I. INTRODUCTION

A. This course is an introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

B. Interior & Exterior Painting and Refinishing (CBFM 1334) required course for the completion of a two year Associates of Applied science Degree in Maintenance Technology or a Level I or Level II certificate of Completion in the Building Trades Program.

C. This course is occupationally related and serves as a preparation for a career in the Building Trades career field.

D. Prerequisites: This course has a prerequisite or co-requisite of CRPT 1429 or consent of the Department Chair.

E. Alphanumeric coding used through this book denotes integration of SCANS occupational competencies (C1, etc.) and Foundation skills (F1, etc.).

II. LEARNING OUTCOMES

Upon successful completion of this course, Interior & Exterior Painting and Refinishing, the student will:

A. Perform proper surface preparation of interior and exterior substrates. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)

B. Identify safety procedures utilized in the painting industry. (C5, 6, 7) (F1, 5, 6, 8, 9)

C. Demonstrate proper use of tools and equipment. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)

D. Select and apply various interior and exterior coatings. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)

E. Select and mix paint. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)

F. Read blueprints. (C3, 5, 6, 7) (F1, 2, 3, 8, 9, 10)

G. Define painting terms. (C5, 6, 7) (F6)

H. Estimate materials. (C3, 5, 6, 7) (F1, 2, 3, 8, 9)

I. Identify and explain the uses of painting and decorating materials. (C5, 6, 7) (F1, 5, 6, 8, 9)
J. Explain the differences between interior and exterior painting applications. (C5, 6, 7) (F1, 5, 6, 8, 9)

K. Perform wallpaper, ceramic tile, paneling, texture and acoustical surfaces applications and repair. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)

L. Apply wood finish with stain, sanding sealer, and polyurethane. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)

M. Demonstrate the ability to negotiate. (C13) (F1, 6, 7)

III. INSTRUCTIONAL MATERIALS

A. Instructional materials for this course may be found at www.ctcd.edu/books

B. Supplemental Reading: As assigned by the instructor.

C. Audio – Visual Aids: See resource list at end to this module book.

D. Other instructional material: as selected by the instructor.

IV. COURSE REQUIREMENTS

A. This course is being taught in a self-paced mode. It differs from the traditional college course in that you are allowed to work on your own and at your own speed with limitation. This course is 96 clock hours in length. The student may set his/her own schedule within the time frame the course if offered. You must attend class on the days and at the times you selected when you enrolled in the course.

You will have an assigned instructor. If at any time you do not understand a reading assignment, audio visual presentation or lab work, ask your instructor for assistance. He is there for you!

This module book is designed to inform you of the sequence in which this course will be presented. You must follow this sequence and you must do what the module book says. It contains reading assignments, written assignments, audio visual presentations and lab assignments that you must complete or watch. Written assignments will be turned in as directed by the instructor. You must let your instructor know when you are ready to do a learning activity, performance exam or take a scheduled exam.

B. The student should take notes when viewing DVD’s. Exams will be taken from reading assignments. If instructor handouts are given to you, you must study them; exams may be taken from these handouts also.

C. The instructor may give written assignments or “pop” quizzes as he deems necessary.
D. Note: Each student will clean all tools and equipment that he/she uses and properly store them and clean the work area after the completion of each task.

Laboratory tasks (performance exam) will be completed on an individual basis except when limited by tools and/or materials. The maximum lab grade is 400 points. The instructor will deduct points from each lab task score for failure to follow safety precautions and/or a failure to complete the project to industry standards. The instructor will date, initial, and post the points earned for each performance exam as it is completed.

E. The following is part of the course requirements: Each student will assist in lab cleanup at the close of the evening classes and will assist in unloading and storing supply shipments. Failure to do so will result in a failure to complete all course requirements and the student could receive an “F” or “N” for the course.

F. There will be five (5) written examinations in this course (4 module/unit exams and an exit exam). **All written exams must be completed before taking the performance exam for each module.** The exit exam is a comprehensive exam that covers the entire course. All students must score 70% on the exit exam.

G. The student must complete written assignments to receive a grade. Written assignments for each unit will be turned into the instructor prior to starting performance exams for that module.

H. If you have special needs because of learning disabilities or other kinds of disabilities, please feel free to discuss this with the instructor. The instructor will attempt to meet your needs with the assistance of counselors, tutors, and the Disabilities Services Office. Program/course integrity will not be sacrificed. Students must meet all course requirements.

