

Electrical Technician –
Instrumentation & Control

Program Guide



School of Skilled Trades,
Apprenticeship and Renewable
Technology

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Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at www.durhamcollege.ca for the most current information.

Printed: June 2010

Welcome Students

A Message from the Dean

Welcome to Durham College's School of Skilled Trades, Apprenticeship, and Renewable Technology at Whitby. You are beginning a career path of your choice and our faculty and staff are committed to helping you achieve your goals.

To do this, our faculty, who are dedicated professionals chosen from your field of study, have developed relevant programs of study and look forward to engaging you to achieve success in your program. These courses of study are a mix of both theoretical and hands-on activities that are appropriate to your career field. Our classroom and shop facilities are well equipped and designed to support your learning experience. Your time at Durham College is an opportunity for concentrated study to prepare for your career. Please use your time here to your best advantage.

Our faculty and staff take pride in our mission to provide a progressive and motivating learning environment to produce exceptional graduates who meet industry expectations. If at any time you require help please feel free to approach our faculty and staff for assistance. Your success matters to us!

Welcome

A handwritten signature in black ink, appearing to read 'Norm Fenton', with a stylized flourish at the end.

Norm Fenton

Dean, School of Skilled Trades, Apprenticeship and Renewable Technology

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.

A handwritten signature in black ink that reads "Judy Robinson". The signature is written in a cursive, flowing style.

Judy Robinson,

Vice President, Academic

School of Skilled Trades, Apprenticeship

Renewable Technology

Whitby Faculty & Staff

Individuals may be contacted by dialing directly (905) 721-2000, followed by the appropriate extension.

Administration	Title	Phone	E-mail Address
Fenton, Norm	Dean	3302 (W)	norm.fenton@durhamcollege.ca
Chard, Shelley	Student Liaison	4087 (W)	shelley.chard@durhamcollege.ca
Martin, Julie	Administrative Assistant -Apprenticeship	3344 (W)	julie.martin@durhamcollege.ca
Moore, Sue	Manager – Academic Operations	4040 (W)	sue.moore@durhamcollege.ca
Nippard, Anne	Purchasing (Central Stores)	4043 (W)	anne.nippard@durhamcollege.ca
Nokes, Rob	Technologist, Pipe Trades	4074 (W)	robert.nokes@durhamcollege.ca
Parker, Greg	Technologist, IMM	4079 (W)	gregory.parker@durhamcollege.ca
Pearce, Mary	Administrative Coordinator	4025 (W)	mary.pearce@durhamcollege.ca
Stairs, Gary	Technologist, Motive Power	4073 (W)	gary.stairs@durhamcollege.ca
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Faculty	Department	Phone	Office	Email Address
Beals, David	PET	4042	1112	david.beals@durhamcollege.ca
Bremner, Robert	Motive Power	4055	185	robert.bremner@durhamcollege.ca
Brooks, Graham	Electrical	4051	179	graham.brooks@durhamcollege.ca
Bruyea, Lindsay	Electrical	4063	195	lindsay.bruyea@durhamcollege.ca
Chilton, Bill	Electrical	4046	1108	bill.chilton@durhamcollege.ca
Cholmondeley, John	Motive Power	4059	190	john.cholmondeley@durhamcollege.ca
Coady, Glenn	Plumbing	4088	1105	glenn.coady@durhamcollege.ca
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Cooney, Martin	Communications	4061	193	martin.cooney@durhamcollege.ca
Cornish, Clair	Online	3328	1113	clair.cornish@durhamcollege.ca
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Dewar, Dave	Electrical	4097	186	dave.dewar@durhamcollege.ca
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Fernandes, Luiz	Energy	4026	1103	luiz.fernandes@durhamcollege.ca
Fielding, Steve	Electrical	4003	180	stephen.fielding@durhamcollege.ca
Forderer, Henry	MTNM/IMM	4065	198	henry.forderer@durhamcollege.ca
Foss, Ron	Motive Power	4057	1106	ron.foss@durhamcollege.ca
Gambier, Michael	PET	4042	1112	mike.gambier@durhamcollege.ca
Godfrey, Craig	Precision Metal	4072	Central	craig.godfrey@durhamcollege.ca

