

*College of Sequoias
Industrial Maintenance
Vocational Training
Spring 2015*

Coordinator: Mario Bringetto
Classroom: Hanford
Class Days: Monday-Friday
Class Time: 8:10am – 1:00 p.m.

My Office: Tool room
Office Hours: Monday-Friday 7:30 – 8:05 a.m. 1:00-2:30pm
Email: mariob@cos.edu Contact me here anytime.
Phone: 559-583-2560 Call this number to leave a message.

COURSE TOPICS:

1. Basic Electricity
2. Industrial Hydraulics
3. motor control
4. Programmable Logic Controllers
5. Welding
6. Refrigeration/boilers

OUTCOMES:

Course Outcomes

1. Students will be able to demonstrate techniques in industrial control programming.
2. Students will be able to perform basic programming operations for industrial motor control.
3. Students will be able to explain the common instrumentation circuits and provide illustrations of applications.
4. Students will be able to identify and perform the types and modes of shielded metal arc welding.
5. Students will be able to identify and repair the systems of an air conditioner.

Institutional Outcomes

1. Use appropriate creative and analytic methods to interpret ideas, solve problems, and present conclusions.
2. Demonstrate effective self-management and interpersonal skills with people from a variety of backgrounds to seek consensus, resolve conflicts and take responsibility.
3. Locate, evaluate, and use information from a variety of sources to take action or make a decision.
4. Communicate effectively for a given purpose within the specific context of a communication event.
5. Write coherently and effectively, adjusting to a variety of audiences and purposes, while taking into account others' writings and ideas.
6. Apply quantitative and symbolic reasoning to obtain objective solutions to problems and equations.

Student Email

Each student has been given a College of the Sequoias official email address. You will receive information from COS and your instructor only through this address and you must use this email address when sending email to your instructor.

Required Texts and Materials

ALL READING MUST BE DONE BEFORE CLASS MEETING ACCORDING TO SCHEDULE!

In an effort to help students succeed we will be offering the chance to use brand new COS NCCER books. The books will be loaned out under the understanding there are no markings allowed in the books. If the books show excessive wear the student will forfeit the 2000 points towards the grade.

1. *NCCER Industrial Maintenance level 2E&I*
3. *NCCER Industrial Maintenance level 3 E&I*
4. *NEC Code book 2011*
5. *Thumb Drive*

Recommended Texts

1. *Uglys electrical reference*
2. *OSHA Electrical Safety Guidelines (pocket edition)*

Important Dates

Every day is very important as you will see in the schedule.

Course Overview

The class will be covering the National Center of Construction Education and Research (NCCER) Industrial Maintenance Electrical and Instrumentation Curriculum. The class will also be covering Manufacturing Skill Standards Council (MSSC) certification. Upon successful completion of the program the student will receive a certificate of completion. This class will also be covering soft skills, attendance, resume writing and employability skills.

Attendance Policy: Face-to-Face and Online

Face-to-face (classroom) portion of this class: We will meet daily. If a student is not present at the first face-to-face meeting the student will be dropped from the class. If a student misses 4 face-to-face classes, the school reserves the right to drop the student from the class.

Online portion of this class: My sense of who is "attending" online comes from the submission of your work, from your questions to me via email and from your MSSC training. MSSC allows instructors to track how often and in what ways students are logging into the course. **If you miss submitting 3 consecutive assignments, it will be presumed that you have chosen not to proceed in the course and you will be dropped from the course.**

During the course of the semester emergencies may arise. If you must miss class for several days (due to illness, family emergency, job, etc.) or miss online assignments, **you must contact me immediately and provide written documentation ex. Doctor note.** If you do not contact me to discuss your absence, it will affect your grade.

Students with Disabilities

Every effort will be made to accommodate students with disabilities. Students must be registered with the COS Disability Resource Center and provide me with proof/list of accommodations that are needed. The time to do this is the first couple of weeks during the semester. No "retroactive" accommodations will be made.

Course Objectives

During the course, students will develop skills in the following areas:

- Basic reading, writing and math
- Safety
- Basic electricity
- Industrial Mechanics
- MIG, Stick welding
- Machining
- Hydraulics/ Pneumatics
- Industrial Motor Controls
- Basic PLC, VFD controls
- Air Conditioning

Objectives and Assessments

The objectives will be examined when doing the assessment set forth by the NCCER. The NCCER listed objectives and learning activities are internationally recognized.

How to Pass This Class

- Don't miss 5 class meetings.
- Turn in your work on time.
- Participate in student lab groups.
- Participate during in-class discussion.
- Attend tutoring sessions if grade falls below 75%
- Read all assigned readings the night before we have class.
- Attend 6 soft skills labs between to improve English and math skills.
- Participate fully in all MSSC online material
- Successfully complete each NCCER module and pass written exam and performance exam
- Successfully complete all MSSC assessments
- Bring all required tools, PPE, and books
- Complete a quality resume to help with job placement

Grading

Students in Industrial Maintenance earn grades of A, B, C, D, F.

You will be completing a variety of assignments to earn a grade in this course. These include activities from reading, quizzes, writing and revision, group work, oral reports and class participation. If you desire to discuss your grade at any time, you may make an appointment to see me during office hours.

