



**Syllabus:** Electrical Planning and Estimating

**Course Number:** ELPT-2437

**Semester & Year:** Fall 2015 **Instructor**

**Information**

Name: Richard Waddell

Office: Career Education Center Annex – Electrical Technology

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E-mail: Richard.Waddell@TexarkanaCollege.edu

Office Hours: 3:00 pm – 4:00 pm Monday thru Friday

**Textbook Information**

(Electrical Estimating, ISBN#978-1-932685-50-3, Mike Holt, 2nd edition, [www.mikeholtenterprises.com](http://www.mikeholtenterprises.com))

**Student Learning Outcomes for the Course**

At the end of the semester, the student will be able; List estimating procedures; formulate material and labor costs; identify types of bids; calculate cost adjustments and job costs; and demonstrate the use of estimating forms.

**Student Requirements for Completion of the Course and Due Dates**

Take all weekly exams and complete all labs.

**Student Assessment (Grade Breakdown)**

You have the following possibilities for earning a grade:

(1) Weekly Exams	40%
(2) Weekly Labs	50%
(3) Daily Quiz's	0%
(4) Final Exams	<u>10%</u>
<b>Total</b>	<b>100%</b>

**Grading Scale**

Grade	
A	90-100
B	80-89

<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59-below

### **Class Schedule/Hours**

<b>Monday</b>	<b>8:00am-3:00pm</b>	
<b>Tuesday</b>	<b>8:00am-3:00pm</b>	
<b>Wednesday</b>	<b>8:00am-3:00pm</b>	
<b>Thursday</b>	<b>8:00am-3:00pm</b>	
<b>Friday</b>	<b>8:00am-3:00pm</b>	

### **Attendance Policy**

**The following policy will be in effect for the SUMMER 2013 semester. If a student misses five or more times, the student will be drop from the class.**  
**Three lates equals one missed day. The definition for late is not in your seat by 8am.**

### **Make-up Policy**

Make-up work is not allowed unless arraigned prior to exam.

### **Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

### **Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this

class. *It is best to request these changes at the beginning if not before the start of class so there is ample time to make the accommodations..*

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

All TC Workforce Education students must attend all TC sponsored events or activities when directed to do so by the program instructor. Students who choose not to participate will be sent home and counted absent. Unacceptable behavior will not be tolerated at such events. The program instructor will make the determination if, when, and which students will be expected to participate. Non participation will result in a grade of zero for daily participation.

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Student Signature  
ELPT-2437

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Date