	Fabrication		Stores	
Grant, Bob	Motive Power	4067	199	robert.grant@durhamcollege.ca
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Heale, Robert	Electrical	4086	1107	robert.heale@durhamcollege.ca
Hewton, Mark	Motive Power	4057	1106	mark.hewton@durhamcollege.ca
Kelly, Ben	Electrical	4019	197	ben.kelly@durhamcollege.ca
Marley, Tom	MTNM/IMM	4064	196	tom.marley@durhamcollege.ca
Martin, Al	Mathematics	4069	1101	al.martin@durhamcollege.ca
Moran, Greg	Energy	4060	191	greg.moran@durhamcollege.ca
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Platnar, John	Plumbing	4088	1105	john.platnar@durhamcollege.ca
Poirier, Tony	Electrical	4051	179	tony.poirier@durhamcollege.ca
Precoor, Wayne	Motive Power	4067	199	wayne.precoor@durhamcollege.ca
Prior, Andrew	MTNT/Machining	4071	1102	andrew.prior@durhamcollege.ca
Quantrill, Steve	Motive Power	4063	195	steve.quantrill@durhamcollege.ca
Ruffo, Ralph	Motive Power	4059	190	ralph.ruffo@durhamcollege.ca
Ryan, Mike	Plumbing	4054	182	mike.ryan@durhamcollege.ca
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Voynov, Violin	Electrical	4086	1107	violin.voynov@durhamcollege.ca
Watkins, Dave	Gas Technician 2	4061	193	david.watkins@durhamcollege.ca
Wood, Jerry	Plumbing	4058	184	jerry.wood@durhamcollege.ca

Office of the Registrar – Whitby Campus responds to general inquiries and provides course information and registration for post-secondary, apprenticeship and continuous education programs.

Important Numbers

Accounting, General Information (Oshawa)	3020
Admissions, Whitby	4041
Athletic Complex, Oshawa	3040
Bookstore, Oshawa	3026
Bookstore, Whitby	3306
Centre for Students with Disabilities, Oshawa	3123
Continuing Education, Whitby	3332/3330
Dental Clinic, Oshawa	3074
Financial Aid, Oshawa	3036
Financial Aid, Whitby (Wednesday only)	4010
General Program/Registration Information	3300
Hired Career Services Whitby	3343
Housing, Oshawa	2472
Learning Commons	4015
Library, Oshawa	2214
Library/Media Services, Whitby	4015
Peer Tutoring	4087

Individuals may be contacted by dialing directly (905) 721-2000, followed by the appropriate extension.

Mission: The student experience comes first at Durham College

Vision

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.

Values

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

Integrity and Transparency...

we will behave and communicate sincerely and honestly

Respect...

we will treat everyone with dignity and offer superior service

Equality and Diversity...

we will champion all learners and celebrate diversity

Innovation...

we will be leaders in market-responsive learning experiences and solutions

Personal and team accountability...

we will do what we say we will do



THE STUDENT EXPERIENCE COMES FIRST AT DURHAM COLLEGE

Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching, questioning, and assessment techniques
- To motivate and engage learners in active and collaborative learning
- To encourage student participation and feedback wherever possible
- To effectively use learning technology
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment

Important Dates 2010 – 2011

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

FALL 2010 SEMESTER

July 5, 2010	Fees due date for first year students Web registration - for 2 nd year students who have paid for fall semester - begins.
July 7, 2010	Web registration - for 3 rd year students who have paid for fall semester - begins.
July 12, 2010	Web registration - for 1 st year students who have paid for fall semester - begins.
July 16, 2010	Fees due date for returning students.
August 30, 2010	Registration for part-time Oshawa campus students begins and window opens for timetable changes. Apprenticeship Classes begin.
September 6, 2010	Labour Day (no classes)
September 7, 2010	Orientation for first-year students.
September 8, 2010	Classes begin for most programs.
September 14, 2010	Last day for late program registration. Last day for fall semester course or program changes.
September 21, 2010	Last day for full-time students to withdraw with full refund, less \$100 administration fee. ^{1, 2} Last day for refund eligibility when dropping to part-time.

	Last day for part-time students to withdraw with tuition fee refund less an administration fee. ^{1, 2}
	Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2010	Student Health Insurance Plan "Opt-out" deadline.
October 4, 2010	Due date for 2 nd instalment of Fall fees.
October 5, 2010	Last day for application for fall semester subject exemption/credit.
	Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1, 2}
October 11, 2010	Thanksgiving (no classes).
October 21, 2010	Fall Convocation
October 25, 2010	Deadline for submission of adjusted marks to clear INC grades from Summer 2010. INC grades after this date will revert to a fail.
November 18, 2010	Scholarship Ceremony
November 12, 2010	Winter 2011 semester fees due date.
November 12, 2010	Last day to withdraw from a fall semester subject with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. ^{1, 2}
December 10, 2010	Last day of classes for most programs.
December 13 to 17, 2010	Fall semester final examinations/evaluation(s) for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. January 5 and 6, 2011 scheduled as tentative snow dates for the Oshawa campus.
December 23, 2010	Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 5, 2011.

Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m.

December 24, 2010 –

January 2, 2011 inclusive

Campus closed for the holiday season.

WINTER 2011 SEMESTER – JANUARY START

November 12, 2010

Winter 2011 semester fees due date.

November 22, 2010

Web registration for Fall start 1st year students for winter 2011 semester courses begins.

November 29, 2010

Web registration for 2nd and 3rd year students for winter 2011 semester courses begins.

December 6, 2010

Web registration for Winter start students begins.

January 3, 2011

Registration for Oshawa campus part-time students begins.

Apprenticeship Classes begin

January 5, 2011

Classes begin for most programs.

Official grade distribution date for the purpose of Academic Appeals.

January 11, 2011

Last day for late program registration.

Last day for winter semester course or program changes.

January 11, 13 and 15, 2011

Dates for missed exams from Fall Semester 2010

January 18, 2011

Last day for full-time students, who started their program in September 2010, to withdraw with a refund of winter tuition fees.^{1,2} Ancillary fees and school supply fees are not refundable.

Last day for full-time students, who started their program in January 2011 to withdraw with a refund of full fees paid less \$100 administration fee.^{1,2}

Last day for refund eligibility when dropping to part-time.

Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject.

	Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
January 31, 2011	January start students only: Student Health Insurance Plan "Opt-out" deadline.
January 31 to Feb 4	Winter Break week for Electrical Block Intermediate & Advanced apprenticeship students only.
February 1, 2011	Last day for application for winter semester subject exemption/credit.
	Last day to withdraw from a January start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1, 2}
February 4, 2011	Due date for 2 nd instalment of Winter fees.
February 18, 2011	T2202As available online via MyCampus as of 4 p.m.
February 21, 2011	Family Day (no classes).
	Deadline for submission of adjusted marks to clear INC grades from Fall 2010. INC grades after this date will revert to a fail.
February 21 to 25	Winter Break week; no classes with the exception of OFAD February start students and Apprenticeship students.
February 28 to March 4	Winter Break week for Apprenticeship students with the exception of Electrical Block Intermediate and Advanced students.
March 18, 2011	Last day to withdraw from a January start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. ^{1, 2}
March 14 to 18, 2011	Winter Break week for OYAP Apprentices only (except Hairstylists – please see your school office).
April 8, 2011	Last day to apply to graduate – courses ending April 2011.
April 14 2011	Last day of classes for most January start programs.
April 15 to 21	Winter semester (January start) final examinations/evaluation(s); students are reminded not to schedule vacation or employment hours during these times.

April 22, 2011	Good Friday (no classes).
April 29, 2011	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 10, 12 and 14, 2011	Dates for Missed Exams from Winter Semester 2011.
June 16 & 17, 2011	Convocation (Times and location TBA)

WINTER 2011 SEMESTER – FEBRUARY START

December 10, 2010	Winter 2011 - February start - semester fees due date.
December 6, 2010	Web registration for February start students begins.
January 31, 2011	February start classes begin. Registration for Oshawa campus part-time students begins.
February 4, 2011	Last day for February start late program registration. Last day for February start course or program changes.
February 11, 2011	Last day for full-time students, who started their programs in February 2011 to withdraw with a refund of full fees paid less \$100 administration fee. ^{1, 2} Last day for refund eligibility when dropping to part-time for February start only. Last day for February start students to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
February 21, 2011	Family Day (no classes). Deadline for submission of adjusted marks to clear INC grades from Fall 2010. INC grades after this date will revert to a fail.
February 28, 2011	February start students only: Student Health Insurance Plan "Opt-out" deadline.
February 28, 2011	Last day for application for semester subject exemption/ credit. Last day to withdraw from a February start subject with no academic record. Subjects dropped after this date, will be

	recorded on the academic transcript with a “W” to indicate withdrawal. ^{1, 2}
March 4, 2011	Due date for 2 nd instalment of Winter fees - February start students only.
April 7, 2011	Last day to withdraw from a February start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1, 2}
April 22, 2011	Good Friday (no classes)
May 2 – 6, 2011	Winter semester (February start) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.
May 6, 2011	Last day of classes for most February start programs.
May 12, 2011	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October, 2011	Convocation (Time and location TBA)

WINTER 2011 SEMESTER – MARCH START

December 6, 2010	Web registration for March start students begins.
January 7, 2011	Winter 2011 - March start - semester fees due date.
February 28, 2011	March start classes begin. Registration for Oshawa campus part-time students begins.
March 4, 2011	Last day for March start late program registration. Last day for March start course or program changes.
March 11, 2011	Last day for full-time students, who started their programs in March 2011 to withdraw with a refund of full fees paid less \$100 administration fee. ^{1, 2} Last day for refund eligibility when dropping to part-time for March start only.

