



**ELTR 1080 Commercial Wiring 1
HYBRID COURSE SYLLABUS
Summer Semester 202016**

COURSE INFORMATION

Credit Hours/Minutes: 5/4500

Campus/Class Location: Swainsboro/ Lab 6102

Class Meets: Monday and Wednesday 8:00-11:10AM/ 60% Hybrid / 60% F2F

Course Reference Number (CRN):60251

Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tony Criswell

Email Address: [Tony Criswell](mailto:Tony.Criswell@southeasterntech.edu) (tonycriswell@southeasterntech.edu)

Campus/Office Location: Vidalia Main Bldg. Room 429

Office Hours: 2:00-4:00PM Monday and Wednesday

Phone: 478-289-2235

Fax Number: 912-538-3156

Tutoring Hours: By Appt.

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.

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

- **None**

REQUIRED SUPPLIES & SOFTWARE

Hand tools and Safety Glasses.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces commercial wiring practices and procedures

MAJOR COURSE COMPETENCIES

PREREQUISITE(S) Topics include: industrial safety procedures, the National Electrical Code, principles of grounding and bonding, commercial services, three-phase power systems, and electric motor fundamentals.

COURSE OUTLINE

1. Industrial Safety Procedures
2. National Electric Code
3. Principles of Grounding and Bonding
4. Commercial Services
5. Three-Phase Power Systems
6. Electric Motor Fundamentals

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

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

HYBRID ATTENDANCE

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.

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: Macy Gay (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas (hthomas@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: Macy Gay (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas (hthomas@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 the 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.

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 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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 108 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 \(STC\) 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
Module Test	40%
Lab Work	60%

GRADING SCALE

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

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Summer Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
June 22- 25 Week 1	Grounding and Bonding- Module 26209-14	<ul style="list-style-type: none"> • Explain the purpose of grounding and bonding and the scope of NEC Article 250 • Define the National Electrical Code® requirements related to bonding and grounding 	<ul style="list-style-type: none"> • Read Module 26209-14 of the Electrical Trainee Guide • Answer the module review questions in Module 26209-14 • Complete Module 26209-14 Performance Profile Sheet • Take the Module 26209-14Exam 	1,2,3 A,B,C
June 29 – July 2 Week 2	Practical Applications for Lighting- Module 26303-14	<ul style="list-style-type: none"> • Explain how the lighting terms lumen, candlepower, and foot-candle relate to one another. • Classify lighting fixtures by type and application. • Identify the general lighting pattern produced by each type of fixture. 	<ul style="list-style-type: none"> • Read Module 26303-14 of the Electrical Trainee Guide • Answer the module review questions in Module 26303-14 • Complete Module 26303-14 Performance Profile Sheet • Take the Module 26303-14 Exam 	1,2,5 A,B,C
July 8-13 Week 3	Transformers- Module 26307-14 Commercial Electrical Services- Module 26308-14	<ul style="list-style-type: none"> • Describe transformer operation. • Explain the principle of mutual induction. • Describe the operating characteristics of various types of transformers. • 	<ul style="list-style-type: none"> • Read Module 26307-14 of the Electrical Trainee Guide • Answer the module review questions in Module 26307-14 • Take the Module 26307-14Exam 	1,2,3,5 A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
July 15-20 Week 4	Commercial Electrical Services- Module 26308-14	<ul style="list-style-type: none"> Describe various types of electric services for commercial and industrial installations. Read electrical diagrams describing service installations. 4. Explain the role of the <i>National Electrical Code</i>[®] in service installations 	<ul style="list-style-type: none"> Read Module 26308-14 of the Electrical Trainee Guide Answer the module review questions in Module 26308-14 Take the Module 26308-14Exam 	1,2,3,5 A,B,C
July 22-29 Week 5	Motors: Theory and Application- Module 26202-14	<ul style="list-style-type: none"> Describe the various types of motor enclosures Explain how the direction of a three-phase motor is changed. Describe the methods for determining various motor connections 	<ul style="list-style-type: none"> Read Module 26202-14 of the Electrical Trainee Guide Answer the module review questions in Module 2602-14 Complete Module 26202-14 Performance Profile Sheet Take the Module 26202-14Exam 	1,2,6 A,B,C

COMPETENCY AREAS: INDUSTRIAL SAFETY PROCEDURES

1. National Electric Code
2. Principles of Grounding and Bonding
3. Commercial Services
4. Three-Phase Power Systems
5. Electric Motor Fundamentals

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.