



ELET132N-A – Circuit Analysis II Spring 2022

Department	Engineering and Computing Sciences
Instructor	James Austin Hewin
NCC Email	ahewin@ccsnh.edu
Telephone Number	(603) 578-8959
Office Hours	Posted on Official Schedule
Office Location	Streeter Hall 169
Class Days/ Meeting Time	Tuesday/ Wednesday 12:00pm – 2:50pm
Class Location	Streeter Hall 171

Rationale:

Circuit Analysis II is a continuation of Circuit Analysis I. The first course deals with understanding the concepts of DC circuits while the second focuses more on AC circuits. The second course is fundamental to learning and understanding the electronic courses in the program. When circuits get large and complicated, it is useful to have various methods for simplifying and analyzing them. Note that there is no perfect formula for solving a circuit. Mastering the fundamentals of Circuit Analysis prepares the student for the different methods that can be employed to solve the circuit.

Course Description:

Theory and laboratory work on AC current, voltage, impedance, power, series-parallel circuits, network theorems and networks. Theory and laboratory work on magnetism and magnetic circuits, resonant circuits, transformers, and filters.

Prerequisite: ELET131N and MATH110N;

Corequisite: MATH120N (or permission of the Program Coordinator).

Course Competencies:

At the conclusion of this course, students will be able to:

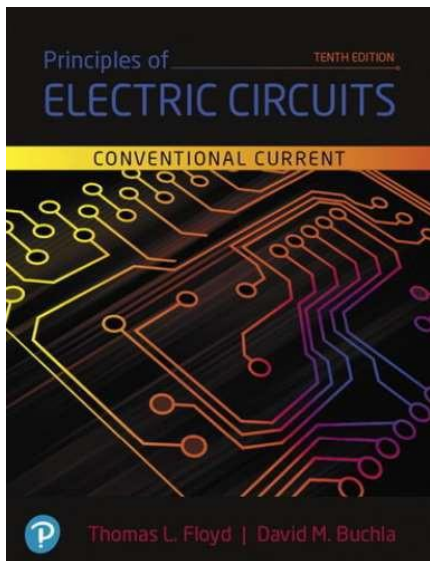
1. Determine transient (time-varying) responses of capacitive and inductive networks and plot resulting voltages and currents.
2. Determine the phase relationship between two sinusoidal waveforms and understand how to calculate the average and effective values of any waveform and using phasor format to add and subtract sinusoidal waveforms.
3. Find the total impedance of series, parallel and series-parallel ac circuits and become proficient in applying Thevenin's and Norton's theorems to ac networks.
4. Develop confidence in the use of logarithms and decibels to define levels and also become familiar with frequency response of filters and display these using Bode Plots.

Essential Questions:

- How does circuit analysis serve to improve our understanding of electronics?
- How does knowing the principles of circuit analysis affect your daily life?
- Describe something in today's world that has become more compelling because of a n understanding of circuit analysis principles.
- Is it possible to describe how complex electronic circuits function with a small number of circuit analysis principles? If so, how?

Required Materials:

Floyd Thomas L, Principles of Electric Circuits: conventional current version, 10th Edition, 2020



ISBN-13: 9780134879499

Technology

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information <https://www.nashua.cc.edu/technology>

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information <https://www.bkstr.com/nashua.cc/store/home>

Supplemental Materials:

- USB flash drive is required for saving and submitting student work.
- Calculator: The TI-84 or better Graphing Calculator is recommended but any scientific calculator with the following keys: () (parentheses), \wedge or y^x , and a square root key will also suffice.
- **CELLPHONES CANNOT BE USED AS A CALCULATOR IN THIS CLASS.**

- Loaned by EET Dept. - Most lab materials are provided by NCC; however, tool & proto-board quality is not guaranteed.
- Students are encouraged to acquire some lab materials for their exclusive use during lab. These items will be discussed in lab and are available from a variety of sources. For ELET132N, these materials are:
 1. small/medium gauge wire strippers.
 2. Diagonal cutters.
 3. Small needle nose pliers,
 4. Proto typing board (breadboard).
 5. Wire (colors; black and red for power, other colors for everything else.) 24 gauge preferred.

Course Expectations:

Canvas

All materials presented in class along with lab assignments can be found on Canvas. All assignments must be uploaded to canvas to be graded. Do not email your submissions or provide printed copies.

Home work / Lab Assignments:

Assigned home work will be due at the beginning of the next class (as stated on Canvas). Acceptable formats include .pdf or .jpg or .png.

Lab reports must be uploaded in Microsoft WORD format with the grading rubric on the cover page. Note that scanned figures (jpg, png or pdf format) can be integrated into a WORD document if needed.

No late submissions will be accepted except in extraordinary circumstances.

Notes Missed:

See a classmate so that you can copy their notes.

Tests:

A test must be made up ASAP and you must have a valid reason for missing it. It is the student's responsibility to make an appointment IN ADVANCE for a make-up. Only one test can be made up during the semester.

Grading:

There will be assignments, chapter exams and a final. They will tentatively count toward the final grade as follows:

Exams:	45%
HW, Lab Assignments and Performance	40%
Class/Lab Professionalism (See below)	5%
Final Exam	10%

Grades will be assigned according to the department scale:

Grading System:

A	93 - 100	B	83-86.9	C	73-76.9	D	63 -66.9
A-	90 - 92.9	B-	80 - 82.9	C-	70 - 72.9	D-	60 - 62.9
B+	87 -89.9	C+	77 -79.9	D+	67 -69.9	F	0 - 59.9

Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives of our students, faculty, and staff bringing to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support Services

NCC Library: Get help with research for your papers and assignments from the NCC librarian and staff. Email ncclibrary@ccsnh.edu

Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashua.cc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

Disability & Accessibility (Reasonable Accommodation Plan): Students who think they may have or have a documented disability (*physical, learning, or mental*)

health) and/or had an IEP or 504 Plan in high school who may need classroom accommodations must meet with the Disability Services Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). For more information view the Disability & Accessibility page: <https://www.nashuacc.edu/student-services/disability-accessibility-information> and/or contact Jodi Quinn, Disability Services Coordinator (office located in the library), at jquinn@ccsnh.edu or (603) 578-8996.

In order to receive reasonable accommodations, it is the student's responsibility to email the current semester's RAP to each instructor and as needed meet with instructors to discuss the Plan. Each term the student wants to utilize accommodations, the RAP must be renewed and the student provides the current term Plan to instructors even if provided a Plan to an instructor for a previous term course.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disabilities Services Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

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If you need information or a referral to local resources in the areas of Mental Health or basic support services (such as food, clothing, shelter, substance abuse or others including domestic and sexual violence), you can email the NCC CARE team (NCCCare@ccsnh.edu) and we will assist you in connecting to community resources.

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Professionalism includes the following:

Students are expected to adhere to the "NCC Student Code of Conduct" as described in the "NCC Student Handbook"

<https://www.nashuacc.edu/images/PDF/handbook/2021-2022-NCC-Student-Handbook.pdf>

Students are also expected to contribute to a cooperative and productive learning environment. To meet this objective, students are expected to show up for class on time, be attentive, not disrupt the instructor or other students, work quietly and use time in the lab time to complete assigned work, stay in lab until assigned work is complete,

demonstrate respect for other people, demonstrate initiative and self-motivation, and take responsibility for academic success.

Attendance:

Attendance is vital to the student's success in this course. You are expected to attend all classes and laboratory sessions, and to be on time. It is extremely difficult to make up for lost hours of instruction time. You are responsible for all material and information given in class whether present or not.

Notes Missed:

See a classmate so that you can copy their notes.

Lab / Homework Assignments:

Assigned homework will be due as specified in the write-up of the assignment. Your homework will be checked for effort and completeness.

