

Course Syllabus

Program: Building Trades Technician	Course Number and Title: BAM 101 OSHA-Based Workplace Safety, Blueprint Reading, Construction Math
Instructor: Chip Breeze / Charles Smith	Phone: 859-272-5225 ext. 125
Email: cbreeze@cte.edu / csmith@cte.edu	Office Hours: 8:30 through 12, 12:30 through 3:15

Pre-Requisites required for course:

N/A

Class Hours:

Monday through Thursday 8:30 am through 3:15 pm

Course Description including Chapters covered:

This course includes industry related mathematics studies and applications, (e.g. fractions, decimals, multiplication, division, addition, subtraction, tape measure reading) OSHA-based workplace safety studies and practices, as well as tool safety, and tool familiarization (e.g. personal protective equipment requirements and use, hazardous communications development, MSDS information and application, fire safety and prevention practices/purposes, personal health and safety studies and practices), and Blueprint reading fundamentals (e.g. scale reading and applications, symbols, legends, dimensional viewing applications, blueprint safety practices and applications).

Week 1: Defining expectations of the BTT Mod 1 Basic Principles for Construction and CTE. Introductions of students and instructors. Chapters 1, 2, 6, 7 & 8; Organization and working in the construction industry, basic construction math standards used in residential and commercial construction industry, using basic math with whole numbers, fractions, decimal fraction on the job site. The practices of basic addition, subtraction, multiplying and divisional add to the comfort level we obtain when working with problems on a job site.

Week 2: Chapters 3, 9, 10 & 11; Introduction to Green Building, basic construction math applications used in residential and the commercial construction industry. The ability to do basic math calculations for linear measurements percentage and for area & volume on the job site is extremely important.

Week 3: Chapters 4, 5, 12 & 13; Safety with hand tool, power tool, scaffolds, ladders, sawhorses, OSHA safety requirements and organizational standards used in residential and the commercial construction industry and identify the appropriate PPE, personal protection equipment to be used in construction. Begin hands-on work with layout and cutting using hand

Course Syllabus

tools and portable power tools. The ability to do combined basic math calculations that are used on the commercial and residential job sites. The introduction to building plans students will be exposed to on a job site. . Begin hands-on student projects working with hand tools and portable power tools. Lecture, review and discuss Chapters 1 through 13 for preparation for midterm test.

Week 4: Chapters 14 through 17 basic construction hand tools, power tools, safety for power tools, fasteners, crane rigging, crane standard hand signals and safety in rigging applications used in residential and the commercial construction industry. Continue hands-on student projects working with hand tools and portable power tools.

Week 5: Chapters 18 through 24 basic construction drawings, scales, object lines, door/window symbols, Mechanical, Electrical & Plumbing material symbols and other abbreviations applications, floor plans, foundation plans, site plans, elevations, sections and details used in residential and commercial construction. Continue hands-on student projects working with hand tools and portable power tools.

Week 6: Review chapters 1 through 24 in preparation for final test. Write a one page (100 words) exit essay to reflect the challenges the student faced in module 1 and critique & evaluate their improvement. Complete hands-on student projects.

Expected learning outcomes:

At the completion of this course, students will:

- Know how to read and interpret blueprints.
- Know how to use hand tools in a safe manner.
- Bring awareness of the surroundings in the workplace.
- Interact with other workers on the job in a safe manner.
- Understand the basic construction terms, i.e. plumb, level, square, volume, area, etc.

Required Text and Materials:

Textbook:
Cengage Learning
978-1-305-08862-7
Residential Construction Academy
Basic Principles for Construction
Fourth Edition
Mark W. Huth
Cengage Digital Online Platform

Course Syllabus

Teaching Methods:

Teach, define, demonstrate and discuss weekly chapters in a collaborative team approach. After reading the weekly chapters and completing related review questions, students are tested weekly. Tests are graded and a follow-up review of all missed test questions are gone over and discussed. Attendance and participation is graded. Collaborative learning is encouraged using lectures which includes questions to the class in a teach, define, demonstrate and discussion in a classroom conversational approach. Module one is less hands on due to the emphases on the rigor needed to execute the core text. Student work and participation is assessed subjectively and objectively. Feedback from current work is shared with students immediately.