	Last day for March start students to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
March 25, 2011	Last day for application for semester subject exemption/ credit. Last day to withdraw from a March start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1, 2}
March 31, 2011	March start students only: Student Health Insurance Plan "Opt-out" deadline.
April 1, 2011	Due date for 2 nd instalment of Winter fees – March start students only.
April 22, 2011	Good Friday (no classes)
May 5, 2011	Last day to withdraw from a March start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. ^{1, 2}
June 3, 2011	Last day of classes for most March start programs.
June 6 - 10, 2011	Winter semester (March start) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.
June 15, 2011	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October, 2011	Convocation (Time and location TBA)

SPRING 2011 SEMESTER

March 11, 2011	Spring 2011 semester fees due date.
April 4, 2011	Web registration for Spring/Summer programs begins.
May 9, 2011	Most Spring classes begin. Registration for Oshawa campus part-time students begins.
May 13, 2011	Last day for late program registration.

Last day for most spring semester course or program changes.

May 20, 2011

Last day for full-time students, who started their programs in Spring semester to withdraw with a refund of full fees paid less \$100 administration fee.^{1, 2}

Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester subjects.

Last day to withdraw from most spring semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal.^{1, 2}

Last day for application for spring semester subject exemption/credit.

May 23, 2011

Victoria Day (no classes).

May 31, 2011

Student Health Insurance Plan "Opt-out" deadline.

June 10, 2011

Last day to withdraw from most spring semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript.^{1, 2}

June 24, 2011

Last day of classes for most Spring start programs.

June 27, 2011

Deadline for submission of adjusted marks to clear INC grades from January start Winter 2010 semester. INC grades after this date will revert to a fail.

June 29, 2011

Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER 2011 SEMESTER

May 13, 2011

Summer 2011 semester fees due date.

July 1, 2011

Canada Day (no classes).

July 4, 2011

Summer classes begin.

July 8, 2011

Last day for late program registration.

Last day for most summer semester course or program changes.

July 15, 2011	Last day for full-time students, who started their programs in Summer semester to withdraw with a refund of full fees paid less \$100 administration fee.^{1, 2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects. Last day to withdraw from most summer semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.^{1, 2} Last day for application for summer semester subject exemption/credit.
August 5, 2011	Last day to withdraw from most summer semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. ^{1, 2}
August 1, 2011	Civic Holiday (no classes).
August 19, 2011	Last day of classes for most Summer start programs.
August 24, 2011	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October, 2011	Convocation (Time and location TBA)

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.

Program Information

Electrical Technician – Instrumentation and Control

Advanced Standing

Students with post-secondary credits may be considered for advanced standing on an individual basis.

Program Description

As a student of the Electrical Technician program, you will earn the fundamentals of electrically based technologies. Electrical Technicians may also assemble, install and test and calibrate electrical testing equipment.

This program focuses on the skills required to install and maintain current industrial, electrical and electronic systems, including programmable logic controls. Students will develop troubleshooting and problem solving skills through theoretical and extensive hands-on training.

Studies include: the Ontario Electrical Code, electrical theory, wiring systems (computer and fire alarm) safety, instrumentation and motor controls. Hands-on instruction in this course is 35 per cent to 45 per cent of class time.

Students who successfully complete the first year and choose to leave at that time, receive an Ontario College Certificate in Electrical Techniques.

Employment Opportunities

- Assembly technician
- Electrical apprentice
- Electrical repair and maintenance technician
- Field service technician
- Fire alarm technician
- Network cabling apprentice

To obtain program learning outcomes, you may wish to consult with your Dean.

If you access the Ministry of Training, Colleges and Universities website, the published college program standards are listed. (www.edu.gov.on.ca/eng/general/college/progstan/intro.html)

Course Outlines

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>). Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

Please note that students are expected to download copies of their course outlines from MyCampus prior to the **first** class in each course. Instructions for downloading are located on MyCampus at www.durhamcollege.ca/mycampus.

General Education

Durham College strives to ensure that students who graduate are immediately employable in their field of study; able to succeed in employment through the ability to continuously learn; and are capable of contributing positively to the society in which they live and work. Therefore, each program of study will strive to provide students with the skills related to a specific field of study (vocational skills), essential employability skills, and general education.

