



Course Syllabus & Proposal

Title: NCCER Core Craft Skills | Online (Blended) Version

**University of the District of Columbia Community College
Workforce Development Division**

Course Description & Training Details: This class will build the foundation skills for entry level craft & construction workers. The eight modules will cover Basic Safety, Introduction to Construction Math, Introduction to Hand and Power Tools, Introduction to Construction Drawings, Basic Communication Skills, Basic Employability Skills, and Introduction to Material Handling. This course will be taught in Blackboard (Bb) and internet access is required. This course includes also 10 hours OSHA training for students to obtain their OSHA 10 Hour Approved Safety Training Card; this training could be scheduled as a separate part of this course and may be used as one practical exercise to address the performance requirement for Module 00101-09 Safety. In addition to internet access, the students will be required to physically attend at least two proctored testing labs for written and performance testing. Students will need to furnish their own safety glasses, gloves, hard hat, and goggles for practical testing. These testing lab dates and location will be agreed upon the first night of class (online) and this schedule will be followed during the duration of course. It is recommended that one testing lab be scheduled after each two or three sessions of online module training. There should also one lab included at the very end for makeups and finals after all on online instruction has ended. Labs can be Saturday mornings from 830am to 1130am; however I suggest making them flexible as well. Instructor will use the Bb module to send training announcements for testing labs.

Important Note: This training course will taught in Blackboard (Bb); the course is divided into “Eight Training Sessions” and is accessed by clicking the “Course Information” tab in Bb. Students are going to use the Blackboard Collaborate Tool for all online interactive classroom sessions; in your course click the Tools tab and then check Blackboard Collaborate for the upcoming session. The course instructor will provide session login and access code prior to start of class. Online sessions are highly recommended but not required. However, the course instructor will post regular announcements for class progress and students are expected to keep up with current training objectives via self-study. The sessions last for approx. 1.5 hours and are from 630pm to about 800pm.

Online Session Lesson Plan:

Module Title	Training Delivery Method	Student Testing Requirements	Bb Feature
Online Session 1 00101-09 Basic Safety	Using there NCCER textbook the student will follow guided instruction via Bb lecture. This lecture will aid the student in understanding the basic concepts of safety. The online Bb training will be coupled with a proctored NCCER written and practical performance text administrated by	Basic Safety requires a proctored NCCER written and practical performance text to pass this module with a minimum passing mark of 70% (80% suggested). Both of these will be done at the first scheduled testing labs. Students will be expected to review Bb training videos prior to	This module will be addressed as a course material content folder in Bb.

	<p>NCCER instructor at the scheduled testing lab. Additional assignments will include instructor created materials in which will be updated into Bb. Student will follow by reading textbook and working exercises. All non-NCCER training exercises will be graded in Bb. Students will use the student interface in Bb to respond to college instructor.</p>	<p>attending testing labs. Student will be required to show a valid ID as proof of identity prior to testing.</p>	
<p><u>Online Session 2</u> 00102-09 Intro to Construction Math.</p>	<p>Using there NCCER textbook the student will follow guided instruction via Bb lecture. This lecture will aid the student in understanding of doing basic field math calculations for construction trades.</p> <p>Online Bb training with a proctored NCCER written test (no practical test required) text administrated by NCCER instructor at the scheduled testing lab. Additional assignments will include instructor created materials in which will be updated into Bb. Student will follow by reading textbook and working exercises. All non-NCCER training exercises will be graded in Bb. Students will use the student interface in Bb to respond to college instructor.</p>	<p>Intro of Construction Math requires a proctored NCCER written with a minimum passing mark of 70% (80% suggested). Both of these will be done at the first scheduled testing labs. Students will be expected to review and complete textbook assignments which will be uploaded as Bb assignments with rubric standards to show work. Student will be required to show a valid ID as proof of identity prior to testing.</p>	<p>This module will be addressed as a course material content folder in Bb.</p>
<p><u>Online Session 3</u> 00103-09 Intro to Hand Tools.</p>	<p>Using there NCCER textbook the student will follow guided instruction via Bb lecture. This lecture will aid the student in understanding in using basic hand tools.</p> <p>This online Bb training will be coupled with a proctored NCCER written and practical performance text administrated by NCCER instructor at the scheduled testing lab. The testing lab will include the required hand tools and will include the proper personal protective equipment (PPE) for these tools. Additional assignments will include instructor created materials in which will be updated into Bb. Student will follow by reading textbook and working exercises. All non-NCCER training exercises will be graded in Bb. Students will use the student interface in Bb to respond to college</p>	<p>Intro to Hand Tools requires a proctored NCCER written and practical performance text to pass this module with a minimum passing mark of 70% (80% suggested). Both of these will be done at the first scheduled testing labs. Students will be expected to review Bb training videos prior to attending testing labs. Student will be required to show a valid ID as proof of identity prior to testing. Students may need to provide their own PPE.</p>	<p>This module will be addressed as a course material content folder in Bb.</p>

