



# ELTR 1090 Commercial Wiring 2 COURSE SYLLABUS Summer Semester 2017

**Semester:** Summer 2017  
**Course Title:** Commercial Wiring 2  
**Course Number:** ELTR 1090

**Credit Hours/ Minutes:** 3 / 3750  
**Class Location:** Building 6 Lab 6102  
**Class Meets:** 8:15AM-10:20 AM MTWR  
**CRN:** 60146

**Instructor:** Tony Criswell  
**Office Location:** Building 6 Lab 6102  
**Office Hours:** 8-8:30AM Monday- Thursday  
and 1-3:30PM Monday and Tuesday  
**Email Address:** [tcriswell@southeasterntech.edu](mailto:tcriswell@southeasterntech.edu)  
**Phone:** 478-289-2235

## REQUIRED TEXT:

- **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 and Safety Glasses; 2GB or higher USB Jump Drive**

**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

**COREQUISITE(S):** None

## COURSE OUTLINE:

1. Conduit Installation
2. System Design Concepts

**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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS:** All students are responsible for policies and procedures in the *STC-E Catalog and Handbook*. All students are expected to demonstrate preparation for class by having assigned text readings completed prior to class time. All tests, assignments, and learning activities are to be completed according to the lesson plans/calendar per the instructor's directions. The student is completely responsible for all assignments given and for material missed when absent. **Electrical Construction 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 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.

**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.

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.

**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, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 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, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**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:

### --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:** 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:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

**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](http://www.southeasterntech.edu).

## GRADING POLICY

Module Test	30%
Review Questions	10%
Performance Evaluations/Labs	<u>60%</u>
Total	100%

## GRADING SCALE

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

**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.*

**ELTR 1090 COMMERCIAL WIRING 2 LESSON PLAN  
SUMMER SEMESTER 2017**

DATES	CHAPTER/UNIT	OBJECTIVES	ASSIGNMENTS	Comp Area Gen. Ed Comp
May 17	<b>Summer Semester Begins</b>			
May 17 Begin  June 1 End	<b>Pull and Junction Boxes- Module 26205</b>	<ul style="list-style-type: none"> <li>• Select switches and receptacles with the proper rating for a particular application.</li> <li>• Install various types of receptacles correctly.</li> <li>• Connect single-pole, three-way, four-way, and double-pole switches into control circuits.</li> </ul>	<ul style="list-style-type: none"> <li>• Read Module 26205 of the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26205</li> <li>• Answer the module review questions in Module 26205</li> <li>• Complete Module 26205 Performance Profile Sheet</li> <li>• Take the Module 26205Exam</li> </ul>	<b>2 A,B,C</b>
June 5 Begin  June 19 End	<b>Raceways and Fittings- Module 26108</b>	<ul style="list-style-type: none"> <li>• Edit the proper raceway for the conditions</li> <li>• Identify the installation requirements for a raceway</li> <li>• Select the proper raceway size Select the proper size of box</li> </ul>	<ul style="list-style-type: none"> <li>• Read Module 26108 of the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module26108</li> <li>• Answer the module review questions in Module 26108</li> <li>• Complete Module 26108 Performance Profile Sheet</li> <li>• Take the Module 26108Exam</li> </ul>	<b>2 A,B,C</b>
June 20 Begin  July 11 End	<b>Hand Bending- Module 26107</b>	<ul style="list-style-type: none"> <li>• Identify the methods for hand bending and installing conduit.</li> <li>• Determine conduit bends</li> <li>• Make 90-degree bends, back-to-back bends, offsets, kicks, and saddle bends using a hand bender</li> <li>• Cut, ream, and thread conduit</li> </ul>	<ul style="list-style-type: none"> <li>• Read Module 26107 of the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module26107</li> <li>• Answer the module review questions in Module 26107</li> <li>• Complete Module 26107 Performance Profile Sheet</li> <li>• Take the Module 26107Exam</li> </ul>	<b>1,2 A,B,C</b>
Begin July 12  End July 26	<b>Conductor Installation- Module 26206</b>	<ul style="list-style-type: none"> <li>• Explain the importance of communication during a cable-pulling operation.</li> <li>• Plan and set up for a cable pull.</li> <li>• Set up reel stands and spindles for a wire-pulling installation</li> </ul>	<ul style="list-style-type: none"> <li>• Read Module 26206 of the Trainee Guide</li> <li>• Look at the PowerPoint's in Blackboard for Module 26206</li> <li>• Answer the module review questions in Module 26206</li> <li>• Complete Module 26206 Performance Profile Sheet</li> <li>• Take the Module 26206Exam</li> </ul>	<b>1,2 A,B,C</b>
<b>COURSE COMPETENCIES:</b> 1. Conduit Installation s 2. System Design Concepts			<b>GENERAL EDUCATION CORE COMPETENCIES:</b> 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.	