

## HOUSING AND HOME FURNISHINGS PROFILE OF TRAINING MASTERY

Instructor \_\_\_\_\_

Date \_\_\_\_\_

|   |              |
|---|--------------|
| Program _____   |              |
| Grade _____   | School _____ |
| Name _____ Soc. Sec. No. _____  |              |
| Address _____ Phone _____   |              |
| In Case of Emergency, Contact _____   |              |
| Address _____ Phone _____   |              |
| Allergies/Disabilities that might require special accommodation for training (please specify) _____   |              |
| <p><b>The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.</b></p> |              |

Date of Enrollment \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Total Class Hours \_\_\_\_\_ Total Hours Absent \_\_\_\_\_

Date of Withdrawal \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Total On-the-Job Training Hours \_\_\_\_\_ Total Hours Tardy \_\_\_\_\_

Date of Completion \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Total Lab Hours \_\_\_\_\_

### ON-THE-JOB TRAINING/WORK EXPERIENCE

|                        |           |                   |
|------------------------|-----------|-------------------|
| _____                  | _____     | _____             |
| Duration of Employment | Job Title | Supervisor's Name |
| _____                  |           | _____             |
| Address of Employer    |           | Phone             |
|                        |           |                   |
| _____                  | _____     | _____             |
| Duration of Employment | Job Title | Supervisor's Name |
| _____                  |           | _____             |
| Address of Employer    |           | Phone             |

### Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



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# SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials

## UNIT 1 — PLANNING LIVING SPACE FOR HUMAN NEEDS

- \_\_\_\_\_ 1. Explain the relationship between a work of art, culture, and history.
- \_\_\_\_\_ 2. List factors influencing personal space needs.
- \_\_\_\_\_ 3. Explain the effects of sensory cues on living space design.
- \_\_\_\_\_ 4. Match human needs met by housing to their descriptions.
- \_\_\_\_\_ 5. List factors affecting needs for space in a home.
- \_\_\_\_\_ 6. Select from a list considerations for designing or adapting space in housing.
- \_\_\_\_\_ 7. List lifestyle characteristics that affect housing needs.
- \_\_\_\_\_ 8. Identify housing needs for specific stages of the family life cycle.
- \_\_\_\_\_ 9. Discuss factors which have an impact on housing trends.
- \_\_\_\_\_ 10. Describe the basic ideas underlying major art movements or historical periods.
- \_\_\_\_\_ 11. Define personal territory.
- \_\_\_\_\_ 12. Describe sensory cues.
- \_\_\_\_\_ 13. Compare the costs of housing needs and wants.
- \_\_\_\_\_ 14. Determine personal values influencing needs for space.
- \_\_\_\_\_ 15. Evaluate living space for personal needs.
- \_\_\_\_\_ 16. Compare housing in the past, in the present, and in the future.
- \_\_\_\_\_ 17. Prepare a portfolio (collection) of your original artwork.

## UNIT 2 — EVALUATING HOUSING ALTERNATIVES

- \_\_\_\_\_ 1. Name housing alternatives.
- \_\_\_\_\_ 2. Select from a list factors influencing the choice of housing alternatives.
- \_\_\_\_\_ 3. List factors influencing the choice of where to live.
- \_\_\_\_\_ 4. Identify advantages and disadvantages of renting, buying, and building.
- \_\_\_\_\_ 5. Distinguish between advantages and disadvantages of existing housing and new housing.
- \_\_\_\_\_ 6. List common responsibilities of a renter and a homeowner.
- \_\_\_\_\_ 7. State the information frequently included in a lease.
- \_\_\_\_\_ 8. Identify sources of information about available housing.
- \_\_\_\_\_ 9. Interpret common abbreviations in advertisements for housing.
- \_\_\_\_\_ 10. Arrange in order the steps in buying a house.
- \_\_\_\_\_ 11. Arrange in order the steps in leasing a house or apartment.
- \_\_\_\_\_ 12. List points to inspect in a house, apartment, or mobile home.
- \_\_\_\_\_ 13. Calculate a budget for housing.
- \_\_\_\_\_ 14. Investigate community services and regulations.
- \_\_\_\_\_ 15. Investigate utility fees and deposits.
- \_\_\_\_\_ 16. Interpret a lease.
- \_\_\_\_\_ 17. Interpret advertisements for housing.
- \_\_\_\_\_ 18. Inspect a house, apartment, or mobile home.

