

Instructor: TBD  
Phone: TBD  
E-mail: TBD

**TEXTBOOK AND SUPPLIES:**

- NCCER Electronic Systems Technician Level 1, 3<sup>rd</sup> Edition, ISBN 13: 978-0-13-213709-6
- NCCER Electrical Level 1, 10<sup>th</sup> Edition, ISBN 978-0-13-690853-1

**PREREQUISITES:**

Students must place into Math 1010 on the College Placement Test, or proper CASAS placement Test, or provide a transcript showing a grade of C or higher in Math 0980 or equivalent, or complete ELI 1470 (Math for the Trades) with a grade of C or higher, or instructor approval.

Students must place into KESL 0225 Intermediate I Reading/Writing or instructor approval.

**OTHER REGISTRATION RESTRICTION(S):** It is highly recommended that students be registered with DOL by their Sponsor (employer)

**COURSE DESCRIPTION:** In this course, students will be introduced to the occupation, OSHA 10 safety, Class 2, 3, and 4 electrical circuits with up to 450 volts or less, and customer service skills.

**Upon successfully completing this course, students should be able to:**

1. Name low-voltage specialty areas and general job tasks
2. Identify industry standards and building codes and their governing bodies and role
3. Explain industry documents and their purpose
4. Describe the composition and uses of the common types of residential and commercial building materials
5. Use proper drill bits, fasteners, anchors, and tools in wood, masonry, drywall, concrete, and steel
6. Obtain OSHA 10 certification
7. Demonstrate the ability to communicate effectively, think critically, and work with others professionally and constructively in typical work situations

**COURSEWORK:**

- **Weekly Homework:** You are expected to come to class prepared with your weekly readings and assignments.

- **Pre-Post Assessments, Weekly Quizzes:** Take and submit online in Canvas.
  - A pre- and post-assessment will be taken on the first and last day of class to measure progress
  - Weekly quizzes will be taken online in Canvas. You are allowed two attempts with the higher score recorded.
- **Attendance/Participation:** Attendance is expected and crucial to understanding the material and participating in classroom activities. Attendance and participation will be recorded daily and included as part of your coursework grade. 95% attendance is required, which means you are allowed one excused absence.
- **Final Exam:** The final exam will be comprehensive.
- **Lab Projects:** Completion of related lab projects will be required. Missed projects must be coordinated with the instructor and made up.

**GRADES:** Final grades will be calculated using the following scale and weights.

A	93% and above	C	73% – 78.9%
A-	90% – 92.9%	C-	70% – 72.9%
B+	87% – 89.9%	D+	67% – 69.9%
B	83% – 86.9%	D	63% – 66.9%
B-	80% – 82.9%	D-	60% – 62.9%
C+	77% – 79.9%	E	below 60%

Homework	20%
Pre- Post-assessments, Quizzes	20%
Final exam	25%
Weekly lab activities	25%
Attendance/participation	10%

**Schedule** (Subject to change)

WEEK	DAY 1	DAY 2	ASSIGNMENTS / ACTIVITIES
1	1. Class Introduction 2. Intro to the Trade 3. Industry Standards and Building Codes 4. Documentation and Paperwork 5. Wood/Masonry Construction Methods 6. Soft Skills a. Ethics and professionalism	1. Concrete/Steel Construction Methods 2. Soft Skills (cont'd)	TBD
2	1. OSHA 10	1. OSHA 10	TBD
3	1. OSHA 10	1. OSHA 10	TBD
4	1. Intro to Electrical Theory 2. Personality assessment	1. Intro to Electrical Theory	TBD
5	1. Intro to Electrical Theory 2. Essential Comm Skills	1. Intro to Electrical Theory 2. Soft Skills (cont'd)	TBD

	<ul style="list-style-type: none"> <li>a. Listening</li> <li>b. Empathy</li> <li>c. Patience</li> <li>d. Positive attitude</li> <li>e. Be honest/open-minded</li> </ul>		
6	<ul style="list-style-type: none"> <li>1. Intro to Electrical Circuits</li> <li>2. Essential Comm Skills <ul style="list-style-type: none"> <li>a. Listening</li> <li>b. Empathy</li> <li>c. Patience</li> <li>d. Positive attitude</li> <li>e. Be honest/open-minded</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1. Intro to Electrical Circuits</li> <li>2. Soft Skills (cont'd)</li> </ul>	TBD
7	<ul style="list-style-type: none"> <li>1. Intro to Electrical Circuits</li> <li>2. Customer Service <ul style="list-style-type: none"> <li>a. Situational awareness</li> <li>b. Emotional intelligence</li> <li>c. Attentiveness</li> <li>d. Problem-solving</li> <li>e. Conflict resolution</li> <li>f. Decision-making</li> <li>g. Friendliness</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1. Intro to Electrical Circuits</li> <li>2. Soft Skill (cont'd)</li> </ul>	TBD
8	<ul style="list-style-type: none"> <li>1. Review</li> <li>2. Customer Service <ul style="list-style-type: none"> <li>a. Quick thinking</li> <li>b. Responsiveness</li> <li>c. Timeliness</li> <li>d. Creativity</li> <li>e. Leadership</li> <li>f. Facilitator</li> <li>g. Mediator</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1. Wrap-up</li> <li>2. Final</li> </ul>	TBD

**WITHDRAWAL POLICY:** The College's withdrawal schedule is followed. No withdrawals will be approved beyond the drop date.

**COMMUNICATION and FEEDBACK EXPECTATIONS:** Email is the best way to communicate with your instructor through the Canvas Inbox. You can expect to receive responses to emails within 24 business hours. You can expect that projects and exams will be graded and recorded within one week of when the assignment was submitted. Keep the line of communication open to avoid any misunderstandings.

**ELECTRONIC DEVICES IN THE CLASSROOM:** No video or audio recording in the classroom is allowed without written authorization from the instructor. Cell phones and other electronic devices should be silent and off the desk during class except to take notes if it is not distracting to classmates. In case of an emergency, exit the classroom to use your cell phones. Disruptive behavior will cause you to be excused from class and lose participation points. Please let your instructor know of any special circumstances at the start of the semester.

**SAVE YOUR WORK:** In case of human or computer errors, it is recommended that you save all coursework until you have received a final grade.