



SYLLABUS

Your Course Learning Plan

COURSE: PPT 120: Energy Industry Fundamentals

INSTRUCTOR: Liz Peters

TIME & DAY/ TIME FRAME: June 1, 2015 to July 23, 2015; class runs online

A. Instructor Contact & Communications

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| Classroom Location: | CVAG57 Room 120 |
| YC Email Address: | <i>elizabeth.peters@yc.edu</i> |
| Office/Campus Location: | CTEC Room 161A |
| Office/Lab or Online Hours: (if applicable) | Online: Mondays through Thursdays 11:30AM-1:00PM |
| Separate Web Address: (if available) | N/A |

B. General Course Information, Content, & Learning Outcomes

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| Course Purpose & Credit Hours: | Course in the Electric Utility Technology program provides students with a foundation in energy industry fundamentals. |
| General Education: | This course is on a General Education list X This course is not on a General Education list ** S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC). |
| Course Description: | Commercially used fuels and power sources and their conversion to usable energy, with a focus on generated electrical power and its transmission and distribution to the point of use. Includes exploration of the energy industry, safe and healthy work environments, natural gas transmission and distribution, and career/entry requirements. Preparation for the Energy Industry Fundamentals (EIF) Certification exam. |
| Prerequisite/Co-requisite: | None |
| Course Content | <ol style="list-style-type: none">1. Energy industry2. Safe and healthy work environment3. Electric power generation4. Electric power transmission5. Electric power distribution6. Natural gas transmission and distribution7. Energy related careers and entry requirements |

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| | 8. Energy topics, hot topics, regulatory topics and emerging technologies |
| Learning Outcomes | <p>Upon successful completion of this course, the learner will be able to:</p> <ol style="list-style-type: none"> 1. Explain the basic and emerging principles and concepts that impact the energy industry. (1) 2. Apply compliance with procedures necessary to ensure a safe and healthy work environment. (2) 3. Describe electric power generation. (3) 4. Describe electric power transmission. (4) 5. Explain electric power distribution. (5) 6. Explain natural gas transmission and distribution. (6) 7. Identify and describe energy related careers and entry requirements. (7) 8. Discuss and analyze energy and regulatory topics. (8) |
| Assessment Measures | <p>Homework Questions Unit exams Module Discussions Final exam</p> |
| Grading (credit) criteria: | <p><u>Review Questions:</u> 14 @ 20 points possible; 20 points for 70% correct; 0 points for less than 70% correct. <u>Unit exams:</u> 14 @ 50 points possible; percentage score equals number correct divided by total possible. <u>Module Discussions:</u> 5 @ 30 points each; 20 points for 70% correct; 0 points for less than 70% correct. <u>Final exam:</u> 150 points possible; percentage score equals number correct divided by total possible.</p> <p>Review Questions: 280 points possible Unit exams: 700 points possible Module Discussions: 150 points possible Final exam: 150 points possible Total points possible: 1,280</p> <p>Grading: A = 1,152-1,280 points (90%) B = 1,024-1,151 points (80%) C = 896-1,023 points (70%) D = 768-895 points (60%) F = 767 or less</p> <p><i>I will do my best to respond to email, voice mail within 24 hours during the week. I will return graded assignments within 7 <u>days after the scheduled due date</u>. If you have questions regarding an assignment, contact me <u>prior to the due date</u> so your question can be answered in a timely manner.)</i></p> |
| C. Textbooks, software, supplies, equipment and/or tools | CEWD Energy Industry Fundamentals Student Material (located on BlackBoard) |

Student Resources (as applicable)

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| Campus Resources: | Campus Resources available through Student Services (http://www.yc.edu/v4content/student-services/default.htm). |
| myYC Portal: | All Yavapai College students will be required to use the <i>myYC</i> Portal to register, add, or drop classes online at http://my.yc.edu/ . First-time students will create a log-on username and password. The <i>myYC</i> Portal includes: Links to your College email Your degree audit system – <i>DegreeWorks</i> – to track your progress Registration information - also your schedule View transcripts, update information, and more! For assistance with the Portal, go to http://portalinfo.yc.edu/support.asp |
| Student Email Accounts: | Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent called 'Scholar', accessed by clicking on the email icon in your <i>myYC</i> portal. Students are expected to check their Yavapai College Scholar account for college-related information and for class information and announcements, as directed by the instructor. For assistance, go to http://www.yc.edu/content/myyc/emailinfo.htm Students may elect to forward their e-mail to an address different from their official Yavapai College account (see instructions on website), but assume full responsibility for reading e-mail at the forwarded location. |
| Library Services: | Library services are available at the Prescott and Verde Valley Campuses. Both are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Both libraries also include public computer access. |
| Learning Centers & Tutoring: | Learning Centers are available on both the Prescott and Verde Valley Campuses. These centers provide a variety of learning support for students including tutoring, adaptive computer and learning equipment for students with disabilities, and a networked general computer lab for registered students. Please call for details: Prescott - 776-2085, or Verde Valley – 634-6562. Web link: http://www.yc.edu/v4content/learning-center/ |
| Online resources and services: | Online writing tutoring for any academic subject is available at http://www.yc.edu/v4content/learning-center/ |
| Open Computer Labs: | Most campuses have open computer lab hours for currently-enrolled students. Please check your campus site for availability and schedules. |

