COURSE SYLLABUS
ELECTRICAL BLUEPRINT READING
CNBT 1371
Spring 2015
Construction Technology – NLC West Campus
(972) 860-7873/ Room D107
M-R 8:00am - 6:00pm, F 8:00 - 4:30pm

This course syllabus is intended as a set of guidelines for CNBT 1371. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Instructor: Tom Hoops
Email: THoops@dccc.edu
Office Phone: 972-860-7836
Office: 143A
Office Hours: By Appointment

Course Information:
Course title: Electrical Blueprint Reading
Course number: CNBT 1371
Section number: 73551
Credit hours: 3
Class meeting time: F 5:00pm-8:30pm

Textbooks and Materials:
- Instructor provided
- Supplies: Paper, pencil, and eraser

Course Description:
Blueprint reading and interpretation of specifications as they relate to the electrical construction industry

Course Objectives:
Upon conclusion of this course, students will be able to:
1. Interpret construction drawings, both commercial and residential, as they pertain to the electrical industry;
2. Identify electrical equipment and determine installation requirements by referring to Architectural, Structural, Site, Mechanical, and various other details; and
3. Scale drawings and details with Architectural and Engineering Scales
Course Outline:

Course Calendar – **SPRING 2015**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lesson</th>
<th>Description</th>
<th>Instructor Notes</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Introduction to electrical drawings &amp; specifications</td>
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<tr>
<td>2</td>
<td>2</td>
<td>Electrical Drawing &amp; Layout</td>
<td>Scales</td>
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<td>3</td>
<td>3</td>
<td>Electrical Symbols</td>
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<td>4</td>
<td>4</td>
<td>Types of Building Drawings</td>
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<td>5</td>
<td>5</td>
<td>Sectional Views &amp; Details</td>
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<tr>
<td>6</td>
<td>6</td>
<td>Electrical Wiring Diagrams</td>
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<td>7</td>
<td>7</td>
<td>Electrical Schedules</td>
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<tr>
<td>8</td>
<td>8</td>
<td>Review MEP Drawings</td>
<td>Site Plans</td>
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<tr>
<td>9</td>
<td>9</td>
<td>Review General Specification</td>
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<tr>
<td>10</td>
<td>10</td>
<td>Electrical Specifications</td>
<td></td>
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<tr>
<td>11</td>
<td>11</td>
<td>Reproduction of Drawings</td>
<td></td>
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<tr>
<td>12</td>
<td>-</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>13</td>
<td>12</td>
<td>Equipment &amp; Appliance Wiring</td>
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<tr>
<td>14</td>
<td>-</td>
<td><strong>FINAL</strong></td>
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**Means of Assessment of Course Learning Outcomes:**

**Grading Methods**

Your will be evaluated on the following items. Each of the items will be evaluated by assigning a point value of 0 through 100.

1. Items Evaluated
   - a) Tests
   - b) Classroom participation/Assignments
   - c) Final Exam

<table>
<thead>
<tr>
<th>Item</th>
<th>% Value</th>
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</thead>
<tbody>
<tr>
<td>Tests</td>
<td>20%</td>
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<tr>
<td>Classroom participation/Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
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</table>

   **Total: 100%**

2. **Grading Scale**
   - A: 90 – 100   Outstanding
   - B: 80 – 89    Good
   - C: 70 – 79    Average
   - D: 60 – 69    Needs Improvement
   - F: 0 – 59     Failing

3. All assignments, projects, homework, notebooks, and term papers that are late will lose 10% of the grade each class day they are late.

4. Make up work or exams will be up to each instructor to determine according to each individual circumstance.

**Exams and Assignments**

Refer to Course Calendar

**Discipline/ Course/ Department/Policies:**
**Attendance:**
Your instructor will be present only during your scheduled class time. Class attendance is critical. Completion of all assignments is critical. Please be careful not to fall behind in your assignments. It will be very difficult to grasp all the material if this happens. You are required to complete all assignments, quizzes, midterm, and final exam to successfully complete this course.