	instructor.		
<u>Online Session 4</u> 00104-09 Intro to Power Tools.	<p>Using there NCCER textbook the student will follow guided instruction via Bb lecture. This lecture will aid the student in understanding in using power tools.</p> <p>This online Bb training will be coupled with a proctored NCCER written and practical performance text administrated by NCCER instructor at the scheduled testing lab. The testing lab will include the required power tools and will include the proper personal protective equipment (PPE) for these tools. I recommend that these practical test be held at the community college shop lab. Additional assignments will include instructor created materials in which will be updated into Bb. Student will follow by reading textbook and working exercises. All non-NCCER training exercises will be graded in Bb. Students will use the student interface in Bb to respond to college instructor.</p>	<p>Intro to Power Tools requires a proctored NCCER written and practical performance text to pass this module with a minimum passing mark of 70% (80% suggested). Both of these will be done at the first scheduled testing labs. Students will be expected to review Bb training videos prior to attending testing labs. Student will be required to show a valid ID as proof of identity prior to testing. Students may need to provide their own PPE.</p>	<p>This module will be addressed as a course material content folder in Bb.</p>
<u>Online Session 5</u> 00105-09 Intro to Construction Drawing.	<p>Online Bb training with a proctored NCCER written and practical performance text administrated by NCCER instructor at the scheduled testing lab. Additional assignments will include instructor created materials in which will be updated into Bb. Student will follow by reading textbook and working exercises. All non-NCCER training exercises will be graded in Bb. Students will also be expected to use tablet/web-based application as a method to read drawings. Students will use the student interface in Bb to respond to college instructor.</p>	<p>Intro to Construction Drawings requires a proctored NCCER written and practical performance text to pass this module with a minimum passing mark of 70% (80% suggested). Both of these will be done at the first scheduled testing labs. Students will be expected to review Bb training videos prior to attending testing labs. Student will be required to show a valid ID as proof of identity prior to testing.</p>	<p>This module will be addressed as a course material content folder in Bb.</p>
This module is optional. 00106-09 Intro to Basic Rigging.	N/A per UDC-CC WDLL	N/A per UDC-CC WDLL	<p>This module will not be taught per agreement with UDC-CC, WDLL and NCCER.</p>

