# Introduction to Skilled Trades Course No. 38001 Credit: 0.5

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| --- | --- | --- | --- |
| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes:Aviation Maintenance (47.0608) - Avionics & Airframe Strand; Aviation Production (15.0000) - Production Strand; **Construction & Design (46.0000) - Construction Strand**; Manufacturing (48.0000) - Production Strand; Mobile Equipment Maintenance (47.9999) - Automotive Collision & Automotive Technology Strand One & Two; Automation Engineering (15.0406)

Course Description: An **introductory level** course designed to instruct students in the basic skills necessary to all occupations in the Construction, Manufacturing, and Transportation career clusters.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: basic safety

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Demonstrate the use, care and inspection of appropriate personal protective equipment (PPE). |  |
| 1.2 | Follow safety procedures required for lifting heavy objects. |  |
| 1.3 | Demonstrate ability to load and unload materials properly and safely. |  |
| 1.4 | Recognize hazards and follow safety procedures required for materials handling. |  |
| 1.5 | Demonstrate a working knowledge of safety education, environment, and enforcement for life and work. |   |
| 1.6 | Apply safe practices while using tools and equipment. |  |
| 1.7 | Explain the purpose of OSHA and how it promotes safety on the job. |  |

## Benchmark 2: hand and power tools

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Recognize and identify some of the basic hand and power tools and their proper uses in industrial trades. |  |
| 2.2 | Demonstrate knowledge and use of measuring tools (Measuring Tape, Ruler, Etc.) for standard and metric measurements. |  |
| 2.3 | Demonstrate the safe use of common hand and power tools. |  |
| 2.4 | Recognize and perform calculations using metric units of length, weight, volume and temperature. |  |

## Benchmark 3: print reading

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Identify basic symbols used in prints, schematics, and diagrams. |  |
| 3.2 | Identify various types of blueprint views used in Architecture and Construction, Engineering, Manufacturing, and Transportation. |  |
| 3.3 | Demonstrate the ability to understand various types of print views including elevation, plan, perspective, etc. |  |

## Benchmark 4: Communication and employability skills

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Communicate effectively in on-the-job situations using verbal and written skills in various delivery modes (face-to-face, |  |
| 4.2 | Demonstrate knowledge and use of computer systems and word processing software in effective communication. |  |
| 4.3 | Create and utilize employment documents including a resume and portfolio. |  |
| 4.4 | Demonstrate job seeking and interview skills. |  |
| 4.5 | Demonstrate the ability to achieve common goals through teamwork. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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