

**PROJECT: DISCOVERY**

**BASIC SKILLS TRAINING  
CURRICULUM**

**SAMPLES**



**education:** associates  
**Job Ready. Life Ready.®**

**EXCERPTS PROVIDED:**

- 1. Competencies**
- 2. Outline Chart - Scope and Sequence**
- 3. Pre-Post Test**
- 4. First Look at Carpenter's Helper**
- 5. Instructor's Lesson Plan**
- 6. Student Instructions**

## CARPENTER'S HELPER – BASIC SKILLS COMPETENCIES

**Job Title:** Carpenter Helper

(Each check below indicates mastery of specific skill or task.)

Student Name: \_\_\_\_\_

Home School: \_\_\_\_\_

**Student demonstrates work ethics/employability skills.**

1. ☐ Reports to work area and dresses appropriately for work.
2. ☐ Has all supplies needed to perform work
3. ☐ Starts work promptly
4. ☐ Asks instructor for assistance if needed.
5. ☐ Stays on task. (Does not abuse bathroom or water breaks)
6. ☐ Follows safety rules and demonstrates correct social skills at all times.
7. ☐ Asks instructor for work assignment if necessary
8. ☐ Cleans up work area at the end of the period without being asked
9. ☐ Works cooperatively with others on group projects
10. ☐ Works independently after being assigned a task
11. ☐ Accepts constructive criticism
12. ☐ Notifies school/employer of absence or tardiness
13. ☐ Accepts and performs additional tasks willingly

**Student maintains a safe work environment by:**

14. ☐ Following universal safety precautions
15. ☐ Storing all equipment, materials and supplies correctly
16. ☐ Following cleanup procedures at end of the workday
17. ☐ Performing basic and/or routine maintenance of equipment

**Student is familiar with safety concepts and safe work habits.**

18. ☐ Displays a safe attitude when working
19. ☐ Performs work in a safe manner without being told
20. ☐ Identifies potential dangers and understands their consequences in independent work situations.

**Student can identify and/or use tools in the basic tool groups.**

21. ☐ Measuring tools
22. ☐ Hand tools
23. ☐ Small power tools
24. ☐ Large power tools

**Student will be able to read a 1/16 scale.**

25. ☐ Identify and measure the 1/16<sup>th</sup> mark
26. ☐ Identify and measure the 1/4<sup>th</sup> mark on the 16<sup>th</sup> scale
27. ☐ Identify and measure the 1/8<sup>th</sup> mark on the 16<sup>th</sup> scale
28. ☐ Identify and measure the 1/2 mark on the 16<sup>th</sup> scale
29. ☐ Identify and measure the 3/4 mark on the 16<sup>th</sup> scale
30. ☐ Measures distances in inches and feet

**Student will be able to identify lumber/sheetrock.**

31. ☐ Identify and select proper size lumber
32. ☐ Identify and select correct lumber, plywood and sheetrock.
33. ☐ Identify types of wood.

**Student can identify the types and sizes of fasteners/hardware.**

34. ☐ Staples, nails and screws
35. ☐ Hinges

As of the date posted below, this student has shown mastery of the skills and has earned a skills certificate in \_\_\_\_\_ . Unless the student continually applies learned skills in a work related setting, his/her level of master may diminish.

Teacher Signature

Date Completed

\_\_\_\_\_

\_\_\_\_\_

<b>CARPENTER'S HELPER</b> <b>BASIC SKILLS TRAINING</b> <b>90 DAY CURRICULUM OUTLINE</b>				
DAY	LESSON PLAN	HANDS-ON KITS	INSTRUCTOR NOTES	COMPETENCIES
1-2	School is Your Job! Page 1	See kit, Pretest	Explain the grading system and course expectations. Give the Pretest.	Demonstrates work ethics/employability skills
3-5	Exploring Careers in the Carpentry Industry Page 4			Demonstrates work ethics/employability skills
6-9	Safety on the Job Page 7		This covers safety lessons specific to woodworking/carpentry and safety issues affecting the workplace in general.	Follows universal safety precautions. Displays a safe attitude when working Performs work in a safe manner without being told. Identifies potential dangers and understands their consequences in independent work situations
10-12	What Are Fasteners? Page 21	See Kit for samples of fasteners	This introduces students to information on screws, nails, and bolts; usage, materials, styles, and types.	Students can identify the types and sizes of fasteners/hardware - Staples, nails, and screws
13-14	Hinges Page 26	See Kit for sample hinges	When using a fastener you have to understand the material and construction of the materials that are being fastened together.	Student can identify the types and sizes of fasteners/hardware - Hinges

**CARPENTER'S HELPER — PRE/POST TEST****ITEM # 4603****Directions:** Read each item and decide which choice best completes the statement or answers the question.