General education courses strengthen students' skills in areas such as critical analysis, problem solving and communication in the context of an exploration of topics with broad-based personal and/or societal importance. Normally, programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma include three general education courses. Such courses are identified on the program of study using the designation of "G". General Education courses are typically a combination of mandatory and elective courses and students are expected to cover a minimum of two of the five themes. The General Education Committee, which is a subcommittee of Academic Council, reviews and approves programs and courses for General Education compliance.

Academic Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

Requirements For Promotion

Evaluation and Promotion

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

Academic Probation

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

Aegrotat

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Liaisons or review the Missed Final Examination Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Academic Advising - Student Liaison

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a **Student Liaison** to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up a one on one appointment with their Student Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

Your Student Liaison is:

Name: Shelley Chard

Office #: 117 Administration Office

E-mail address: shelley.chard@durhamcollege.ca

Telephone: (905)721-2000 ext. 4087

CENTRE FOR STUDENTS WITH DISABILITIES

Supporting students to REACH their full potential

E-mail: disabilities@durhamcollege.ca

About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed to support students and the college in our responsibility to meet our legal obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that we have the supports in place to allow students with disabilities to fully participate in all aspects of the academic environment. Our services are confidential.

Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in B297. Assistance in obtaining the appropriate documentation may be available. Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students **must** have completed the CSD Registration process including providing appropriate documentation. This can be a timely process – **contact the CSD as early as possible to ensure your accommodations and a seat in the test centre.**

Test Registration forms are available on our [CSD website](#) – **click on Test Centre Request Forms**. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room B297).

Completed test forms and notifications to your professors, **for each test**, need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. **Accommodated tests cannot be guaranteed if a student registers less than 5 business days in advance of the test date. The alternative may be to write with the class.**

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on My Campus each term.

It is the student's responsibility to check My Campus frequently as all important test and exam information including registration deadlines will be posted to My Campus.

The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

To Find Out More About CSD Services...

For further information please call 905-721-3123, drop by at B297 to set up an appointment or visit our website at www.durhamcollege.ca/csd.

Student Academic Learning Services (SALS)

Success Matters start here! The staff and faculty at the Student Academic Learning Centre can help you achieve your educational goals. We can help you with writing, English (ESL), math, statistics, biology, chemistry, physics, and accounting.

You can use the centre to:

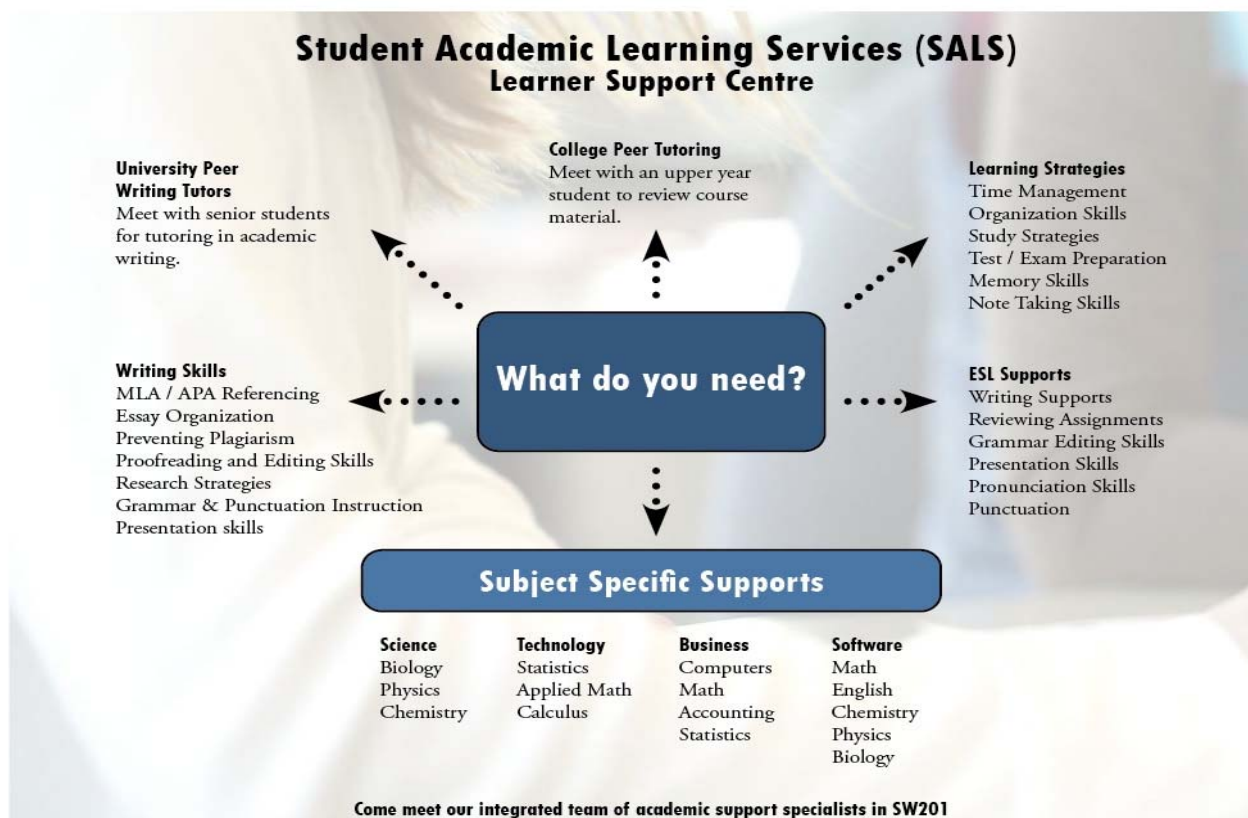
- Get peer tutoring help
- Learn how to study smarter, not harder
- Improve your reading skills and take better notes
- Increase your English (ESL) proficiency
- Improve your marks from a 'B' to an 'A'
- Learn strategies to manage your time & prepare for tests
- Improve your writing skills
- Have a quiet study space to do your work

