

Class "A" Wastewater and Drinking Water

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Office Hours	TBA	Class Date/Time	Fridays 6-9pm & Saturdays 3-6pm

Text:

"Manage for Success (Effective Utility Leadership)"; Office of Water Programs, College of Engineering and Computer Science, California State University, Sacramento.

ISBN 978-1-59371-002-6

"Supervision, Concepts & Practices of Management 13E" Leonard and Hilbert. Cengage Learning. ISBN-13: 978-1285866376 ISBN-10: 1285866371

Description:

The course is designed to give manager the skills and training to make a positive impact on team building, problem solving, and conflict resolution.

Goals:

Train operators in problem identification and solutions, teamwork, communications, motivation, and evaluating and developing problem solving skills.

Operators will learn the practical guidelines of interviewing, hiring, supervising, and disciplining employees.

Operators will learn the legal requirements of local and federal legislation such as, the Americans With Disabilities Act (ADA) will be discussed, as will the importance of developing policies dealing with grievances, harassment, and violence in the work place.

The student will also learn effective oral and written communications skills, as well as assessing financial strength and budgeting.

Requirements:

Students must possess a High School diploma or GED. Students Must have a valid C Class license in either Drinking Water or Wastewater.

This class uses online testing and the availability of a lap top computer or smart phone is essential.

Students are required to attend all classes, and any scheduled plant visitations. The Minimum attendance is 106 class hours, any less will result in an incompleion and no certificate will be issued.

The student is required to complete all assigned reading and writing assignments.

Resources:

With amount of technology available to students it is recommended that students seek out multiple sources of information, some of which are listed below:

"Advanced Waste Treatment (A Field Study Training Program)"; Fifth Edition. Office of Water Programs, College of Engineering and Computer Science, California State University, Sacramento.

"Operation of Wastewater Treatment Plants (A Field Study Training Program)"; Volume 1, Seventh Edition. Office of Water Programs, College of Engineering and Computer Science, California State University, Sacramento.

"Operation of Wastewater Treatment Plants (A Field Study Training Program)"; Volume 2, Seventh Edition. Office of Water Programs, College of Engineering and Computer Science, California State University, Sacramento.

"Operation and Maintenance of Wastewater Collection Systems (A Field Study Training Program)"; Volume 1, Office of Water Programs, College of Engineering and Computer Science, California State University, Sacramento.

"Operation and Maintenance of Wastewater Collection Systems (A Field Study Training Program)"; Volume 2, Office of Water Programs, College of Engineering and Computer Science, California State University, Sacramento.

The Florida Department of Environmental Protection Web site for Rules and Regulations. [Florida DEP Water Resource Management Rules by Program](http://www.dep.state.fl.us/water/rulesprog.htm#ww)
<http://www.dep.state.fl.us/water/rulesprog.htm#ww>

Evaluation:

All quizzes and exams will be a multiple choice.

They will be weighted as follows

Quizzes 10 %

Final Exam 90%

You must make a minimum grade of 70 on the final to pass the class.

Examinations:

Exams will be given at assigned class start times. You will have one hour to finish the chapter quizzes. You will have THREE hours to finish the final exam.

Course Schedule:

Day	READING ASSIGNMNET
1	CHAPTER 1 BOTH BOOKS
2	CHAPTER TWO SUPERVISION
3	CHAPTER 2 MANAGE FOR SUCCESS
4	CHAPTER 2 MANAGE FOR SUCCESS
5	CHAPTERS 3-6 SUPERVISION
6	CHAPTERS 3-6 SUPERVISION
7	CHAPTERS 3-6 SUPERVISION
8	CHAPTER 3 MANAGE FOR SUCCESS
9	CHAPTER 3 MANAGE FOR SUCCESS
10	CHAPTERS 7-10 SUPERVISION
11	CHAPTERS 7-10 SUPERVISION
12	CHAPTERS 7-10 SUPERVISION
13	CHAPTER 4 MAGANE FOR SUCCESS
14	CHAPTER 4 MAGANE FOR SUCCESS
15	CHAPTERS 11-12 SUPERVISION
16	CHAPTERS 11-12 SUPERVISION
17	CHAPTER 5 MANAGE FOR SUCCESS
18	CHAPTER 5 MANAGE FOR SUCCESS
19	CHAPTER 5 MANAGE FOR SUCCESS
20	CHAPTERS 13-15 SUPERVISION
21	CHAPTERS 13-15 SUPERVISION
22	CHAPTERS 13-15 SUPERVISION
23	CHAPTER 6 MANAGE FOR SUCCESS
24	CHAPTER 6 MANAGE FOR SUCCESS
25	CHAPTERS 16-17 SUPERVISION
26	CHAPTERS 16-17 SUPERVISION
27	CHAPTER 8 MANAGE FOR SUCCESS
28	CHAPTER 9 MANAGE FOR SUCCESS
29	CHAPTER 10 MANAGE FOR SUCCESS
30	CHAPTER 11 MANAGE FOR SUCCESS
31	CHAPTER 12 MANAGE FOR SUCCESS
32	CHAPTER 13 MANAGE FOR SUCCESS
33	CHAPTER 14 MANAGE FOR SUCCESS
34	PRE-FINAL TUNE UP
35	REVIEW
36	FINAL EXAM