIVES

This silica compliance training is to help businesses in the construction, maritime and general sectors improve job site safety by preventing and properly handling employee exposure to silica. This silica awareness training course for employees in the construction industry set the following objectives:

- Preparing workers in the construction industry to properly handle materials containing silica and silica-laden environments
- Educating employers in the construction industry on how to keep silica levels in working environments as close to the action level as possible (25 micrograms per square meter of workspace)
- Providing construction workers with a thorough understanding of the safety risks involved with silica exposure

- Educating construction workers and employers on the state and federal regulations regarding crystalline silica exposure on the job site.

WHAT REGULATIONS DOES THIS COURSE SATISFY?

The silica training courses we offer are designed to satisfy the requirements of OSHA's 29 CFR 1926.1153, which requires businesses in the construction industries to limit worker exposure to silica.

TOPICS COVERED

- Different forms of silica and their health risks
- How to identify respirable and visible silica dust
- Plans for silica exposure control
- Proper protective clothing and equipment
- The components of a silica exposure and protection plan
- Silica testing basics
- What to do after silica exposure
- Housekeeping practices for minimizing silica exposure
- Dust collection systems, respiratory protection, ventilation systems and other environmental safety controls
- Any other essential silica safety topics required for silica training certification

LEVELS OF TRAINING

OSHA requires silica safety and awareness training for all employers and employees in the California construction sector and any general industries where workers are at risk for silica exposure.

California OSHA Fall Protection Course (1 Hour)

This California-specific training course will raise awareness of various fall hazards as well as the proper use of established safety measures. For employers, the material discusses how to create and sustain a Fall Protection Plan. The course also touches on differences between California's specifications on protective structures and the existing federal guidelines

Managers and employees in California must be trained in fall protection if the job site features any raised platforms, walkways and staircases or slippery or unstable surfaces. Many different industries take personnel to dangerous heights, including:

- Contractors on rooftops or around skylights
- Construction workers upon girders or scaffolding
- Painters or window cleaners on the sides of structures
- Utility workers in cranes
- Marine and shipyard employees on dock boards
- Industrial plant operators using catwalks
- And many more

Upon completion of this Fall Protection Training Course, students should know:

- Identify the levels where fall protection is required to be implemented.

- Define the three methods of controlling the hazards associated with falls in the order that they are required to be used.
- List examples of each type of control identified.
- Identify the three factors associated with the use of a Personal Fall Arrest System (PFAS).
- Define the acceptable criteria for using a PFAS.
- Identify the requirements for using a scaffold system.
- List the elements of a Fall Protection Plan.
- List the three types of ladders used in the workplace.
- Identify the proper procedures for the selection and use of a portable ladder.
- Describe the basic inspection criteria for portable ladders.
- Describe the requirements for inspection of PFAS equipment.
- Describe the inspection criteria for use of a scaffold.
- Satisfied the requirements for training in elevated work in accordance with applicable OSHA regulations.

WHAT REGULATIONS DOES THIS COURSE SATISFY?

This fall protection training course meets the fall protection guidelines set in Title 8 of the California Code of Regulations. This includes the written Fall Protection Plan (§1617.1), the requirements of fall protection (§1669-1672) and specifications of safety fixtures and openings in Subchapter 7 (§3209-3239).

Sexual Harassment and Discrimination Training for Employees (1 Hour)

COURSE OBJECTIVES

The ultimate purpose of sexual harassment and discrimination training is to facilitate safer, more comfortable workplaces for all employees, where harassment or other forms of discrimination on the basis of gender are not tolerated. In this course, employees will learn the following:

The legal definition of sexual harassment under the Fair Employment and Housing Act (FEHA) and Title VII of the Federal Civil Rights Act of 1964

- How to identify sexual harassment and other forms of discrimination
- The state and federal statutes defining and prohibiting sexual harassment in the workplace
- How employers should address harassing or discriminatory behavior
- Avenues for victims of workplace harassment
- These and other related topics are discussed in our training course.

TOPICS COVERED

The topics covered under the employee sexual harassment and discrimination course include the following items:

- What workplace sexual harassment is
- The legal definitions for sexual harassment and discrimination in the workplace
- How employees can identify instances of sexual harassment and discrimination
- How employers and supervisors are required to address harassment instances
- Avenues of reporting and action that can be taken to stop sexual harassment
- Consequences of sexual harassment in the workplace and failure to properly address and report it
- Mandatory reporting specifics
- What to do if a manager or supervisor exhibits harassing behaviors
- The complaint process for sexual harassment or discrimination in the workplace

- Sexual harassment and discrimination prevention strategies

WHAT REGULATIONS DOES THIS COURSE SATISFY?

This course satisfies the State of California's requirements for businesses of five or more employees as outlined under SB 1343.

Late Work Policy

Late will not be accepted unless the student has an acceptable verifiable reason why the assignment could not be completed.

Viewing Grades

Grade will be available within 24-48 hours of submission. The percentage grade will be placed on the assignment and returned to the student. Letter Grade Assignment

This course final grade will be based on the following actions and deliverables:

- Quality of assignments
- Sufficient participation and feedback in class discussion
- Performance on quizzes, and exams

Letter Grade Assignment

Sillers Institute awards letter grades in recognition of academic achievements in each course. Grades are based upon formative and summative assessments in addition to the instructor's academic judgment if the student has demonstrated a specified level of performance based on objective and subjective evaluations. Students are graded according to their individual activities in the course.