Did you know?

There were **22,735**
student visits to the
centre last year.

All of the services at
the centre are already
included in your fees.

We will move from
SW 201 to the new
Student Services
building in late 2010.



www.durhamcollege.ca/lsc

The Library

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library is on the north side of the Polonsky Commons and is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Students & faculty at the Whitby location may also use the library in person, via internet, or request books to be sent to them at Whitby.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at www.durhamcollege.ca/library to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082

Reference desk (905) 721.2000 ext. 2390

reference@dc-uoit.ca

College Publications

At Durham College, several publications provide the information you need before you start classes.

Program Guide

Durham College's Program Guides are a handy reference guide for everything students might want to know about their academic program. The program-specific guides provide essential information related to the program of study, policies, program requirements, faculty contact information, important dates, grading criteria, etc., as well as a starting point to help students find and navigate their way through academic and student support services.

Program Guides are distributed in print format to every registered student in the first class of the Fall semester and are available electronically on the college website. It is important that students read this guide at the beginning of their studies as it contains pertinent information for academic success and will be useful throughout the duration of the program.

Note:

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student Liaisons and/or Faculty Advisors will assist in planning programs, but it is the student's responsibility to meet the academic requirements for completion of certificates and diplomas.

Continuing Education Course Book

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education's current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

Please check our website for comprehensive information @ www.durhamcollege.ca.

Scholarships and Bursaries

Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

Application process: Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the College website. Students are advised to check MyCampus regularly for updates.

Eligibility: Students who are currently enrolled at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

Scholarships: Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

In-Course scholarships: In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-Course Scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

Awards: Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organizations, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

Bursary Program: Durham College supports access to post secondary education following these principles:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all

other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

All students must complete the online Student Financial Profile application for consideration for bursary funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC Student tab. The student is notified of the application results via MyCampus email.

Durham College Access Bursary Program

This bursary is available to Ontario students offered admission to a full time, first year program at Durham College in September 2009. This program is intended to assist students with financial need.

Returning Student Bursary Program

Returning students must complete the Student Financial Profile application for consideration for bursary funding.

For further information on scholarships, bursaries and awards, please contact studentawards@dc-uoit.ca.

Transfer Guide

Diploma to Degree Pathways

Turn your Durham College diploma into a degree!!

If your post-secondary education plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities, including UOIT, our campus partner.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree. These opportunities are detailed, by program, on the **Durham College Transfer Guide**

(http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php)

Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at www.ocutg.on.ca.

ELECTRICAL TECHNICIAN - INSTRUMENTATION & CONTROL

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	DEL. HRS
<i>SEMESTER 1</i>							
ELEC PRINTS 1		BLUE 1409			1	0	
ELEC CODE 1		CODE 1402			2	0	
ELEC INSTALLATION METHODS 1		INSL 1401			2	2	
ELEC INSTRUMENTATION 1		INST 1401			2	2	
MATHEMATICS 1		MATH 1424			2	0	
ELEC SAFETY & COMMUNICATIONS		SAFE 1405			2	0	
ELEC TRADE THEORY 1		TRAD 1411			6	0	
					17	4	
<i>SEMESTER 2</i>							
ELEC PRINTS 2		BLUE 2400	BLUE 1409		2	0	
ELEC CODE 2		CODE 2400	CODE 1402		2	0	
ELEC ELECTRONICS 1		ELCT 2400	SAFE 1405		2	1	
ELEC INSTALLATION METHODS 2		INSL 2400	INSL 1401		1	1	
MATHEMATICS 2		MATH 2401	MATH 1424		2	0	
ELEC MOTOR CONTROLS		MOTR 2402	SAFE 1405		1	3	
ELEC PROGRAMMABLE LOGIC CONTROLLERS		PLC 2401			1	2	
ELEC SIGNALING SYSTEMS		SIGN 2400			2	2	
					13	9	