| Institutional Policies and Instructor Procedures | |
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| Attendance: | Students are expected to attend and participate in all class meetings, laboratories, and field trips. A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. All course work must be made up as directed by the instructor. A student who does not adhere to instructor and College attendance requirements may be dropped from the course as defined in the Yavapai College General Catalog. |
| Course Withdrawal: | A student-initiated drop date is established by the College. For Summer semester 2015, this date is June 28th, 2015 . <u>Students are responsible to drop</u> a class through the Self-Service option on the <i>myYC</i> Portal. If you have not withdrawn from a class by the student-initiated drop date, you will receive the letter grade earned in the course at the end of the semester. An instructor may withdraw students from class after the student-initiated date. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on your student permanent record. |

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| <p>Satisfactory (S) Unsatisfactory (U) Grades</p> | <p>An “S” grade is defined as equivalent to a grade of “C” or better on the conventional grading scale of A-F. A course completed with an “S” grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course. Specified courses are graded only S/U. Students who prefer the S/U grading option must notify the class instructor. Conditions of Satisfactory/Unsatisfactory (S/U) grading:</p> <ul style="list-style-type: none"> • Since some college and universities limit the number of credits completed with S/U grading that will transfer, or restrict the way that such credits may be applied to degree requirements, it is recommended that students preparing to transfer select the S/U grading option only for elective courses. • A maximum of twelve (12) hours of “S” credit from 100- and 200-level courses may be applied toward Yavapai College graduation requirements. • S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC). • S/U grades are not computed in the student’s Yavapai College grade point average. |
| <p>Academic Integrity:</p> | <p>Honesty in academic work is a central element of the learning environment. It will be assumed that you will present your own work. The presentation of another individual’s work as one’s own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College’s Student Code of Conduct.</p> <p>Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct http://www.yc.edu/v4content/student-services/code-conduct.htm)</p> |
| <p>Student Code of Conduct:</p> | <p>Respect for the rights of others and for the College and its property are fundamental expectations for every student. The “Code of Conduct” outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.</p> <p>Students are expected to respond and write in a professional and appropriate manner when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web discussion board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.</p> <p>Web link for the Student Code of Conduct – http://www.yc.edu/v4content/student-services/code-conduct.htm</p> |
| <p>Internet Downloading:</p> | <p>Yavapai College technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked.</p> |
| <p>Disability Resources:</p> | <p>Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through the Disability Resources Coordinator (Prescott Campus: 928-776-2079 or Verde Valley Campus: 928-634-6563).</p> |

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| Cell Phone, Pages & Texting: | Yavapai College is committed to providing a quality learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center, and testing areas. Cell phones and pagers need to be used outside these facilities. |
| Tobacco Use: | Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. If you use the facilities at Yavapai College, we comply with ASRS 36-301.01, Smoke Free AZ. Smoking is prohibited indoors and 25 feet from all doors, windows and vents. In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form. |
| Drug & Alcohol Free Environment: | Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community, and is prohibited. |
| Additional Instructor Information & Procedures: | LATE WORK: Assigned work (worksheets, labs, review questions and exams) will be accepted after the due date defined in the calendar only if prior notice is given of an absence to the instructor in advance of the class meeting (via e-mail or phone). In other words, if you miss class and don't let me know about it in advance you will not be allowed to make up any work that you missed. <u>Note: All assignments including labs and worksheets are due the next class meeting.</u> |
| Online System & Assignment Requirements | All course materials are available 24/7 at the course shell in Blackboard. |

*** end of PPT 120: Energy Industry Fundamentals syllabus ***