

Campus Name: **Ankeny**

Course Title: **Principles of Electricity**

Course Number: **ELT 303**

Section Number & CRN: **1 16028**

Instructor Information

Name	Forest (Woody) Collins
E-mail Address	fccollins1@dmacc.edu
Phone Number	515 402-5316
Fax Number	515 964-6815 (provide a cover sheet with my name)
Office Location	In an available classroom by appointment
Office Hours	By appointment Monday and Wednesday between 1000 and 1200
Blackboard	https://secure.dmacc.edu/myonlinelearning/login.aspx

Course Information

Semester & Year	Fall 2015
Date Syllabus Created and/or Revised	August 19,2015
Days & Time & Location	Monday and Wednesday 8:00 AM to 9:55 AM
Course Description & Credits	http://www.dmacc.edu/courses/crsrod.asp 3
Course Competencies	https://go.dmacc.edu/competencies
Course Overview	Basic principles of Electronics; Components, Circuits, Theories, and calculations are examples of what will be covered.
Study Tips	To do well in this class, you must do your assignments regularly (see schedule and dateline on the last pages). Study the assigned readings, which will help you follow the content of the lecture. It is important to note that test questions will be derived from reading assignments, not JUST the lectures. Review your lecture notes. Ask questions. Students are expected to devote three hours of study time for each contact hour. This is a fast paced, hands-on course. It is realistic to expect to spend at least 6 hours per week studying for this class. If you miss any lecture, it is your responsibility to obtain the notes from a classmate as soon as possible. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts, as they will become building blocks for concepts introduced later in the course. Students should seek extra help (tutoring, come in to office hours, etc.) as soon as possible if they feel that they are getting behind on the course material.

Textbooks & Materials

Required Textbooks & ISBN	Delmar's Standard Textbook of Electricity 6th Edition (Herman)
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Required Materials	Calculator (TI 30Xa) recommended, Flash Drive, Pen, Pencil, paper, safety glasses for labs, appropriate dress for a lab environment (long pants, closed toe rubber sole shoes, minimal jewelry) BRING FOR EVERY CLASS PERIOD
Optional or Recommended Books/Materials	
Software Notice	"All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College."
Course Policies	
Attendance	Arrive at class in a state capable of learning. Credit will be issued for class and lab participation, it will be virtually impossible to earn participation credit if you are not there. Being on time is also important. Contact me PRIOR to class if you will not be in attendance, or will be extremely late. Assignment will be given out ONLY in class, as well as there will be unannounced quizzes.
Grading Criteria	A = 91% to 100% A- = 90% B+ = 89% B = 81% to 88% B- = 80% C+ = 79% C = 71% to 78% C- = 70% D+ = 69% D = 61% to 68% D- = 60% F = 59% and below Class participation 10% / Assignments 10% / Labs 20% / Pop Quizzes 15% / Midterm Exam 20% / Final Exam 25%. Working in groups is an excellent method to learn. Unless otherwise instructed group study is acceptable. It is of the utmost importance that each member of that group, submit their own work and it must be noted that all group members will be stated on the work submitted.
Classroom Conduct	https://go.dmacc.edu/handbook The studies in this class DO NOT REQUIRE THE USE OF THE COMPUTERS IN THE CLASS ROOM they will be "off" unless otherwise instructed. A reminder that tobacco use of any kind is prohibited on DMACC campuses, this includes the use of e-cigarettes. Cell phone use is not allowed in the class room, and is not an acceptable tool as a calculator. Arrive to class on time and prepared to participate.
Missed Exams	No retakes are allowed. Students must be present to take the tests, quizzes, and to complete the labs at the scheduled times or you will receive a zero (0) for the assignment. In the case of an emergency, exceptions may be made at the discretion of the instructor. Prior notification or notification as soon as possible is required to be considered for an exception.
Late Assignments	Credit will be a percentage of the earned grade: on time 100%, One class late 75%, Two classes late 50%, NO CREDIT issued after the Two classes late.

Extra Credit	No extra credit will be available.
Study Expectations	Complete all assigned work, as well as labs on time. Grading will be based on participation, not watching your lab partner do the work. ALL READING ASSIGNMENTS ARE TO BE COMPLETED IN A TIMELY MANNER. If you have an issue, talk to the instructor before a minor issue becomes a major problem.
Weather Policy	Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC's goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. Notification of Campus/College closures will be sent out through the DMACC RAVE Alert System, posted to the DMACC webpage at www.dmacc.edu , and where possible sent to the local media.
Class Cancellation Procedure	It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they are must postpone or cancel a specific class. My intensions would be to send a group email to the class if for any reason the class is canceled.
Academic Dishonesty/Plagiarism	It is important for you to be familiar with and follow DMACC's Academic Misconduct policy. Students are encouraged to review DMACC's Academic Misconduct Policy on-line at https://go.dmacc.edu/handbook/polprocedures/pages/academic_misconduct.aspx or in the DMACC Student Handbook. "See DMACC Educational Services Procedures ES 4670. A. and B. for information on plagiarism, cheating, information about appeals procedures or reference publication that addresses this information in detail.
Course Specific (lab) Safety Procedures	Safety glasses will be required in all lab settings. Positively no food or drink in the lab area. Any specific instructions for the particular lab, will be given prior to the lab.
DMACC Information	
Instructor Home Pages	http://www.dmacc.edu/instructors
Add/Drop Dates	https://go.dmacc.edu/registration/pages/add_drop.aspx
Refund Policy	https://go.dmacc.edu/registration/Pages/refund.aspx
Support Services	