Cengage Online Platform for chapter review questions and Pop-Quiz

Grading Scale and Breakdown:

Grade Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Grade Distribution

Chapter review questions	5%
Chapter test	10%
Midterm test	15%
Final test	20%
Attendance	10%
Participation	10%
Hands on projects	30%

Rules regarding submission of exercises/assignments:

Weekly BTT Student Schedule and Expectations:

All chapter review questions are due by end of Thursday listed on the assignment & test BTT Class Grading sheet. Late delivery of chapter review questions will be reduced in point value by 50% one week late, no credit after second week late.

Course Syllabus

Hands-on assignments and projects are due based on the assignment & test BTT Class Grading Sheet. The participation, projects & assignments and practical exercise grades are based on the instructor's evaluation of student's daily work, cleanup as well as percentage of student's attendance.

Attendance Policy:

Attendance is critical in the BTT program and can have a considerable impact on your overall grade. If you are going to be absent or tardy, communication is the key. A phone call to the instructor of the module you are currently taking is required.

CTE Phone Number: 859.272.5225

Instructor: Chip Breeze / Charles Smith Ext. 125

In order for an absence to be excused, students with appointments must bring an excuse from the appointment sight. Government agencies, physicians and other professionals will provide you with a note, but you must ask for it. Notes that are received later than 48 hours after the absence will not be accepted.

To be excused, the student must call-in to the instructor on the morning of the absence with an acceptable explanation prior to 9:00AM. Documentation of the explanation (doctor's note, etc.) will be required. No-call no-show cannot make up time.

Excused absences, with documentation, will not count against you but must be made up by Friday. Six (6) unexcused absences in a module may place you on academic probation with the program. BTT modules are six week 150 hour terms or 25 hours per week.

If the student finds a job in any field that they have receive training on in the BTT program they can start that job and with necessary documentation of employer and required hours met, may graduate. (see capstone agreement)

Daily classroom and shop cleanup will be completed between 3:00 pm and 3:15pm.

Tardiness:

Classes start promptly at 8:30 AM Monday-Thursday. BTT class hours are from 8:30 am until 3:15 pm (6 hours & 15 minutes per day) with two 15 minute breaks and one 30 minute lunch break. Students who arrive late or leave class early will be listed as tardy. Students arriving back to class late from break or lunch will also be subject to the tardiness policy. All of these will accumulate over time and will come out of attendance.

Student Probation:

Students may be placed on probation for violating any of the following:

- Attendance Policy
- Academic Standards

Course Syllabus

- Personal Conduct
- Bad report from employer
- Combination of the above

Student Probation is determined by the Instructor and/or the director of CTE. A student review board may be convened.

Course Syllabus

Academic Make-up policy:

It is the responsibility of the student to be both ready and available to meet all deadlines that are given. This is an environment that puts emphasis on real world expectations within the workplace. If YOU are prepared and available YOU will do well, if you cannot provide documentation/justification then YOU will NOT BE ELIGIBLE FOR MAKE-UP.

Students who miss deadlines (times as well as date) for assignments, testing/quizzes are permitted to make up those items ONLY if the following criteria are met:

- **Students** who are aware of an **appointment** and can show documentation of it and provide the documentation no less than seven (7) calendar days or one (1) school week (5 days) BEFORE the deadline may be eligible for make-up.
- Students that have an **emergency**, i.e., hospitalization, legal issues (other than scheduled parole visits, see above section about appointments, or other unforeseen circumstances that can be verified through documentation may be eligible for make-up.
- Students with **childcare issues** that can be verified with documentation may be eligible for make-up.
- Students, who are on active, confirmed, **leave of absence**, may be excused from this policy during the LOA.
- BCS appointments that interfere or conflict with any deadline(s) MUST BE RESCHEDULED for a later date. Notify your instructor and BCS representative.

Group orientated hands-on training CANNOT be made up

Academic Integrity:

As found on dictionary.com, Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. **Synonyms:** appropriation, infringement, piracy, counterfeiting; theft, borrowing, cribbing, passing off.

Plagiarism is a violation of school code of conduct. As per the CTE catalog, violation of code of conduct may lead to suspension or termination from the college. Individual programs may have additional expectations of conduct and consequences associated with the violation of code of conduct.

Course Syllabus

Statement of Reasonable Accommodation:

CTE strives to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973. CTE provides evaluation of individual needs and appropriate support for persons identified as disabled. Students with disabilities have the responsibility of informing CTE staff of their disabilities during the admissions process so that their needs can be appropriately assessed prior to enrollment in the program. Students may request reasonable accommodations at any time during the enrollment period but must understand that not all, if any, accommodations may be met after the start of the enrollment period. Requests must be made to the College Director.