All work during the scheduled lab time must be submitted before the student leaves the lab, even if only partially completed. The student will automatically receive a "0" for that lab if they don't. This applies even if additional files or updates to the lab are to be uploaded later. For those labs where students work with a partner (specifically in engineering courses), the final lab write up describing the results needs to be individually written and submitted.

Exams:

The exams and final project presentations (if applicable) must be given on the date announced by the instructor. Only in an extreme case will a make-up be permitted. The student also must provide documentation for the absence, and it is the student's responsibility to notify the instructor of the absence prior to the exam. In addition, the instructor may choose to move the seating assignments for exams / quizzes.

Cell Phones/Laptops:

DO NOT TEXT OR TALK ON THE PHONE DURING CLASS. It is rude and will not be tolerated. If something important should arise and you need to use your cell phone for personal matters you are expected to excuse yourself from the room before completing the call or text.

Please let the instructor know before class starts that you may be expecting an important call, etc. If you need to leave your cell phone on, please use the vibrate mode. Penalties will be applied as designated by the instructor if you are caught using it or if your phone rings. Laptop computers are also not to be used during class without first getting instructor permission.

College Policies

Non-Discrimination Policy: The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX. View more information here [Non-Discrimination Policy and Grievance Procedure](#)

Title IX Policy: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX Coordinator, Vice President Lizbeth Gonzalez, for support and assistance. She can be reached at Nashua Community College, 505 Amherst Street, Nashua, NH, 603-578-8928 or lgonzalez@ccsnh.edu. View more information here [Title IX Policy and Grievance Procedure](#)

Attendance: Regular attendance and active participation are essential for academic success. Every student should carefully review the department and college attendance requirements posted in the Department and College Policies Sections of this syllabus.

If a student must be absent from class, the student should contact his/her professor and follow the professor's make up policy listed in the syllabus under Course Expectations. In an online or hybrid class, measures of attendance and active participation include contributing to discussion board, submitting an assignment, taking a test or quiz on Canvas, etc. Logging into Canvas does not count as class attendance or participation. (For a complete definition of active participation, see regular and substantive interaction statement in student handbook.)

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of child care, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance NCCAcademicAdvisingCenter@ccsnh.edu.

AF Policy: In all cases, faculty will issue an AF grade if a student has 1) missed more than two consecutive weeks of class and 2) failed to communicate with the instructor by responding to EAB attendance alerts and other outreach.

Students should also refer to department attendance policy under the Department Policies section of the syllabus.

In addition, an instructor or administrator may issue an AF grade if a student's behavior violates the Student Code of Conduct and disrupts classroom instruction.


Please be advised that if the behavior of any student (or students) disrupts the learning of his/her classmates, the following steps will be taken by the instructor 1) verbal warning; 2) meeting with instructor and department chair; 3) filing of written complaint and referral to Vice President of Academic Affairs for possible removal from the course with AF grade.

An AF grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas: Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. **If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for the ir assignment.**

24/7 Canvas Support: To access support through email, phone or chat

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the toolbar at the left of the Canvas screen then choosing Canvas Resources.

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

EAB Alerts Faculty can issue "Alerts" for students at any time. The administration at NCC encourages professors to issue alerts for any student who may be having difficulty in the course. When a faculty member raises an alert, both the student and student's advisor receive an automated email based on the alert raised. Faculty can issue an alert through EAB Navigate on the college website or directly using the following link: <https://nashua.ccsnh.edu/eab.com>

College Email System: Nashua Community College has established a College email system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.

- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternative learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discreetly is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student submitting as his or her own creation the artwork (including but not limited to a painting, drawing, photograph, object, digital representation) of another person.
3. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and quotation.
4. A student using statistics or other such facts or insights as if they were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
5. The paraphrasing of another person's unique work with no acknowledgment of the original source.
6. Copying another student's work on a quiz or test.

Some instructors may consider self-plagiarism to be a form of plagiarism. Self-plagiarism includes **submitting the same paper** in response to **two different** assignments. Please consult with your instructor and carefully review instructor expectations posted on your syllabus if you have any questions.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the grading penalty. **Depending on the severity of the**

incident, this could range from a warning to a loss of credit for the course. In all cases of plagiarism, the instructor will notify the student's advisor by posting an alert on EAB Navigate. The advisor will then document the incident on EAB using advisor notes. If any further incidents of plagiarism are reported to the student's advisor, the advisor or VPAA will file a complaint with the appropriate college Judicial Body. Additional sanctions may be imposed. For other examples of Academic Misconduct and a full description of the Student Disciplinary Process, please refer to the NCC Student Handbook

<https://www.nashua.cc.edu/images/PDF/handbook/2021-2022-NCC-Student-Handbook.pdf>

Credit Hour Guidelines


1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calendar **Course + Semester/Term**

Week	Topic
1	Ch.11 – Introduction to Alternating Current and Voltage
2	Ch.11 – Introduction to Alternating Current and Voltage
3	Ch.12 - Capacitors
4	Ch.13 - Inductors
5	Ch.15 – RC Circuits
6	Ch.15 – RC Circuits
7	Ch.16 – RL Circuits
8	Ch.16 – RL Circuits
9	Ch.17 – RLC Circuits and Resonance
10	Ch.17 – RLC Circuits and Resonance
11	Ch.18 – Passive Filters
12	Ch.18 – Passive Filters
13	Ch.19 – Circuit Theorems in AC Analysis
14	Ch.19 – Circuit Theorems in AC Analysis
15	Review/Final Exam

This schedule is subject to change

	ELET141N-1 – Electronics I Spring 2022
Department	Engineering and Computing Sciences
Instructor	James Austin Hewin
NCC Email	ahewin@ccsnh.edu
Telephone Number	(603) 578-8959
Office Hours	Posted on Official Schedule
Office Location	Streeter Hall 169
Class Days/ Meeting Time	Tuesday 6:00pm – 8:50pm
Class Location	Streeter Hall 166

Rationale:

Electronics I is the first of a two course sequence in the study of active electronic devices such as diodes, transistors, amplifiers, filters, and oscillators which are fundamentals in the field of Electronic Engineering.

Course Description:

This is a study of the physical behavior of electronic devices. Emphasis is on analysis and application of electronic circuits utilizing semiconductor diodes, bipolar transistors, and field effect transistors. Topics covered include rectification, clipping and clamping circuits, regulated power supplies, basic circuits, biasing of transistors, and simplified AC modeling of transistor circuits. Simulation tools are used to reinforce the theory. Laboratory experimentation reinforces classroom theory with practical work.

Prerequisite s: ELET131N and MATH110N;

Co-requisite : MATH 120N (or permission of the Program Coordinator).

Course Competencies:

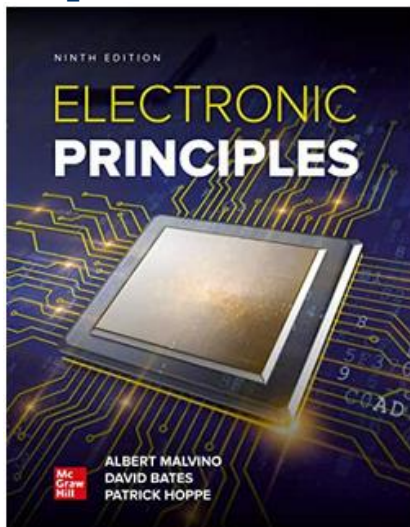
At the conclusion of this course, students will be able to:

1. Define semiconductor principles and construct DC load lines and operating points for diodes, bipolar junction transistors (BJT's) and Field Effect Transistors (FET's).
2. Identify and analyze half-wave and full-wave rectifier circuits as well as clippers, clammers, peak detectors and voltage multipliers.
3. Discuss the operation of the BJT and the FET including biasing them in various configurations and identifying saturation and cut-off points for a given bias.
4. Design BJT and FET amplifier networks and use decibels and Bode Plots to understand their Frequency Response.

