

College of Micronesia – FSM
P.O. Box 159
Kolonia, Pohnpei

Course Outline Cover Page

Workshop Administration

Course Title

VCF 120

Department and Number

Course Description:

This course is designed to teach the students the daily activities involved in a Cabinetmaking workshop. Estimation and costing, ordering materials, organizing and production planning as well as the best methods of maximizing the use of materials and reducing waste will be covered.

Prepared by: Jeff Steel

State: Pohnpei Campus

	Hours per Week	No. Of Weeks	Total Hours	Semester Credits
Lecture	2/4	16/8	32	2
Total Semester Credits:				2

Purpose of Course

Degree Requirement	_____
Degree Elective	_____
Advanced Certificate	_____
Certificate	_____XX_____
Apprenticeship	_____XX_____
Other (Workshop)	_____

Prerequisite Course(s): VCF 104 Introduction to Cabinetmaking/Furniture making

Signature, Chairman, Curriculum Committee

Date Approved by Committee

Signature, President, COM-FSM

Date Approved by the President

COURSE TITLE**WORKSHOP ADMINISTRATION****Nominal Duration****32 Hours/2 Credits****Course Code****VCF 120****General Objective**

To develop in the student the knowledge and skills required for the successful operation of a Cabinetmaking/Furniture making workshop. This course is designed to enable the student to learn procedures and consider aides for planning and construction of furniture in a workshop environment.

Prerequisites

A student may seek recognition for competencies already held.

- VCF 104 Introduction to Cabinetmaking/Furniture making
- Before or concurrently

Learning Outcomes:

Upon successful completion of this course the student will be able to:

1. Demonstrate an understanding of estimation and costing procedures that a cabinetmaker would be required to perform in relationship to the successful operation of a workshop
2. Explain the benefits of sound production planning practices including quality control in a workshop environment.
3. Calculate an economical cutting plan and procedure for an item of furniture.

Delivery

Delivery methods must provide for the demonstration of competence in skills specified in all learning outcomes.

Assessment

More than one learning outcome may be assessed at once, by observing the learners ability to apply both specified skills and knowledge.

LEARNING OUTCOME 1

Estimation and Costing

VCF 120.1

Perform estimation and costing procedures required of a cabinetmaker/furniture maker.

Assessment Criteria

120.1.1 Produce an accurate cutting and costing list for an item of furniture.

120.1.2 Produce an accurate cost for a client of a given piece of furniture.

120.1.3 Explain the importance of clear & correct costing of manufactured items.

All work practices must ensure that safe practices are adopted.

Conditions

Working in groups given:

- **Resources**
- **Verbal presentation to the group of learners**
- **Workplace visits to study recent and emerging trends that are current to the industry.**

Assessment Method

Assessment may involve any of the following methods

- **Oral questioning**
- **Written tests**
- **Computer managed testing**
- **Individual written assignments**
- **Active participation in group activity**

LEARNING OUTCOME 2

Production Planning

VCF 120.2

Explain the benefits of sound production planning practices in a workshop.

Assessment Criteria

120.2.1 Describe the function of production planning.

120.2.2 Explain the principles of “Just in Time” management.

120.2.3 Explain effects of poor quality control.

All work practices must ensure that safe practices are adopted.

Conditions

Verbal presentation to the group of learners

Workplace visits to various sectors of Industry

Assessment Method

Assessment may involve any of the following:

- **Oral questioning**
- **Written testing**
- **Computer managed testing**
- **Individual and group written assignments**
- **Active participation in group activity**

LEARNING OUTCOME 3

Cutting, Costing and Production Procedures

VCF 120.3

Complete an actual cutting and costing list and calculate an economical cutting plan and procedure for an item of furniture.

Assessment Criteria

120.3.1 Complete a cutting list for a given project.

120.3.2 Complete a costing list for the given project.

120.3.3 Calculate a cutting plan/pattern for the project with minimum waste as a priority

All work practices must ensure that safe practices are adopted.

Conditions

- **Verbal presentation to the group of learners.**
- **Workplace visits to various sectors of the Industry**

Assessment Method

Assessment methods may involve any of the following methods:

- **Oral questioning**
- **Written tests**
- **Computer managed testing**
- **Individual written assignments.**
- **Active participation in group activity.**

SUGGESTED REFERENCE MATERIALS

- **Hardware and manufacturers manuals**
- **Wheels of learning Level One Carpentry (nccer)**
- **Carpentry and Building Construction, Fifth Edition. (Glencoe, McGraw-Hill)**
- **Library Resources**

RESOURCES

- **Workshop Facilities**
- **Demonstration Units**

GRADES

Final Grades for this course will be assessed based on COM-FSM policy and course requirements at the following percentage rates:

90% - 100%	A – Superior
80% - 89%	B – Above Average
70% - 79%	C – Average
60% - 69%	D – Below Average
0 - 59%	F - Failure

ATTENDANCE

The COM-FSM attendance policy will apply.