

Course Discipline Code & No: CON 141 Title: Commercial Building Maintenance I Effective Term W 10  
 Division Code: VCT Department Code: CIND Org #: 14725  
 Don't publish:  College Catalog  Time Schedule  Web Page

Reason for Submission. Check all that apply.  
 New course approval  Reactivation of inactive course  
 Three-year syllabus review/Assessment report  Inactivation (Submit this page only.)  
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.  
 Consultation with all departments affected by this course is required.  Total Contact Hours (total contact hours were: \_\_\_\_\_)  
 Course discipline code & number (was \_\_\_\_\_)\*  Distribution of contact hours (contact hours were:  
 \*Must submit inactivation form for previous course. lecture: \_\_\_\_\_ lab \_\_\_\_\_ clinical \_\_\_\_\_ other \_\_\_\_\_)  
 Course title (was \_\_\_\_\_)  Pre-requisite, co-requisite, or enrollment restrictions  
 Course description  Change in Grading Method  
 Course objectives (minor changes)  Outcomes/Assessment  
 Credit hours (credits were: \_\_\_\_\_)  Objectives/Evaluation  
 Other \_\_\_\_\_

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.  
 For new Program requested by U of M Facility Management

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson  New resources needed  All relevant departments consulted  
 Print: Cristy Lindemann Signature: [Signature] Date: 11/04/09  
 Faculty/Preparer  
 Dept. Chair Recommendation  Yes  No  
 Print: Cristy Lindemann Signature: [Signature] Date: 11/04/09  
 Department Chair  
 Division Review by Dean  
 Request for conditional approval  
 Recommendation  Yes  No [Signature] 11/9/09  
 Dean's/Administrator's Signature Date  
 Curriculum Committee Review  
 Recommendation  Tabled  Yes  No [Signature] 12/01/09  
 Curriculum Committee Chair's Signature Date  
 Vice President for Instruction Approval  
[Signature] 12/1/09  
 Vice President's Signature Date  
 Approval  Yes  No  Conditional

Do not write in shaded area.  
 Log File 11/9/09 sj Ecopy  Banner \_\_\_\_\_ C&A Database \_\_\_\_\_ C&A Log File \_\_\_\_\_ Basic skills  Contact fee

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

MASTER SYLLABUS

**\*Complete ALL sections which apply to the course, even if changes are not being made.**

<b>Course:</b> CON 141	<b>Course title:</b> Commercial Building Maintenance I
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<b>Credit hours:</b> 3 If variable credit, give range: _____ to _____ credits	<b>Contact hours per semester:</b> <table style="width:100%"> <tr> <td></td> <td style="text-align:center">Student</td> <td style="text-align:center">Instructor</td> </tr> <tr> <td>Lecture:</td> <td style="text-align:center">15</td> <td style="text-align:center">15</td> </tr> <tr> <td>Lab:</td> <td style="text-align:center">30</td> <td style="text-align:center">30</td> </tr> <tr> <td>Clinical:</td> <td style="text-align:center">___</td> <td style="text-align:center">___</td> </tr> <tr> <td>Practicum:</td> <td style="text-align:center">___</td> <td style="text-align:center">___</td> </tr> <tr> <td>Other:</td> <td style="text-align:center">___</td> <td style="text-align:center">___</td> </tr> <tr> <td><b>Totals:</b></td> <td style="text-align:center"><b>45</b></td> <td style="text-align:center"><b>45</b></td> </tr> </table>		Student	Instructor	Lecture:	15	15	Lab:	30	30	Clinical:	___	___	Practicum:	___	___	Other:	___	___	<b>Totals:</b>	<b>45</b>	<b>45</b>	<b>Are lectures, labs, or clinicals offered as separate sections?</b> <input checked="" type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	<b>Grading options:</b> <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
	Student	Instructor																						
Lecture:	15	15																						
Lab:	30	30																						
Clinical:	___	___																						
Practicum:	___	___																						
Other:	___	___																						
<b>Totals:</b>	<b>45</b>	<b>45</b>																						

**Prerequisites.** Select one:

College-level Reading & Writing     
  Reduced Reading/Writing Scores (Add information at Level I prerequisite)     
  No Basic Skills Prerequisite (College-level Reading and Writing is not required.)