Essential Questions:

- How does a diode work and where would I use it?
- How does a bipolar junction transistor (BJT) work, and what can I do with it?
- How does a field effect transistor (FET) work, and what can I do with it?

Required Materials:



Malvino / Bates, Electronic Principles, 9th Edition, 2021

ISBN-13: 978-1259852695

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We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, and ancestry, belief, veteran status, or genetic information. The diverse identities, among many others not mentioned, influence the perspectives of our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support Services

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Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashua.cc.edu/home/tutoring>

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All work during the scheduled lab time must be submitted before the student leaves the lab, even if only partially completed. The student will automatically receive a "0" for that lab if they don't. This applies even if additional files or updates to the lab are to be uploaded later. For those labs where students work with a partner (specifically in engineering courses), the final lab write up describing the results needs to be individually written and submitted.

Exams:

The exams and final project presentations (if applicable) must be given on the date announced by the instructor. Only in an extreme case will a make-up be permitted. The student also must provide documentation for the absence, and it is the student's responsibility to notify the instructor of the absence prior to the exam. In addition, the instructor may choose to move the seating assignments for exams / quizzes.

Cell Phones/Laptops:

DO NOT TEXT OR TALK ON THE PHONE DURING CLASS. It is rude and will not be tolerated. If something important should arise and you need to use your cell phone for personal matters you are expected to excuse yourself from the room before completing the call or text.

Please let the instructor know before class starts that you may be expecting an important call, etc. If you need to leave your cell phone on, please use the vibrate mode. Penalties will be applied as designated by the instructor if you are caught using it or if your phone rings. Laptop computers are also not to be used during class without first getting instructor permission.

College Policies

Non-Discrimination Policy: The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX. View more information here [Non-Discrimination Policy and Grievance Procedure](#)

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An AF grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure.

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In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

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2. A student submitting as his or her own creation the artwork (including but not limited to a painting, drawing, photograph, object, digital representation) of another person.

3. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and quotation.
4. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
5. The paraphrasing of another person's unique work with no acknowledgment of the original source.
6. Copying another student's work on a quiz or test.

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2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calendar **Course + Semester/Term**

Week	Topic
1	Chapter 1 – Introduction
2	Chapter 2 – Semiconductors
3	Chapter 3 – Diode Theory
4	Chapter 3 – Diode Theory
5	Chapter 4 – Diode Circuits
6	Chapter 4 – Diode Circuits
7	Chapter 5 – Special Purpose Diodes
8	Chapter 6 – BJT Fundamentals
9	Chapter 7 – BJT Biasing
10	Chapter 7 – BJT Biasing
11	Chapter 8 – Basic BJT Amplifiers
12	Chapter 8 – Basic BJT Amplifiers
13	Chapter 9 – Multistage, CC, and CB Amplifiers
14	Chapter 10 – Power Amplifiers
15	Chapter 11 - JFETs

This schedule is subject to change

	Technical Writing (22226) ENGL122N Section A	Spring 2022
Department	Arts, Humanities, Communications & Design Department	
Instructor	Dr. David Sciuoto	
NCC Email	dsciuoto@ccsnh.edu	
Office Hours	By appointment; via Zoom	
Office Location	Remote	
Class Days/ Meeting Time	Mondays: 10–11:50 AM. Wednesdays: 11–11:50 AM	
Class Location	Gregg Hall G287	

Rationale:

Today's digital world turns on communication of all types and forms. This course gives students a foundation for communicating effectively in the context of industry and the professional world. Students' skills required in this course can be applied to nearly any sphere of communication: problem-solving, organizing, information gathering, listening

Course Description:

This course gives students a foundation for communicating effectively in the context of industry and the professional world. Applying principles used in business and industry, students will analyze technical documents and write a variety of technical assignments including instructions, feasibility reports and proposals. Prerequisite: ENGL101N or ENGL110N.

Course Competencies:

Upon completing this course, students will be able to:

1. Recognize the characteristics of technical writing
2. Distinguish appropriate purpose, audience, and medium for the technical document.

3. Apply the strategies of the writing process to specific requirements of technical writing.
4. Develop written documents, including a proposal, progress report, instructional document, employment papers, feasibility report, memos, letters, etc.
5. Design documents where graphic aids are an integral part of the document's readability.

Essential Questions:

1. Why do you need to communicate effectively in writing?
2. Why is understanding your audience key to your success?
3. Why is the planning stage the most important for any piece of technical writing?
4. How do different document types fulfill specific industry needs?

Required Materials:

Textbooks: We will be using four online textbooks. These are all free:

Main Text

Technical Writing Essentials by Susan Last

Licensed under a Creative Commons Attribution 4.0 International License, except where otherwise noted. **Note:** You DO NOT need to register this textbook online: Click READ → CONTENT → chapter

<https://pressbooks.bccampus.ca/technicalwriting/>

Secondary Texts

- *Communication at Work* by Jordan Smith
Licensed under a Creative Commons Attribution 4.0 International License, except where otherwise noted.
- <https://ecampusontario.pressbooks.pub/communicationatwork/>
- *Technical Writing* by Allison Gross, Anne Marie Hamlin, Billy Merck, Chris Rubio, Jodi Naas, Megan Savage, and Michele De Silva
Licensed under a Creative Commons Attribution-NonCommercial-Share Alike 4.0 International License, except where otherwise noted.
- <https://openoregon.pressbooks.pub/technicalwriting/>
- Online Technical Writing by David McMurrey
Licensed under a Creative Commons Attribution 4.0 International License.
- <https://www.prismlnet.com/~hcexres/te xtbook/>

If you would prefer a hard copy, the main textbook is available at the bookstore. Click on this link to access the NCC bookstore's website <https://www.bkstr.com/nashua bookstore/home>

Technology

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have Internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information <https://www.nashua.edu/technology>

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information <https://www.bkstr.com/nashua bookstore/home>

Supplemental Materials:

Microsoft Office 365. You will need to use Microsoft Word and PowerPoint in this class. Here is a link to a free version of Office 365 that all NCC students are eligible to use: <https://www.microsoft.com/en-us/education/products/office>. And here are directions for downloading free Microsoft Office to your computer: <https://www.ccsnh.edu/wp-content/uploads/2019/12/Free-Office-365-for-Students.pdf> Be sure to use your CCSNH email address.

Course Expectations:

If you are unable to attend in-person class due to circumstances beyond your control, such as not being able to enter NCC because you did not pass the health screening questions on the MyNCC app's daily pre-screening form, please join the class via Zoom. Access Zoom via the link on our Canvas course homepage. You must email your instructor before class explaining the reason you need to Zoom into class. Only students with permission to use the Zoom link will be admitted to the Zoom class. Each student may use this link up to three times. If you experience a serious situation that prevents you from attending class for an extended

period, and you need to use the Zoom link more than three times, notify your professor as soon as possible and contact the advising center for assistance NCCAcademicAdvisingCenter@ccsnh.edu.

You will be responsible for numerous written assignments as outlined in the syllabus. Assignments must be submitted through Canvas unless otherwise noted.

Readings. You are expected to read the material as assigned and take notes on those readings.

Quizzes. Quizzes are to be taken online and have a time limit and a due date. **Quizzes cannot be made up, and late quizzes will not be accepted.**

Assignments. There will be written assignments (including quizzes and discussion board) based on textbook readings. **These cannot be made up, and late assignments will not be accepted. NOTE: All written assignments are due by 9:30 AM on the due date.**

Discussion Boards. We will be utilizing the Canvas Discussion Boards. Each week, you will be required to:

- Post a thread to the weekly discussion board by Monday at 11:59 PM.
- Respond to two classmates' threads by Friday at 11:59 PM.

