



TENTATIVE—SUBJECT TO CHANGE
IDFC 1011 Direct Current 1
COURSE SYLLABUS
ONLINE
Spring Semester 2022 (202214)

COURSE INFORMATION

Credit Hours/Minutes: 3 /3000

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

Class Meets: Via Internet for 7.5 weeks; January 10, 2022- March 2, 2022

Course Reference Number (CRN): 40324

Preferred Method of Contact: STC Email

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor's 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's 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, Goodheart-Wilcox Publishers. ISBN: 978-1-63563-472-3

REQUIRED SUPPLIES & SOFTWARE

Access to a computer and web browser.

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 direct current (DC) concepts and applications

MAJOR COURSE COMPETENCIES

Electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Electrical Principles and Laws.
2. Batteries
3. DC Test Equipment
4. Series, Parallel, and Simple Combination Circuits

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. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on XXXX of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of XXXXX hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

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

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

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 |
| Chills |
| Shortness of breath or difficulty breathing (not attributed to any other health condition) |
| Cough: new or worsening, not attributed to another health condition |
| Fatigue |
| Muscle or body aches |
| Headache |
| New loss of taste or smell |
| Sore throat (not attributed to any other health condition) |
| Congestion or runny nose (not attributed to any other health condition) |
| Nausea or vomiting |
| Diarrhea |
| 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, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, 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 11:59PM on Monday of each week. 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: [Daphne Scott dscott@southeasterntech.edu](mailto:Daphne.Scott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

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

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@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 given a zero for the proctored event.

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 is scheduled on the following dates and times: Vidalia Campus, Tuesday March 1, 8:30AM, Main Building Lab 429 and Swainsboro Campus, Wednesday March 2, 9:00AM, Building 6 Lab 6102.

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. The Work Ethics Discussions count as 5% of your Final Grade

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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law)

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

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

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).

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% |
| Work Ethics Discussions | 5% |
| Pre-Quiz | 5% |
| Chapter Review Questions | 5% |
| Test | 55% |
| Proctored Event | 25% |
| Total | 100% |

GRADING SCALE

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

DISCUSSION BOARD RUBRIC

| # of discussion posts | # of discussion replies | Grade | Due Date, Length, Grammar and Spelling Requirements |
|-----------------------|-------------------------|-------|--|
| 1 | 1 | 100 | <p>To receive full credit, students must:</p> <ul style="list-style-type: none">• Make their initial discussion board post to their chosen discussion board question by Wednesday (10 point deduction)• Reply to at least one other student's post by the following Monday. (Replying to your own post is NOT considered a reply.) (30 points)• Include the number of the question answered in the subject line of their post (10 point deduction)• have 4-5 sentences in their post that answers the question thoroughly and correctly (30 points)• have 4-5 sentences in their thorough and thoughtful reply to another student's post that is not simply "yes/no" or "I agree/I disagree" (20 points) |

**IDFC 1011 Direct Current 1
Spring Semester 2022 Lesson Plan**

| Date/ Week | Lesson | Assignments & Tests Due Dates | Competency Area |
|--------------------|-------------------------------|---|------------------------|
| January 10 | | <ul style="list-style-type: none"> • Spring Semester Begins | |
| January 10-18 | Introduction | <ul style="list-style-type: none"> • Read the IDFC 1011 Course Syllabus/Lesson Plan. • Read all of the items under the “Getting Started” link. • Complete the COVID 19 Presentation and Acknowledgement by August 24 noon, 12:00PM • Complete the Pledge Acknowledgment Quiz in the “Getting Started” link in Blackboard by 11:55 pm, Thursday, August 19. • Post the Student Introduction in the “Getting Started” link in Blackboard by 11:55 pm, Thursday, August 19 • Send your instructor an email from your <u>STC account</u> by 11:55 pm, Thursday, August 19 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. • Take the Blackboard Orientation quiz in Blackboard. • If these items are not completed by 11:55 pm, Thursday, August 19, you will be turned in as a No-Show and will be removed from the course. | |
| January 10-March 2 | Work Ethics Discussion | <ul style="list-style-type: none"> • There are 5 Discussion questions that that cover 10 Work Ethics Topics that have to be completed by the end of the semester • You must make a post discussing the topic | |
| January 10-18 | Module 1-Safety and Electrons | <ul style="list-style-type: none"> • Complete Chapter 1 Pretest in Module 1-Safety and Electrons • Watch Safety Meeting Opener Video in Module 1-Safety and Electrons • Watch Master Lock OSHA Lockout/Tagout video in Module 1-Safety and Electrons • Complete Safety Lab • Submit Chapter 1 Review Questions • Complete Chapter 1 Test in Module 1-Safety and Electrons • Complete Chapter 2 Pretest in Module 1-Safety and Electrons • Watch Difference between AC and DC Current Explained Video in Module 1-Safety and Electrons • Submit Chapter 2 Review Questions • Complete Chapter 2 Test in Module 1-Safety and Electrons • Complete Appearance/Character Discussion Board | 1,2,5 A,B,C |