V. **GRADING**

Students will be graded using the standard Skills Center 1000 point grading system. Students who fail to make the 700 points for the course must retake the course. **The student must satisfactory complete all written and performance exams to receive a passing grade of (C).**

- 1000-900 = A
- 899-800 = B
- 799-700 = C
- 699-600 = D
- 599-0 = F

Students will be graded using an "alpha-numeric" system as outlined below. Grades made on performance and written exams will be the grade received, including the exit exam. **Students will not be allowed to retake written exams.**
A. Written exams: Average of written exams will count 20% of the final grade or 200 points.

B. Written exit exam: Percent scored on exit exam will count 20% of the final grade or 200 points.

C. Attendance and Participation activities will count 10% of the student's final grade or 100 points.

D. Written Assignments will count 10% of the students final grade or 100 points.

E. Performance Exams (Lab work) will count 40% of the final grade or 400 points.

F. Grade Computations: (Example)
Written Exam Scores: (There will be 3 written exams)
Exam 1  90
Exam 2  80
Exam 3  70
240 divided by 3 = 80 (Average Written Exams)

Written Module Exam Scores  80 x 20% = 160 points
Written Exit Exam Score  80 x 20% = 160 points
Written Assignments  100 x 10% = 100 points
Attendance and Participation  85 x 10% = 85 points
Performance Exam Score  85 x 40% = 340 points

Total = 845 points = B

VI. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE COURSE INSTRUCTOR

A. COURSE WITHDRAWAL: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.
A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F”, or “N” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course…” Prior approval from the instructor is required before the grade of “IP” for Incomplete is recorded.

D. Cellular Phones: The use of a cell phone or any cellular option to include but not limited to text messaging, gaming, or photographing during class periods is prohibited. Cell phones will be turned off prior to entering the Building Trades Lab’s or Testing Area. Exceptions must be approved by the Building Trades Instructor.

E. American’s With Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Absence from the class may be unavoidable in some situations. These include illness, military/civilian job requirements, or a death in the immediate family. Documentation is required in the case of excused absences for job requirements. Excuses will be on company letterhead stationary signed by the immediate supervisor stating the reason for the absence for civilian jobs. Excuses for military personnel must be signed by the 1st Sergeant or the Company Commander. **NOTE: This does not apply to VA, VA/Voc, or Financial Aid**
students. There are no excused absences for these students. Talk to your funding agency if you have questions.

Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
VII.  FIRST CLASS MEETING

A. The instructor will introduce the course and show the student the textbook.

B. The instructor will verify the class enrollment form:
   1. Call roll
   2. Have each student verify the spelling of his/her name and the social security number by initialing the class roster/enrollment form.

NOTE: When a student’s name does not appear on the class roster, they must bring it to the attention of the instructor and must present the instructor with CTC Form 29 (Add/Drop Slip) reflecting that he/she has properly registered for the course.

C. The instructor will have the student read and sign the course requirements sheets.

D. The instructor will discuss the following topics with the student:
   1. Course requirements, objectives and how the course works
   2. Policy letters
   3. Student handouts
   4. Lab sheet and lab work (Enabling tasks, Performance exams, Competency profile)
   5. Exam, grading, reading and written assignments
   6. Absences
   7. Shop/classroom cleanup – tools
   8. Dress code
   9. Parking
   10. Sign-in computer
   11. Course outline/fact sheets/student handouts
   12. Hazardous communications/MSDA information
   13. Shop safety
VIII. **COURSE OUTLINE OR SEQUENCE**

I. **Module 1334-01 Safety, Health, and Welfare**

A. **Time:** 11 Hours

B. **Module Learning Outcomes:** Upon satisfactory completion of this module the student will:

1. Identify safety procedures utilized in the painting industry. (C5, 6, 7) (F1, 5, 6, 8, 9)
2. Read blueprints. (C3, 5, 6, 7) (F1, 2, 3, 8, 9, 10)
3. Define painting terms. (C5, 6, 7) (F6)
4. Estimate materials. (C3, 5, 6, 7) (F1, 2, 3, 8, 9)
5. Explain the differences between interior and exterior painting applications. (C5, 6, 7) (F1, 5, 6, 8, 9)

C. Read Part 5 & 6 in your textbook and learn about Safety, Health and Welfare. You will be tested on this material.

D. Read Fact Sheet 1334-01-01 to learn more about safety. You will be tested on this material.

E. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

F. View Audio Visuals: There are currently no audio visuals for this module.

G. Review for Module 1334-01 Written Exam. Study all previous assignments in this module. See your instructor and ask him to explain any area of safety that you do not understand.

H. Module 1334-01 Written Exam: See your instructor
II. Module 1334-02  Tools and Equipment, Surface Coatings Specialist
Materials, Scaffolding, and Specifications.