Student Privacy:

Upon enrollment at the College for Technical Education, students are made aware and attest that they understand FERPA (Family Education Rights and Policy Act of 1974.) Any questions may be directed to the College Director or Director of Financial Aid. Individual programs may institute additional provisions to ensure student privacy.

Course Syllabus

Program: Building Trades Technician	Course Number and Title: Bam 121 Carpentry
Instructor: Jackie Collins / Chip Breeze	Phone: 859-272-5225 ext. 125
Email: cbreeze@cte.edu , jmurray@cte.edu	Office Hours: 8:30 through 12, 12:30 through 3:15

Pre-Requisites required for course:

(BTT 101)

Class Hours:

Monday through Thursday 8:30 am through 3:15 pm

Course Description including Chapters covered:

This course includes lecture-based studies related to installation and repair methods, code requirements, if applicable, terms and definitions of materials and equipment used in residential and commercial structures and their maintenance. (e.g. drywall installation + finish/repair, rough-in, framing, painting, interior moldings, tile flooring, hardwood flooring, and general flooring applications. Door/window install, finished carpentry, (Air tool safety and all related carpentry tools and equipment). Shop upkeep and cleanliness and daily/weekly goals.

Expected learning outcomes:

General Carpentry skills, including accurate measuring, use of hand & power tools.

Safe work methods, use of industry fasteners for new construction & remodeling applications.

Required Text and Materials:

Residential Construction Academy
Carpentry-Fourth Edition
FLOYD VOGT
DELMAR Cengage Learning, 2016
978-305-08618-0

Canvas Digital Online Platform

Teaching Methods:

Course Syllabus

Cengage Online Platform for chapter quiz reviews. Hands On for in class sessions. Online chapter review and Lectures.

Grading Scale and Breakdown:

Grade Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Grade Distribution

Exams and Quizzes	30%
Attendance	20%
Projects and assignment	30%
Practical Exercises	10%
Participation	10%

Rules regarding submission of exercises/assignments:

All assignments, projects, exercises are graded, and must be completed by the stated due date to receive full credit.

Hands-on assignment must be completed on their original due date and **CANNOT BE MADE UP. Final grading of assignments that are tardy, shall receive a point deduction of TWO points per day. Point deduction can accumulate over time, and will effect final grade.**

Tests, quizzes may be made at the instructor's convenience IF the student was absent AND NOTIFIED THEIR INSTRUCTOR EITHER PRIOR TO OR THE DAY OF THEIR ABSENCE. If you're a no-call, no-show, no work made up.

Assignment, quizzes missed during the week **must be made up prior to the end of the week.**

Attendance Policy:

Course Syllabus

Attendance is critical in the BTT program and can have a considerable impact on your overall grade. If you are going to be absent or tardy, communication is the key. A phone call to the instructor of the module you are currently taking is required.

CTE Phone Number: 859.272.5225

Instructor: Jackie Collins / Chip Breeze Ext. 125

In order for an absence to be excused, students with appointments must bring an excuse from the appointment sight. Government agencies, physicians and other professionals will provide you with a note, but you must ask for it. Notes that are received later than 48 hours after the absence will not be accepted.

To be excused, the student must call-in to the instructor on the morning of the absence with an acceptable explanation prior to 9:00AM. Documentation of the explanation (doctor's note, etc.) will be required. No-call no-show cannot make up time.

Excused absences, with documentation, will not count against you but must be made up by Friday. Six (6) unexcused absences in a module may place you on academic probation with the program. BTT modules are six week 150 hour terms or 25 hours per week.

If the student finds a job in any field that they have receive training on in the BTT program they can start that job and with necessary documentation of employer and required hours met, may graduate. (see capstone agreement)

Daily classroom and shop cleanup will be completed between 3:00 pm and 3:15pm.

Tardiness:

Classes start promptly at 8:30 AM Monday-Thursday. BTT class hours are from 8:30 am until 3:15 pm (6 hours & 15 minutes per day) with two 15 minute breaks and one 30 minute lunch break. Students who arrive late or leave class early will be listed as tardy. Students arriving back to class late from break or lunch will also be subject to the tardiness policy. All of these will accumulate over time and will come out of attendance.