*The last day to withdraw from this class is April 16th.*
*The last day of class is May 14th.*

Withdrawing from a course is a formal procedure which **YOU** must initiate. For information about withdrawal procedures, go to the Admissions Office, Room A419, or call 972-273-3101. **Please see your instructor prior to withdrawing from a course.**
The above drop date pertains to Credit students. **Please read “Stop before you Drop”, and “Drop Policy” under Institutional Policies.**

**INSTITUTIONAL POLICIES:**

**ACADEMIC DISHONESTY**
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

**NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)**
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

**REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT**
In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the ADA/ACCESS Office at (972) 273-3165 or visit Room A-430 at North Lake College. It is the policy of NLC to provide reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ADA/ACCESS Office.

**DROP POLICY**
If you are unable to complete this course, you must officially withdraw by Apr. 16th. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.

All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go
FINANCIAL AID STATEMENT
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

COUNSELING SERVICES
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/6drop](https://www1.dcccd.edu/6drop).

WRITING CENTER (A332)
The Writing Center supports and supplements classroom instruction by providing focused, individualized writing instruction in response to the specific needs of the student. Its services are available to all North Lake students, not just those enrolled in English classes. The tutors are skilled writing specialists who can help students clarify writing tasks, understand instructors' requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" students' papers, the Writing Center staff focuses on helping students develop and improve their writing skills.

Located in Room A332, the Writing Center is open 8:00 AM to 9:30 PM Monday through Thursday and 8:00 AM to 5:00 PM on Friday. Saturday hours are 9:00 AM to 2:00 PM during fall and spring semesters. Hours will vary during other sessions. Students who have scheduled an appointment in advance will have a tutor available to work with them at their scheduled time. Walk-ins are welcome, but they may have to wait for an opening or make an appointment for a later time, perhaps a later day. To schedule an appointment, come by the Writing Center, call 972-273-3089, or email nlcrexam@dcccd.edu.
SCANS COMPETENCIES:

<table>
<thead>
<tr>
<th>Resource</th>
<th>C1.1,C1.3,C1.4,</th>
<th>Allocates Time, Allocates Materials and Facility Resources,</th>
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<tbody>
<tr>
<td>Interpersonal</td>
<td>C2.1,C2.2,C2.3,C2.4,C2.5</td>
<td>Participates as team member, teaches others, serves clients/customers, exercises leadership, negotiates</td>
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<tr>
<td>Information</td>
<td>C3.1,C3.2,C3.3</td>
<td>Acquires and evaluates information, Organizes and maintains information, uses computer to process information</td>
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<tr>
<td>Systems</td>
<td>C4.1,C4.2,C4.3</td>
<td>Understands systems, monitors and correct performance, improves and designs systems,</td>
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<tr>
<td>Technology</td>
<td>C5.1,C5.2,C5.3</td>
<td>Selects technology, applies tech to task, maintains and troubleshoots.</td>
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SCANS FOUNDATION SKILLS:

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<tr>
<td>Thinking Skills</td>
<td>F7.1,F7.2,F7.3,F7.4,F7.5,F7.6</td>
<td>Creative thinking, decision making, problem solving, mental visualization, know how to learn, reasoning.</td>
</tr>
<tr>
<td>Personal Qualities</td>
<td>F8.1,F8.2,F8.3,F8.4,F8.5</td>
<td>Responsibility, self esteem sociability, self management, and integrity/honesty.</td>
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CORE CURRICULUM INTELLECTUAL COMPETENCIES

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Provide a brief description of the learning activity.</th>
<th>Learning Outcomes</th>
<th>Briefly list the specific learning outcomes/ objectives for the activity.</th>
<th>Assessment</th>
<th>How will the activity be assessed?</th>
<th>EEO’s &amp; CCIC’s</th>
<th>Which EEO’s and CCIC’s are addressed by the learning activity?</th>
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