

## INDUSTRIAL AND COMMERCIAL ELECTRICITY

### SYLLABUS: ELPT 1321

### INTRO: ELECTRICAL SAFETY AND TOOLS

*The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap*

### COURSE EVALUATION

#### STUDENT EVALUATION

- A. Participation/ labs will account for no more than 20% of total grade.
- B. Quizzes will account for no more than 60% of total grade.
- C. Final exam will account for no more than 20% of total grade.

#### INSTRUCTOR EVALUATION

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

#### DEPARTMENT EVALUATION OF COURSE

- A. Faculty and the Division Chair will review student grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

#### GENERAL GOALS/OBJECTIVES

Safety rules and regulations. Includes the selection, inspection, use and maintenance of common tools for electricians.

**Instructor:** Allen Matejek  
**Office Phone:**(979) 230-3268

**Office:** L-202-D  
**E-mail:**[allen.matejek@brazosport.edu](mailto:allen.matejek@brazosport.edu)

#### COURSE DESCRIPTION

The student will learn safety rules and regulations. Including the selection, inspection, use, and maintenance of common tools for electricians. (3 SCH, 2 lecture, 2 lab)

## **TEXT AND REFERENCES**

NFPA 70 E Standard for Electrical Safety in the Workplace 2018  
ISBN: 978-145591671-9

NCCER Managing Electrical Hazards 3<sup>rd</sup> edition. ISBN: 978-0-13-416312-3

"Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>.

A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer."

### **Modules:**

NCCER Managing Electrical Hazards 3<sup>rd</sup> edition. ISBN: 978-0-13-416312-3

## **STUDENTS WITH DISABILITIES**

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

## **ACADEMIC HONESTY**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. Click on the CATALOGS AND SCHEDULES link under STUDENTS.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and will, at a minimum, result in 0 for that assignment in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

## **COURSE GOALS**

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives

1. Identify elect. hazard types & locations, explain related safety guidelines & terms.
2. Recognize and explain hazard boundaries.
3. Explain employer and employee responsibilities in recognizing and managing electrical hazards.
4. Identify common factors that lead to electrical incidents & explain the importance of using good judgment, appropriate procedures, and safe work practices.
5. Select, inspect, & maintain PPE and test equipment used for electrical work.
6. Explain how to create an electrically safe work condition.

### **STUDENT CONTRIBUTIONS**

Each student will spend at least 4 hours per session preparing for class. The student will have an opportunity to evaluate the instructor.

### **COURSE EVALUATION**

Student grades will be assigned according to the following criteria:

**PARTICIPATION & LABS 20% QUIZZES 60%**  
**FINAL EXAM 20%**

The student will be graded in accordance with established college policy. Grades of A through F will be assigned according to the chart below:

**100-90 = A      89-80 = B      79-70 = C      69-60 = D      59-0 = F**

### **ATTENDANCE AND WITHDRAWAL POLICIES**

The class meets for 2 lecture hours and 2 lab hours per session, 2 times a week. Each student will spend at least 4 hours per session preparing for class.

Attendance is critical since this class meets for six weeks. Attendance will be taken each class period. If you miss a class, it is your responsibility to schedule any make-up test, homework, or lab with the instructor.

Because many assignments are prepared during class time, absences may adversely affect the final grade in the class.

Students will be dropped if they miss more than 20% of the classes before the drop date.

Tardies and leaving early will count as one half of an absence.

Students are also expected to take care of the equipment in the classroom.

**PLEASE DO NOT BRING FOOD, DRINKS, OR UNAUTHORIZED PERSONS INTO THE CLASSROOM.**

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork only if the instructor decides to drop a

student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

***During class, cell phones & all electronic devices are to be turned off or set on “vibrate” mode for the entire class period.***

If you are expecting a call of an urgent nature, please inform me before class to make arrangements in handling the call.

### **ASSIGNMENTS AND MAKE-UP POLICY**

Students are responsible for completing all reading and homework assignments prior to class. All assignments are due on the date assigned. No late work will be accepted unless the student has an excused absence. An excused absence is when the student notifies the instructor of his or her absence prior to class.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (this includes any course a transfer student has dropped at another institution of higher education). See <http://www.brazosport.cc.tx.us/CurStu.html> for more information.

### **CLASS SCHEDULE**

The following is a tentative schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

<b>WK</b>	<b>LECTURE TOPIC/LABS/PRACTICE/TEST/PROJECT/TUTORIAL</b>
<b>1</b>	REVIEW SYLLABUS--- INTRODUCTIONS---COURSE OVERVIEW---NCCER: 26501 (ALL)
<b>2</b>	NCCER 26501 TEST REVIEW/ NCCER 26501 TEST/ NCCER LAB
<b>3</b>	ATP CH 1 DEFINITIONS-----LAB:
<b>4</b>	ATP CH 4 SHOCK/ARC APPROACH BOUNDARIES-----LAB:
<b>5</b>	ATP CH 5 RISK ASSESSMENT-----LAB:
<b>6</b>	ATP CH 6 ESTABLISH ELECT. SAFE WORK
<b>7</b>	ATP CH 6 ESTABLISH ELECT. SAFE WORK
<b>8</b>	ATP CH 7 WORKING ON ENERGIZED CONDUCTORS
<b>9</b>	ATP CH 7 WORKING ON ENERGIZED CONDUCTORS
<b>10</b>	ATP CH 7 WORKING ON ENERGIZED CONDUCTORS
<b>11</b>	ATP CH 8 Portable tools/cords-----LAB:
<b>12</b>	ATP CH 9 PPE-----LAB;
<b>13</b>	ATP CH 9 PPE-----LAB;
<b>14</b>	<b>FINAL REVIEW</b>
<b>15</b>	<b>FINAL EXAM</b>

**SYLLABUS ELPT 1321  
INTRODUCTION TO ELECTRICAL SAFETY AND TOOLS**

**COURSE SYLLABUS AGREEMENT FORM**

**YEAR** \_\_\_\_\_ **SEMESTER** \_\_\_\_\_

**LAST/FIRST NAME (PRINT)** \_\_\_\_\_

**DATE** \_\_\_\_\_ **INSTRUCTOR** \_\_\_\_\_

**I have enrolled in ELPT 1321 – Introduction to Electrical Safety and Tools and agree that I have received a copy of the course syllabus. I agree as a condition of enrollment and participation in the course that I have read the syllabus and will comply with the requirements. It is understood that during the semester the instructor may have to make adjustments to the weekly class schedule.**

**I understand that communication by email must be done using my brazosport email only. \_\_\_\_\_ initial**

**I understand that if I do not wear proper Personal Protection Equipment during lab I will have to leave the classroom and will earn a zero for participation/lab for that session. \_\_\_\_\_ initial**

**I understand to obtain NCCER credit I must have the NCCER form completed by 3<sup>rd</sup> session. In addition, NCCER test must have a minimum grade of 70%. The performance requirement must be completed by the 10<sup>th</sup> session. You must show complete competence in this performance requirement to obtain credit. \_\_\_\_\_ initial**

**I understand that while it is possible to re-test on a NCCER exam for NCCER credit. Only the 1<sup>st</sup> attempt will be accepted for the grade book. \_\_\_\_\_ initial**

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**SIGNATURE**

**DATE**