ELECTRICAL TECHNICIAN - INSTRUMENTATION & CONTROL

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	DEL. HRS
SEMESTER 3							
ELEC PRINTS 3		BLUE 3400	BLUE 2400		2	0	
ELEC CODE 3		CODE 3400	CODE 2400		3	0	
ELEC ELECTRONICS 2		ELCT 3400	ELCT 2400		2	1	
ELEC INSTALLATION METHODS 3		INSL 3400	INSL 2400		1	2	
ELEC INSTRUMENTATION 2		INST 3402	INST 1401		1	2	
MATHEMATICS FOR TECHNOLOGY 1		MATH 3401	MATH 2401		3	0	
INTRO TO SMALL BUSINESS 1		SMBS 3400			2	0	
ELEC TRADE THEORY 2		TRAD 3400	TRAD 1411		4	0	
					18	5	
SEMESTER 4							
ELEC PRINTS 4 - C&M		BLUE 4400	BLUE 3400		2	0	
ELEC CODE 4		CODE 4400	CODE 3400		3	0	
ELEC ELECTRONICS 3		ELCT 4400	ELCT 2400		2	2	
ELEC INSTALLATION METHODS 4		INSL 4400	INSL 3400		1	2	
ELEC INSTRUMENTATION 3		INST 4401	INST 3402		2	1	
MATHEMATICS FOR TECHNOLOGY 2		MATH 4401	MATH 3401		3	0	
INTRO TO SMALL BUSINESS 2		SMBS 4400	SMBS 3400		2	0	
ELEC TRADE THEORY 3		TRAD 4400	TRAP 3400		3	0	
					18	5	

NOTES:

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and IS included in the total hours per week, to reflect the total hours per week required.

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. **OPT1** subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with G are "General Education" subjects.

Course Descriptions

ELEC PRINTS 1 BLUE 1409 Students obtain information from architectural, structural and mechanical drawings, specifications, the building code and CEC to complete an electrical installation for a single dwelling.

ELEC CODE 1 CODE 1402 Students learn the rules and regulations of the Canadian Electrical Code (CEC). As well, students learn how the code is organized, how to identify new rules, the scope and objectives of administrative requirements, and tables and appendices.

ELEC INSTALLATION METHODS 1 INSL 1401 Students demonstrate the operation of hand and power tools, as well as installation procedures for switching devices and various cables, tubing and conduits.

ELEC INSTRUMENTATION 1 INST 1401 Students identify ISA instrumentation symbols; work with the SI system of measurement for pressure, temperature, level and flow; and explain common instrumentation terms.

MATHEMATICS 1 MATH 1424 Students gain a fundamental understanding of trade-related calculations. Throughout the course, they solve problems using fractions, decimals and algebraic equations. In addition, students solve geometric calculations involving area perimeter volume, and trade-related problems using Pythagorean theorem and right-angled trigonometry.

ELEC SAFETY & COMMUNICATIONS SAFE 1405 Students learn about the electrical safety requirements of the Occupational Health and Safety Act, safe work practices and procedures, workplace behaviour, effective customer relations skills, job search methods and resume preparation.

ELEC TRADE THEORY 1 TRAD 1411 Students learn the electron theory and define voltage. As well, students describe the effects of electricity on the human body and analyse series, parallel and combination DC circuits by applying Ohm's and Kirchhoff's laws.

ELEC PRINTS 2 BLUE 2400 Students learn to prepare sketches to solve and document construction problems and solutions, prepare as-built drawings, and develop basic single-line schematic and wiring diagrams.

ELEC CODE 2 CODE 2400 Students learn to interpret CEC requirements for the installation of interior and exterior lighting systems, fire alarms, fire pumps, emergency systems, unit equipment and exit signs.

ELEC ELECTRONICS 1 ELCT 2400 Students discuss the basic principles of electronics including schematic symbols for North America and Europe. As well, students examine basic logic gate operations, describe the properties and operations of N- and P-type semiconductor material, and demonstrate soldering and de-soldering techniques.

