



TENTATIVE – SUBJECT TO CHANGE
COFC 1080 Construction Trades Core
COURSE SYLLABUS
Hybrid
Fall Semester 2019 (202012)

COURSE INFORMATION

Credit Hours/Minutes: 4 Credit Hours/ 3750 Minutes

Class Location: Building 6 Lab 6102

Class Meets: 40% Hybrid/ 60% F2F Monday and Wednesday 8:00AM-11:40AM 8/13/19-10/03/19

CRN: 20021

Preferred Method of Contact: STC Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tony Criswell

Email Address: [Tony Criswell \(tcriswell@southeasterntech.edu\)](mailto:tcriswell@southeasterntech.edu)

Campus/Office Location: Swainsboro Building 6 Lab 6102

Office Hours: Monday and Tuesday 1:00PM- 3:30PM; Wednesday and Thursday 1:00PM- 3:00PM

Phone: 478-289-2235

Fax Number: 478-289-2276

Tutoring Hours: Available upon request

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Core Curriculum, 5th edition with NCCER E-Connect; ISBN 0-13-439192-6; Publisher- Pearson

REQUIRED SUPPLIES & SOFTWARE

Safety Glasses

Highlighter

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION

This course introduces the student to the basic fundamentals of the construction trades.

MAJOR COURSE COMPETENCIES

Basic Safety, Construction Math, Hand Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Basic Safety
2. Construction Math
3. Hand and Power Tools
4. Construction Drawings
5. Rigging
6. Materials Handling
7. Job-Site Communication and Work Ethic Skills

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. Students are responsible for policies and procedures included in the *STC Catalog*. **Industrial Electrical and Maintenance Technician program students must earn a minimum grade of C in this course.**

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of “F” (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student’s last date of attendance in the event a student withdraws, stops attending, or receives an “F” in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal

procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken the next day, scheduled outside of regular class time. Failure to follow this procedure will result in a grade of zero.

Assignment due dates are listed on the attached lesson schedule. Students are expected to have the assignment completed at the beginning of class on the date that it is due. It is within the instructor's discretion to accept or reject late assignments. Any late assignments accepted will be subject to a ten-point penalty each day the assignment is late. After three class meetings, no late assignments will be accepted; a zero will be recorded.

Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any quizzes missed. There will be no makeup of quizzes. Any zeros recorded will be included in the final score calculation.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus

indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Review Questions	10%
Labs	55%
Module Exams	30%
Work Ethics Discussion	5%
Total	100%