Student Probation:

Students may be placed on probation for violating any of the following:

- Attendance Policy
- Academic Standards
- Personal Conduct
- Bad report from employer
- Combination of the above

Student Probation is determined by the Instructor and/or the director of CTE. A student review board may be convened.

Course Syllabus

Academic Make-up policy:

- It is the responsibility of the student to be both ready and available to meet all deadlines that are given. This is an environment that puts emphasis on real world expectations within the workplace. If YOU are prepared and available YOU will do well, if you cannot provide documentation/justification then YOU will NOT BE ELIGIBLE FOR MAKE-UP. Any make up time allowed during carpentry, must be made up during Carpentry module.
- Students who miss deadlines (times as well as date) for assignments, testing/quizzes are permitted to make up those items ONLY if the following criteria are met: Written excuse, for example; family sickness, personal sickness court activities etc. Doctor visits.
- **Students** who are aware of an **appointment** and can show documentation of it and provide the documentation no less than seven (7) calendar days or one (1) school week (5 days) BEFORE the deadline may be eligible for make-up.

Academic Integrity:

As found on dictionary.com, Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. **Synonyms:** appropriation, infringement, piracy, counterfeiting; theft, borrowing, cribbing, passing off.

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Statement of Reasonable Accommodation:

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Course Syllabus

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Course Syllabus

Program: Building Trades Technician	Course Number and Title: BAM 141 Plumbing
Instructor: Chip Breeze/ Jackie Collins	Phone: 859-272-5225 ext. 125
Email: cbreeze@cte.edu	Office Hours: 8:30 through 12, 12:30 through 3:15

Pre-Requisites required for course:

BAM101

Class Hours:

Monday through Thursday 8:30 am through 3:15 pm

Course Description including Chapters covered:

This course includes lecture-based studies related to installation and repair methods, code requirements, terms and definitions of materials and equipment used in residential and commercial structures and they are (fundamentals of plumbing, fixture installation (Faucet and toilet) and repair, copper, PVC and PEX pipes and fittings identification, assembly methods, Drain, Waste and Vent methods and applications, code requirements, personal health and safety, field related equipment handling and maintenance of the equipment, inventory methods and application, new project estimating fundamentals, job-site upkeep and maintenance.)

Expected learning outcomes:

- a. Install copper pipe by code
- b. Install sinks and toilets properly
- c. Install faucets properly

Required Text and Materials:

Cengage Learning
978-1-111-30777-6
Residential Construction Academy
Plumbing Second Edition
Michael A. Joyce
DELMAR Cengage Learning, 2012
Canvas Digital Online Platform

Course Syllabus

Teaching Methods:

Class lecture, chapter review questions, (Quiz after 5 chapters 1-5, 6-10), power point, guest speakers, hands-on exercises (soldering copper pipe, installing copper pipe, install and repair of faucets, install and repair of toilets, install and repair of sinks, and install and repair of Hot water heater, assignments, quizzes Mid-term test the third week and final test the sixth week. The pictures in the book will be covered on the overhead projector. Also will watch chapter related videos.

Canvas Online Platform for chapter review questions and quizzes. Hands on for in class sessions.

Grading Scale and Breakdown:

Grade Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Grade Distribution

Exams and Quizzes	30%
Attendance	20%
Projects and assignment	30%
Practical Exercises	10%
Participation	10%

Rules regarding submission of exercises/assignments:

All assignments, projects, exercises are graded, and must be completed by the stated due date to receive full credit. If assignments are not turned in on time a 0 will be given.

Hands-on assignment must be completed on their original due date and **CANNOT BE MADE UP.**

Tests, quizzes may be made at the instructor's convenience IF the student was absent AND NOTIFIED THEIR INSTRUCTOR EITHER PRIOR TO OR THE DAY OF THEIR ABSENCE. If you're a no-call, no-show, no work made up.

Assignment, quizzes missed during the week **must be made up before the week is over**

Course Syllabus

Attendance Policy:

Attendance is critical in the BTT program and can have a considerable impact on your overall grade. If you are going to be absent or tardy, communication is the key. A phone call to the instructor of the module you are currently taking is required.

CTE Phone Number: 859.272.5225

Instructor: Chip Breeze / Jackie Collins Ext. 125

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To be excused, the student must call-in to the instructor on the morning of the absence with an acceptable explanation prior to 9:00AM. Documentation of the explanation (doctor's note, etc.) will be required. No-call no-show cannot make up time.

