



NCCER

13614 Progress Blvd, Alachua, Florida 32615
Phone: (888) 622-3720 E-mail: info@nccer.org

CORE CURRICULUM: Introductory Craft Skills

Materials and Equipment

MODULE 00101-09 – BASIC SAFETY

Multimedia projector and screen

Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)

Desktop or laptop computer

Whiteboard/chalkboard

Markers/chalk

Pencils and scratch paper

Copies of your local code

Variety of personal protective equipment, including:

- Hard hats
- Safety glasses, goggles, and face shields
- Safety harness
- Gloves
- Safety shoes
- Hearing protection
- Respiratory protection

Variety of fire extinguishers

Variety of communication tags and signs

Materials to create hypothetical fire hazards

Variety of safety tags, including:

- Scaffold tags
- Lockout/tagout tag
- Fire extinguisher tag

Copies of your company's fall protection plan

Variety of ladders, including:

- Straight ladder
- Extension ladder
- Stepladder

Trade Terms Quiz

Module Examination

Performance Profile Sheets

MODULE 00102-09 – INTRODUCTION TO CONSTRUCTION MATH

Multimedia projector and screen
Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)
Desktop or laptop computer
Whiteboard/chalkboard
Markers/chalk
Pencils and paper
Copies of your local code
Sample work orders that require mathematical functions
Calculator
Standard ruler (with $\frac{1}{6}$ -inch markings)
Metric ruler (with centimeters [cm] and millimeters [mm])
Tape measure
Architect's scale
Metric scale
Engineer's scale
Set of construction drawings
Protractors
Trade Terms Quiz
Module Examinations

MODULE 00103-09 – INTRODUCTION TO HAND TOOLS

Multimedia projector and screen
Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)
Desktop or laptop computer
Whiteboard/chalkboard
Markers/chalk
Pencils and scratch paper
Copies of your local code
Appropriate personal protective equipment
Claw hammer
Wood board with nails to practice using hammers
Ball peen hammer
Screwdrivers, including:
 Slotted
 Phillips
Wood board with screws to practice using screwdrivers
Sledgehammer
Stake
Ripping bar
Nail pullers, including:
 Cat's paw
 Chisel bar
 Flat bar

Wood boards with nails to practice using nail pullers

Pliers, including:

- Slip-joint

- Long-nose

- Lineman

- Tongue-and-groove

- CHANNELLOCK® pliers

Boards with wire and soft metals to practice using pliers

Measuring tools, including:

- Steel rule

- Measuring tape

- Wooden folding rule

- Laser measuring tool

Spirit level

Squares, including:

- Carpenter's square

- Combination square

- Try square

Square wood frames to practice using the measuring tools

Plumb bob

Self-chalker

Clamps, including:

- C-clamp

- Locking C-clamp

- Spring clamp

- Bar clamp

- Pipe clamp

- Hand-screw clamp

- Quick Grip®

- Web clamp

Crosscut saw

Sections of wood suitable for sawing

Files and rasps, including:

- Veneer knife file

- Square file

- Triangle file

- Flat file

- Rat-tail file

- Rasp

File card

Materials to be filed

Wood chisel

Cold chisel

Wood and metal to practice using chisels

Punches

Wrenches, including:

- Nonadjustable wrench

- Adjustable wrench

- Torque wrench

Sockets and ratchets

Utility knife

Cardboard box to practice cutting with a utility knife

Shovels

Pick

Trade Terms Quiz

Module Examinations

Performance Profile Sheets

MODULE 00104-09 – INTRODUCTION TO POWER TOOLS

Multimedia projector and screen

Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)

Desktop or laptop computer

Whiteboard/chalkboard

Markers/chalk

Pencils and scratch paper

Copies of your local codes

Appropriate personal protective equipment

Power drills, including:

- Electric drill

- Cordless drill

- Hammer drill

- Electromagnetic drill

- Pneumatic drill (air hammer)

- Electric screwdriver

Variety of drill bits

Saws, including:

- Circular saw (Skillsaw®)

