



Course Syllabus
SEMESTER
School of Science, Technology, Engineering & Mathematics

<i>Course Name</i>	Electrical Prints
<i>Course & Section Number</i>	SKT 131-XXX
<i>Meeting Day(s) & Time(s)</i>	
<i>Credits</i>	3
<i>Contact Hours</i>	3
<i>Text</i>	See Course Materials
<i>Instructor's Name*</i>	
<i>Office Hours & Location</i>	
<i>OCC Phone</i>	
<i>OCC Email**</i>	
<i>Additional Contact Information</i>	

*Please call me [REDACTED]; it is my preferred name.

**Please use only Owens email for course communications.

Catalog description

Introduces electrical symbols, pictorial diagrams and schematics. Develops proficiency in sketching/drawing, identifying components and types of diagrams.

Prerequisite/Corequisites

None

Course Materials

BOOK 1:

PRINTREADING FOR INSTALLING AND
TROUBLESHOOTING ELECTRICAL
SYSTEMS ITEM #2052

MAZUR, GLEN A.; WEINDORF, WILLIAM J.

ISBN13: 9780826920522

EDITION: 2ND

FORMAT: PAPERBACK

PUBLISHER: Amer Technical Pub

BOOK 2:

UGLY'S ELECTRICAL REFERENCES, 2023
EDITION

MILLER, CHARLES R.

ISBN13: 9781284275919

EDITION: 7TH

FORMAT: SPIRAL BOUND

PUBLISHER: J-BARTL

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the course link called "Find Books" on the course schedule for each course section. See the example picture below.*

Course		Course Title				Credit Hrs.	Course Fees	Seats	
Academic Period		Academic Period Dates		Class Type	Course Links				
Days	Times	Room Dates		Instructor	Meeting Type	Building/Room	Location		
SKT131-002		Electrical Prints				3	\$0	20	16
2025 Fall Semester		2025-08-25 - 2025-12-11		Face-to-Face	[Course Info] [Find Books]				
T	8:00 AM - 10:40 AM	2025-08-25 - 2025-12-11		Todd Schick	Lecture	DC 111	Toledo		
Last day to add: Aug 29, 2025 -- Last day to drop: Dec 11, 2025									
Refund deadlines: Aug 29, 2025 (100%) -- Sep 05, 2025 (60%) -- Sep 12, 2025 (50%)									

OER and Owens Community College Library Resources (Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.)

Inclusive Access (I.A.) Materials are included in the cost of the course to save students money through lower negotiated rates with publishers. Courses containing I.A. materials will have it noted on the online class schedule. If your course includes I.A. digital materials, you will receive an email with subject line, "Your inclusive Access Materials," and it will include any codes or digital links.

- The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before. Be sure to check your spam (junk email) if you do not find it in your inbox. If the email is not in your inbox or spam folder, contact your instructor immediately. You may also see a folder at the top of your course labelled "Course Materials by eCampus." This folder will contain any needed codes or links to needed materials.
- If the I.A. materials also include a printed book or are in print form, the item will be shipped to your address of record automatically based on your enrollment in the course. Please note that some courses do not include printed materials in I.A and those materials would need to be purchased separately using the link on the course schedule. When you access the Find Books link you will see which items in a course are included in I.A.

Technology, Lab, and File Requirements

- **Blackboard Platform:** This course will use the Owens Blackboard Portal to access course materials. All quizzes and homework will be given electronically. You must be able to log into Blackboard to be successful in this course.
- **Discussion Boards:** I have various discussions throughout the semester. These will be listed in the Announcement section and you will receive an email as well.

What You Will Learn in the Course

Course Objectives

- Be able to recognize and identify various symbols used in the electrical industry.
- Be able to draw electrical symbols and basic electrical wiring diagrams without understanding circuit theory/operation.
- Be prepared for advanced courses in Skilled Trades technology.

Student Learning Outcomes:

Students will

Outcome	Where Assessed
1. Demonstrate ability to read and interpret the areas of Printreading Fundamentals, such as: Lines • Abbreviations • Schedules • Print Divisions • Title Blocks • Print Conventions • Print Scales	Chapter 1 End of Chapter Questions, Evaluation 1 and Final Exam
2. Demonstrate ability to read and interpret the areas Residential and Commercial Electrical Systems, such as: Standards Organizations • Symbols and Components	Chapter 2 End of Chapter Questions, Evaluation 1 and Final Exam
3. Demonstrate ability to read and interpret Industrial Electrical and Electronic Symbols	Chapter 3 End of Chapter Questions, Evaluation 1 and Final Exam
4. Demonstrate ability to read and interpret the areas on an Electrical Drawing and Plan on both an industrial and residential print	Chapter 4 End of Chapter Questions, Evaluation 1 and Final Exam
5. Demonstrate ability to read and interpret the areas on a One-Line Diagram, Ladder (Line) Diagrams, Schematic, and PLC	Chapter 5 End of Chapter Questions, Midterm and Final Exam
6. Demonstrate the understanding of: Responsibilities of Construction Personnel, Overview of Construction	Chapter 6 End of Chapter Questions, Midterm and Final Exam

