



ELTR 1090 Commercial Wiring 2
COURSE SYLLABUS
Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/3750

Class Location: Swainsboro Campus Building 6 Lab 6102

Class Meets: Meets 15 Weeks from 1/8-5/3/17 Monday – Thursday 1:00PM-2:15PM

Course Reference Number (CRN): 40348

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tony Criswell

Office Location: Building 6 Lab 6102

Office Hours: Monday and Tuesday 8:00AM- 8:30AM and 2:00PM- 4:30PM; Wednesday and Thursday 8:00AM- 8:30AM and 2:00PM- 3:30PM

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

Phone: 478-289-2235

Fax Number: 478-289-2276

Tutoring Hours: Available upon request

SOUTHEASTERN TECHNICAL COLLEGE'S (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

National Electric Code (NEC) 2014 Code Spiral Bound, published by NFPA, Distributed by Builders Book, ISBN: 9781455906734. Commercial Wiring Trainee Guide by NCCER, Pearson Publishers ISBN 978-1-269-83001-0

REQUIRED SUPPLIES & SOFTWARE

Tools

Safety Glasses

COURSE DESCRIPTION

This course is a continuation of the study in commercial wiring practices and procedures.

MAJOR COURSE COMPETENCIES

Conduit installation and system design concepts

PREREQUISITE(S)

None

COURSE OUTLINE

1. Conduit Installation
2. System Design Concepts

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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 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 and Handbook. Industrial Electrical and Maintenance Technician 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 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.

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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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 third 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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 \(STC\) 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
Performance Evaluations	60%
Module Exams	30%
Review Questions	10%

GRADING SCALE

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

ELTR 1090 Commercial Wiring 2 Spring Semester 2018 Lesson Plan

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
January 8			Spring Term Begins	
January 8	Class Introduction	Syllabus, Outline, Lab Rules & Regulations coverage	Instructor will go over syllabus, lesson plan, lab rules, how to access the hybrid portion of the class Getting Started – Start Here Items: <ul style="list-style-type: none"> • Read all items • Complete STC Pledge Acknowledgement, Student Introduction • Read Module 26205 Pull and Junction Boxes in Trainee Guide • Answer Review Questions for Module 26205 	
January 9 – January 31	26205	Pull and Junction Boxes	<ul style="list-style-type: none"> • Instructor will discuss information about Pull and Junction Boxes • Read Module 26205 Pull and Junction Boxes in Trainee Guide • Answer Review Questions for Module 26205 	1,2 a,b,c
February 1	26205	Pull and Junction Boxes	<ul style="list-style-type: none"> • Instructor will give Module 26205 Exam • Students will complete Module 26205 Performance Profile • Read Module 26108-14 in Trainee Guide • Answer Review Questions for Module 26108-14 	1,2 a,b,c
February 5- 27	26108	Raceways and Fittings	<ul style="list-style-type: none"> • Instructor will discuss information about Raceways and Fittings • Read Module 26108-14 in Trainee Guide • Answer Review Questions for Module 26108-14 	1,2 a,b,c
February 28	26108	Raceways and Fittings	<ul style="list-style-type: none"> • Instructor will give Module 26108 Exam • Complete module 26108 Performance Profile sheet • Read Module 26107 in Trainee Guide • Answer Review Questions for Module 26107 	1,2 a,b,c
March 1- 27	26107	Hand Bending	<ul style="list-style-type: none"> • Instructor will discuss information about Hand Bending • Read Module 26107 in Trainee Guide • Answer Review Questions for Module 26107 	1,2 a,b,c
March 28	26107	Hand Bending	<ul style="list-style-type: none"> • Instructor will give Module 26107 Exam • Complete module 26108 Performance Profile sheet • Read Module 26206 in Trainee Guide • Answer Review Questions for Module 26206 	1,2 a,b,c

Date/ Week	Module	Content	Assignments & Tests Due Dates	Competency Area
March 29- May 2	26206	Conductor Installation	<ul style="list-style-type: none"> • Instructor will discuss information about Conductor Installation • Read Module 26206 in Trainee Guide • Answer Review Questions for Module 26206 	2 a,b,c
May 3	26206	Conductor Installation	<ul style="list-style-type: none"> • Instructor will give Module 26206 Exam • Complete module 26206 Performance Profile sheet 	2 a,b,c

COMPETENCY AREAS

1. Conduit Installation
2. System Design Concepts

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.