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AIRC 1030 HVACR Electrical Fundamentals – Syllabus

# Instructor Information

## Name

Luke Fletcher

## Email

Lucus.fletcher@hcbe.net

## Phone

478-322-3280

## Office location and hours

Houston County Career Academy, RM602 Monday – Friday 7:45am till 4:30pm

## Instructor availability

Students are encouraged to email, call, or come by the instructor’s office but are also encouraged to make appointments to ensure instructor availability. Please refer to the office hours above. For concerns or problems in this course, the first point of contact is the course instructor. If the problems or concerns cannot be resolved through the instructor, the next point of contact is Lonnie Cook, Division Head, 478-218-3225, lcook@centralgatech.edu, Macon Campus Room A107

# Course Schedule

## Term

Fall 2019 AIRC 1030

## Course type

Lectures, multi-media presentations, and performance labs will be used to present class materials.

## Meeting days/times

Monday through Friday 7:45 am till 9:00 pm

## Campus and room location

Houston County Career Academy RM602

# Required course textbook(s), software and/or materials

## Textbook(s)

**Fundamentals of HVACR** by Stanfield/Skaves 3rd edition. & **Electricity for HVACR**

by: Joseph Moravek

## Software

## Pearson HVAC lab for Stanfield/Skaves 3rd edition

## Materials/supplies

Safety Glasses are required and are the student’s responsibility to purchase.

# Course Description

## Pre- and/or Co- requisites

## **Provisional Admission**

## Credit hours

4

## Contact hours

90

## Course description

## This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

## Course objectives

Students will master learning outcomes in the following areas, AC and DC Theory, Electric Meters, Electrical Diagrams, Distribution Systems, Electrical Panels, Voltage Circuits, Code Requirements, and Safety.

## Instructional delivery methods

This is a Lab/lecture. This may also include any or all of the following methods to facilitate learning: lecture notes, independent reading and notes and/or outlines, multi-media presentations, presentations, examinations, class discussion, and other assignments.

# Course Policies

*Safety Policy*

Students should refer to the attached Lab Safety Policy for details of safety. Students are not allowed to wear open toed shoes or tank tops in the classroom. Students are required to purchase safety glasses for their protection during lab work. For more information on campus safety, including campus carry, visit the [Department of Public Safety](http://www.centralgatech.edu/general/safety/) page on CGTC’s website.

*CELL PHONES*: Do not use your cell phone in the classroom. Turn your cell phone off or set it to a silent setting. If your cell phone rings in class or you are using the cell phone for any reason during class time you will be asked to leave the classroom and will be counted absent for the time you are not in the class. No tobacco products of any kind are allowed in the lab/classroom. No food or drinks without screw-on caps are allowed in the lab/classroom.

*Student Rights/Responsibilities/Conduct*

Students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Catalog.

**Student Support Services**

*Additional tutoring/supplemental instruction*

Free tutoring for Math, English, Computers, and other subjects is available through the Academic Success/Tutoring Center (ASC), located at the Macon, Milledgeville, and Warner Robins Campuses. For schedules and other information, visit the [Academic Success Center](http://www.centralgatech.edu/success/) website or phone (478) 757-3674.

In the event that a student requires or desires additional instruction in course materials, the student should contact the instructor.

*Counseling Services*

CGTC offers free counseling support to students, faculty, and staff to assist with issues such as anxiety, stress, emotional problems, relationships, and alcohol/substance abuse. To read more or request an appointment, visit the CGTC Counseling Services website located under Student Services.

The Behavior Assessment & Recommendation Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Central Georgia Technical college’s students, employees, and visitors. To learn more, please see our webpage at Behavior Assessment & Recommendation Team or contact the BART at BART@centralgatech.edu or call (478) 757-3553.

*Special Populations/Disability accommodations*

The Special Populations Office provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. A student who believes that he/she may fall under one or more special population categories or has a disability of any type should contact the following CGTC staff for assistance.

Kashatriya Eason

Phone: (478) 476-5137

Email: keason@centralgatech.edu

Office: room J105 on the Macon campus

Felicia Mackey

Phone: (478) 218-3229

Email: fmackey@centralgatech.edu

Office: room A132 on the Warner Robins campus

*Library services*

Library help is available through computers, books, journals, videos and online resources in support of your classes. CGTC has full-service libraries located on the Warner Robins, Macon, and Milledgeville campuses. For hours of operation, visit the [CGTC Library](http://www.centralgatech.edu/library/) website.

