



ELTR 1090 Commercial Wiring 2 COURSE SYLLABUS Summer Semester 2017

Instructor reserves the right to change syllabus and lesson plans as necessary.

Semester: Summer 2017

Course Title: **Commercial Wiring 2**

Course Number: ELTR 1090

Credit Hours/ Minutes: 3/3750

Class Location: Main 429

Class Meets: MTWR 10:35-12:20PM

CRN: 60150

Instructor: Randy Robinson

Office Hours: MTWR 2:00-4:00PM

Office Location: Main 429

Email Address: rrobinosn@southeasterntech.edu

Phone: 912-538-3137

Fax Number: 912-538-3156

Tutoring Hours: By Appt.

REQUIRED TEXT:

- **Commercial Wiring Trainee Guide** by NCCER, Pearson Publishers ISBN 978-1-269-83001-0
- **NEC 2014 Code Spiral Bound**, Published by NFPA, Distributed by Builders Book, ISBN: 9781455906734

REQUIRED SUPPLIES & SOFTWARE: **Tools and Safety Glasses; 2GB or higher USB Jump Drive**

COURSE DESCRIPTION: This course is a continuation of the study of 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: 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: 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 assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. 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 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, 912-538-3126, 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.

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.

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 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:

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

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

Module Tests	40%
Review Quizzes	10%
Perf. Eval./Lab	50%
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	Summer Semester Begins			
May 17 Begin May 25 End	Pull and Junction Boxes- Module 26205-11	<ul style="list-style-type: none"> Select switches and receptacles with the proper rating for a particular application. Install various types of receptacles correctly. Connect single-pole, three-way, four-way, and double-pole switches into control circuits. 	<ul style="list-style-type: none"> Read Module 26205-11 of the Electrical Level 2 Trainee Guide . Answer the module review questions in Module 26205-11 Complete Module 26205-11 Performance Profile Sheet Take the Module 26205-11Exam 	2 A,B,C,D
May 29 Begin June 8 End	Raceways and Fittings- Module 26108-11	<ul style="list-style-type: none"> Edit the proper raceway for the conditions Identify the installation requirements for a raceway Select the proper raceway size Select the proper size of box 	<ul style="list-style-type: none"> Read Module 26108-11 of the Electrical Level 2 Trainee Guide Answer the module review questions in Module 26108-11 Complete Module 26108-11 Performance Profile Sheet Take the Module 26108-11Exam 	2 A,B,C,D
June 12 Begin June 22 End	Hand Bending- Module 26107-11	<ul style="list-style-type: none"> To be able to bend conduit 	<ul style="list-style-type: none"> Read Module 26107-11 of the Electrical Level 1 Trainee Guide Answer the module review questions in Module 26107-11 Complete Module 26107-11 Performance Profile Sheet Take the Module 26107-11Exam 	1,2 A,B,C,D
June 26 Begin July 14 End	Conduit Bending- Module 26204-11	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Read Module 26204-11 of the Electrical Level 2 Trainee Guide Answer the module review questions in Module 26204-11 Complete Module 26204-11 Performance Profile Sheet Take the Module 26204-11Exam 	1,2 A,B,C,D
July 17 Begin July 26 End	Conductor Installation- Module 26206-11	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Read Module 26206-11 of the Electrical Level 2 Trainee Guide Answer the module review questions in Module 26206-11 Complete Module 26206-11 Performance Profile Sheet Take the Module 26206-11Exam 	1,2 A,B,C,D
COURSE COMPETENCIES: 1. Conduit Installation s 2. System Design Concepts			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. D. The ability to utilize basic computer skills.	