



**TENTATIVE – SUBJECT TO CHANGE**

**ELTR 1020 Alternating Current Fundamentals**

**COURSE SYLLABUS**

**Online**

**Spring Semester 202021 (202114)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3 Credit Hours/ 3000 Minutes

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 7 ½ Weeks- January 11- March 3

CRN: 40156

Preferred Method of Contact: STC Email

**INSTRUCTOR CONTACT INFORMATION**

**Adjunct Instructor Name:** Glen Stone

Adjunct College Email Address: [Glen Stone \(gstone@southeasterntech.edu\)](mailto:gstone@southeasterntech.edu)

Campus/Office Location: No office on campus

Office Hours: N/A (Not Applicable)

Phone: N/A

Fax Number: N/A

**Full-Time Instructor Name:** Tony Criswell

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

**Campus/Office Location:**

Swainsboro: Building 6 Lab 6102

Vidalia: Main- Lab 429

**Office Hours:**

Swainsboro Campus: Monday and Wednesday 1:30PM- 3:45PM

Vidalia Campus: Tuesday and Thursday 1:30PM- 3:45PM

Phone: 478-289-2235

Fax Number: 478-289-2276

Tutoring Hours: Available upon request

**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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

**REQUIRED TEXT**

Electricity 11th edition- Bundle (Text + Common Cartridge, 1yr. Individual Access Key Code), Goodheart-Wilcox Publishers ISBN 978-1-63563-909-4

## **REQUIRED SUPPLIES & SOFTWARE**

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 Georgia Virtual Technical Connection (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.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **COURSE DESCRIPTION**

Introduces the theory and application of varying sine wave voltage and current.

## **MAJOR COURSE COMPETENCIES**

Introduces the theory and application of varying sine wave voltage and current.

## **PREREQUISITE(S)**

None

## **COURSE OUTLINE**

1. Electrical Safety
2. Magnetism
3. AC Wave Generation
4. AC Test Equipment
5. Inductance
6. Capacitance
7. Basic Transformers

## **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 (ONLINE)**

Students are expected to complete all work required by the instructor. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

**Electrical program students must earn a minimum grade of C in this course.**

## **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be

considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

### COVID-19 Key Symptoms

Fever or felt feverish

Cough: new or worsening, not attributed to another health condition

Shortness of breath, not attributed to another health condition

New loss of taste or smell

Chills; Repeated shaking with chills

Sore throat, not attributed to another health condition

Muscle pain, not attributed to another health condition or exercise

Headache, not attributed to another health condition

Diarrhea (unless due to known cause)

#### **In the past 14 days, if you:**

Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

## COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55PM on Monday of each week, (Except for the introduction portion, it is due the first Sunday evening after the semester starts by 11:55PM). Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor

## 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](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto: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](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto: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 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.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

#### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class will be scheduled on the following dates and times: Will be determined later**

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

Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, the student will be expected to take the test 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 will be 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:

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

### 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](http://www.southeasterntech.edu) ([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
Orientation	5%
Pretest	5%
Discussion	5%
Chapter Review Questions	5%
Test	60%
Proctored Event	20%
<b>Total</b>	<b>100%</b>

### GRADING SCALE

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

**ELTR 1020 DISCUSSION BOARD GRADING RUBRIC**

<b>Criteria</b>	<b>Grade Level 1</b> (0%)	<b>Grade Level 2</b> (100%)
<b>Student Post to Discussion Board</b> (50% Weighting)	0 points Student did not post to the Discussion Board	50 points Student created a post.
<b>Student Reply to Another Student</b> (50% Weighting)	0 points Student did not reply to another student post.	50 points Student replied to another Student post



# ELTR 1020 Alternating Current Fundamentals

## Spring Semester 2021 Lesson Plan

Date	Lesson	Assignments & Tests Due Dates	Competency Area
January 11		<ul style="list-style-type: none"> <li>• Spring Semester A Begins</li> </ul>	
January 11-18	Introduction	<ul style="list-style-type: none"> <li>• Click on the link ELTR 1020 Course Documents in Blackboard. Then click on ELTR 1020 Syllabus and lesson plan and read the ELTR 1020 Course Syllabus/Lesson Plan.</li> <li>• Click on the link under ELTR 1020 Course Documents, How to Activate Your Subscription, follow the instructions.</li> <li>• Read instructions on “How to Submit Review Questions</li> <li>• Read Discussion Rubric</li> <li>• Read all of the items under the “<b>Getting Started</b>” link.</li> <li>• Complete the Pledge Acknowledgment Quiz in the “<b>Getting Started</b>” link in Blackboard by <b>11:55 pm, Sunday, January 18.</b></li> <li>• Post the Student Introduction in the “<b>Getting Started</b>” link in Blackboard by <b>11:55 pm, Sunday, January 18.</b></li> <li>• Send your instructor an email from your <u>STC account</u> by <b>11:55 pm, Sunday, January 18</b> stating your intentions to take the course. Do not use your personal email account; I need to see that you know how to access your STC email. ALL email correspondence will be sent to your STC email this semester. See the technology access link in Blackboard if you need help accessing your STC email.</li> <li>• Do the Blackboard Orientation</li> <li>• Take the Blackboard Orientation quiz in Blackboard and score 100%</li> <li>• <b>If the above items are not completed by 11:55 pm, Sunday, January 18, you will be turned in as a No-Show and will be removed from the course.</b></li> <li>• <b>Complete the COVID 19 Presentation and Acknowledgement by January 19, 12:00PM</b></li> </ul>	A,B,C
January 19-25	Chapter 1- Safety	<ul style="list-style-type: none"> <li>• Complete Chapter 1 Safety Pretest</li> <li>• Read Chapter 1 Safety in your Textbook</li> <li>• Complete Chapter 1 Safety PowerPoint</li> <li>• Do the E-Flash Cards, Matching Activity, and Vocabulary Game</li> <li>• Complete Chapter 1 Review Questions and put in Drop Box (See instructions on how to complete this)</li> <li>• Complete Chapter 1 Safety Test</li> <li>• Complete Chapter 1 Safety Discussion Board</li> <li>• Complete all the above items by Monday January 25, 11:55PM</li> </ul>	1 A,B,C

