

**Architecture and Construction Career Cluster  
Heavy Equipment Operations I  
Course Number 46.59100**

**Course Description:**

This course is preceded by Introduction to Heavy Equipment Operations and is the third of three courses that provides the student a solid foundation in heavy equipment skills and knowledge. As the third step in gaining a Level One Industry Certification in heavy equipment operations, the course builds on the concepts related to earthmoving as well as reading and using blueprints and specifications related to grading and grade calculations. The course provides specific knowledge and skills in operating and maintaining utility tractors and heavy equipment and includes exploration of the career opportunities and training available to heavy equipment operators.

**Course Standard 1**

**AC-HEO1-1**

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

**Standard: Demonstrate employability skills required by business and industry.**

The following elements should be integrated throughout the content of this course.

**1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.**

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé

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Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

### 1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

### 1.3 Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

### 1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers

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Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

**1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply teamwork skills.**

<b>Expected Work Traits</b>	<b>Teamwork</b>	<b>Time Management</b>
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

**1.6 Present a professional image through appearance, behavior, and language.**

<b>On-the-Job Etiquette</b>	<b>Person-to-Person Etiquette</b>	<b>Communication Etiquette</b>	<b>Presenting Yourself</b>
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

**Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:**

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

## Course Standard 2

### AC-HEO1-2

**Read, interpret, apply information in order to plan and lay out a site for grading.**

- 2.1 Describe and explain the planning process for grading.
- 2.2 Demonstrate knowledge of marking and setting grade stakes.
- 2.3 Demonstrate knowledge of the equipment and methods used in making site measurements and establishing finish grades.

## Course Standard 3

### AC-HEO1-3

**Demonstrate an understanding of the equipment, processes, and safety related to site excavation.**

- 3.1 Describe and explain how to measure production for various earthmoving activities.
- 3.2 Describe and explain the safety practices associated with trenches and excavations.
- 3.3 Demonstrate knowledge of the equipment and methods used in loading excavated soil.
- 3.4 Demonstrate knowledge of the equipment and methods used in hauling and dumping excavated soil.
- 3.5 Demonstrate knowledge of the equipment and methods for fill, backfill, and embankment construction.

## Course Standard 4

### AC-HEO1-4

**Demonstrate an understanding of the concepts, equipment, and procedures for soil stabilization.**

- 4.1 Describe and explain the different types of soil binders.
- 4.2 Demonstrate knowledge of applying binders to soil.
- 4.3 Demonstrate knowledge of soil compacting.

## Course Standard 5

### AC-HEO1-5

**Demonstrate knowledge of the basic hitches and attachments used on utility tractors.**

- 5.1 Describe and explain the different functions of the basic hitches and attachments used on utility tractors.
- 5.2 Demonstrate knowledge of connecting attachments to a utility tractor.

## Course Standard 6

### AC-HEO1-6

**Demonstrate an understanding of the fundamental differences between OSHA classes of forklift and forklift safety guidelines.**

- 6.1 Describe and explain the distinguishing features between OSHA class 1, class 2, class 4, and class 5 forklifts.
- 6.2 Describe and explain OSHA requirements for operating a forklift.
- 6.3 Demonstrate knowledge of hand and verbal signals for forklift operations.

## Course Standard 7

### AC-HEO1-7

#### **Demonstrate an understanding of proper maintenance and safe operation of forklifts.**

- 7.1 Demonstrate knowledge of the instruments and controls of a forklift.
- 7.2 Demonstrate knowledge of basic preventive maintenance of a forklift.
- 7.3 Demonstrate knowledge of how to safely operate and use a forklift.
- 7.4 Demonstrate knowledge of different forklift attachments.

## Course Standard 8

### AC-HEO1-8

#### **Demonstrate an understanding of career opportunities and training available to heavy equipment operators.**

- 8.1 Describe and explain the different career opportunities associated with heavy equipment operation.
- 8.2 Describe and explain the training available to heavy equipment operators.

## Course Standard 9

### AC-HEO1-9

#### **Examine how SkillsUSA is a co-curricular part of career and technical education through leadership development, school and community service projects, and competitive events.**

- 8.1 Explain the purpose, mission, objectives, motto, colors, official dress and other distinguishing characteristics of SkillsUSA.
- 8.2 Explain how participation in SkillsUSA can promote lifelong responsibility for community service, professional growth and development.
- 8.3 Explore the impact and opportunities that SkillsUSA can develop to bring business and industry together with education in a positive working relationship through innovative leadership and career development programs.
- 8.4 Explore the local, state, and national opportunities available to students through participation in SkillsUSA, including but not limited to conferences, competitions, community service, philanthropy, and other SkillsUSA activities.