

Course Syllabus  
Boone Career Center  
Building Maintenance and Operations 1 & 2

Instructor: Jimmy Berry  
School Telephone: 304-369-4585  
Cell: 304-928-0004  
Email: [jimmy.berry@k12.wv.us](mailto:jimmy.berry@k12.wv.us)  
Office Hours: Wednesday 1:45 - 3:00

**Course Description:**

Building Maintenance and Operations 1 & 2 will introduce students to basic construction concepts, tools, and equipment, building plans and materials. Areas of emphasis will include identifying and safely operating tools, equipment, and related accessories required for performing construction tasks; setting up and using scaffolding; reading blueprints; estimating; introduction to construction materials; and 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 advanced level construction courses.

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 1 & 2 are the first and second semester of a two year course in our program and requires no pre-requisites.

**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.

00101-09 Basic Safety  
00102-09 Introduction to Construction Math  
00103-09 Introduction to Hand Tools  
00104-09 Introduction to Power Tools  
00105-09 Introduction to Construction Drawings  
00107-09 Basic Communication Skills  
00108-09 Basic Employability Skills  
00109-09 Introduction to Materials Handling  
28101-13 Introduction to Masonry  
28501-13 Masonry units and installation techniques.  
68106-09 Floor Systems  
68107-09 Wall Systems  
68108-09 Ceiling Joist and Roof Framing  
68109-09 Roofing Applications

### **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, which will be reflected in their daily participation grade.
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

A portfolio system for documentation of learning, credentials, and projects completed

**Attendance Policy:**

If a student is absent, he or she is required to notify me prior to 8:00 a.m. 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. Assignments will be posted on Schoology

**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.

**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](mailto: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

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

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_