| Date/ Week | Lesson | Assignments & Tests Due Dates | Competency Area |
|---------------|--|---|------------------|
| January 19-25 | Module 2- Volts, Amperes, Ohms, Watts | <ul style="list-style-type: none"> • Complete Chapter 3 Pretest in Chapter 3 folder in Module 2- Volts, Amperes, Ohms, Watts • Watch What are Volts, Ohms & Amps video in Chapter 3 folder in Module 2- Volts, Amperes, Ohms, Watts • Submit Chapter 3 Review Questions • Complete Chapter 3 Test in Chapter 3 folder in Module 3- Volts, Amperes, Ohms, Watts • Complete Chapter 6 Pretest in Chapter 6 folder in Module 2- Volts, Amperes, Ohms, Watts • Watch What are Volts, Amps, & Watts Explained video in Chapter 6 folder in Module 2- Volts, Amperes, Ohms, Watts • Submit Chapter 6 Review Questions • Complete Chapter 6 Test in Chapter 6 folder in Module 2- Volts, Amperes, Ohms, Watts • Complete Attendance/Teamwork Discussion Board | 1,2,4,5 A,B,C |
| January 26-31 | Module 3- Meters | <ul style="list-style-type: none"> • Complete Chapter 4 Pretest in in Module 3- Meters • Watch How to Use a Multimeter for Beginners video in Module 3- Meters • Submit Chapter 4 Review Questions • Complete Chapter 4 Test in Module 3- Meters • Complete Lab on Meters • Complete Communication/Cooperation Discussion Board | 3,5 A,B,C |
| February 3 | Midterm | <ul style="list-style-type: none"> • Midterm- There is no midterm exam. Just a reminder that the semester is half way complete. Stay on Task and finish strong | |
| February 1-7 | Module 4- Ohm's Law | <ul style="list-style-type: none"> • Complete Chapter 5 Pretest in Module 4- Ohm's Law • Watch Ohm's Law Explained video in Module 4- Ohm's Law • Submit Chapter 5 Review Questions • Complete Chapter 5 Test in Module 4- Ohm's Law • Complete Organization/Productivity Discussion Board | 1,4,5 A,B,C |
| February 8-14 | Module 5- Series and Parallel Circuits | <ul style="list-style-type: none"> • Complete Chapter 7 Pretest in Chapter 7 folder in Module 5- Series and Parallel Circuits • Watch DC Series Circuits Explained video in Chapter 7 folder in Module 5- Series and Parallel Circuits • Submit Chapter 7 Review Questions • Complete Chapter 7 Test in Chapter 7 folder in Module 5- Series and Parallel Circuits • Complete Chapter 8 Pretest in Chapter 8 folder in Module 5- Series and Parallel Circuits • Watch DC Parallel Circuits Explained video in Chapter 8 folder in Module 5- Series and Parallel Circuits • Submit Chapter 8 Review Questions • Complete Chapter 8 Test in Chapter 8 folder in Module 5- Series and Parallel Circuits • Complete Attendance/Teamwork Discussion Board in Module 5- Series and Parallel Circuits | 1,4,5 A,B,C |
| February 14 | 65% Point | <ul style="list-style-type: none"> • 65%- Last day to withdraw from course with a W. After this point you cannot withdraw. | |

| Date/ Week | Lesson | Assignments & Tests Due Dates | Competency Area |
|------------------------|--|--|------------------------|
| February 15-21 | Module 6- Series-Parallel Circuits | <ul style="list-style-type: none"> • Complete Chapter 9 Pretest in Module 6- Series-Parallel Circuits • Watch RSD Academy Lesson 6: Series-Parallel Circuits video in Module 6- Series-Parallel Circuits • Submit Chapter 6 Review Questions • Complete Chapter 6 Test in Module 6- Series-Parallel Circuits • Complete Respect/Attitude Discussion Board | 1,4,5 A,B,C |
| February 22-28 | Module 7- Sources of Electricity- Cell and Batteries | <ul style="list-style-type: none"> • Complete Chapter 10 Pretest in Module 7- Sources of Electricity- Cell and Batteries • Watch How Batteries Work in Module 7- Sources of Electricity- Cell and Batteries • Submit Chapter 10 Review Questions • Complete Chapter 10 Test in Module 7- Sources of Electricity- Cell and Batteries | 2,5 A,B,C |
| March 1 & 2 | Proctored Event | <ul style="list-style-type: none"> • Vidalia Campus March 1 • Swainsboro Campus March 2 • Complete Evaluations | |
| March 2 | | <ul style="list-style-type: none"> • Spring Semester Ends | |

Competency Areas:

1. Electrical Principles and Laws
2. Batteries
3. DC Test Equipment
4. Series, Parallel, and Simple Combination Circuits
5. Laboratory procedures and Safety Practices

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.