Participation in the discussion boards is mandatory and makes up a significant portion of your final grade.

Documents. Documents cover important major topics and require more significant time investment than weekly homework assignments. There will be three major projects: a professional letter, instructions, and a recommendation report. **Late documents will be accepted up to 7 days past the due date, with a deduction of 5 points per day they are late.**

Final Exam. There will be a comprehensive in-class final exam on the last week of class. **It will be timed and cannot be made up.**

Cell Phones. Please turn your cell phone to silent while in class. Put it away and out of sight. If you expect an emergency call, set your phone to vibrate. Should you receive an emergency call while in class, quietly exit the classroom before taking the call. Text messaging during class is prohibited.

Decorum. Let's treat each other with respect. Distractions, interruptions, extreme criticism, general rudeness, and other negative behaviors have no place in this class.

Instructor's Communication Policy

- **Email Response Time:** 24 hours on weekdays. 48 hours on weekends.
- **Assignment/ Homework Response Time:** 1-2 weeks

Grading:

Technical Writing ENGN122

- **Written Projects and Assignments -- 60%**
 - Project 1a-1b: Letters & Resume -- 10%
 - Project 2: Instructions -- 15%
 - Project 3: Progress Report -- 20%
 - Oral Presentations -- 15%
- **Quizzes -- 10%**
- **Participation/Discussion -- 15%**
- **Final Exam -- 15%**

Grades will be assigned according to the following department scale:

A	=	100 – 94
A-	=	93 - 90
B+	=	89 – 87
B	=	86 - 84
B-	=	83 - 80
C+	=	79 – 77
C	=	76 – 74
C-	=	73 – 70
D+	=	69 – 67
D	=	66 – 64
D-	=	63—60
F	=	59 or Below

****ALL Arts, Humanities, Communications & Design Department courses must use this grading scale when determining final grades.**

Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of

diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support

NCC Library: Get help with research for your papers and assignments from the NCC librarian and staff. Email ncclibrary@ccsnh.edu

Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashua.cc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

Disability & Accessibility (*Reasonable Accommodation Plan*): Students who think they may have or have a documented disability (*physical, learning, or mental health*) and/or had an IEP or 504 Plan in high school who may need classroom accommodations must meet with the Disability Services Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). For more information view the Disability & Accessibility page: <https://www.nashua.cc.edu/student-services/disability-accessibility-information> and/or contact Jodi Quinn, Disability Services Coordinator (office located in the library), at jquinn@ccnsh.edu or (603) 578-8996.

In order to receive reasonable accommodations, it is the student's responsibility to email the current semester's RAP to each instructor and as needed meet with instructors to discuss the Plan. Each term the student wants to utilize accommodations, the RAP must be renewed and the student provides the current term Plan to instructors even if provided a Plan to an instructor for a previous term course.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the **Disability Services Coordinator** may audio record class lectures -

for educational purposes only. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

CARE Team:

If you need information or a referral to local resources in the areas of Mental Health or basic support services (such as food, clothing, shelter, substance abuse or others including domestic and sexual violence), you can email the NCC CARE team (NCCCares@ccsnh.edu) and we will assist you in connecting to community resources. <https://nashua.cc.edu/student-services/care-team>

Student Assistance Program: The Community College System of NH (CCSNH), which includes NCC, offers a Student Assistance Program (SAP) provided by Kepro to provide students with access to free confidential Student Counseling Services (SCS) by licensed mental health professionals in the local area and other supports 24 hours a day, 7 days a week, 365 days a year. Kepro's services are confidential. <https://nashua.cc.edu/student-services/student-assistance-program>

Department Policies

Students are expected to attend all the irregularly scheduled classes, laboratory periods, and other academic exercises. Should an absence from regularly scheduled academic exercise be unavoidable (beyond a student's control), it will be the student's responsibility to communicate with the professor, preferably beforehand, concerning the absence. Documentation of said absence may be required by the professor.

Students are advised that absence from class, for whatever reason, does not excuse them from meeting course requirements and objectives.

If a student misses more than six hours for a three-credit course or eight hours for a four-credit course of class time during the term or semester, the instructor may withdraw the student from class using an AF grade, which means an F will be averaged into the GPA.

It is the responsibility of the student to make up any missed class work, homework assignment, quizzes, or tests in accordance with the instructor's make-up policy.

Depending on the instructor's policy, late papers may or may not be accepted for full credit. See this syllabus for policy details.

All assignments must be either submitted through Canvas or submitted as hard typed copies (depending on the instructor's policy).

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Co-op	Variable by Dept.	Variable by Dept.

Course Calendar

ENGL122N Section A: Technical Writing Spring 2022

Important Dates:

Jan. 31: Last day to drop the class with a full refund (full semester courses)

March 28: Last day to withdraw with a grade of "W." (full semester courses)

April 29: Last day to withdraw with a grade of "WP/WF"

Week	Month	Day	Topic	Assignment Due NOTE: All written assignments are due by 9:30 AM on the due date	Targeted Competencies*
1 W	Jan	19	<ul style="list-style-type: none"> • Course Intro • Syllabus • Introductions 		1, 2, 3, 4
2 M	Jan	24	What is Technical Communication?	<p>Due January 24:</p> <p>Readings Chapter 1 (all but 1.4) -- <i>Last Text</i></p> <p>Assignment <i>Last Exercise 1-1:</i> Draft some technical writing related to your interest.</p> <p>Quiz 1</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2, 3, 4
2 W	Jan	26	Common Document Types	<p>Due January 26:</p> <p>Reading Chapter 7 (7-1, 7-6, 7-7 only) -- <i>Last Text</i></p> <p>Assignment <i>Last:</i> Exercise 1-2 Define a Problem (use problem definition template)</p> <p>Quiz 2</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3, 4

3 M	Jan	31	Technical Descriptions and Definitions	<p>Due January 31:</p> <p>Reading Chapter 7 (7-4 only) -- <i>Last</i> Text</p> <p>In-Class Assignment <i>Last:</i> Exercise 1-7.2 Practice technical description</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2, 3, 4
3 W	Feb	2	The Writing Process 1: Preparing/ Analyzing your Audience	<p>Due February 2:</p> <p>Reading Chapter 2 -- <i>Smith</i> Text</p> <p>Assignment <i>Smith:</i> Exercise 2.1 Select a letter you've recently received in the mail</p> <p>Quiz 3</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3, 4
4 M	Feb	7	The Writing Process 1: Preparing/ Analyzing your Audience	<p>Due February 7:</p> <p>Reading Chapter 2 -- <i>Gross, et al</i> Text</p> <p>Assignment <i>Smith:</i> Exercise 2.3 Chose three (3) and identify the most appropriate channel for communicating what's necessary in the given situation and explain your reasoning</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2, 3, 4

4 W	Feb	9	The Writing Process 2: Researching Methods	<p>Due February 9:</p> <p>Reading</p> <ul style="list-style-type: none"> • Chapter 3 -- <i>Smith</i> Text • Chapter 5 -- <i>Last</i> Text <p>Quiz 4</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3
5 M	Feb	14	The Writing Process 2: Researching Methods	<p>Due February 14:</p> <p>Reading</p> <p>In-Class Assignment:</p> <p><i>Smith</i>: Exercise 3.4 Use the "Kola Bear" example of professional writing to write a direct quote, paraphrase, and summary</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2, 3, 4
5 W	Feb	16	The Writing Process 3: Drafting	<p>Due February 16:</p> <p>Reading</p> <p>Chapter 4 (sections 1 to 6) – <i>Smith</i> Text</p> <p>In-Class Assignment</p> <p>Exercise 1, 4.3 Re-read the paragraphs above in this chapter section and pull examples of declarative and imperative sentences, as well as simple, compound, and complex sentences.</p> <p>Quiz 5</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3