1. The type of screw used is determined by:
  - A. the materials that are being joined
  - B. whether the structure is outside or inside
  - C. the strength needed to hold the structure together
  - D. all of the above
2. The Phillips screwdriver is used with...
  - A. Straight slotted screws
  - B. Zinc plated screws
  - C. Screws that have threads the entire length of the screw
  - D. Screws that have a cross-slotted head
3. Screws are used to fasten materials when...
  - A. the project is going to be permanent
  - B. a loose fit is needed
  - C. the project is not going to be permanent
  - D. the project will not need to be tightened
4. Softwoods....
  - A. are coded with grades of common or select.
  - B. come from deciduous trees.
  - C. come from trees such as oak and walnut.
  - D. are hard to cut easily.
5. What is the area of a room 10' x 12'?
  - A. 240'
  - B. 120'
  - C. 480'
  - D. 960'
6. Tools should be kept clean and in good working condition because...
  - A. maintained tools are safer to use.
  - B. it produces higher quality work.
  - C. tools can be expensive to replace.
  - D. all of the above.
7. A pilot hole ...
  - A. should be drilled first with a screw before you drive a nail.
  - B. is larger than the screw.
  - C. helps in driving a nail through the wood.
  - D. helps screws to go in easier.
8. A European hinge...
  - A. is not self closing.
  - B. can be used on inset cabinet doors.
  - C. should not be used on a heavy door.
  - D. looks like the letter "H" and can be used with flush doors.
9. A bolt needs...
  - A. a washer and nut to secure it.
  - B. a washer to secure it.
  - C. a screw to secure it.
  - D. a nail to secure it.
10. Which of the following is used to remove a nail from wood?
  - A. file
  - B. mallet
  - C. claw hammer
  - D. edge of knife
11. How much do you know about Carpentry?
  - A. Nothing.
  - B. Very little.
  - C. Some.
  - D. A lot.
12. How prepared are you to make a decision about a career in Carpentry?
  - A. Not prepared.
  - B. Prepared very little.
  - C. Somewhat prepared.
  - D. Very prepared.

# 'First Look' PowerPoint

JOB SKILLS TRAINING

FIRST LOOK



## Carpenter's Helper

*Basic Skills*

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### Activity Two: Using Screws and Nails



### Activity 2 – Using Screws and Nails

There are many different kinds of **screwdrivers**.



A **handheld screwdriver** is used where there is not much room.



A **power screwdriver** is usually run by batteries or electricity.

## **DAY 26-27**

### **LESSON - MEASURING**

#### **COMPETENCIES:**

Identify and measure the  $1/16$  mark

Identify and measure the  $\frac{1}{4}$  mark on the  $16^{\text{th}}$  scale

Identify and measure the  $1/8^{\text{th}}$  mark on the  $16^{\text{th}}$  scale

Identify and measure the  $\frac{1}{2}$  mark on the  $16^{\text{th}}$  scale

Identify and measure the  $\frac{3}{4}$  mark on the  $16^{\text{th}}$  scale

Measures distances in inches and feet

#### **OBJECTIVE - Students will:**

Measure items accurately on a  $1/16$  scale.

#### **MATERIALS:**

See kit, Activity 5

**LENGTH:** 2 class periods

#### **PROCEDURE:**

1. Carpentry workers must be able to measure accurately whether they are installing fixtures, cabinets, doors, framing or even cutting lumber or other building materials. In this activity you will use a ruler to measure  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $1/8$ ,  $1/16$ , and inches. You will also use a tape measure for other distances and objects.
2. Demonstrate to students how to use the ruler to measure  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $1/8$ ,  $1/16$ , and 1 inch.
3. Have students complete activity 5.
4. Students clean up and put away materials.

#### **EVALUATION**

See Work Performance Benchmarks, Activity 5

# ACTIVITY FIVE: MEASURING

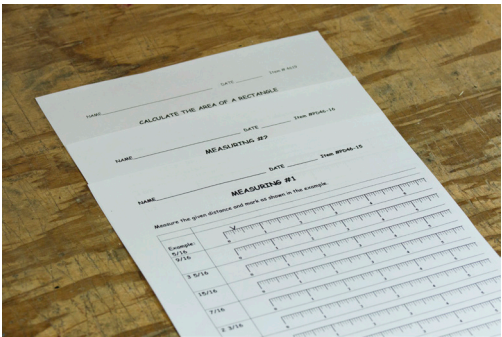
## Materials needed from the kit:



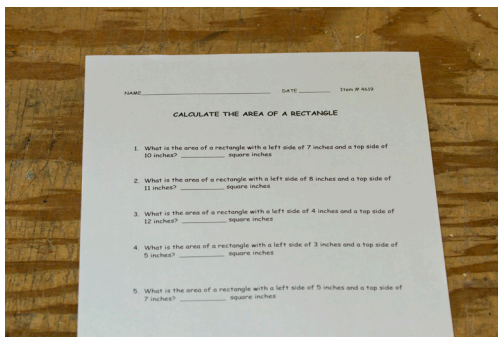
Ruler



Tape Measure



Measuring #1 Handout  
Measuring #2 Handout



"Calculate the Area of a  
Rectangle" Handout

## Materials you need to get:

None

## Preparation:

Carpentry workers must be able to measure accurately whether they are installing fixtures, cabinets, doors, framing or cutting lumber or other building materials.

## In this activity, you will learn to:

- Use a ruler to measure  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $\frac{1}{8}$ ,  $\frac{1}{16}$ , and inches.
- Use a tape measure to measure other distances and objects.