

Course Syllabus
Boone Career Center
Building Maintenance and Operations 3 & 4

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Office Hours: Wed 2:00 – 3:00

Course Description:

Building Maintenance and Operations 3&4 will expand on the information taught in modules 1&2. New areas of emphasis will include roofing systems, exterior finishing, stair layouts, HVAC; electrical safety, and plumbing. We will also be exploring careers in the construction industry. Safety procedures will be strongly emphasized and reinforced throughout this course. Through classroom and hands on experience, this course will prepare students for an entry level job within the construction industry.

Certifications will be available through NCCER for each module completed. Students must complete the certifications for each module in this course in order to move on to the next course.

Throughout this class, students will participate in various projects related to the construction trades.

Building Maintenance and Operations 3&4 are the final two semesters of our two year program.

Course Content:

Throughout this class students will participate in various projects related to the construction trades.

Using the NCCER curriculum the following modules will be covered.

68108-09 Roof Framing
68109-09 Roofing Applications
68110-09 Exterior Finishing
68111-09 Basic Stair Layout
68112-09 Electrical Safety
68113-09 Residential Electrical Services
68114-09 Introduction to HVAC
68115-09 Introduction to Drain, Waste, and Vent (DWV) Systems
68116-09 Plastic Pipe and Fittings
68117-09 Copper Pipe and Fittings

Major Assignments:

Students will work individually and in groups to complete various projects such as creating safety policies and construction drawings. Classwork will involve completing the course modules. Safe

hand and power tool usage will be practiced along with materials handling, ladder and scaffolding erection and use.

Students will also learn to write resumes, introduction letters, and fill out college and job applications.

Assessment:

Student assessment will be based on completion of class and homework assignments, module examinations, and completion of individual and group projects related to the modules. A score of 70% or better is required on each module in this course to receive the NCCER certification card. A score of 100% will be required on all safety exams. Students may retake module exams after a 48 hour period.

Classroom Rules:

1. Each student will bring a pencil to class daily.
2. Practice appropriate behavior at all times.
3. Treat the furniture, textbooks, and computers appropriately.
4. No food or drinks.
5. Return books and classroom materials to their designated location.
6. No cell phones allowed during class.

Lab Rules:

1. Safety glasses will be worn at appropriate times.
2. Use tools and equipment for intended purpose.
3. No horseplay.
4. Operate tools and equipment only with the instructor present.
5. Maintain a safe distance from equipment in operation.
6. No sitting or standing on equipment.
7. Operate equipment only if trained check out on the specific piece of equipment.
8. Leave the shop or work area only with permission.
9. Return tools and materials to designated locations.
10. Clean the work area.
11. Students will participate in all assigned tasks.
12. Students will not write their names on the walls, ceiling, or any other location.

Simulated Workplace:

All students in this class will participate in Simulated Workplace, which will allow the students to experience a job site setting. The lab will be a job site and the instructor will serve as the employer. The following is a list of components in the Simulated Workplace program.

Use of a time clock to document attendance

Random drug testing of all students

An application and interview process

Development of quarterly and annual reports

Establishment of work teams

Development of policies and procedures

Compile a portfolio for documentation of learning, credentials, and projects completed

Attendance Policy:

If a student is absent, he or she is required to notify the instructor prior to their designated arrival time. Students can call the main school number 304-369-4585 and leave a message, text my cell phone (304)928-0004, contact me through Facebook, or send me an email. Absences must be in accordance with the Level Headed Construction Policies and Procedure Manual.

Each student will document daily attendance by time station. Make up work from absences will be completed in accordance with Boone County Schools and Boone Career Center policy. Due to the nature of this class, regular attendance is necessary for students to keep up with class concepts, demonstrations, and projects. In the event of absence, it is each student's responsibility to verify and complete the required make up work. In utilizing the Simulated Workplace protocols, each student will have 4 personal days per year to use as they see fit. Any additional absences without a doctor's excuse will be awarded a zero for the day, which will be reflected in the students' grade. Students will also be required to notify the instructor of ANY and ALL absences prior to their normal arrival time. If they are a no show-no call, they will also get an additional 10 points deduction from their daily grade. They can call my cell or the school number, text, email or put it on the facebook group for each class.

Tardy Policy:

Students must be on time for class. Incidents of being tardy will be enforced in accordance with Boone County Schools and Boone Career Center policy.

Civil Rights Statement:

In accordance with Federal Law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write: USDA Director, Office of Civil Rights, 1400 Independence Ave SW, Washington DC, 20250-9410 or call toll-free: 866-632-9992. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through Federal Relay at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

I acknowledge, by my signature, that I have read, understand, and will comply with the stipulations of the course syllabus.

Title IX ADA 504 Notice

Boone Career and Technical Center (BTCT) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, section 504, and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director, Anthony Tagliente at 304-369-8276 or ataglient@k12.wv.us. For inquiries concerning 504/ADA, please contact the Director of Exceptional Children, Mary Knapp at 304-369-8245 or mknapp@k12.wv.us. Inquiries may also be submitted in writing to the following Director's at Boone County Schools 69 Ave B Madison, WV 25130

Parent signature: _____ Date: _____

Student signature: _____ Date: _____