<p><u>Online Session 6</u></p> <p>00107-09 Intro to Basic Communication Skills.</p>	<p>Online Bb training with a proctored NCCER written and practical performance text administrated by NCCER instructor at the scheduled testing lab. Additional assignments will include instructor created materials in which will be updated into Bb. Student will follow by reading textbook and working exercises. All non-NCCER training exercises will be graded in Bb. Students will also be expected to use tablet/web-based application as a method to access internet research for assignment. Students will use the student interface in Bb to respond to college instructor.</p>	<p>Intro to Basic Communication requires a proctored NCCER written and practical performance text to pass this module with a minimum passing mark of 70% (80% suggested). Both of these will be done at the first middle or last scheduled testing labs. Students will be expected to review Bb training videos prior to attending testing labs. Student will be required to show a valid ID as proof of identity prior to testing.</p>	<p>This module will be addressed as a course material content folder in Bb.</p>
<p><u>Online Session 7</u></p> <p>00108-09 Intro to Basic Employment Skills.</p>	<p>Online Bb training with a proctored NCCER written and practical performance text administrated by NCCER instructor at the scheduled testing lab. Additional assignments will include instructor created materials in which will be updated into Bb. Student will follow by reading textbook and working exercises. All non-NCCER training exercises will be graded in Bb. Students will also be expected to use tablet/web-based application as a method to access internet research for assignment. Students will use the student interface in Bb to respond to college instructor.</p>	<p>Intro to Basic Employment Skills requires a proctored NCCER written and practical performance text to pass this module with a minimum passing mark of 70% (80% suggested). Both of these will be done at the first middle or last scheduled testing labs. Students will be expected to review Bb training videos prior to attending testing labs. Student will be required to show a valid ID as proof of identity prior to testing.</p>	<p>This module will be addressed as a course material content folder in Bb.</p>
<p><u>Online Session 8</u></p> <p>00109-09 Intro to Material Handling.</p>	<p>Online Bb training with a proctored NCCER written and practical performance text administrated by NCCER instructor at the scheduled testing lab. Additional assignments will include instructor created materials in which will be updated into Bb. Student will follow by reading textbook and working exercises. All non-NCCER training exercises will be graded in Bb. Students will also be expected to use tablet/web-based application as a method to access internet research for assignment. Students will use the student interface in Bb to respond to college instructor.</p>	<p>Intro to Material Handling requires a proctored NCCER written and practical performance text to pass this module with a minimum passing mark of 70% (80% suggested). Both of these will be done at the first middle or last scheduled testing labs. Students will be expected to review Bb training videos prior to attending testing labs. Student will be required to show a valid ID as proof of identity prior to testing.</p>	<p>This module will be addressed as a course material content folder in Bb.</p>

Proctored Testing Labs: The students will physically attend at least two testing labs for all proctored NCCER testing assignments. The students will be required to pass all written tests (closed-book) and successfully achieve an acceptable rating on their practical performance tests. At the testing labs instructor/school will provide basic hand and power tools for practical exercises. Students are required to provide their own PPE.

Texts: NCCER Core Curriculum | Introductory Craft Skills, Trainee Guide, 4th Edition (2009) by Pearson Education.

Instructor: Donald Thomas | Phone# 757-593-1005 | Email: printreaders@hotmail.com

Class Dates & Times: Thursday, 6:30am to 9:00pm (online session) | TBD.

Class Location: Online in UDC-CC Blackboard (Bb). **Once in Bb please access the Announcements and Getting Started Tabs.** Read all the contents of these two tabs and follow their instructions. These instructions will guide you are in preparing for the content folder modules.

Course Hours Recommended: 20 Hours | Eight Sessions (Eight Weeks) | 3 Hours per session (Online Approx. 1.5 Hours per session; 1.5 Self/Student Directed Study Hours). Testing Lab Sessions Minimum of 2 Sessions (1.5 Hours per sessions)

Recommended Course Development Hours: 30 Hours

Delivery Method: Online with guided instructor lecture. Interactive course training assignments in web-based Blackboard (Bb). The student will be assisted by the instructor in testing labs at the community college physical location for actual NCCER testing requirements. The testing labs will selected based on student and instructor consensus during the first two weeks of course. All written test and practical performance will be completed at testing lab.

Classroom Requirements: Yes, 2 proctored testing labs dates | 1.5 hours each date for a total of 3 hours.

IT Requirements | School: Blackboard (Bb) support.

IT Requirements | Students: Internet Access, Computer (recommended), Mobile Tablet or Smart Phone.

Student Course Access: Login provided by UDC-CC.