6 M	Feb	21	Presidents' Day No Class		
6 W	Feb	23	The Writing Process 3: Drafting (A Cover Letter)	Due February 23: Reading <ul style="list-style-type: none"> • Chapter 7 (7.1 only)-- <i>Smith</i> Text • Job Application Letter-- <i>McMurry</i> Text • Chapter 12 (12.4 only) -- <i>Gross, et al</i> Text Discussion Reminder: Respond to two students by Friday by 11:59 PM	1, 2, 3
7 M	Feb	28	The Writing Process 4: Editing	Due February 28: Project 1a: Initial DRAFT Letter (1 page) Reading Chapter 5 (sections 1 to 5) -- <i>Smith</i> Text Assignments Write an application letter to your resume Quiz 6 Discussion <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2, 3, 4

7 W	Mar	2	The Writing Process 4: Editing	<p>Due March 2:</p> <p>Assignment Using the initial draft cover letter you submitted earlier this week, revise your draft, check grammar and punctuation, spelling and mechanics. REVIEW IN CLASS</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3, 4
8 M	Mar	7	Document Design	<p>Due March 7:</p> <p>Reading Chapter 3 -- <i>Last Text</i></p> <p>Quiz 7</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2, 3, 4, 5
8 W	Mar	9	Basic Design and Readability in Publications	<p>Due March 9:</p> <p>Assignment Last: Exercise 3.7 Using what you have learned about figures and tables, create two different visual representations of the data ...BE READY TO REVIEW IN CLASS</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2
<p>SPRING BREAK March 14-20</p>					

9 M	Mar	21	Putting Document Design to Work: (Resume) Using an Outline	<p>Due March 21: SUBMIT YOUR DRAFT COVER LETTER (Project 1A)</p> <p>Reading</p> <ul style="list-style-type: none"> • Chapter 9 (9.2) -- <i>Smith</i> Text • Chapter 12 (12.1-12.3) – <i>Gross et al.</i> Text • Resumes- "Show 'em how good you are" - <i>Mc Murry</i> Text <p>Template REVIEW in Class for Resume</p> <p>Assignment Submit your Draft Cover Letter</p> <p>Quiz 8</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2
9 W	Mar	23	Getting Ready to Work with Your Resume	<p>Due March 23:</p> <p>Reading Chapter 7 -- <i>Gross et al</i> Text</p> <p>Assignment Write an outline of your work history and bring it to class for discussion. DO NOT SUBMIT the Outline as an ASSIGNMENT</p> <p>In-Class Assignment: Resume Writing</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3, 4

10 M	Mar	28	Common Document Types: Instructions	<p>Due March 28:</p> <p>Reading</p> <ul style="list-style-type: none"> • Chapter 7 (7.7 only) -- <i>Last Text</i> • Instructions: Tell them how to do it! -- <i>Mc Murry Text</i> • Review in Examples, Cases & Models: Instructions, Policies & Procedures, Standard Operating Procedures – <i>Mc Murry Text</i> <p>Assignment Chose a topic on which you'd like to write a procedure. Come to class ready to discuss and write an outline.</p> <p>Quiz 9</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM. 	1, 2, 3
10 W	Mar	30	Common Document Types: Instructions	<p>In-class Assignment</p> <ul style="list-style-type: none"> • Project 2: Draft Instructions (2 pages) • Peer Review Project 2: Draft Instructions (2 pages) Begins <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3, 4
11 M	Apr	4	Integrated Graphics	<p>Due April 4: Project 1b: Draft Resume (2 pp)</p> <p>Assignment</p> <ul style="list-style-type: none"> • 1/1 Project Reviews: Letters and Resumes -- Peer Review • Start thinking about your report and presentation topic • Peer-Review Draft Instructions due <p>Quiz 10 (Final Quiz)</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2


11 W	Apr	6	Integrated Graphics	<p>DUE April 6:</p> <p>Reading</p> <ul style="list-style-type: none"> • Chapter 8 -- <i>Gross et al</i> Text • Graphic: Picture This -- <i>McMurry</i> Text <p>In-class Assignment 1/1 Project Reviews: Letters, Resumes, and Instructions</p> <p>Assignment Peer Review due</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2
12 M	Apr	11	Information Literacy	<p>Due April 11:</p> <p>Project 1 (a): FINAL Cover Letter (1 page)</p> <p>Reading Chapter 4 -- <i>Gross et al.</i> Text</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	1, 2, 3
12 W	Apr	13	Citations	<p>Due April 13:</p> <p>Project 1 (b): FINAL resume (2 pp)</p> <p>Reading</p> <ul style="list-style-type: none"> • Chapter 5-- <i>Gross et al</i> Text • Chapter 3 – <i>Smith</i> Text (3.5 only) <p>Assignment Assemble a combination of resources, including media such as a photograph and a YouTube video, into a reference page on your chosen topic with corresponding text citations in (APA)</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3

13 M	Apr	18	Common Document Types: Reports - Progress Reports, Lab Reports, Long	<p>Due April 18:</p> <ul style="list-style-type: none"> • Chapter 7 (7.3, 7.5, and 7.6) - <i>Last Text</i> • Report Design – <i>Mc Murry Text</i> • Review: Examples, Cases & Models (Reports only) -- <i>Mc Murry Text</i> <p>Project 2: FINAL Instructions (2 pages)</p> <p>Assignment In-class discussion about the report project. Outline for Draft Report. Come to class ready to present.</p> <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM. 	1, 2, 3
13 W	Apr	20	Technical Reports: Components and Design	<p>Due April 20:</p> <p>Reading Chapter 10 -- <i>Gross Text</i></p> <p>Assignment 1/1 Outline Reviews</p> <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM.</p>	1, 2, 3, 4
14 M	Apr	25	Reports Samples and Reviews	<p>Due April 25:</p> <p>Project 3: Draft Recommendation Report (3-5 pages)</p> <p>Reading</p> <ul style="list-style-type: none"> • Chapter 8 -- <i>Last Text</i> • Chapter 12 (optional) -- <i>Smith Text</i> 	1, 2, 3, 4

				<p>Assignments</p> <ul style="list-style-type: none"> • 1 on 1 Review of Reports and Presentation PROGRESS • Continue working on your final report. <p>Discussion</p> <ul style="list-style-type: none"> • Post your response by Monday by 11:59 PM • Respond to two students by Friday by 11:59 PM 	
14 W	Apr	27	Reports Samples and Reviews	<p>Due April 27:</p> <p>Assignments</p> <ul style="list-style-type: none"> • 1 on 1 Review of Reports/ Presentation PROGRESS • Work on final reports • Create Presentation Outline <p>Discussion Reminder: Respond to two students by Friday by 11:59 PM</p>	1, 2, 3, 4
15 M	May	2	Oral and Visual Presentations	<p>Due May 2:</p> <p>Project 3: Final Report (5-7 pages)</p> <p>Final Presentations based on your report (5 min MAX - 1 slide)</p>	1, 2, 3, 4
15 W	May	3-6 TBA	Final Exam	<p>Due May 4:</p> <p>Final Exam</p>	1, 2,5

*Targeted competencies refer to the established course competencies listed above.

This schedule is subject to change

	MATH120N Pre calculus Section A	Spring 2022
Department	Department of Mathematics & Science	
Instructor	Christine Morris	
NCC Email	cmorris@ccsnh.edu	
Telephone Number	(603) 578-8900 ext. 1667	
Office Hours	Tuesday & Thursday: 12 - 1 Tutoring Center: Wednesday 9 - 11	
Office Location	To Be Determined	
Class Days/ Meeting Time	Tuesday & Thursday: 10 - 11:50 am	
Class Location	Gregg Hall G183	

Rationale:

The study of Pre-calculus allows students to develop the background and required skills required for successful completion of future mathematics courses. Pre-calculus arms students with an understanding of fundamental mathematical content with regard to principles, concepts and techniques. In addition, gaining familiarity with the general concept of a function as well as the properties of various specific functions enable students to develop a deeper understanding of mathematics in the world around them.

