



First day of Class Information and Booklist Electrical Apprenticeship

First day of class:

- ✓ Bring steel toed boots and CLEAR safety glasses for the shop.
- ✓ Classroom/Shop: Bldg 115, Electrical Building – meet in Bldg 115 on the first day of class, your Instructor will advise on the four day week schedule and the room location.
- ✓ Electrical Instructor's office is located in Bldg 115.

Classroom/shop hours:

- ✓ Monday to Thursday or Tuesday to Friday; 8:30am to 3:30pm
- ✓ Lunch; 12 to 12:30pm

Instructor and Tool Room Contact #s:

- ✓ Chair of the Department: Rick Heikkila 250-740-6563 or rick.heikkila@viu.ca
- ✓ Instructor(s): Shane Dalager, Samuel Johnson and Deanna Littlejohn can all be reached at 250-740-6563
- ✓ Electrical Tool Room: Terry Fedchuk 250-740-6563

Study Skills:

- ✓ It is recommended that you take notes in class and review them each night. Any questions that you have should be brought to the attention of the instructor either in class or in the shop. When studying you must consider all areas of the topic.
- ✓ Remember it is in your best interest to learn as much as possible when you attend your technical training session. Extra help with study techniques may be available for apprentices, who feel that they are not able to get the most out of each technical session, ask your instructor.
- ✓ **Please note:** *the follow is a list of things to consider when you are reviewing or studying for exams:*
 - *Terminology, you must learn the names of all components;*
 - *Basics of operation;*
 - *Troubleshooting and test procedures;*
 - *Repair procedures.*

Marking:

- ✓ You must obtain 70% or greater to pass the technical training.



First Aid – All emergencies must be reported to 6600 – DO NOT CALL 911.

- ✓ Dial 6600 from an internal phone, or dial 250-740-6600 from an outside phone.
- ✓ Be prepared to tell the operator your:
 - Name
 - Campus location (building and room)
 - Nature of emergency (first aid, ambulance, police, fire)
 - Extent of the emergency and the number of person involved
- ✓ The PFAA (Primary First Aid Attendant) will respond to the emergency.
- ✓ Facilities Services Employees will direct the Emergency Response Vehicle(s) to the appropriate location.

Please report all injuries to your instructor immediately or as soon as possible.

College closures for snow

- ✓ Listen for announcements on local radio, FM: WAVE 102.3, Wolf 106.9, CHLY 101.7
- ✓ College Switchboard 250-753-3245 after 6am

Food Services

- ✓ Lunch is available on campus at the Student Activity Building (Bldg 185), the Cafeteria (Bldg300) or at Subway (Bldg 165)

Student Cautions

- ✓ VIU has a non-smoking regulation in all buildings.
- ✓ Pay parking and speed regulations on campus are enforced.
- ✓ Instructors must OK any work to be done on student properties (Vehicle, boat, trailer, etc.).
- ✓ All tools, props, equipment and vehicles must be treated with respect; they must be used many times by many apprentices.
- ✓ Instructors are here to help you learn, but you are also responsible for how much and how well you learn.



Course Textbooks

Level 1 Electrical	
Textbooks	<ul style="list-style-type: none">• Electrical Code Book 2015 (23rd Edition), CSA• Electrical Wiring Residential (7th Edition), Nelson• BC Government Electrician Year 1 Binder Package, Queens
Optional Textbooks	<ul style="list-style-type: none">• DC Fundamentals (8th Edition), Delmar

Level 2 Electrical	
Textbooks	<ul style="list-style-type: none">• All books previously purchased for Level 1• Electrical Wiring Commercial (7th Edition), Nelson• BC Government Electrician Year 2 Binder Package, Queens
Optional Textbooks	<ul style="list-style-type: none">• AC Fundamentals (8th Edition), Delmar

Level 3 Electrical	
Textbooks	<ul style="list-style-type: none">• All books previously purchased for Levels 1 & 2• Electrical Wiring Industrial (5th Edition), Nelson• BC Government Electrician Year 3 Binder Package, Queens
Optional Textbooks	<ul style="list-style-type: none">• AC Fundamentals (8th Edition), Delmar• Solid State Fundamentals (3rd Edition), American Tech Publishers

Level 4 Electrical	
Textbooks	<ul style="list-style-type: none">• All books previously purchased for Levels 1, 2 & 3• BC Government Electrician Year 4 Binder Package, Queens
Optional Textbooks	<ul style="list-style-type: none">• AC Fundamentals, Delmar• DC Fundamentals, Delmar

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