Excused absences, with documentation, will not count against you. Six (6) unexcused absences in a module may place you on academic probation with the program. BTT modules are six week 150 hour terms or 25 hours per week.

If the student finds a job in any field that they have receive training on in the BTT program they can start that job and with necessary documentation of employer and required hours met, may graduate.

Daily classroom and shop cleanup will be completed between 3:00 pm and 3:15pm.

Tardiness:

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Student Probation:

Students may be placed on probation for violating any of the following:

- Attendance Policy
- Academic Standards
- Personal Conduct

Course Syllabus

- Bad report from employer
- Combination of the above

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Academic Make-up policy:

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Academic Integrity:

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Statement of Reasonable Accommodation:

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Course Syllabus

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Course Syllabus

Program: Building Trades Technician	Course Number and Title: BAM 161 Electrical
Instructor: Chip Breeze / Jackie Collins	Phone: 859-272-5225 ext. 125
Email: cbreeze@cte.edu	Office Hours: 8:30 through 12, 12:30 through 3:15

Pre-Requisites required for course:

BAM101

Class Hours:

Monday through Thursday 8:30 am through 3:15 pm

Course Description including Chapters covered:

This course includes lecture-based studies related to installation and repair methods, code requirements, terms and definitions of materials and equipment used in residential and commercial structures and they are (fundamentals of electricity, wiring types and applications, switch and receptacle installation, GFI receptacle requirements and function, Ohm's law, electrical, controls and breakers methods and applications, code requirements, personal health and safety, field related equipment handling and maintenance of the equipment, inventory methods and application, new project estimating fundamentals, job-site upkeep and maintenance.) The pictures in the book will be covered on the overhead projector.

Expected learning outcomes:

- a. Install romex properly
- b. Install GFCI's properly
- c. Terminate wires in electrical panel properly

Required Text and Materials:

Residential Construction Academy

House Wiring : 987-1-337-40241-5

Third Edition

Greg Fletcher

DELMAR Cengage Learning, 2018

Canvas Digital Online Platform

Course Syllabus

Teaching Methods:

Class lecture, chapter review questions, (Quiz after 5 chapters 1-5, 6-10), power point, guest speakers, hands-on exercises (Installing 12/2, 14/2, 14/3 wiring in training house, installing electrical wires in the electrical panel, 2-way, 3-way, 4-way switching, light fixture, ceiling fans, GFCI receptacle), assignments, quizzes Mid-term test the third week and final test the sixth week. All pictures will be covered on overhead projector and also watch chapter related videos.

Canvas Online Platform for chapter review questions and Pop-Quiz

Grading Scale and Breakdown:

Grade Scale

90-100	A
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60-69	D
0-59	F

Grade Distribution

Exams and Quizzes	30%
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Projects and assignment	30%
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Participation	10%

Rules regarding submission of exercises/assignments:

All assignments, projects, exercises are graded, and must be completed by the stated due date to receive full credit. If assignments are not turned in a 0 will be given.

Hands-on assignment must be completed on their original due date and **CANNOT BE MADE UP.**

Tests, quizzes may be made at the instructor's convenience IF the student was absent AND NOTIFIED THEIR INSTRUCTOR EITHER PRIOR TO OR THE DAY OF THEIR ABSENCE. If you're a no-call, no-show, no work made up.

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Course Syllabus

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Course Syllabus

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Course Syllabus

Academic Make-up policy:

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- Group orientated hands-on training CANNOT be made up.

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Course Syllabus

program. Students may request reasonable accommodations at any time during the enrollment period but must understand that not all, if any, accommodations may be met after the start of the enrollment period. Requests must be made to the College Director.

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Course Syllabus

Program: Building Trades Technician	Course Number and Title: BAM 181 HVAC
Instructor: Jackie Collins / Chip Breeze	Phone: 859-272-5225 ext. 125
Email: cbreeze@cte.edu	Office Hours: 8:30 through 12, 12:30 through 3:15

Pre-Requisites required for course:

BAM 101

Class Hours:

Monday through Thursday 8:30 am through 3:15 pm

Course Description including Chapters covered:

This course includes lecture-based studies related to installation and repair methods, code requirements, terms and definitions of materials and equipment used in residential and commercial structures and they are (fundamental theories and function of refrigeration, EPA compliance studies and testing for EPA required 608 certification, terms and definitions of equipment and material used. Component identification and function, states and conditions of refrigeration, direction of flow, testing and troubleshooting procedures, manifold gauge function and method, brazing methods and application, hazardous communication, safety protocol pre location and equipment/material used methods and applications, code requirements, personal health and safety, field related equipment handling and maintenance of the equipment, inventory methods and application, new project estimating fundamentals, job-site upkeep and maintenance.) The pictures in the book will be covered on the overhead projector.