Outcome	Where Assessed
Process, Responsibilities of Maintenance Personnel, Overview of Maintenance Process.	
7. Demonstrate ability to read and interpret the symbols of and Site Plans, Power Prints.	Chapter 7 End of Chapter Questions, Midterm and Final Exam
8. Demonstrate ability to read and interpret Voice /Data/Video system terminology, and symbology.	Chapter 8 End of Chapter Questions, Midterm and Final Exam
9. Demonstrate ability to identify and interpret fire alarm and security systems prints and symbology	Chapter 9 End of Chapter Questions, Evaluation 3 and Final Exam
10. Demonstrate ability to read and interpret the HVAC Control System Prints	Chapter 10 End of Chapter Questions, Evaluation 3 and Final Exam
11. Demonstrate ability to explain the read Power and Control Circuits, and to be able to identify Control Logic Functions	Chapter 11 End of Chapter Questions, Evaluation 3 and Final Exam
12. Demonstrate ability to read and interpret various power distribution systems and power circuit applications	Chapter 12 End of Chapter Questions, and Final Exam
13. Demonstrate ability to recognize circuit wiring methods such as direct hard wiring, wiring using terminal strips, and PLC wiring	Chapter 13 End of Chapter Questions, and Final Exam
14. Demonstrate ability to recognize hydraulic symbols and follow the function of these symbols	Chapter 14 End of Chapter Questions, and Final Exam
15. Demonstrate ability to identify the principal parts of a piping and instrumentation diagram.	Chapter 15 End of Chapter Questions, and Final Exam

Program Outcomes:

The following program outcomes are assessed in this course

Outcome	Where Assessed
Develops proficiency in sketching/drawing, identifying components and types of diagrams.	End of Chapter Questions, Assessment 1, Assessment 2, Midterm, and Final
Conceptualize, sketch and draw design projects and components.	Constructor Labs (Unless online)
Produce professional documentation	Assessment 1, Assessment 2, Midterm, and Final

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of

your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively.	All tests and the final
Act with professional responsibility.	Post lab questions, all tests and the final
Demonstrate sensitivity to others' beliefs and values.	Electrical blueprint usage and completed technical drawings
Think analytically, critically, and creatively.	Post lab questions

Academic Support

Disability Services

If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 116.

Tutoring Services

Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>

Counseling Services

Owens Community College provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>

Campus and Community Connections

The Center for Campus and Community Connections (College Hall 151) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library

The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

Student Responsibilities & Instructor Expectations

I populate the assignments every Monday morning at 1am so please check your assignments often. With every assignment there will be an assignment listed on the week listed on the blackboard website. These assignments will only be active for two weeks after that, they will drop off and be graded. I give you TWO chances on each assignment and I take the best of the two.

Instructor Expectations:

A bit of advice: do not under any circumstances, let yourself fall behind.

Let me repeat that. Do NOT PUT THE ASSIGNMENTS OFF!!!

If you fall behind, it will be extremely difficult to get yourself back on track.

How Grades Are Determined & Major Assignments

Grading Scale: 90-100% = A 80-89% = B 70-79% = C 60-69% = D 0-59% = F

Week	Outcome	Topic	Activity
1	1	Class organization, introduction, syllabus, basic electrical symbols.	Chapter 1 and End of chapter Quiz
2	2	Basic electrical symbols - Draw symbols	Chapter 2 and End of chapter Quiz
3	3	Basic electrical symbols - Draw symbols	Chapter 3 and End of chapter Quiz
4	1, 2, 3, 4	Evaluation 1	Chapter 4 and End of chapter Quiz and Exam 1
5	5	Motor control symbols - Draw symbols	Chapter 5 and End of chapter Quiz
6	6	Motor control symbols - Draw symbols	Chapter 6 and End of chapter Quiz
7	7	Advanced motor control symbols - Draw symbols	Chapter 7 and End of chapter Quiz
8	5, 6, 7, 8	Evaluation 2 Electronic symbols - Draw symbols	Chapter 8 and End of chapter Quiz and Midterm
9	9	Pictorial Diagrams	Chapter 9 and End of chapter Quiz
10	10	Schematic Diagrams	Chapter 10 and End of chapter Quiz
11	11	Wiring diagrams, Ladder Diagrams	Chapter 11 and End of chapter Quiz
12	9, 10, 11	Evaluation 3 Ladder diagrams	Chapter 12 and End of chapter Quiz
13	13	Ladder diagrams	Chapter 13 and End of chapter Quiz

14	14	Ladder diagrams Building maintenance electrical symbols	Chapter 14 and End of chapter Quiz
15	15	Building maintenance electrical symbols	Chapter 15 and End of chapter Quiz
16	ALL	Final Exam	Final Exam

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.

I have read this syllabus and agree to its terms and conditions: