CCCC Course Syllabus

## Welcome Message

Welcome, my name is Ms. Castonguay, feel free to call me Ms. C. I believe that people do not learn well on an empty stomach. Therefore, there are snack bins in the back of the room. Snacks/food and drinks are not allowed on the work benches but are on the lecture tables. I also believe that learning is reinforced though touch. You are expected to complete all the labs hardwired unless otherwise stated. If graphs are a part of the lab, the graph can be achieved through Multisims.

## Course Information

Course Title: Electronics Application Project

Course Delivery: Blended

Course Meeting Days and Times: Fri 9-11:50

Course Meeting Location(s): Bldg 1 Room 220

Course ID: ELN 247 LB1

Term and Year: SP 2024

Lecture - Lab - Credit Hours: 1-3-2

Course Start & End Dates: 01/08/24-05/03/24

Course Census Date: 01/18/24

Last Date to Withdraw: 04/05/24

## Course Description

This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

## Pre/Co-requisites

ELN-133, ELN-132 or ELN-140 must be completed prior to taking this course.

## Student Learning Outcomes

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

1. Write a Project Planning Report, which describes the project, including possible uses for the project, anticipated costs, etc. 2. Prepare a schedule of tasks to be accomplished throughout the project. The schedule is to include start/stop dates and total hours allocated to each task. 3. Present and demonstrate an electronics application-oriented project.

## Instructor Information

Instructor(s) Name: Sandy Castonguay

Physical Office Location: BLDG 1 Office 32

Phone: 919-718-7331

Email: scast547@cccc.edu

Virtual Office Link:

Other:

**Preferred Method of Communication**: Email

**Instructor Response Expectations**:

Your questions and concerns are important! I will respond to all email or phone calls within 48 hrs of receiving them. If you do not hear from me, please feel free to reach out again, come by my campus office, or visit my virtual student hours.

**Office/Student Hours**:

I welcome you to contact me outside of class and student hours. You may email me, call my office, or contact the department and leave a message. Personal assistance is always available by appointment. I look forward to seeing you during student hours.

## College Mission

Central Carolina Community College fosters individual, community, and economic development through transformative lifelong learning.

## College Diversity, Equity, and Inclusion Statement

Central Carolina Community College’s commitment to diversity, equity, and inclusion is inspired by our vision to provide exceptional learning for all.

* Diversity: We recognize and respect the variety of experiences and contributions represented by all our students, employees, and community.
* Equity: We seek to create a learning environment where everyone is supported and valued for their unique perspectives and experiences.
* Inclusion: We foster and promote the participation of all members of our diverse communities.

## Classroom Etiquette

To promote mutual respect and professionalism, you are expected to treat your instructor and all other participants in the course with courtesy and respect. Your comments to others should be factual, constructive, and free from harassing statements.

You are encouraged to express differing opinions, but these need to be based upon facts and documentation (rather than prejudices and personalities). The instructor's goal is to promote an atmosphere of mutual respect in the classroom. Please contact the instructor if you have suggestions for improving the classroom environment.

Students should discuss personal issues like grades or attendance directly with the instructor; however, students may also leave a note in the instructor's mailbox or via Inbox in Blackboard.

## Textbook(s)

NONE

## Required Supplies/Materials/Tools

NONE

## Course Policies and Procedures

### **Course Expectations**: You are expected to complete all assignments, homework, labs and tests by the due dates

### **Assignments**: Complete weekly Log post on time. Late posts will not be counted for credit.

### **Grading Scale**:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

Below 60 = F

### **Grading Policy, Weights (%) and Procedure**:

Professionalism 150 pts

Meeting Project Schedules 100 pts

Workmanship 200 pts

Acceptance Test 150 pts

Written Report \* 150 pts

Oral Presentation \*\* 150 pts

Project Complexity 100 pts

\* Written report will be evaluated using EET’s Rubric scaled to 150 points

\* \* Oral report will be evaluated using the Instructor’s Oral Rubric scaled to 150 points

## Course Calendar and Due Dates:

## CCCC Attendance Guidelines

* Census–students demonstrate official enrollment in a class through their attendance during the first 10% of the class meeting dates. In online classes, this attendance is demonstrated by submitting an assignment, which may be called an orientation assignment or EVA (Entry Verification Assignment). Any student who does not meet this attendance requirement cannot continue in the course and will be dropped from the official class roster.
* You must attend 80% of the total hours of any class to receive a passing grade.
* Exceeding the absence limits may result in being dropped from the course.
* You should attend every class, but extenuating circumstances arise that can make this difficult. If you cannot attend a class, please let me know. If circumstances make you miss more than 3 classes during the semester, you may be overextended. I ask that you come see me to discuss your options.
* Attendance or participation in distance education courses is defined as completing and submitting academic work. At the semester start, you must complete the course-specific orientation including a required orientation quiz by the deadline to remain enrolled in the course. Failure to meet this orientation requirement will result in being withdrawn from the course.
* Withdrawal–A student who initiates a withdrawal from a curriculum course should complete an official Withdrawal form with appropriate personnel. An instructor may initiate a student withdrawal in accordance with the college’s attendance policy. A student who wishes to withdraw from a curriculum course should consult with their advisor and the course instructor before completing an official Withdrawal form with a College Education Navigator. Distance education students who cannot physically come to campus can initiate withdrawal from a course by phoning or emailing the advisor and course instructor before contacting an Education Navigator. The completed form is submitted to and processed by the Records Office.
* For more information visit the [Student Handbook](https://www.cccc.edu/handbook/).

## Online Course Attendance Policy:

## Late Work Policy:

## Communicable Diseases

Please see the college web site or Policies and Procedures Manual for college updates.

## Student Information Center

CCCC provides a variety of academic resources and services intended to support your academic experience and success. The [Student Information Center](https://www.cccc.edu/studentservices/syllabus/) contains information about college policies and procedures (College Calendar, Inclement Weather Policy, Safety, Grade Appeals), student resources (tutoring, veteran resources), and more.

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## Central Carolina Cares

CCCC recognizes that students balance a variety of responsibilities including their academic pursuits. The college offers resources to help you with the challenges of juggling family, finances, and mental health. Please visit [Central Carolina Cares](https://www.cccc.edu/we-care/) to learn more about these services.

## Technical Support

CCCC offers technical support if you encounter issues with Blackboard, Self-Service, Cougarmail or the CCCC Portal. The college also offers students free downloads for Microsoft Office 365, Adobe Reader, Google Chrome, and Mozilla Firefox. Please visit [Technical Support](https://www.cccc.edu/distanceeducation/technical-support/) for additional information.

## Student Rights and Responsibilities

CCCC cultivates your growth by promoting students' awareness and understanding of their rights and responsibilities. Student Rights and Responsibilities can be found in the [Student Handbook](http://www.cccc.edu/handbook/).

## Title IX/Equal Opportunity

Central Carolina Community College does not practice or condone discrimination in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation. CCCC prohibits sex discrimination, including sexual harassment, sexual violence, sexual assault, stalking, or intimate partner violence. Any employee or student violating these policies shall be disciplined in accordance with established college policy.

## Academic Honesty

Cheating, plagiarism, and similar acts of dishonesty are prohibited throughout this course. Work that you present to an instructor for grading should be your own original thoughts and ideas or appropriately acknowledge words and ideas from other places. This course follows the guidelines and penalties for academic dishonesty in the Student Planner and Handbook, the college website and the CCCC Catalog. You have what it takes to succeed in this course without engaging in academic misconduct. Do not jeopardize the hard work you've put into this course.

## Other:

## Accountability Statement for (Insert Course Number, Section, and Name)

I have read and understand that I am accountable for all of the information contained in this syllabus. I have been given an opportunity to clarify any questions that I have.

Student’s Signature Date

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