

**Nashville State Community College  
Science, Technology, Engineering, and Math  
Electrical Engineering Technology**

**Master Course Syllabus**

**EETC 1300 Intro to Electrical Engr Tech**

*(This master course syllabus template is a general guide for providing an overview of each course offered at Nashville State. Each instructor will further clarify specific criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her individual course syllabus. Prompts for individual adaptations are italicized and in parentheses; faculty should remove or replace these prompts when creating master syllabi and their own individual syllabi if they have not been removed previously.)*

**Course Information:**

**Course Title:** EETC 1300 Intro to Electrical Engr Tech

**Credits:** 3

**Class Hours:** 3

**Course Description:**

*An introduction to the electrical engineering technology discipline. Topics include business organization and communication techniques such as preparing a notebook, email and attachments, use of spreadsheet, presentation software, internet, and working in teams. Workplace safety is stressed.*

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**Required Textbook(s) & Other Materials:**

**Textbook(s):** No textbook is required for this course.

**ISBN:**

**Reference Materials:**

**Supplies:**

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and

require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### Course Outcomes:

Upon successful completion of this course, students should be able to:

- *Demonstrate the ability to work safely with electrical circuits*
- *Use a personal computer to organize files, send and receive email, research topics, prepare documents including: papers, tables, graphs, spreadsheets, and presentations.*
- *Demonstrate the ability to work in a team and be able to make a group presentation using technical information.*

### Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

- Identify the differences between the college's engineering and engineering technology programs.
- Skills knowledge, roles and responsibilities of technical personnel such as technicians, technologists, and engineers in industry.
- Utilize available resources including the library and electronic information retrieval services.

The following are general education competencies intended to support the course outcomes:

### Topics to Be Covered:

WEEK	TOPIC
1	
2	Lynda.com Essential training. Window 7 Essential Training modulus 0-3 (113 minutes). A visit to the library. Modules 4-7 (104 minutes).
3	Modules 8-10 (72 minutes & D2L quiz. Window 8.1 Essential training.
4	Modules 8.1, 0-3 (communicating with contacts using skype (113 minutes) module 3 (working with photos 0- 6 (connecting to another computer with remote desktop) 99 minutes.
5	Modules 6 (selecting sharing options for networks – 9 (78 minutes) and D2L quiz.  Individual assignment: spreadsheet requirements (Identification, titles, labeling of Axes). Practice on Excel program. Introduction and practice on power point. Excel Assignment.
6	
7	Calculator math
8	
9	Shock Hazard
10	Electrical Safety
11	Assembly of Kit
12	
13	
14	

**Course Assessments:**

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

Knowledge assessments will be given on the lecture and reading material. A written technical report is required on a course related topic. The report is presented in class using Power Point. The presentation is evaluated on a 100 point rubric that is standard for the Electrical Engineering Technology program. Mastery of the material is also evaluated by the successful completion of hands-on labs.

**Testing Out**

Any student who wants to test out of this course, will be given a test covering the following:

- Skills knowledge, roles and responsibilities of technical personnel such as technicians, technologists and engineers in industry.
- Computer skills on spreadsheet requirement (identification, title, labeling of axes of graphs.) Excel program and power point.
- Will submit a portfolio, showing records of case studies done; the case studies enhancing problem solving skills, team work, leadership skills, critical thinking, creativity, and planning.

**Grading Policy:**

Area	Percent
Report	10
Labs	40
Quizzes	20
Final	30
Total	100

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

All work must be completed and turned in by the due date. No work will be accepted after the last class meeting.

**Attendance Policy**

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

*(Each instructor will provide policy, especially how attendance influences student assessment and grading.)*

**Grading Scale:**

Letter Grade	Percentage Range
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Less than 60

**FA**

According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw (*use date appropriate to your section*), the student will receive a grade of FA (i.e., “Failure for Attendance Reasons”).

**FN**

An FN is awarded to students who never attended class.

**Technology Statement**

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

**D2L/NS Online and myNSCC**

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

**ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu). If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

**Classroom Misconduct**

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

**Academic Misconduct**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the

authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

### **Academic Early Alert System**

Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. \*Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

### **RAVE Emergency Alert System**

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nscc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

### **Inclement Weather & Campus Closings**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

### **Class Cancellation Policy**

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.