Course Policies

Participation

Students are expected to participate in all class activities.

Open Door Policy

Since your learning is my primary concern, it is imperative that anything preventing you from learning be discussed. Please feel free to make an appointment with me so that I can help you keep on track.

Policy for Assignments

Students are expected to have read the chapter prior to the lecture.

Each chapter will be explained and discussed. Concepts will be illustrated by working selected demonstration problems in class.

Class Policy on Attendance

Attendance in class is an important priority. Construction Technology is a course that continues to build on the knowledge gained. It is not possible to understand and grasp the fundamentals being taught in later chapters unless the earlier chapters have been mastered. Missing classes will impede your progress.

Letter Grade Percentage Performance

A 93-100% Excellent Work

A- 90-92% Nearly Excellent Work

B+ 87-89% Very Good Work

B 83-86% Good Work

B- 80-82% Mostly Good Work

C 77-79% Poor Work/ Not Accepted Classroom Behavior

Description	Points
Lab	25
Quizzes	10
Tests	20
Hands on training	25
Final Exam	30

Students are expected to treat the instructor and fellow students with respect and courtesy at all times. This means giving your full attention. No private conversations or time spent on devices not utilized for this program.

Course Drops and Withdrawals

A student may drop a course the first day of the course session without academic penalty. A course drop during this time does not appear on the student's transcript and does not affect grade point average (GPA).

Note: Please refer to the Academic Calendar to verify the last date for a course drop.

A course drop applies to one course at a time and does not assume withdrawal from Sillers Institute.

Students are responsible for executing course drops by submitting a written request to the Chief Academic Officer at contact@sillersinsitute.com 74710 Hwy 111 Palm Desert, CA 92260 Suite, 102 in person, by post, or email. Students must also include in the submission the following information:

Student Name
Social Security Number
Date of email
Effective date of Enrollment Agreement cancellation
Contact information: (cell phone; email address; mailing address)
Course name and number

If you do not receive a response from the academic officer within three days of the original request, another inquiry should be made by the student-to-Student Services.

Accommodations

You may request accommodations for a disability by notifying your instructor or the school administrator prior to your first day of class.

Plagiarism Policy

The offense of plagiarism will result in suspension from the course. Below are definitions of plagiarism retrieved from Plagiarism.org

- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- turning in someone else's work as your own
- giving incorrect information about the source of a quotation

- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work,

whether you give credit or not (see our section on "fair use" rules)

The authors of plagiarism.org state most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism

Professional Behavior Policy

Professional behavior is a form of etiquette in the workplace that is linked primarily to respectful and courteous conduct. Many organizations will have a formal code of professional conduct in place, but many do not. Believe it or not, professionalism and ethical behavior can benefit your career and improve your chances of future success.

Being conscious of how you treat co-workers and clients and ensuring a positive workplace attitude can help you to improve your productivity and effectiveness in the workplace. In general, professional behavior comes down to ethics and dedication. Although possessing the necessary skills to do your job effectively is essential, having an understanding of what constitutes professional behavior will help you develop your own high standard of work habits that could contribute to future career success.

1. **Honesty:** always act openly. Never share confidential, privileged or client information unnecessarily, and don't tolerate or justify dishonest conduct by others. Report any conflicts of interest immediately.
2. **Meetings:** arrive on time and be prepared by reviewing the agenda or meeting notes in advance. Make contributions to discussions where appropriate, and don't take over when someone else is trying to talk. Respect the meeting convenor or chair, follow the appropriate format, and ask considerate questions.
3. **Communication:** speak clearly and in language others can easily understand, act courteously and use good manners when engaging with others. Follow any company guidelines regarding content, read information provided before asking questions, listen to others when they are talking or explaining, and don't engage in office gossip. Be careful of language and tone in written communications, and don't copy in others unnecessarily when emailing (but don't intentionally exclude others either).
4. **Time Management:** don't be late to work, instead arrive a few minutes early to settle, get your coffee and greet co-workers. Follow lunch and break schedules by leaving and returning on time. At the beginning of every day, review your schedule so you know what time you have to be where, and what workload you have on that day.
5. **Integrity:** act ethically and do the 'right' thing at all times, always report suspicious people in the office, misconduct, or other violations of company policy. Remain impartial keeping any personal bias and intolerances out of the workplace.
6. **Safety:** understand the company safety policy and report any maintenance or other hazards immediately.
7. **Dress:** dress in clean, appropriate clothing. Follow any dress code standards or guidelines and if there aren't any, avoid clothing that is revealing, provocative, or includes offensive language or pictures.
8. **Accountability:** take responsibility for your work and actions, do what needs to be done, and don't leave it for others. Be honest if things go wrong, or you don't finish something on time, then work out an effective resolution to move forward. Seek help early if you need it.
9. **Teamwork:** you often need to work with people that you may not necessarily like. Set aside differences to work well with others since teamwork sometimes even outweighs performance – with people who work well with others often advancing based on that aspect.
10. **Commitment:** dedication and a positive action to your role and the organization can carry you a long way. Plus, dedication from employees is often contagious with others being inspired to go the extra effort themselves.

Essentially, being professional is about giving your best at all times. Think about how your behavior will be perceived by others and make sure to understand and follow company codes of conduct where they exist.