Type of Assignment

Class Participation Attendance	425 points
NCCER exams 100 points each exam	2600 points
Online MSSC assignments 200 points each	400 points
Final Exam	250 points

- **Class Participation.** Participation is defined as reading the assignments before coming to class or working online. In the classroom you will be working in groups to exchange ideas and Online you will be participating in MSSC assignments, as well as additional NCCER assignments. In addition to clocking in and out.
- **Daily Assignments** will take many forms in this course. They include writing exercises, resume, reading assignments from the text (all to be read before class the next day), periodicals and Internet sites, quizzes, revision work, oral reports and any other form of reading, writing and understanding that leads to developing your skills.
- **MSSC** will continue throughout the semester. The majority of the online portion of this class will be done on your own time. You will answer questions that are posted throughout the online modules.
- **Final MSSC Assessment Exams.** Assessments will need to be scheduled (4) days ahead of time they are administered by a third party.

Grading Scale

Each assignment will have a point value attached to it. Here is the percentage breakdown of the final grade: A 100-90%, B 89-80%, C 79-70%, D 69-60%, F 59-0%

There are no incomplete grades.

This class offers an opportunity to become NCCER certified on top of just earning units. Each module must be passed with a 70% or above to become certified. The three opportunities available this semester are core, level 1 and level 2 certifications. Failure to pass any one module will result in not obtaining the certificate although each module passed will be awarded.

Make up tests will be offered at the end of each book one time per book. You can make up to (2) exams per book. This will not improve the grade in the course, but you can obtain your certificate.

Late Work

“Late Work” means any work that is not turned in at the beginning of the period on the day it is due or by the deadline given in each online assignment. Late work always has consequences that impact your learning. **I do not accept late in-class work or homework. Computer problems are never an acceptable reason for turning in late work.**

COS LANGUAGE ARTS ACADEMIC HONESTY AND PLAGIARISM POLICY

Plagiarism is the copied or undocumented use of another’s work or ideas. The issue of plagiarism goes deeper than “copying,” though, to an issue of academic honesty. In your class, you will be encouraged to discuss your work at great length with others, you will consult models of reading and writing and other student work to help you, you may confer with a tutor or writing center technician, and you will do lots of different activities to guide your learning. But it is NEVER permissible – as Dr. Tim Hankins, professor at New Mexico Institute of Mining and Technology, so concisely says – “to give or receive answers” or ideas or even words “in a way that bypasses the need to think on your own” about your reading or writing. Help from any source must be acknowledged, and there are accepted ways to do this. If in doubt, please ask your instructor. Violation of the letter or intent of this policy will result in serious harm to your learning, to your grade, to your standing in class, and perhaps to your standing at the college.

After a review of the plagiarism policy, students are required to acknowledge verbatim passages with in-text citations. Any assignment using verbatim passages with no acknowledgement will result in an F or zero on that assignment

Once paraphrasing and summarizing have been introduced at the beginning of the semester, students will be expected to acknowledge their sources with in-text citations.

Failure to acknowledge verbatim, paraphrased or summarized passages will result in the student’s failing the course and receiving a letter of reprimand from the Dean of Student Services. The student’s plagiarized work will go on file in the division office. A subsequent offense in another class will result in a second referral to the Dean of Student Services for disciplinary action.

COLLEGE OF THE SEQUOIAS ELECTRICAL DEVICE POLICY

The following protocols are established regarding student use of electronic devices on the COS campus:

- 1 Students must turn off their cellular telephone when entering campus offices or programs, including the Learning Resource Center.
- 2 Students must turn off their cellular telephones prior to entering a classroom for a class session and leave them off for the duration of the class.
- 3 Picture telephone or digital camera usage is prohibited in campus offices, classrooms, restrooms and locker rooms, and use of picture telephones or digital cameras on campus to take unauthorized photographs is prohibited.
- 4 Students must turn off pagers prior to entering a classroom for a class session and leave them off for the duration of the class.

- 5 Hand-held computers or e-mail readers must be turned off and stored in a closed case or bag/backpack when a class is in session unless use is authorized by the instructor due to the nature of the course or assignment.

Sanctions

Students found to be in violation of this policy may be subject to: verbal warning; written warning; verbal reprimand; written reprimand; temporary exclusion; suspension; expulsion; being dropped from the class in question; failure of an examination/assignment; or failure of the course.

HELPFUL HINTS

- 1 It is your responsibility to stay informed of any changes in assignment due dates, readings etc. Missing a class does not excuse you from this responsibility. Find a trustworthy classmate early in the semester and exchange phone numbers so you both can keep up with any changes. Being absent is no excuse for late work, late essays, or just not knowing what is going on in class.
- 2 It is each student's responsibility to officially withdraw from any course. Not attending class and failing to withdraw from Industrial Maintenance will result in an "F".
- 3 Class attendance is vital. Remember, if you have more than four absences, I may drop you from this class.
- 4 Save all your writing, notes, research information everything you have done in the class. You never know when you might need them again.
- 5 Should you have to miss class for an extended period of time due to illness, jury duty, work, family emergencies, etc., notify your instructor immediately so individual arrangements can be made.
- 6 *Syllabus subject to change to improve the overall learning experience.*
- 7 Upon completion of the two semesters it is the student's responsibility to apply for the certificate in industrial maintenance.

**I have read, received a copy and understand the spring 2015
ITEC 101 syllabus**

PRINT NAME: _____

SIGNATURE: _____

DATE: _____