BARTON COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Number: HZMT 1934
Course Title: ISO 14000 Environmental Management
Credit Hours: 3 credit hours
Prerequisites: none
Division/Discipline: Technical and Military Outreach
Course Description: This course will concentrate on general environmental management systems and tools, which comprise the scope of International Organization for Standardization (ISO) 14000, the voluntary international standard for environmental management systems. Students will explore specific requirements for environmental management systems, to enable an organization to formulate a policies and objectives, which minimize the impact of its operation on the environment. Examples of environmental management systems that will be reviewed include policies, organizational systems, management, planning, operational procedures, effect and regulatory identification procedures, objectives, targets, vendor controls, auditing, record keeping and many others. Students will be given practical exercises requiring application and critical thinking to add structure and perspective to their learning process.

II. INSTRUCTOR INFORMATION

Instructor Name:

Contact Data:

III. COLLEGE POLICIES

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.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

IV. COURSE AS VIEWED IN THE TOTAL CURRICULUM

This course provides a systematic overview of the ISO 14000 standards and requirements for an environmental management system, which enables an organization to formulate policies and objectives, which minimize the impact of its operation on the environment.

V. 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, Competencies, and Supplemental Competencies:

A. Describe ISO 14000 and those environmental aspects which an organization can control and over which it can be expected to have an influence.
   1. Describe the overall objectives of ISO 14000.
   2. List and explain the types of memberships available in ISO.
   3. Identify and explain the basic clauses of ISO 14000.

B. Describe the components of an ISO 14000 program.
   1. List and explain the five documents that comprise ISO 14000.
   2. Explain the concept of continuous improvement as it relates to ISO 14000.
   3. Explain how an organization should determine training needs relating to ISO 14000.
   4. List and explain the four levels of documentation for ISO 14000.

C. Review and analyze specific requirements necessary for an organization to achieve ISO 14000 certification through minimization of its environmental impact.
   1. Distinguish between conformance and compliance as they relate to ISO 14000.
   2. Distinguish between environmental aspect and environmental impact.
   3. Explain the relationship between ISO 14000 and national legislative and regulatory agencies.
   4. Explain and summarize the fifteen steps to ISO 14000 registration.
   5. Distinguish between ISO 9000 and ISO 14000.
   6. Explain how ISO 9000 relates to ISO 14000.
   7. Explain integrity issues as they relate to ISO registration.
   8. Explain the differences between certification/registration and self-declaration.

D. Define Environmental Management Systems (EMS) and the components of an effective EMS program.
   1. Define EMS.
   2. List and explain the five concerns that should be considered in an environmental policy.
   3. Explain each major component in the EMS model.
   4. Explain the two levels used to verify the integrity of the EMS.
   5. Explain the main elements of an EMS review.
   6. Define the concept of EMS audit.

VI. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS

VIII. REFERENCES

IX. METHODS OF INSTRUCTION AND EVALUATION

X. ATTENDANCE REQUIREMENTS

XI. COURSE OUTLINE