## UNIT 3 — FINANCING HOUSING ALTERNATIVES

- \_\_\_\_\_ 1. Select from a list factors affecting the cost of a house.
- \_\_\_\_\_ 2. Distinguish between the standard closing costs of a home buyer and a home seller.
- \_\_\_\_\_ 3. List factors influencing the ability to pay for housing.
- \_\_\_\_\_ 4. Select from a list factors used by lenders in determining qualifications for a housing loan.
- \_\_\_\_\_ 5. Distinguish among types of mortgages.
- \_\_\_\_\_ 6. List sources of mortgage loans.
- \_\_\_\_\_ 7. Describe the common types of coverage in a standard homeowners insurance policy.
- \_\_\_\_\_ 8. State guidelines for estimating a budget for housing.
- \_\_\_\_\_ 9. Discuss the impact of the economy on housing construction and costs.
- \_\_\_\_\_ 10. Interpret insurance coverage.
- \_\_\_\_\_ 11. Compute monthly and yearly mortgage payments.
- \_\_\_\_\_ 12. Calculate housing finances and budget.

Date/Initials

## UNIT 4 — APPLYING ELEMENTS AND PRINCIPLES OF INTERIOR DESIGN

- \_\_\_\_\_ 1. Analyze works of art beyond statements of mere preference, in both verbal and written form using appropriate art vocabulary.
- \_\_\_\_\_ 2. A. Analyze the relationships that exist between visual art and other disciplines of the arts such as drama, music, and dance.  
B. Analyze the interrelationship of the elements and principles of design in your own work and the artwork of others.
- \_\_\_\_\_ 3. Match the elements of design with their descriptions.
- \_\_\_\_\_ 4. Discuss the effects of design elements.
- \_\_\_\_\_ 5. Define color characteristics.
- \_\_\_\_\_ 6. Identify warm, cool, and neutral colors.
- \_\_\_\_\_ 7. Describe the effects of color.
- \_\_\_\_\_ 8. Distinguish among types of color schemes.
- \_\_\_\_\_ 9. Select from a list factors in planning a color scheme.
- \_\_\_\_\_ 10. Describe the effects of light and texture on colors.
- \_\_\_\_\_ 11. Distinguish among the principles of design.
- \_\_\_\_\_ 12. Identify methods of achieving design principles.
- \_\_\_\_\_ 13. Create a color value scale.
- \_\_\_\_\_ 14. Evaluate the use of design elements.
- \_\_\_\_\_ 15. Create color schemes.
- \_\_\_\_\_ 16. Evaluate the application of design principles.

## UNIT 5 — ARRANGING INTERIOR SPACES

- \_\_\_\_\_ 1. Identify factors influencing the planning of interior spaces.
- \_\_\_\_\_ 2. List the multiple functions for which interior spaces must provide.
- \_\_\_\_\_ 3. Select from a list basic principles for arranging interior spaces.
- \_\_\_\_\_ 4. Explain considerations useful in conserving energy.
- \_\_\_\_\_ 5. List options for organizing storage areas.
- \_\_\_\_\_ 6. Distinguish among kitchen layouts.
- \_\_\_\_\_ 7. List methods of separating interior spaces.
- \_\_\_\_\_ 8. State guidelines for planning traffic patterns.
- \_\_\_\_\_ 9. List options for extending interior space.
- \_\_\_\_\_ 10. Evaluate the arrangement of interior spaces.
- \_\_\_\_\_ 11. Reorganize a closet or storage area.
- \_\_\_\_\_ 12. Arrange a living area.

## UNIT 6 — DESIGNING INTERIOR BACKGROUNDS

- \_\_\_\_\_ 1. Explain the importance of backgrounds.
- \_\_\_\_\_ 2. List considerations for selecting interior backgrounds.
- \_\_\_\_\_ 3. Distinguish among the functions of interior backgrounds.
- \_\_\_\_\_ 4. Describe types of wall treatments.
- \_\_\_\_\_ 5. Distinguish among types of paint.
- \_\_\_\_\_ 6. State the uses for types of paint finishes.
- \_\_\_\_\_ 7. Match types of floor treatments to their descriptions.
- \_\_\_\_\_ 8. Identify common window designs.
- \_\_\_\_\_ 9. Identify types of window treatments.
- \_\_\_\_\_ 10. State options for working with ceilings.
- \_\_\_\_\_ 11. Estimate wall paint.
- \_\_\_\_\_ 12. Measure for window treatments.
- \_\_\_\_\_ 13. Compare the costs of background features.

**Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.**

Date/Initials

**UNIT 7 — SELECTING FURNITURE AND ACCESSORIES**

- \_\_\_\_\_ 1. Compare cultural and ethnic art forms throughout the world which have influenced the visual arts.
- \_\_\_\_\_ 2. Describe exhibitions of original works of art seen in your local community.
- \_\_\_\_\_ 3. Identify major national and world collections of art.
- \_\_\_\_\_ 4. Differentiate between art criticism and art reviews.
- \_\_\_\_\_ 5. List the functions of furniture.
- \_\_\_\_\_ 6. Select from a list guidelines for choosing and purchasing home furnishings.
- \_\_\_\_\_ 7. Distinguish among furniture alternatives.
- \_\_\_\_\_ 8. Identify common furniture styles.
- \_\_\_\_\_ 9. Compare materials used in furniture construction.
- \_\_\_\_\_ 10. Match terms used to evaluate wood furniture to their descriptions.
- \_\_\_\_\_ 11. List questions for evaluating upholstered furniture.
- \_\_\_\_\_ 12. Match upholstery fabrics to their descriptions.
- \_\_\_\_\_ 13. A. Create original works of art with a variety of art media from observation, memory and imagination, both two- and three-dimensional.  
B. Assess and adjust the artwork in progress based on an understanding of art materials and techniques.
- \_\_\_\_\_ 14. Select from a list guidelines for choosing accessories.
- \_\_\_\_\_ 15. List the functions of lighting.
- \_\_\_\_\_ 16. Select from a list the effects of natural light on color schemes.
- \_\_\_\_\_ 17. Distinguish among types of light bulbs.
- \_\_\_\_\_ 18. List considerations in choosing lamps and lampshades.
- \_\_\_\_\_ 19. Create a short-term and long-term plan for home furnishings.
- \_\_\_\_\_ 20. Compare quality features of case goods.
- \_\_\_\_\_ 21. Compare quality features of upholstered furniture.
- \_\_\_\_\_ 22. Design a wall grouping.
- \_\_\_\_\_ 23. Evaluate a home lighting plan. (
- \_\_\_\_\_ 24. Determine the cost of furnishing a room.

Date/Initials

**UNIT 8 — SELECTING APPLIANCES**

- \_\_\_\_\_ 1. Identify the variety of art forms used in business and industry.
- \_\_\_\_\_ 2. List features of appliances.
- \_\_\_\_\_ 3. List guidelines for selecting and purchasing appliances.
- \_\_\_\_\_ 4. Interpret EnergyGuide labels.
- \_\_\_\_\_ 5. Distinguish among seals of approval, warranties, and guarantees.
- \_\_\_\_\_ 6. Compare options for financing major appliances.
- \_\_\_\_\_ 7. List product information to record or file for reference.
- \_\_\_\_\_ 8. Interpret a warranty and a guarantee.
- \_\_\_\_\_ 9. Compare appliances. (
- \_\_\_\_\_ 10. Write a letter of complaint.

**UNIT 9 — PLANNING FOR SAFETY AND SECURITY**

- \_\_\_\_\_ 1. List common safety and security concerns related to housing.
- \_\_\_\_\_ 2. Name methods for childproofing a home.
- \_\_\_\_\_ 3. Identify the location of smoke detectors for minimum safety.
- \_\_\_\_\_ 4. Match the basic classes of fires to examples of each class.
- \_\_\_\_\_ 5. List in order the basic steps for using a fire extinguisher.
- \_\_\_\_\_ 6. Define primary and secondary escape routes.
- \_\_\_\_\_ 7. List ways to improve home security.
- \_\_\_\_\_ 8. Answer questions about preventing accidents at home.
- \_\_\_\_\_ 9. Determine classes of fires.
- \_\_\_\_\_ 10. Plan escape routes.
- \_\_\_\_\_ 11. Evaluate home safety and security.

**UNIT 10 — EXPLORING CAREERS IN HOUSING AND HOME FURNISHINGS**

- \_\_\_\_\_ 1. Identify career opportunities in housing and home furnishings.
- \_\_\_\_\_ 2. Select from a list steps in making career decisions.
- \_\_\_\_\_ 3. List sources for career information.
- \_\_\_\_\_ 4. List resources needed by an entrepreneur.
- \_\_\_\_\_ 5. Summarize personal interests.
- \_\_\_\_\_ 6. Compare career opportunities.
- \_\_\_\_\_ 7. Develop a personal career plan.