Expected learning outcomes:

- a. Install duct board properly
- b. Understand a split system A/C
- c. Get EPA 608 certification

Course Syllabus

Required Text and Materials:

Residential Construction Academy
978-1-4390-5634-9
HVAC Second Edition
Eugene Silberstein
DELMAR Cengage Learning, 2012
Canvas Digital Online Platform

Teaching Methods

Class lecture, chapter review questions, (Quiz after 5 chapters 1-5, 6-10), power point, guest speakers, hands-on exercises (Installing duct board and 6" flexible duct, installing floor vents (boots), metal tape all joints, brazing of HVAC line-set 1/2", 1/4", HVAC troubleshooting simulators 21 functions on each 3 in all), assignments, quizzes Mid-term test the third week and EPA 608 final test the sixth week. All pictures in the book will be cover on overhead projector, and also watch chapter related videos.

Canvas Online Platform for chapter review question and Pop-Quiz

Grading Scale and Breakdown:

Grade Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Grade Distribution

Exams and Quizzes	30%
Attendance	20%
Projects and assignment	30%
Practical Exercises	10%
Participation	10%

Course Syllabus

Rules regarding submission of exercises/assignments:

All assignments, projects, exercises are graded, and must be completed by the stated due date to receive full credit. If assignments are not turned in on time a 0 will be given.

Hands-on assignment must be completed on their original due date and **CANNOT BE MADE UP.**

Tests, quizzes may be made at the instructor's convenience IF the student was absent AND NOTIFIED THEIR INSTRUCTOR EITHER PRIOR TO OR THE DAY OF THEIR ABSENCE. If you're a no-call, no-show, no work made up.

Assignment, quizzes missed during the week **must be made up before the week is over**

Attendance Policy:

Attendance is critical in the BTT program and can have a considerable impact on your overall grade. If you are going to be absent or tardy, communication is the key. A phone call to the instructor of the module you are currently taking is required.

CTE Phone Number: 859.272.5225

Instructor: Jackie Collins / Chip Breeze Ext. 125

In order for an absence to be excused, students with appointments must bring an excuse from the appointment sight. Government agencies, physicians and other professionals will provide you with a note, but you must ask for it. Notes that are received later than 48 hours after the absence will not be accepted.

To be excused, the student must call-in to the instructor on the morning of the absence with an acceptable explanation prior to 9:00AM. Documentation of the explanation (doctor's note, etc.) will be required. No-call no-show cannot make up time.

Excused absences, with documentation, will not count against you. Six (6) unexcused absences in a module may place you on academic probation with the program. BTT modules are six week 150 hour terms or 25 hours per week.

Course Syllabus

If the student finds a job in any field that they have receive training on in the BTT program they can start that job and with necessary documentation of employer and required hours met, may graduate.

Daily classroom and shop cleanup will be completed between 3:00 pm and 3:15pm.

Tardiness:

Classes start promptly at 8:30 AM Monday-Thursday. BTT class hours are from 8:30 am until 3:15 pm (6 hours & 15 minutes per day) with two 15 minute breaks and one 30 minute lunch break. Students who arrive late or leave class early will be listed as tardy. Students arriving back to class late from break or lunch will also be subject to the tardiness policy. All of these will accumulate over time and will come out of attendance.

Student Probation:

Students may be placed on probation for violating any of the following:

- Attendance Policy
- Academic Standards
- Personal Conduct
- Bad report from employer
- Combination of the above

Student Probation is determined by the Instructor and/or the director of CTE. A student review board may be convened.

Academic Make-up policy:

It is the responsibility of the student to be both ready and available to meet all deadlines that are given. This is an environment that puts emphasis on real world expectations within the workplace. If YOU are prepared and available YOU will do well, if you cannot provide documentation/justification then YOU will NOT BE ELIGIBLE FOR MAKE-UP.