- Saber saw

- Reciprocating saw (SawZall®)

- Portable handheld bandsaw

- Power miter saw

Variety of saw blades

Changeable blades for saber saws

Boards to practice cutting

Handheld grinders, including:

- Angle grinder

- End grinder

- Detail grinder

Miscellaneous power tools, including:

- Pneumatically powered nailer (nail gun)

- Powder-actuated fastening system

Air impact wrench
Pavement breaker
Hydraulic jack
Porta-Power®
Nails
Air compressor
Nuts and bolts to practice using an air impact wrench
Trade Terms Quiz
Module Examinations
Performance Profile Sheets

MODULE 00105-09 – INTRODUCTION TO CONSTRUCTION DRAWINGS

Multimedia projector and screen
Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)
Desktop or laptop computer
Whiteboard/chalkboard
Markers/chalk
Pencils and scratch paper
Copies of your local code
Door, window, and hardware schedules
A complete set of plans, including:
 Civil
 Architectural
 Fire Protection
 Structural
 Mechanical
 Plumbing
 Electrical
Specifications
Construction drawings with title block
Construction drawings with a legend
Construction drawings with a gridline system
Construction drawings with interior and exterior measurements
Trade Terms Quiz
Module Examinations
Performance Profile Sheets

MODULE 00106-09 – BASIC RIGGING

Multimedia projector and screen
Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)
Desktop or laptop computer
Whiteboard/chalkboard
Markers/chalk
Pencils and scratch paper
Copies of your local code
Appropriate personal protective equipment

- Identification tags for slings
- Copies of Figure 16 with labels covered
- Damaged slings or photos of damaged slings
- Anchor shackles and chain shackles
- Various types of pins, including:
 - Screw pin shackle
 - Round pin or straight pin shackle
 - Safety shackle
- Damaged shackles and pins
- Damaged and undamaged eyebolts
- Undamaged lifting clamps
- Rusty or corroded lifting clamps
- Damaged and undamaged rigging hooks
- Trade Terms Quiz
- Module Examinations
- Performance Profile Sheets

MODULE 00107-09 – BASIC COMMUNICATION SKILLS

- Multimedia projector and screen
- Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)
- Desktop or laptop computer
- Whiteboard/markers
- Copies of your local code
- Fall protection harness
- Instructions for donning a safety harness
- Examples of written materials commonly used on the job, including:
 - Safety procedures
 - Construction drawings
 - Manufacturer's manuals
 - Materials lists
 - Punch lists
 - Work orders and schedules
 - Specifications
 - Change orders
 - Company memos and newsletters
 - Trade manuals
- Work-related forms, including:
 - Accident reports
 - Time and materials reports
 - Training reports
 - Time sheets
 - RFIs
- Copies of the Teaching Tips handouts
- Module Examinations
- Performance Profile Sheets

MODULE 00108-09 – BASIC EMPLOYABILITY SKILLS

Multimedia projector and screen
Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)
Desktop or laptop computer
Whiteboard/chalkboard
Markers/chalk
Pencils and scratch paper
Copies of your local code
Various mission statements
Variety of job listings
Excerpts from federal laws prohibiting job discrimination
News articles highlighting workplace incidents, including:
 Harassment
 Stress
 Drug and alcohol abuse
Copies of the Handouts for the Teaching Tips*
Trade Terms Quiz
Module Examinations
Performance Profile Sheets

MODULE 00109-09 – INTRODUCTION TO MATERIALS HANDLING

Multimedia projector and screen
Core Curriculum PowerPoint® Presentation Slides (ISBN 0-13-6090809-X)
Desktop or laptop computer
Copies of your local code
Appropriate personal protective equipment
Materials to be moved, including:
 Pipes
 Pallets
 Stacks of boxes
 Sheets of plywood
 Various objects to be lifted
Material cart
Hand truck
Roller skids
Wheelbarrow
Pipe mule
Jack
Pallet jack
Powered wheelbarrow
Concrete mule
Trade Terms Quiz
Module Examinations
Performance Profile Sheets