Date	Lesson	Assignments & Tests Due Dates	Competency Area
January 26-February 1	Chapter 12- Magnetism	<ul style="list-style-type: none"> <li>• Complete Chapter 12 Magnetism Pretest</li> <li>• Read Chapter 12 Magnetism in your Textbook</li> <li>• Complete Chapter 12 Magnetism PowerPoint</li> <li>• Do the E-Flash Cards, Matching Activity, and Vocabulary Game</li> <li>• Complete Chapter 12 Magnetism Review Questions and put in Drop Box (See instructions on how to complete this)</li> <li>• Complete Chapter 12 Magnetism Test</li> <li>• Complete What do You Know Discussion Board in Chapter 12</li> <li>• Complete all the above items by Monday February 1, 11:55PM</li> </ul>	2 A,B,C
February 4	Mid-Term	<ul style="list-style-type: none"> <li>• There is no Mid-Term exam. This is letting you know that the Minimester A is half over</li> </ul>	
February 2- 8	Chapter 15- Alternating Current	<ul style="list-style-type: none"> <li>• Complete Chapter 15 Alternating Current Pretest</li> <li>• Read Chapter 15 Alternating Current in your Textbook</li> <li>• Complete Chapter 15 Alternating Current PowerPoint</li> <li>• Do the E-Flash Cards, Matching Activity, and Vocabulary Game</li> <li>• Complete Chapter 15 Alternating Current Review Questions and put in Drop Box (See instructions on how to complete this)</li> <li>• Complete Chapter 15 Alternating Current Test</li> <li>• Complete Electrical Work Discussion Board in Chapter 15</li> <li>• Complete all the above items by Monday February 8, 11:55PM</li> </ul>	3,4 A,B,C
February 9-15	Chapter 16- Capacitance	<ul style="list-style-type: none"> <li>• Complete Chapter 16 Capacitance Pretest</li> <li>• Read Chapter 16 Capacitance in your Textbook</li> <li>• Complete Chapter 16 Capacitance PowerPoint</li> <li>• Do the E-Flash Cards, Matching Activity, and Vocabulary Game</li> <li>• Complete Chapter 16 Capacitance Review Questions and put in Drop Box (See instructions on how to complete this)</li> <li>• Complete Chapter 16 Capacitance Test</li> <li>• Complete all the above items by Monday February 15, 11:55PM</li> </ul>	6 A,B,C
February 15	65% Point	<ul style="list-style-type: none"> <li>• Last day for students to formally withdraw from Term A classes without academic penalty</li> </ul>	
February 16-22	Chapter 17- Inductance	<ul style="list-style-type: none"> <li>• Complete Chapter 17 Inductance Pretest</li> <li>• Read Chapter 17 Inductance in your Textbook</li> <li>• Complete Chapter 17 Inductance PowerPoint</li> <li>• Do the E-Flash Cards, Matching Activity, and Vocabulary Game</li> <li>• Complete Chapter 17 Inductance Review Questions and put in Drop Box (See instructions on how to complete this)</li> <li>• Complete Chapter 17 Inductance Test</li> <li>• Complete Shocking Discussion Board</li> <li>• Complete all the above items by Monday February 22, 11:55PM</li> </ul>	5 A,B,C

Date	Lesson	Assignments & Tests Due Dates	Competency Area
February 23- March 2	Chapter 18- Transformers	<ul style="list-style-type: none"> <li>• Complete Chapter 18 Transformers Pretest</li> <li>• Read Chapter 18 Transformers in your Textbook</li> <li>• Complete Chapter 18 Transformers PowerPoint</li> <li>• Do the E-Flash Cards, Matching Activity, and Vocabulary Game</li> <li>• Complete Chapter 18 Transformers Review Questions and put in Drop Box (See instructions on how to complete this)</li> <li>• Complete Chapter 18 Transformers Test</li> <li>• Complete all the above items by Monday March 2, 11:55PM</li> </ul>	7 A,B,C
March 2 or 3	Proctored Event	<ul style="list-style-type: none"> <li>• Information posted at later date to let you know where this will be located.</li> <li>• Complete Feedback Discussion</li> </ul>	A,B,C
March 3	Semester Ends	<ul style="list-style-type: none"> <li>• Last Day of Spring 2021</li> </ul>	

**Competency Areas:**

1. Electrical Safety
2. Magnetism
3. AC Wave Generation
4. AC Test Equipment
5. Inductance
6. Capacitance
7. Transformers

**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.