Students who miss deadlines (times as well as date) for assignments, testing/quizzes are permitted to make up those items ONLY if the following criteria are met:

- **Students** who are aware of an **appointment** and can show documentation of it and provide the documentation no less than seven (7) calendar days or one (1) school week (5 days) BEFORE the deadline may be eligible for make-up.
- Students that have an **emergency**, i.e., hospitalization, legal issues (other than scheduled parole visits, see above section about appointments, or other unforeseen circumstances that can verified through documentation may be eligible for make-up.

Course Syllabus

- Students with **childcare issues** that can be verified with documentation may be eligible for make-up.
- Students, who are on active, confirmed, **leave of absence**, may be excused from this policy during the LOA.
- BCS appointments that interfere or conflict with any deadline(s) MUST BE RESCHEDULED for a later date. Notify your instructor and BCS representative.
- Group orientated hands-on training CANNOT be made up.

Academic Integrity:

As found on dictionary.com, Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. **Synonyms:** appropriation, infringement, piracy, counterfeiting; theft, borrowing, cribbing, passing off.

Plagiarism is a violation of school code of conduct. As per the CTE catalog, violation of code of conduct may lead to suspension or termination from the college. Individual programs may have additional expectations of conduct and consequences associated with the violation of code of conduct.

Statement of Reasonable Accommodation:

CTE strives to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973. CTE provides evaluation of individual needs and appropriate support for persons identified as disabled. Students with disabilities have the responsibility of informing CTE staff of their disabilities during the admissions process so that their needs can be appropriately assessed prior to enrollment in the program. Students may request reasonable accommodations at any time during the enrollment period but must understand that not all, if any, accommodations may be met after the start of the enrollment period. Requests must be made to the College Director.

Student Privacy:

Upon enrollment at the College for Technical Education, students are made aware and attest that they understand FERPA (Family Education Rights and Policy Act of 1974.) Any questions may be directed to the College Director or Director of Financial Aid. Individual programs may institute additional provisions to ensure student privacy.

Course Syllabus

Program: Building Trades Technician	Course Number and Title: BAM 191 Facilities Maintenance
Instructor: Chip Breeze / Jackie Collins	Phone: 859-272-5225 ext. 125
Email: cbreeze@cte.edu	Office Hours: 8:30 through 12, 12:30 through 3:15

Pre-Requisites required for course:

BAM 191 and majority of other courses within the program completed

Class Hours:

Monday through Thursday 8:30 am through 3:15 pm

Course Description including Chapters covered:

This course offer workplace principle and customer service based activites performed by the students within the field of study. Studies related to installation and repair methods, code requirements, terms and definitions of materials and equipment used in residential and commercial structures (industry-related facility maintenance, work order, review of previous courses to enhance knowledge/skills, code requirements, personal health and safety, field related equipment handling and maintenance of the equipment, inventory methods and application, new project estimating fundamentals, job-site upkeep and maintenance.)

During Facilities Maintenance Class. Students will be reviewing the following Modules (Basic Principles for Construction, Carpentry, Plumbing, Electrical, and HVAC.)

Students in the Facilities Maintenance module will be required to do all chapters review questions and those question will be reviewed with the students in class and also all hands-on tasks.

Expected learning outcomes:

Students should be able to apply and demonstrate the comprehensive learning from the previous modules to ensure a full basic understanding of maintenance in carpentry, plumbing,

Course Syllabus

construction, electrical and HVAC. We also have on campus work orders that students will be able to repair and maintain as work orders request come in.

Required Text and Materials:

Residential Construction Academy
978-1-133-28243-3
Facilities Maintenance
Second Edition
Kevin Standiford
DELMAR Cengage Learning, 2018
Canvas Digital Online Platform

Teaching Methods:

In class work: Chapter review questions, (Quiz after 3 chapters 1-3, 4-6), power point, guest speakers, hands-on exercises like (Repairing toilets, sinks, faucets, copper tubing, PEX, PVC, ABS pipes, light fixtures, switches, plugs, how to pull Romex (14/2, 12/2, 10/2) replacing ceiling tile, and how to install door locks, drywall, finish the drywall, and paint.). All pictures in the book will be covered on overhead projector, and also watch chapter related videos.

If the student want to get a job and it is approved and the student is working in the field of study during Facilities Maintenance, student may be considered to be earning the necessary hours and hands on training necessary to become a Completer not a graduate. Canvas Online Platform for chapter review questions and Pop-Quiz

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