**In addition to Basic Skills in Reading/Writing:**

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment <small>(Can be taken together)</small>	Corequisites <small>Must be enrolled in this class also during the same semester</small>
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____

**Enrollment restrictions** (In addition to prerequisites, if applicable.)

and  or Consent required     
  and  or Admission to program required     
  and  or Other (please specify): \_\_\_\_\_  
 Program: \_\_\_\_\_

**Please send syllabus for transfer evaluation to:**  
 Conditionally approved courses are not sent for evaluation.  
 Insert course number and title you wish the course to transfer as.

<input type="checkbox"/> E.M.U. as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> U of M as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> _____ as _____	<input type="checkbox"/> _____ as _____

MASTER SYLLABUS

<b>Course</b> CON 141	<b>Course title</b> Commercial Building Maintenance I
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<b>Course description</b> State the purpose and content of the course. Please limit to <u>500</u> characters.	This course introduces students to the State of Michigan codes and regulations that must be followed when maintaining a commercial building. Students will learn building communication techniques as well as basic electrical theory and practice as they apply when working in a commercial facility maintenance position.
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<b>Course outcomes</b> List skills and knowledge students will have after taking the course. <b>Assessment method</b> Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	<b>Outcomes</b> (applicable in all sections)	<b>Assessment</b> Methods for determining course effectiveness
	1. Apply state laws and requirements to day to day commercial building operation.	Exam
	2. Use graphic and building communications to determine preventative maintenance requirements in the commercial building setting.	Lab activities

<b>Course Objectives</b> Indicate the objectives that support the course outcomes given above.  <b>Course Evaluations</b> Indicate how instructors will determine the degree to which each objective is met for each student.	<b>Objectives</b> (applicable in all sections)	<b>Evaluation</b> Methods for determining level of student performance of objectives
	<b>OUTCOME ONE</b> 1. Recognize various state codes and regulations 2. Apply codes and regulations in typical daily operations	Test – true and false, fill in the blank, multiple choice
	<b>OUTCOME TWO</b> 1. Identify graphic communications symbols and lines 2. Apply building communications to determine preventative maintenance  <b>OUTCOME THREE</b> 1. Illustrate basic electrical theory 2. Solve various customer service problems 3. Demonstrate ability to repair and replace lighting systems	Test – true and false, fill in the blank, multiple choice  Test – true and false, fill in the blank, multiple choice and Lab activities

List all new resources needed for course, including library materials.

**Student Materials:**

<b>List examples of types</b> Texts Supplemental reading Supplies Uniforms Equipment Tools Software	Internet access and small tools	<b>Estimated costs</b> \$ 50.00
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MASTER SYLLABUS

**Equipment/Facilities:** Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course. <input type="checkbox"/> Level I classroom Permanent screen & overhead projector  <input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR  <input checked="" type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation	<input type="checkbox"/> Off-Campus Sites <input type="checkbox"/> Testing Center <input type="checkbox"/> Computer workstations/lab <input type="checkbox"/> ITV <input type="checkbox"/> TV/VCR <input type="checkbox"/> Data projector/computer <input type="checkbox"/> Other _____
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**Assessment plan:**

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
Apply state laws and requirements to day to day commercial building operation.	Exam	2011 and every three years after	All	All
Use graphic and building communications to determine preventative maintenance requirements in the commercial building setting.	Lab activities	2011 and every three years after	All	All
Use basic electrical theory for commercial building maintenance and replacement.	Exam and Lab activities	2011 and every three years after	All	All

**Scoring and analysis of assessment:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

**The exam will be scored using an answer sheet and departmentally-developed rubric. Lab activities will be scored using a departmentally-developed rubric.**

2. Indicate the standard of success to be used for this assessment.

**The students will score an overall average of 80% or higher on the exam and lab activities.**

3. Indicate who will score and analyze the data (data must be blind-scored).

**Department chair, instructor and external experts will blind score data.**

4. Explain the process for using assessment data to improve the course.

**Based upon the assessment scoring results, information will be used to determine if students are able to complete the outlined tasks with a score of 80% or higher. If the students fall under this score, faculty will make adjustments to the learning and application components to necessitate improvements.**