Course Description:

This course is intended to prepare students for the study of calculus. Students will investigate the properties of exponential, logarithmic, and trigonometric functions. Trigonometry topics include graphs of trigonometric functions, identities, inverse trigonometric functions, and trigonometric identities. Other topics include complex numbers, polar coordinates, conics, and DeMoivre's Theorem. Additionally, a selection of topics from the following list may be chosen by the instructor: sequences and series, mathematical induction, binomial expansions, systems of equations and inequalities, introduction to derivatives. Mastery of the topics in this course will prepare the student for Calculus. Applications will be integrated throughout the course and particular attention will be paid to the process of problem solving. Prerequisite: Placement Test or MATH10N or permission of instructor

Course Competencies:

At the successful completion of this course, the student should be able to:

1. Solve and graph polynomial, rational, exponential and logarithmic functions
2. Simplify problems using properties of logarithms
3. Use and apply radian measure
4. Graph trigonometric functions
5. Prove trigonometric identities
6. Recognize and graph the conic sections
7. Express complex numbers in rectangular, polar and exponential forms.
8. Apply the knowledge of mathematical concepts to problem solving
9. Apply skills to several optional topics such as sequences, series, mathematical induction, limits, matrix solution to systems of linear and nonlinear equations and inequalities

Essential Questions:

- What is the purpose of measuring angles in radians?
- How can functions be useful in modeling given situations?
- What does evaluating a trig function at a given angle mean in real life?
- What is the benefit of using polar coordinates? Rectangular coordinates?
- What are conic sections?

Required Materials:

Textbook(s)

The textbook for this class is available for free online, in web view and PDF format. Available at: www.openstax.org/details/precalc ulus

You can also purchase an abbreviated print version via the campus bookstore that contains only the appropriate sections. Or you can purchase a full print from OpenStax on Amazon.com. ISBN 1938168348

You can use whichever formats you want. Web view is recommended -- the responsive design works seamlessly on any device.

Click on this link to access the NCC bookstore's website
<http://www.bkstr.com/nashua c c store/home>

Technology

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have Internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information

<https://www.nashua.cc.edu/technology>

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information

<https://www.bkstr.com/nashua bookstore/home>

Supplemental Materials:

A TI-83, TI-84 is the recommended calculator for this course but any scientific calculator will do. You may not use your phone.

Course Expectations:

Attendance/ Phones/ Laptops:

Attendance is absolutely vital to the student's success in this course. You are expected to attend all classes and to be on time. It is extremely difficult to make up for lost hours of instruction time. You are responsible for all material and information given in class whether present or not.

When in class please turn off all cell phones and pagers upon entering class. If you need to leave your cell phone on, please use the vibrate mode. Please use appropriate technology etiquette.

The class will consist of lectures, independent problem solving and answering questions. This is your time to learn and practice the material with the support of your instructor and your peers. Use it wisely.

Homework and Assignments:

An outline of assignments and practice for each section is attached to this syllabus and posted on Canvas. The expectation is that you will complete the assignment after each lesson. All assignments and work will be due on the day of the unit exam. Your work will be submitted in-person the day of

the exam. Late work will not be accepted. Assignments will be graded based on completeness of work shown. Credit will not be given for solutions only. All work must be organized, labeled, and neatly presented.

Your homework not only contributes 10% to your overall course grade, but it is the means by which you practice the material in order to master it and perform well on the corresponding exams. It is very important that you set aside an appropriate amount of time each week to do the homework assignments.

Homework Quiz:

Occasionally we will have a "homework quiz" where you will be asked to submit the work for a few problems from your homework. These problems will be graded for accuracy and the ability to communicate your mathematical thinking. The quiz will be announced in the class prior to the quiz. You can expect 1 – 2 quizzes per unit.

Unit Exams and Final Exam:

There will be 4 unit exams throughout the semester. I do understand that sometimes life happens, and you may be absent the day of the unit exam. For this reason, I give you **one** free pass for exams. Because of this policy **I do not allow missed exams to be made up**. If you do not use this free pass than your lowest score will be dropped.

The Final Exam must be taken on the scheduled day, which will be announced mid-semester. Only in an extreme case will a make up be permitted for the final exam. The student must provide documentation for the absence, and it is the student's responsibility to notify the instructor of the absence prior to the final exam.

Course Cancellation Expectation:

If campus is closed due to weather or other emergency, class will be held via zoom. I will post an announcement on Canvas with the zoom link.

If I need to cancel a class for some other reason, you will be notified through your CCSNH email and a Canvas announcement. I will also have a note posted on the door. In this situation I will post a reading assignment or video related to the lesson on Canvas as well as a practice assignment to be completed before the next class. You are responsible for the posted lesson and practice assignment.

Instructor's Communication Policy:

I will usually respond to emails within 24 hours during the week and 48 hours on the weekend. Please note that Sundays are my family time and I rarely check my email.

Statement:

This class is a partnership. We will be engaging in many mathematical discussions. Be an active participant. Do not let yourself fall behind, nor assume that it is ok to not understand a topic here and there. You should always ask for clarification of anything you do not understand, and you are strongly encouraged to communicate any other matters relevant to your learning to me. If you do not get a question in-class, you should see me during my office hours or visit me in the math tutoring center.

Grading:

- Unit Exams 60%
- Homework and Assignments 10%
- Homework Quiz 10%
- Final Exam (comprehensive) 20%

Your course average will be kept up to date in Canvas as the semester progresses.

Grades will be assigned according to the following department scale:

Mathematics Department Grading Scale:

> 93	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	< 60	F

Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran

status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support Services

NCC Library: Get help with research for your papers and assignments from the NCC librarian and staff. Email ncclibrary@ccsnh.edu

Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashua.cc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

Disability & Accessibility (*Reasonable Accommodation Plan*): Students who think they may have or have a documented disability (*physical, learning, or mental health*) and/or had an IEP or 504 Plan in high school who may need classroom accommodations must meet with the Disability Services Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). For more information view the Disability & Accessibility page: <https://www.nashua.cc.edu/student-services/disability-accessibility-information> and/or contact Jodi Quinn, Disability Services Coordinator (office located in the library), at jquinn@ccsnh.edu or (603) 578-8996.

In order to receive reasonable accommodations, it is the student's responsibility to email the current semester's RAP to each instructor and as needed meet with instructors to discuss the Plan. Each term the student wants to utilize accommodations, the RAP must be renewed and the student provides the current term Plan to instructors even if provided a Plan to an instructor for a previous term course.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disability Services Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

CARE Team

If you need information or a referral to local resources in the areas of Mental Health or basic support services (such as food, clothing, shelter, substance abuse or others including domestic and sexual violence), you can email the NCC CARE team (NCCCare@ccsnh.edu) and we will assist you in connecting to community resources.

Department Policies

Attendance policy is in line with the college attendance and AF policy.

College Policies

No n-Discrimination: The NCC Equity Committee is designated to coordinate compliance with the No n-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX. View more information here [No n-Discrimination Policy and Grievance Procedure](#)

Title IX: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX Coordinator, Vice President Lizbeth Gonzalez, for support and assistance. She can be reached at Nashua Community College, 505 Amherst Street, Nashua, NH, 603-578-8928 or lgonzalez@ccsnh.edu. View more information here [Title IX Policy and Grievance Procedure](#)

Attendance: Regular attendance and active participation are essential for academic success. Every student should carefully review the department and college attendance requirements posted in the Department and College Policies Sections of this syllabus.

