



ELTR 1060 Electrical Prints, Schematics, and Symbols HYBRID COURSE SYLLABUS Spring Semester 2016

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.*****

Semester: Spring 2016

Course Title: Electrical Prints,
Schematics, and Symbols

Course Number: ELTR 1060

Credit Hours/ Minutes: 2 / 2250

Class Location: Building 6 Lab 6102

Class Meets: 9:30AM- 12:10PM

MTWR

CRN: 40271

Instructor: Tony Criswell

Office Hours: Monday and Tuesday 8:15AM-9:15AM and 2:00PM-4:00PM;
Wednesday 8:00AM-9:15AM and 2:00PM-3:00PM; Thursday 8:15AM-9:15AM

Office Location: Room 6102 Building 6

Email Address: tcriswell@southeasterntech.edu

Phone: 478-289-2235 Preferred method of contact

Preferred Method of Contact is email

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.

REQUIRED TEXT:

- **Electrical Prints and Worker Trainee Guide**, ISBN 978-1-269-82999-1

REQUIRED SUPPLIES & SOFTWARE: **2GB or higher USB Jump Drive**

Note: Although students can use their smart phones and tablets to access the online portion of their 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 complete the online portion of the course.

COURSE DESCRIPTION: Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

MAJOR COURSE COMPETENCIES: Topics include: electrical symbols, component identification, print reading and scales and measurement

PREREQUISITE(S): Provisional Admission

COURSE OUTLINE:

1. Electrical Symbols
2. Component Identification
3. Print Reading
4. Scales and Measurements

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- 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.

STUDENT REQUIREMENTS (Hybrid): 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 lesson plan. Students are also expected to complete all tests and comprehensive problems on the dates specified on the

lesson plan. Students are responsible for policies and procedures included in the *STC Catalog*. **Electrical Systems Technology program students must earn a minimum grade of C in this course.**

ATTENDANCE GUIDELINES: 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 also 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 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 make-up 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.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

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.

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:

--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.

--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.

--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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE	TCSG GUARANTEE/WARRANTY STATEMENT:
Module Exams	40%	A: 90-100	<i>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.</i>
Review Questions	10%	B: 80-89	
Performance Evaluations	50%	C: 70-79	
Total	100%	D: 60-69 F: 0-59	

ELTR 1060 ELECTRICAL PRINTS, SCHEMATICS, AND SYMBOLS
SPRING SEMESTER 2016 LESSON PLAN
ITEMS THAT ARE COLORED RED ARE ON-LINE
ITEMS THAT ARE COLORED BLUE ARE DONE ON CAMPUS

DATES	MODULE	OBJECTIVES	ASSIGNMENTS/ACTIVITES	Comp Area Gen. Ed Comp
January 11 Spring Semester Begins				
January 11 Begin January 14 All Items Due	Introduction to Construction Math- Module 00102-15	<ul style="list-style-type: none"> • Add, subtract, multiply, and divide whole numbers with and without a calculator • Use a standard ruler, metric ruler, and measuring tape to measure • Recognize some of the basic shapes used in construction drawings 	<ul style="list-style-type: none"> • Read Module 00102-15 of the Core Trainee Guide • Look at the PowerPoint's in Blackboard for Module 00102-15 • Answer the module review questions pg. 2.54 - 2.57 • Take the Module 00102-15 Exam 	4 A,B,C
January 14 Begin January 25 All Items Due	Introduction to Construction Drawings- Module 00105-15	<ul style="list-style-type: none"> • Recognize and identify basic construction drawing terms, components, and symbols • Relate information on construction drawings to actual locations on the print • Interpret and use drawing dimensions 	<ul style="list-style-type: none"> • Read Module 00105-15 of the Core Trainee Guide • Look at the PowerPoint's in Blackboard for Module 00105-15 • Answer the module review questions on pgs. 5.41-5.42 • Complete Module 00105-15 Performance Profile Sheet with instructor • Take the Module 00105-15 Exam 	1,2,3 A,B,C
January 25 Begin February 1 All Items Due	Basic Electrical Construction Drawings- Module 26110-14	<ul style="list-style-type: none"> • Explain the basic layout of a set of construction drawings. • Describe the information included in the title block of a construction drawing. • Identify the types of lines used on construction drawings. • Using an architect's scale, state the actual dimensions of a given drawing component. • Interpret electrical drawings, including site plans, floor plans, and detail drawings. • Interpret equipment schedules found on electrical drawings. • Describe the type of information included in electrical specifications. 	<ul style="list-style-type: none"> • Read Module 26110-14 of the Residential Wiring Trainee Guide • Look at the PowerPoint's in Blackboard for Module 26110-14 • Answer the module review questions on pgs.10.63-10.64 • Complete Module 26110-14 Performance Profile Sheet with instructor • Take the Module 26110-14 Exam 	4 A,B,C
COURSE COMPETENCIES: 1. Electrical Symbols 2. Component Identification 3. Print Reading 4. Scales and Measurements			GENERAL EDUCATION CORE 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.	