*Military and Veteran Services*

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should refer to CGTC’s [Military and Veteran Services](http://www.centralgatech.edu/studserv/military/) webpage for benefit information. Service members who are activated are encouraged to notify the instructor as soon as possible and provide Activation Orders.

**Attendance**

CGTC expects each student to be present, on time, and academically engaged in all classes. Students should enroll only in classes that they can reasonably expect to attend on a regular basis. The College works with students to make accommodations for documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes which require the attendance of the student. Students absent from class for any reason are still responsible for all work missed.

Students receiving financial aid (especially Pell, WIA, or VA) need to be aware that absences could jeopardize their financial aid status. They may not receive financial aid funds if they do not meet the attendance requirements of the financial aid agency.

*Attendance Verification*

Enrollment/attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to attend at least one class session during the first seven calendar days of each term. Online students are required to complete an academically related activity the first week of class to remain on the course roster. Students not meeting the attendance verification requirement may be dropped from the class.

*Dropping a course*

Once a student is on the class roster beyond the official drop/add period, he/she becomes responsible for payment (including financial aid reimbursement). Any student who registers for a course must either complete the course requirements or officially withdraw on or before the college’s published deadline. ***A student should not assume that non-attendance constitutes official withdrawal. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of 0 and may result in financial aid adjustments to the student’s account.*** It is the student’s responsibility to follow the college’s withdrawal procedure as stated in the CGTC Catalog (Academic Policies section).

*Course Attendance Policy*

Students that accumulate 20% of missed time from class will be subject to being withdrawn from the class.

**Grades**

*Course evaluation*

***GRADING:*** *Class Test = 30%, Homework = 5%, Lab = 5%, Quiz = 5%, Final = 20%*

*Performance Test = 35%*

*CGTC Grading System*

All grades are maintained in Gateway, the College’s official grading system. Students can access grades through the student portal. The Central Georgia Technical College grading system, as stated in the CGTC Catalog, is as follows

 *A* (90-100) Excellent GPA 4.0

 *B* (80-89) Good GPA 3.0

 *C* (70-79) Satisfactory GPA 2.0

 *D* (60-69) Poor GPA 1.0

 *F* (below 60) Failing GPA 0.0

 *I* Incomplete GPA not computed, counts toward % completed

 *IP* In Progress GPA not computed

 *S* SatisfactoryGPA not computed, counts toward % completed

 *U* UnsatisfactoryGPA not computed, counts toward % completed

 *W*\* Withdrew (no grade) GPA not computed, counts toward % completed

**\*Students withdrawing from class on or before the published deadline are issued a grade of “W.”**

No withdrawals are allowed after this date (see attendance section).

**Note: an overall average of 70/C is required to pass the course! Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates.**

*Academic dishonesty*

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CGTC Catalog, any student caught in any form of dishonesty in academic or laboratory work will receive a zero (0) for that work. The second offense will be cause for removal from that class and/or the college. Insert additional program or course policies here.

*Makeup Policy*

1. **Performance Test Make-Up Policy**: The student will be assigned a time to take the performance test. If the student fails to take the test on the day and time assigned a make-up test will be given at the **instructor’s convenience.** It’s the student’s responsibility to be on time and present on the day performance test are conducted. Failure to complete the test will result in a grade of (0).
2. **Unit Test:** The day of a unit test (textbook test) will be announced. If a student is not present on test day there will be a **10-point deduction** from their earned score. The student will be allowed 2 days to make up the test, after which a score of 0 will be given. It’s the student’s responsibility to make arrangements to make-up the test. Arrangements for a make-up test must be coordinated with the instructor.
3. **Quizzes/Labs:** Any quizzes and lab assignments given the day a student is absent will not be made up. The student will receive a 0 grade for the missed assignment.

*Work Ethics*

The Technical college system of Georgia instructs and evaluates students on work ethics in all occupational programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, teamwork and respect.

All students in credit classes (except general education and learning support) receive a work ethics grade, in addition to their regular grade. Work ethics are assigned as a grade from 0-3

 0 = Unacceptable

 1 = Needs Improvement

 2 = Meets Expectations

 3 = Exceeds Expectations

**Other Relevant Policies/Procedures**

*Copyright*

According to TEACH Act of 2002 the College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.

*Grade Appeals*

Students with questions or concerns regarding course grades are encouraged to first discuss these with their instructor. If the student is not able to resolve the issue at the instructor level, please follow the CGTC grade appeal procedure outlined in the Academic Affairs section of the online college catalog.

*Student Complaints/Grievances*

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. Central Georgia Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 2183309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

**TCSG Guarantee/Warranty Statement**

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.