Services for Students with Disabilities	https://go.dmacc.edu/student_services/disabilities Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at 515-964-6850 or the counseling & advising office on any campus to apply for services.
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Course Syllabus

DISCLAIMER: “This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”

NONDISCRIMINATION POLICY: Des Moines Area Community College shall not engage in nor allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (ES4645). Complaint forms may be obtained from the Campus Provost's office, the Academic Dean’s office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For Title IX questions and concerns contact 515-964-6850.

Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at https://go.dmacc.edu/student_services/int. Click Policies & Procedures.

Accommodations: The Program Development/Academic Support Services Director is the official Student Accommodation Officer/Section 504/ADA Coordinator for DMACC. The ADA Coordinator’s office is located in Bldg. 6-10E on the Ankeny Campus and may be contacted by voice (515-964-6857). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator’s office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

Additional Information

To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.) please refer to the DMACC student handbook.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.

Student Handbook: <https://go.dmacc.edu/handbook>

Academic & Educational Advising: <https://go.dmacc.edu/advising>

Academic Achievement Center:

https://go.dmacc.edu/currentstudents/Pages/academic_achievement_center.aspx

Admissions & Registration: <https://go.dmacc.edu/registration>

Career Connections: <https://go.dmacc.edu/outreach/careerconnections>

Career Counseling: <https://go.dmacc.edu/prospectivestudents/Pages/careercounseling.aspx>

Cellular Phone Use Statement:

<https://go.dmacc.edu/handbook/polprocedures/Pages/cellphone.aspx>

Clery Crime Report: <https://go.dmacc.edu/handbook/polprocedures/Pages/cleryact.aspx>

Computer Labs: <https://go.dmacc.edu/helpdesk/Pages/computerlabs.aspx>

Days to Register for Next Term: <https://go.dmacc.edu/admissions/pages/applyonlinefull.aspx>

DMACC Consumer Information: <https://go.dmacc.edu/consumerinfo>

Financial Aid: https://go.dmacc.edu/fin_aid

Grievance Procedures: https://go.dmacc.edu/student_services/pages/policies_procedures.aspx

Library: <https://go.dmacc.edu/library>

Midterm & Final Dates: <http://go.dmacc.edu/students/Pages/academiccalendar.aspx>

Sexual Harassment Policy:

<https://go.dmacc.edu/handbook/polprocedures/Pages/nondiscrimpolicy.aspx>

Student Responsibilities and Rights:

<https://go.dmacc.edu/handbook/polprocedures/Pages/rightsandrespon.aspx>

Technology Usage:

<https://go.dmacc.edu/handbook/polprocedures/Pages/technologyusage.aspx>

Tutoring: <https://go.dmacc.edu/handbook/servstudents/Pages/tutoring.aspx>

Course Schedule		
Week or Date	Assignment	Due Date
August 24 th	Introduction – Safety - Unit 1 PPT	
August 26 th	Unit 2 PPT	
August 31 st	Unit 3 PPT	
September 2 nd	Unit 5 PPT	
September 7 th	HOLIDAY NO CLASS	
September 9 th	Lab 1 and Lab 2	
September 14 th	Unit 10 PPT	
September 16 th	Unit 6 PPT	
September 21 st	Lab 3 and Unit 7 PPT	
September 23 rd	Lab 4 and Unit 8 PPT	
September 28 th	Lab 5	
September 30 th	Unit 9 PPT	
October 5 th	Unit 4 PPT	
October 7 th	Unit 11 PPT	
October 12 th	Unit 12 PPT	
October 14 th	MIDTERM EXAM	
October 19 th	Unit 13 PPT	
October 21 st	Lab 6	
October 26 th	Unit 14 PPT	
October 28 th	Unit 16 PPT	
November 2 nd	Unit 17 PPT	
November 4 th	Unit 20 PPT	
November 9 th	Unit 21 PPT	
November 11 th	Unit 26 PPT	
November 16 th	Unit 27 PPT	
November 18 th	Unit 28 PPT	
November 23 rd	Unit 29 PPT	
November 25 th	Unit 31 PPT	
November 30 th	Unit 33 PPT	
December 2 nd	Unit 34 PPT	
December 7 th	Final Exam	
December 9 th	NO CLASS	