

ARIZONA WESTERN COLLEGE  
SYLLABUS

ACR 100 CORE CURRICULUM INTRODUCTORY CRAFT SKILLS

Credit Hours: 5 Lec 5

(same as CTM 100, ECT 100, MFG 100, PCT 100, TEC 100 and WLD 100)

PREREQUISITE: ENG 100 eligibility or reading score of 61 or higher on the reading placement test.

COURSE DESCRIPTION

Development of skills and techniques necessary for basic construction/industrial maintenance craft skills.

1. COURSE GOAL

Develop basic skills needed to succeed in the construction/industrial maintenance industry. Uses a competency based skills standardized course of study for development of skills that meet the NCCER (National Center for Construction Education Research) Contren© Learning Series curriculum standards. Course prepares students to be eligible for recognition through the NCCER national registry. Students should be able to complete required release forms, meet accreditation requirements, and trainee learning outcome standards.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 explain the obligations of workers, supervisors, and managers to ensure a safe work place (NCCER module 00101-09 – Basic Safety, subject to revision).
- 2.2 demonstrate basic mathematical functions such as adding, subtracting, dividing and multiplying whole number, fractions, and decimals, and explain their applications to the construction trades (NCCER module 00102-09 – Introduction to Construction Math, subject to revision).
- 2.3 identify and explain safe use of power tools that are widely used in the construction industry, i.e. drills, saws, grinders, and sanders (NCCER module 00103-09 – Introduction to Hand Tools, subject to revision).
- 2.4 identify and explain safe use of hand tools that are widely used in the construction industry, i.e. hammers, saws, levels, pullers, vises, and clamps (NCCER 00104-09 – Introduction to Power Tools, subject to revision).
- 2.5 demonstrate understanding of basic blueprint terms, components, and symbols. Explain the different types of blueprint drawings and how to interpret and use drawing dimensions (NCCER 00105-09 – Introduction to Construction Drawings, subject to revision).
- 2.6 demonstrate understanding of how ropes, chains, hoist, loaders, and cranes are used to move material and equipment on a job site (NCCER module 00106-09 – Basic Rigging, subject to revision).

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Demonstration
- 3.3 Multi-media presentations
- 3.4 Informal discussion
- 3.5 Out of class assignments

4. LEARNING ACTIVITIES

- 4.1 Class discussion
- 4.2 Projects
- 4.3 Participation
- 4.4 Hands on learning activities

5. EVALUATION

- 5.1 Written examinations (Minimum pass score for NCCER credit 70%)
- 5.2 Performance examinations (Minimum standard pass/fail for NCCER credit)

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
  - Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course