If a student must be absent from class, the student should contact his/her professor and follow the professor's make up policy listed in the syllabus under Course Expectations. In an online or hybrid class, measures of attendance and active participation include contributing to discussion board, submitting an assignment, taking a test or quiz on Canvas, etc. Logging into Canvas does not count as class attendance or participation. (For a complete definition of active participation, see regular and substantive interaction statement in student handbook.)

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of child care, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance

NCCAcademicAdvisingCenter@ccsnh.edu.

AF Policy: In all cases, faculty will issue an AF grade if a student has 1) missed more than two consecutive weeks of class and 2) failed to communicate with the instructor by responding to EAB attendance alerts and other outreach. Students should also refer to department attendance policy under the Department Policies section of the syllabus.

In addition, an instructor or administrator may issue an AF grade if a student's behavior violates the Student Code of Conduct and disrupts classroom instruction.


Please be advised that if the behavior of any student (or students) disrupts the learning of his/her classmates, the following steps will be taken by the instructor: 1) verbal warning; 2) meeting with instructor and department chair; 3) filing of written complaint and referral to Vice President of Academic Affairs for possible removal from the course with AF grade.

An AF grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas: Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. **If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.**

24/7 Canvas Support: To access support through email, phone or chat

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the toolbar at the left of the Canvas screen then choosing Canvas Resources.

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

EAB Alerts Faculty can issue "Alerts" for students at any time. The administration at NCC encourages professors to issue alerts for any student who may be having difficulty in the course. When a faculty member raises an alert, both the student and student's advisor receive an automated email based on the alert raised. Faculty can issue an alert through EAB Navigate on the college website or directly using the following link: <https://nashua.cc.campus.eab.com>

College Email System: Nashua Community College has established a College email system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.

- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternative learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discreetly is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student submitting as his or her own creation the artwork (including but not limited to a painting, drawing, photograph, object, digital representation) of another person.
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Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
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Assignment Outline
MATH120N – Pre Calculus
Spring 2022

	Topic	Assignment
Unit 1	4.1 – Exponential Functions	<u>Section 4.1</u> : - # 5, 7, 9, 11, 15, 17, 21, 19, 21, 29, 31, 35, 39, 41, 45, 47, 49, 61, 63, 65, 67
	4.2 – Graphs of Exponential Functions	<u>Section 4.2</u> : - # 3, 5, 11, 13, 15, 17, 19, 21, 27, 29, 33, 35, 37, 43, 45
	4.3 – Logarithmic Functions	<u>Section 4.3</u> - # 7 – 57 odd
	4.4 – Graphs of Logarithmic Functions	<u>Section 4.4</u> - # 7 – 19 odd, 27, 29, 41, 43, 45
	4.5 – Logarithmic Properties	<u>Section 4.5</u> - # 3 – 25 odd, 31, 33, 35, 37
	4.6 – Exponential and Logarithmic Equations	<u>Section 4.6</u> - # 5 – 21 odd, 31 – 45 odd, 65, 67
	4.7 – Exponential and Logarithmic Models	<u>Section 4.7</u> - # 6, 7, 9, 23, 28, 29, 30, 33, 35, 37, 50, 51, 52
	<u>Exam 1</u>	All assignments from Unit 1 due the day of the exam.
Unit 2	5.1 – Angles	<u>Section 5.1</u> - # 7 – 21 odd, 27 – 61 odd
	5.2 – Unit Circle: Sine and Cosine Functions	<u>Section 5.2</u> - # 7 – 53 odd, 61 – 69 odd, 81 – 89 odd
	5.3 – The Other Trigonometric Functions	<u>Section 5.3</u> - # 7 – 41 odd, # 49 – 65 odd
	5.4 – Right Triangle Trigonometry	<u>Section 5.4</u> - # 6, 7, 11, 13, 15, 17, 18, 19, 20, 21, 22, 29, 31, 33, 35, 37, 39, 47, 49, 55
	6.1 – Graphs of Sine and Cosine Function	<u>Section 6.1</u> - # 7, 9, 11, 13, 19, 21, 23, 25, 27, 31, 33, 35, 39, 41
	6.2 – Graphs of Other Trigonometric Functions	<u>Section 6.2</u> - # 6, 7, 8, 9, 21, 22, 23, 29, 20, 33, 37
	6.3 – Inverse Trigonometric Functions	<u>Section 6.3</u> - # 9 – 35 odd, 53, 55, 57, 59
	<u>Exam 2</u>	All assignments from Unit 2 due the day of the exam.

<p>Unit 3</p>	<p>7.1 – Solving Trigonometric Equations with Identities</p> <p>7.2 - Sum and Difference Identities</p> <p>7.3 Double-Angle, Half-Angle Formulas</p> <p>8.3 – Polar Coordinates</p> <p>8.5 – Polar Form of Complex Numbers</p> <p><u>Exam 3</u></p>	<p><u>Section 7.1</u> - # 5 – 33 odd</p> <p><u>Section 7.2</u> - # 5 – 23 odd, 43, 45, 47, 49</p> <p><u>Section 7.3</u> - # 5 – 27 odd, 37, 39, 41, 55, 59, 61</p> <p><u>Section 8.3</u> - # 7 – 53 odd, 55, 63, 65, 67</p> <p><u>Section 8.5</u> - # 9 – 55 odd</p> <p>All assignments from Unit 3 due the day of the exam.</p>
<p>Unit 4</p>	<p>11.1 of Intermediate Algebra Text – Distance and Midpoint Formulas; Circles</p> <p>10.1 – The Ellipse</p> <p>10.2 – The Hyperbola</p> <p>10.3 – The Parabola</p> <p><u>Exam 4</u></p>	<p><u>Section 11.1 – Intermediate Algebra Text</u> -# 1, 3, 5, 13–33 odd, 41, 43, 45</p> <p><u>Section 10.1</u> – # 11 – 23 odd, 33 – 43 odd, 49 – 56 odd, 56, 67</p> <p><u>Section 10.2</u> – # 11 – 25 odd, 31 – 39 odd, 45 – 55 odd</p> <p><u>Section 10.3</u> – # 11 – 27 odd, 31-41 odd, 45 – 53 odd, 67</p> <p>All assignments from Unit 4 due the day of the exam.</p>
<p>Final Exam</p>		

This outline is subject to change.

	PHYS130N Physics I [Section A]	Spring 2022
Department	Department of Mathematics & Science	
Instructor	Bob Bragdon	
NCC Email	rbragdon@ccsnh.edu	
Telephone Number	(603) 578-8941	
Office Hours	Monday and Wednesday 1-2:50pm	
Office Location	Streeter Hall Room 90	
Class Days/ Meeting Time	Monday/Wednesday/Friday 10-11:50am	
Class Location	Streeter Hall Room 93	

Rationale:

Physics encompasses the study of the universe from the largest galaxies to the smallest subatomic particles. Moreover, it's the basis of many other sciences, including chemistry, oceanography, seismology, and astronomy (and can be applied to biology or medical science).

Course Description:

Serves as the first semester of a one-year course which surveys the field of physics at a non-calculus level. Topics include force and motion, vectors, gravity, energy and momentum, heat and thermodynamics, and oscillations.

Course Competencies:

- 1 - Apply mathematical skills, at the algebraic level, to analyze physical situations.
- 2 - Demonstrate problem solving skills in problems concerning physical situations.
- 3 - Explain the relevance and importance of physics to everyday experiences.
- 4 - Demonstrate lab techniques based on the scientific method.
- 5 - Demonstrate the ability to communicate both qualitative and quantitative information, orally and written.

Essential Questions:

How does physics serve to improve our understanding of physical systems?

How do the principles of physics affect your daily life?

