# 7/28/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 2 August 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Introduction to Craft Skills

**BRCC Course Rubric:** CORE 1003

**Previous Course Rubric**:

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 1-4-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 15-60-75

**Louisiana Common Course Number:**

**CIP Code:** 47.0303

**Course Description:** Covers the basics of safety, rigging, communication, and employability skills. It also introduces both hand and power tools, construction math and construction drawing. Completing this course provides the student with the basic skills needed to continue their education in any and all craft areas. This course is the prerequisite to all other NCCER Level 1 craft courses. Successful completion of this course requires passing the NCCER CORE Exam with a 70% or higher. This course requires both an exam fee and a lab fee.

**Prerequisites:**  None

**Co-requisites:** None

**Suggested Enrollment Cap:** 20

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Demonstrate basic knowledge of safety, rigging, communication, and employability skills.

2. Demonstrate safe operation of a variety of tools and handling of materials.

3. Interpret basic construction drawings.

4. Solve problems typically encountered in a variety of construction trades using basic math skills.

5. Describe the importance and use of personal protective equipment.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Practical demonstrations and skills performances

2. Quizzes and tests

3. NCCER CORE Exam

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Basic Safety

A. Introduction to Safety and Accidents

B. Working from Elevations

C. Job-Site Hazards

D. Safety Precautions and Job-Site Hazards

II. Introduction to Construction Math

A. Whole Numbers and Measurements

B. Fractions and Decimals

C. Conversion and Geometry

III. Introduction to Hand Tools

IV. Introduction to Power Tools

V. Introduction to Construction Drawings

A. The Drawing Set and Types of Construction Drawings, Part One

B. Types of Construction Drawings, Part Two

C. Construction Drawings

VI. Basic Rigging

A. Introduction and Slings

B. Hitches

C. Rigging Hardware

D. Sling Stress and Hoists

E. Rigging Operations and Practices

VII. Basic Communication Skills

A. The Communication Process; Listening and Speaking Skills

B. Reading and Writing Skills

VIII. Basic Employability Skills

IX. Introduction to Materials Handling

A. Materials-Handling Basics, Safety, and Equipment

B. Hand Signals