ELEC INSTALLATION METHODS 2 INSL 2400 Students learn to install common switching devices, outlets and enclosures; terminate conductor; install various non-metallic cables and conduits and residential services.

MATHEMATICS 2 MATH 2401 Students demonstrate their ability to solve problems using ratios and proportions. They cover systems of equations in two and three variables as well as polynomials and factoring as they relate to rational expressions. There is emphasis placed on problem solving with trade-related materials.

ELEC MOTOR CONTROLS MOTR 2402 In a lab environment, students learn to identify parts, windings and wiring connections for the control of DC machines and a three-phase AC squirrel cage induction motor.

ELEC PROGRAMMABLE LOGIC CONTROL PLC 2401 Students learn the functions and applications of a programmable logic controller (PLC) and determine language and addressing requirements of a PLC to program common relay instructions, timers, counters and mathematic functions.

ELEC SIGNALING SYSTEMS SIGN 2400 Students describe and demonstrate the operation, installation, testing and troubleshooting of common communications circuits such as fire alarm, nurse call, home automation and network cabling systems.

ELEC PRINTS 3 BLUE 3400 Students learn to determine utility location and site features using site drawings, methods of construction using architectural and structural drawings and electrical characteristics and layouts. As well, students prepare and develop material take-off sheets.

ELEC CODE 3 CODE 3400 Students learn to interpret CEC requirements for continuous and noncontinuous duty service motors, refrigeration and air conditioning compressors, and power and distribution transformers for feeders or branch circuits.

ELEC ELECTRONICS 2 ELCT 3400 Students learn to operate oscilloscopes and other test equipment used in the electronics field. Specifically, students are trained to operate SCRs, DIACs and TRIACs, and explain how field effect transistors (FETs) and operational amps (OP-AMPS) work.

ELEC INSTALLATION METHODS 3 INSL 3400 Students test and connect single-phase and three-phase transformers for residential and industrial applications leading to RCL circuits and power factor correction.

ELEC INSTRUMENTATION 2 INST 3402 Students identify and describe the operation and applications of various level and flow-sensing instruments and equipment, and draw the basic process and instrument diagrams using ISA symbols.

MATHEMATICS FOR TECHNOLOGY 1 MATH 3401 Students interpret and analyze practical problems. Topics include systems of equations in two and three unknowns; polynomials (addition, subtraction, multiplication, division and equations); rational expressions and equations; and radical expressions and equations.

INTRODUCTION TO SMALL BUSINESS 1 SMBS 3400 Students learn to deal confidently with any business situation or problem. Topics include legal forms, start-up costs, financing, marketing, staffing, inventory control and government regulations.

ELEC TRADE THEORY 2 TRAD 3400 Students apply Fleming's hand rule and Lenz's law and describe the characteristics of DC machines. As well, students learn the properties of AC power, such as the sine wave and associated AC calculations including RMS values and the study of RLC circuits.

ELEC PRINTS 4 – C&M BLUE 4400 (elective) Students obtain installation details for a construction project from a complete set of drawings and specifications. As well, students calculate pulling stresses on a conductor/cable; identify precautions for installing stress cones; and describe the testing methods and safety requirements for testing high-voltage cables.

ELEC CODE 4 CODE 4400 Students learn to interpret the CEC requirements for the installation of capacitors, feeders for distribution transformers, branch circuits and motor feeders.

ELEC ELECTRONICS 3 ELCT 4400 Students learn to explain how three-phase rectification is accomplished and demonstrate their ability to control the speed, quality and rectification of AC and DC circuits.

ELEC INSTALLATION METHODS 4 INSL 4400 Students test transformers, connect three-phase transformers in Wye and Delta configurations, and work with various AC motors.

ELEC INSTRUMENTATION 3 INST 4401 Students list the requirements for instrumentation air supplies and describe their use. As well, students work with pneumatic instrumentation systems.

MATHEMATICS FOR TECHNOLOGY 2 MATH 4401 Students learn about quadratic equations, relations and functions, exponential and logarithmic functions and trigonometry. Problem solving is stressed through appropriate examples from technology.

INTRODUCTION TO SMALL BUSINESS 2 SMBS 4400 Students gain a working knowledge of organizations, management behaviour and shop management. As well, students learn about goal setting and time management.

ELEC TRADE THEORY 3 TRAD 4400 Students study the advantages of three-phase circuits over single-phase circuits. As well, students examine RLC circuits in a three-phase environment and discuss the principles and construction of AC motors.