**Course Description:** NCCER CORE CURRICULUM (Introductory Craft Skills) Students are introduced to craft skills used and practiced in the construction industry, while developing safe working habits.

# Pre­ and/or Co­requisites: None

**Student Learning Outcomes**:

The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings.

Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses.

**Teaching/Learning Methods:** Lecture, PowerPoint, group discussion, collaborative learning, one­on­one coaching, etc.

# Safety and Classroom Policies:

* Late arrivals must enter class as quietly and with as little disruption as possible.
* There will be no EATING or DRINKING in class.
* All cell phones are to be placed on mute and put away. Texting, web browsing, etc. is prohibited.
* Proper protective gear must be worn when in the shop areas.
* Please be respectful of each other, the instructor, and any guest presenters while in class.

**Course Goal**: This course is designed to enable students to:

1. Recognize that safety is a learned behavior
2. Apply basic math as it relates to the construction industry
3. Identify hand tools and how to use them
4. Identify commonly used power tools and how to use them
5. Understand different types of construction drawings
6. Understand how lifting materials are used to transport objects on the job­site from one place to another
7. Communicate effectively with co­workers and supervisors
8. Identify the roles of individuals and companies in the construction industry
9. Understand proper material handling techniques and procedures

**Course Content**: Tech 101 is divided into 9 modules 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 Module 6: Basic Rigging

Module 7: Basic Communication Skills Module 8: Basic Employability Skills Module 9: Introduction to Materials­Handling

**TEXTBOOKS AND OTHER MATERIALS**: Introductory Craft Skills, ISBN # 978­0­13­608637­6

# ATTENDANCE POLICY:

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending a course and do not officially drop, may receive a grade of “F” for all coursework missed that may result in a punitive final grade. An instructor may drop a student for excessive absences if the student misses 10% of the class. This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements. The attendance policy for each class must be included in the course syllabi.

Attendance will be tracked and maintained for various reporting purposes.

# EVALUATION AND GRADING

Students must score 70 percent or higher on each module and perform each performance to the satisfaction of the instructor to receive recognition from the NCCER.

# ACADEMIC HONESTY:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, your instructor will assign a zero for the exercise or examination that evidences academic misconduct for the offense and assign an “F” for the course for repeated offenses.

# STUDENTS WITH DISABILITIES:

Delgado Community College complies with section 504 and the American with Disabilities Act. Students with disabilities who seek accommodations must make their requests known by contacting the Disabilities Coordinator at the beginning of each semester. If a disability is identified later in the semester, a non­retroactive accommodation plan will be developed.

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| **Week #** | **Unit/Topic** | **Learning Activities and Assignments** | **Tests** |
| Week 1 | Module:1 BASIC SAFETY | Intro. To Safety and Accidents Working from Elevations  Job Site Hazards |  |
| Week 2 | Module: 1 BASIC SAFTEY | Safety Precautions and Hazards Review and Testing | Test 1 |
| Week 3 | Module: 2 CONSTRUCTION MATH | Whole Numbers and Measurements Fractions and Decimals  Conversion and Geometry |  |
| Week 4 | Module: 2 CONSTRUCTION MATH  Chapter: 3 INTRODUCTION to  HAND TOOLS | Review and Testing Hand Tools /Part 1 Hand Tools/Part 2 | Test 2 |
| Week 5 | Module 3: INTRODUCTION TO HAND TOOLS  Chapter 4: INTRO. to POWER TOOLS | Hand Tools/Part 3  Hand Tools/Part4 Review and Testing Power Tools/Part 1 Power Tools/Part 2 | Test 3 |
| Week 6 | Module 4: INTRODUCTION to POWER TOOLS | Power Tools/Part 3  Power Tools/Part 4 Review and Testing | Test 4 |
| Week 7 | Module 5: INTRODUCTION to CONSTRUCTION DRAWINGS | The Drawing Set and Types of Const. Drawings, Part 1/Types of Const. Drawings, Part 2/ |  |
| Week 8 | Chapter 5: INTRODUCTION to CONSTRUCTION DRAWINGS | Construction Drawings Review and Testing | Test 5 |
| Week 9 | Module 6: BASIC RIGGING | Introduction and Slings, Hitches, Rigging Hardware |  |
| Week 10 | Module 6: BASIC RIGGING | Sling Stress and Hoists, Rigging Operations and Practices |  |
| Week 11 | Module 6: BASIC RIGGING  Chapter 7: BASIC COMMUNICATION | Review and Testing  The Communication Process: Listening and Speaking Skills | Test 6 |
| Week 12 | Module 7: BASIC COMMUNICATION | Reading and Writing Skills/Review and Testing | Test 7 |
| Week 13 | Module 8: BASIC EMPLOYABILITY SKILLS | Employability Skills Part 1/Employability Skills Part 2/ | Test 8 |
| Week 14 | Module 9: INTRODUCTION to MATERIALS HANDLING | Materials Handling |  |
| Week 15 | Module 9: INTRODUCTION to MATERIALS HANDLING | Hand Signals |  |
| Week 16 | Module 9: INTRODUCTION to MATERIALS HANDLING | Review and Testing | Test 9 |