GRADING SCALE

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

COFC 1080 Construction Trades Core Fall Semester 2019 Lesson Plan

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
August 14	1	Syllabus, Outline, Lab Rules & Regulations coverage Basic Safety (Construction Site Safety Orientation)	<p>In Class- Instructor will go over syllabus, lesson plan, lab rules, how to access the hybrid portion of the class</p> <p>Hybrid- Login to BLACKBOARD Getting Started – Start Here Items:</p> <ul style="list-style-type: none"> • Read all items • Complete STC Pledge Acknowledgement, Student Introduction • Look over Chapter 1 PowerPoints • Answer Review Questions for Chapter 1 in Due August 19 by 11:59PM • Work Ethics Discussion on Communication Due August 19 by 11:59PM 	1 a, c
August 19	1, 2	Basic Safety (Construction Site Safety Orientation) Introduction to Construction Math	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 1 Exam • Students will do Module 1 Performance Evaluation <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 2- Introduction to Construction Math in Core Trainee Guide • Look over Chapter 2 PowerPoints in Blackboard • Begin Answering Review Questions for Module 2 Due August 21 by 11:59PM • Work Ethics Discussion on Cooperation Due August 21 by 11:59PM 	1,2 a, c
August 21	2	Introduction to Construction Math	<p>In Class</p> <ul style="list-style-type: none"> • Instructor will give the Module 2 Exam <p>Hybrid-</p> <ul style="list-style-type: none"> • Continue reading Module 2- Introduction to Construction Math in Core Trainee Guide • Continue Looking over Chapter 2 PowerPoints in Blackboard • Continue Answering Review Questions for Module 2 in Due August 21 by 11:59PM • Work Ethics Discussion on Cooperation Due August 21 by 11:59PM 	2 a, b, c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
August 26	3	Introduction to Hand Tools	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will begin discussing Introduction to Hand Tools <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 3- Introduction to Hand Tools in Core Trainee Guide • Look over Chapter 3 PowerPoints in Blackboard • Begin Answering Review Questions for Module 3 Due August 28 by 11:59PM • Work Ethics Discussion on Productivity Due August 28 by 11:59PM 	3 a, b, c
August 28	3, 4	Introduction to Hand Tools	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 3 Exam • Students will do Module 3 Performance Evaluation <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 4- Introduction to Power Tools in Core Trainee Guide • Look over Chapter 4 PowerPoints in Blackboard • Begin Answering Review Questions for Module 4 Due September 4 by 11:59PM • Work Ethics Discussion on Character Due September 4 by 11:59PM 	3 a, b, c
September 4	4	Introduction to Power Tools	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 4 Exam • Students will do Module 4 Performance Evaluation <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 5- Introduction to Construction Drawings in Core Trainee Guide • Look over Chapter 5 PowerPoints in Blackboard • Begin Answering Review Questions for Module 5 in Due September 11 by 11:59PM • Work Ethics Discussion on Appearance Due September 11 by 11:59PM 	3 a, b, c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
September 9	5	Introduction to Construction Drawings	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will begin discussing Introduction to Construction Drawings <p>Hybrid-</p> <ul style="list-style-type: none"> • Continue reading Module 5- Introduction to Construction Drawings in Core Trainee Guide • Continue looking over Chapter 5 PowerPoints in Blackboard • Continue Answering Review Questions for Module 5 Due September 11 by 11:59PM • Work Ethics Discussion on Appearance Due September 11 by 11:59PM 	4 a, b, c
September 11	5, 6	<p>Introduction to Construction Drawings</p> <p>Introduction to Rigging</p>	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 5 Exam • Students will do Module 5 Performance Evaluation • Instructor will begin discussing Introduction to Rigging <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 6- Introduction to Rigging in Core Trainee Guide • Look over Chapter 6 PowerPoints in Blackboard • Begin Answering Review Questions for Module 6 Due September 12 by 11:59PM • Work Ethics Discussion on Organization Due September 12 by 11:59PM 	4, 5 a, b, c
September 16	6	Introduction to Rigging	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 6 Exam • Students will do Module 6 Performance Evaluation <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 7- Basic Communication Skills in Core Trainee Guide • Look over Chapter 7 PowerPoints in Blackboard • Begin Answering Review Questions for Module 7 Due September 23 by 11:59PM • Work Ethics Discussion on Respect Due September 23 by 11:59PM 	5 a, b, c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
September 18	7	Basic Communication Skills	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will begin to discuss Basic Communication Skills <p>Hybrid-</p> <ul style="list-style-type: none"> • Continue reading Module 7- Basic Communication Skills in Core Trainee Guide • Continue looking over Chapter 7 PowerPoints in NCCER Connect for COFC 1080 • Continue Answering Review Questions for Module 7 Due September 23 by 11:59PM • Work Ethics Discussion on Respect Due September 23 by 11:59PM 	7 a, c
September 23	7, 8	Basic Communication Skills Basic Employability Skills	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 7 Exam <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 8- Basic Employability Skills in Core Trainee Guide • Look over Chapter 8 PowerPoints in Blackboard • Begin Answering Review Questions for Module 8 Due September 25 by 11:59PM • Work Ethics Discussion on Attendance Due September 25 by 11:59PM 	7 a, c
September 25	7	Basic Communication Skills	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 7 Exam <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 8- Basic Employability Skills in Core Trainee Guide • Look over Chapter 8 PowerPoints in NCCER Connect for COFC 1080 • Begin Answering Review Questions for Module 8 in NCCER Connect under Quizzes Due September 28 by 11:59PM • Work Ethics Discussion on Attendance Due September 28 by 11:59PM 	7 a, c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
September 25	8	Basic Employability Skills	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will begin to discuss Basic Employability Skills <p>Hybrid-</p> <ul style="list-style-type: none"> • Continue reading Module 8- Basic Employability Skills in Core Trainee Guide • Continue looking over Chapter 8 PowerPoints in NCCER Connect for COFC 1080 • Continue answering Review Questions for Module 8 in NCCER Connect under Quizzes Due September 28 by 11:59PM • Work Ethics Discussion on Attendance Due September 28 by 11:59PM 	7 a, c
September 28	8	Basic Employability Skills	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 8 Exam • Students will do Module 8 Performance Evaluation <p>Hybrid-</p> <ul style="list-style-type: none"> • Begin reading Module 9- Introduction to Material Handling in Core Trainee Guide • Look over Module 9 PowerPoints in Blackboard • Begin Answering Review Questions for Module 9 October 4 by 11:59PM • Work Ethics Discussion on Attitude Due October 2 by 11:59PM • Work Ethics Discussion on Teamwork Due October 2 by 11:59PM 	7 a, c
September 30	9	Introduction to Material Handling	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will begin discussing Introduction to Material Handling <p>Hybrid-</p> <ul style="list-style-type: none"> • Continue reading Module 9- Introduction to Material Handling in Core Trainee Guide • Continue Looking over Module 9 PowerPoints in Blackboard • Watch the Module 9 Video on NCCER Connect • Continue answering Review Questions for Module 9 Due October 2 by 11:59PM • Work Ethics Discussion on Attitude Due October 2 by 11:59PM • Work Ethics Discussion on Teamwork Due October 2 by 11:59PM 	5 a, c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
October 2 Semester ends	9	Introduction to Material Handling	<p>In Class-</p> <ul style="list-style-type: none"> • Instructor will give the Module 9 Exam • Students will do Module 9 Performance Evaluation <p>Hybrid-</p> <ul style="list-style-type: none"> • Continue answering Review Questions for Module 9 Due October 2 by 11:59PM • Work Ethics Discussion on Attitude Due October 2 by 11:59PM • Work Ethics Discussion on Teamwork Due October 2 by 11:59PM • Instructor Evaluations 	5 a, c

Competency Areas:

1. Basic Safety
2. Construction Math
3. Hand and Power Tools
4. Construction Drawings
5. Rigging
6. Materials Handling
7. Job-Site Communication and Work Ethic Skills

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.