Describe something in nature that has become more compelling because of an understanding of physics principles

Is it possible to describe the whole natural world (chemical and biological) with a small number of physical principles? If so, how?

Required Materials:

Textbook(s)

Coletta; Physics Fundamentals Second Edition; Physics Curriculum & Instruction 2010; ISBN 9780971313453

This electronic textbook is copyright protected and is licensed for use only by enrolled students and faculty at Nashua Community College. Use by any other person is prohibited by law and subject to copyright infringement penalties.

Enrolled students may install the electronic textbook on their own notebook computer or home computer. Each student may perform only one installation to a single personally-owned computer. Each student may also print a single copy of the textbook for personal use only.

Technology

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have Internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information

<https://www.nashua.cc.edu/technology>

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information

<https://www.bkstr.com/nashua.cc/store/home>

Supplemental Materials:

A scientific calculator (note that an expensive graphing calculator is not needed).

Graphing paper (for the lab reports)

Course Expectations:

Learning/ Instructional Methods:

1. Independent Study
2. Hands on Lab Work
3. Interactive Computer Activities

Tests:

Exams are closed book – but each student is allowed to make up a formula sheet that lists any useful equations.

Homework:

Homework will be due one week after completing the chapter.

Homework should be neat and legible. Homework should be scanned and uploaded into the course Canvas site.

Lab Work:

Labs will be done weekly, and in order to get credit for the lab, students will have to hand in a written lab report (see lab rubric for details). The completed lab report is due one week after the lab is done. The report must be submitted electronically to the course Canvas site.

Late Work:

Homework and Lab Assignments that are turned in late may be penalized 5% per day they are late.

Attendance:

- Students are expected to attend and be on time for all classes. A student is responsible for all material and information given in class whether present or not. If absent, assignments for the day of absence must be ready on the day of return.
- In the event a student is absent for a legitimate reason then recordings of the lecture are available. Please also see the Attendance and AF college policies later in this syllabus.

- Due to the schedule of the Physics Lab and the instructor, it will not be possible to make up a missed lab experiment. However, the lowest lab grade will be dropped.

Grading:

1. Homework	10%
2. Labs	25%
3. Exams	45%
4. Final Exam	20%

Grades will be assigned according to the following department scale:

Department Grading Scale:

> 93	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	< 60	F

Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support Services

NCC Library: Get help with research for your papers and assignments from the NCC librarian and staff. Email ncc.library@ccsnh.edu

Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashua.cc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

Disability & Accessibility (Reasonable Accommodation Plan): Students who think they may have or have a documented disability (*physical, learning, or mental health*) and/or had an IEP or 504 Plan in high school who may need classroom accommodations must meet with the Disability Services Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). For more information view the Disability & Accessibility page: <https://www.nashua.cc.edu/student-services/disability-accessibility-information> and/or contact Jodi Quinn, Disability Services Coordinator (office located in the library), at jquinn@ccsnh.edu or (603) 578-8996.

In order to receive reasonable accommodations, it is the student's responsibility to email the current semester's RAP to each instructor and as needed meet with instructors to discuss the Plan. Each term the student wants to utilize accommodations, the RAP must be renewed and the student provides the current term Plan to instructors even if provided a Plan to an instructor for a previous term course.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disability Services Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

CARE Team

If you need information or a referral to local resources in the areas of Mental Health or basic support services (such as food, clothing, shelter, substance abuse or others including domestic and sexual violence), you can email the NCC CARE team (NCCcares@ccsnh.edu) and we will assist you in connecting to community resources.

Department Policies

Attendance policy is in line with the college attendance and AF policy.

College Policies

Non-Discrimination: The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX. View more information here [Non-Discrimination Policy and Grievance Procedure](#)

Title IX: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX Coordinator, Vice President Lizbeth Gonzalez, for support and assistance. She can be reached at Nashua Community College, 505 Amherst Street, Nashua, NH, 603-578-8928 or lgonzalez@ccsnh.edu. View more information here [Title IX Policy and Grievance Procedure](#)

Attendance: Regular attendance and active participation are essential for academic success. Every student should carefully review the department and college attendance requirements posted in the Department and College Policies Sections of this syllabus.

If a student must be absent from class, the student should contact his/her professor and follow the professor's make up policy listed in the syllabus under Course Expectations. In an online or hybrid class, measures of attendance and active participation include contributing to discussion board, submitting an assignment, taking a test or quiz on Canvas, etc. Logging into Canvas does not count as class attendance or participation. (For a complete definition of active

participation, see regular and substantive interaction statement in student handbook.)

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of child care, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance
NCCAcademicAdvisingCenter@ccsnh.edu.

AF Policy: In all cases, faculty **will** issue an AF grade if a student has 1) missed more than two consecutive weeks of class and 2) failed to communicate with the instructor by responding to EAB attendance alerts and other outreach. **Students should also refer to department attendance policy under the Department Policies section of the syllabus.**

In addition, an instructor or administrator may issue an AF grade if a student's behavior violates the Student Code of Conduct and disrupts classroom instruction.


Please be advised that if the behavior of any student (or students) disrupts the learning of his/her classmates, the following steps will be taken by the instructor 1) verbal warning; 2) meeting with instructor and department chair; 3) filing of written complaint and referral to Vice President of Academic Affairs for possible removal from the course with AF grade.

An AF grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas: Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. **If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.**

24/7 Canvas Support: To access support through email, phone or chat

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the toolbar at the left of the Canvas screen then choosing Canvas Resources.

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

EAB Alerts Faculty can issue "Alerts" for students at any time. The administration at NCC encourages professors to issue alerts for any student who may be having difficulty in the course. When a faculty member raises an alert, both the student and student's advisor receive an automated email based on the alert raised. Faculty can issue an alert through EAB Navigate on the college website or directly using the following link: <https://nashua.campus.eab.com>

College Email System: Nashua Community College has established a College email system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternative learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note

the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

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Course Calendar

PHYS130N-A Spring 2022

	Material	Lab/Exam	Competencies*
Week 1 Jan 17-21	Description of Motion	Vector Lab	1, 2, 3, 4, 5
Week 2 Jan 24 -28	Motion in a Straight Line	Motion Lab	1, 2, 3, 4, 5
Week 3 Jan 31 – Feb 4	Motion in a Plane	Projectile Lab	1, 2, 3, 4, 5
Week 4 Feb 7 - 11	Newtons Laws	Newton's 2 nd Law Lab	1, 2, 3, 4, 5
Week 5 Feb 14 - 18	Applying Newton's Laws	EXAM ONE	1, 2, 3, 5
Week 6 Feb 21 – 25	Gravitation	Kepler's 3 rd Law Lab	1, 2, 3, 4, 5
Week 7 Feb 28 – Mar 4	Energy	Work-Energy Lab	1, 2, 3, 4, 5
Week 8 Mar 7 - 11	Momentum	EXAM TWO	1, 2, 3, 5
Spring Break Mar 14 - 18			
Week 9 Mar 21 - 25	Rotation	Conservation of Momentum Lab	1, 2, 3, 4, 5
Week 10 Mar 28 – Apr 1	Static Equilibrium	Torque Lab	1, 2, 3, 4, 5
Week 11 Apr 4 - 8	Fluids	Archimedes Principle Lab	1, 2, 3, 4, 5
Week 12 Apr 11 - 15	Temperature & Heat	EXAM THREE	1, 2, 3, 5
Week 13 Apr 18 - 22	Thermodynamics	Specific Heat Lab	1, 2, 3, 4, 5
Week 14 Apr 25 – 29	Harmonic Motion	SHM Lab	1, 2, 3, 4, 5
Week 15 May 2 - 6	Review	FINALEXAM	1, 2, 3, 5

This Calendar is Subject to Change

*Targeted competencies refer to the established course competencies listed above.