A. Time: 11 Hours

B. Module Learning Outcomes: Upon satisfactory completion of this module the student will:

1. Demonstrate proper use of tools and equipment. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)
2. Identify and explain the uses of painting and decorating materials. (C5, 6, 7) (F1, 5, 6, 8, 9)
3. Identify safety procedures utilized in the painting industry. (C5, 6, 7)(F1, 5, 6, 8, 9)

C. Read Parts 1, and 2, in your textbook and learn about Tools and Equipment, Surface Coatings and Specialist Materials, Scaffolding, Specifications. You will be tested on this material.

D. Read Fact Sheet 1334-02-01 to learn more about ladders. You will be tested on this material.

E. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

F. View Audio Visuals:

1. “Paints and Painting - Part 1,” (DVD), Prentice-Hall Media
2. “Paints and Painting - Part 2,” (DVD), Prentice-Hall Media
3. “Using a Spray Gun Like a Pro,” (DVD), Vocational Media Associates

G. Review for Module 1334-02 Written Exam. Study all previous assignments in this module. See your instructor and ask him to explain any area of this module that you do not understand.

H. Module 1429-02 Written Exam: See your instructor.
III. Module 1334-03 Surface Preparation and Surface Coverings

A. Time: 11 Hours

B. Module Learning Outcomes: Upon satisfactory completion of this module the Student will:

1. Read blueprints. (C3, 5, 6, 7) (F1, 2, 3, 8, 9, 10)
2. Estimate materials. (C3, 5, 6, 7) (F1, 2, 3, 8, 9)

C. Read Parts 3 and 4 in your textbook and learn about Surface Preparation and Surface Coverings. You will be tested on this material.

E. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

F. View Audio Visuals: There are currently no audio visuals for this module.

G. Review for Module 1334-03 Written Exam. Study all previous assignments in this module. See your instructor and ask him to explain any area of this module that you do not understand.

H. Module 1429-03 Written Exam: See your instructor.
IV. Module 1334-04 Colour and Glazing

A. Time: 57 Hours

B. Module Learning Outcomes: Upon satisfactory completion of this module the Student will:

1. Perform proper surface preparation of interior and exterior substrates. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)
2. Identify safety procedures utilized in the painting industry. (C5, 6, 7) (F1, 5, 6, 8, 9)
3. Demonstrate proper use of tools and equipment. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)
4. Select and apply various interior and exterior coatings. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)
5. Select and mix paint. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)
6. Read blueprints. (C3, 5, 6, 7) (F1, 2, 3, 8, 9, 10)
7. Define painting terms. (C5, 6, 7) (F6)
8. Estimate materials. (C3, 5, 6, 7) (F1, 2, 3, 8, 9)
9. Identify and explain the uses of painting and decorating materials. (C5, 6, 7) (F1, 5, 6, 8, 9)
10. Explain the differences between interior and exterior painting applications. (C5, 6, 7) (F1, 5, 6, 8, 9)
11. Perform wallpaper, ceramic tile, paneling, texture, and painting surfaces applications and repair. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)
12. Apply wood finish with stain, sanding sealer, and polyurethane. (C3, 5, 6, 7, 15, 18, 19, 20) (F1, 3, 5, 6, 7, 8, 9, 10)
13. Demonstrate the ability to negotiate. (C13) (F1, 6, 7)

C. Read Parts 8 and 9 in your textbook and learn about Colour and Glazing. You will be tested on this material.

D. Read Fact Sheet 1334-04-01 for instructional notes. You will be tested on this material.

F. Read Fact Sheet 1334-04-02 to learn more about crack fillers. You will be tested on this material.

G. Read Fact Sheet 1334-04-03 to learn more about repairing exterior painting. You will be tested on this material.
H. View Audio Visuals:
   1. “Exterior Painting,” (DVD), Home Time Productions
   2. “Painting, Staining, and Stripping,” (DVD), Home Time Productions
   3. “Faux Finishing,” (DVD), Home Time Productions
   4. “Interior Paint and Wall Paper,” (DVD), Home Time Productions
   5. “Papering and Window Treatments,” (DVD), Home Time Productions

I. Review for Module 1334-04 Written Exam. Study all previous assignments in this module. See your instructor and ask him to explain any part of this module you do not understand.

J. Module 1334-04 Written Exam: See your instructor.
V. Module 1334-05  Exit Exam

A. Time: 6 Hours

B. Module Learning Outcomes: Upon satisfactory completion of this module the student will:

Use basic thinking skills and demonstrate personal qualities and work practices used in the work place.

C. Complete the exit exam.

D. Review for the Exit Exam: Review all previous assignments.

E. Study all previous assignments. See your instructor and ask him to explain anything you do not understand about interior and exterior paint and decorating.

F. Module 1334-05 Written (Exit) Exam: See your instructor.