



**AIRC -1030 Electrical Fundamentals
COURSE SYLLABUS
Fall Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 4/4500
Vidalia/Class Location: #423
Class Meets: M/T/W/R 9:30-10:45
Course Reference Number (CRN): 20209

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Vince Scott
Office Location: Room # 426
Office Hours: 7:00-8:00am and 4:15-5:00pm
Email Address: vscott@southeasterntech.edu
Phone: 912-538-3146
Fax Number: 912-538-3156
Tutoring Hours (if applicable): By appointment

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Fundamentals of HVACR 3rd Edition by Carter Stanfield & David Skaves, published by Pearson ISB: 0-13-401616-5

REQUIRED SUPPLIES & SOFTWARE

Safety glasses notebook for taking notes, 3 ring binder for hand-outs, and pen or pencil to use in class every day.

NOTE: You must have textbook and notebook with pen or pencil with you each day for class.

Students should not share login credentials with others and should change passwords periodically to maintain security.

SAFETY

Shop safety is of paramount importance. Unsafe practices of any kind will result in dismissal from class. Proper clothing must be worn at all times, NO open toe shoes, No baggy clothes. Baggy pants are unsafe to work in and showing your underwear is viewed as indecent exposure.

COURSE DESCRIPTION

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

MAJOR COURSE COMPETENCIES

Topics include an introduction to OSHA safety, first aid, laws of thermodynamics, pressure and, temperature relationships, heat transfer, refrigeration cycle, refrigerant identification, and types of A/C systems and work ethics.

PREREQUISITE(S) NONE

COURSE OUTLINE

1. Topics include AC and DC theory
2. Electric meters
3. Electrical diagrams
4. Distribution systems
5. Electrical panels
6. Voltage circuits
7. Code requirements
8. Safety.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are expected to complete all tests and comprehensive/Lab problems by the due dates. A ten point penalty will be assessed for each day a comprehensive problem is late. There are no makeup tests. Tests are made available for several days; therefore, there are no makeup tests. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the *STC E-Catalog*.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

EXIT EXAM

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all 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, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

(Tests, quizzes, homework, projects, etc...): If a student misses a test, a grade of zero will be assigned. **Only students with extenuating circumstances (who contact the instructor on the day of the test**

regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor’s discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken the next day, scheduled outside of regular class time. Failure to follow this procedure will result in a grade of zero.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230</p>

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Email: Helen Thomas hthomas@southeasterntech.edu	Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Written Test	% 45
Work Ethics	% 5
Lab Assignments	% 50

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

AIRC 1030 Electrical Fundamentals

Fall Semester 2018 lesson plan

Date/Week	Unit	Content	Assignments & Tests Due Dates	Competency Area
AUGUST 13-16 20-23	Unit 3	** Safety ** Theory	Discuss some of the safety concerns involved in working with electricity.	1 a,c
AUG 27-30 Sept 3-6	Unit 33	**AC AND DC THEORY** Terms Ohm's Law Electro magnetism	Define electrical terms such as conductor, insulator, voltage, resistance, amperage, and wattage. Discuss the difference between AC and DC current. Solve various problems with Ohm's Law. Discuss how electro magnets are used in electrical applications.	2 a, c
Sept 10-13 17-20	Unit 34	**ELECTRIC METERS** Theory Types Application	Discuss basic principles of electric meters. Explain differences between voltmeter, ammeter, and ohmmeter. Test and measure voltage, current, and resistance.	3 a, c
SEPT 24-27 OCT 1-4	Unit 38	**ELECTRIC DIAGRAMS** Theory Electrical symbols	Discuss basic concepts of electrical circuits. Identify and select several loads to be used in electrical circuits. Correctly identify common electrical symbols.	4 a, c

Date/Week	Unit	Content	Assignments & Tests Due Dates	Competency Area
OCT 8-11 15-18	Unit 38	Series circuits Parallel circuits Series-parallel circuits	Construct and operate simple series circuits. Construct and operate parallel circuits. Construct and operate series-parallel circuits.	4 a, c
OCT 22-25 29,30 Nov 1	Unit 35	**DISTRIBUTION SYSTEMS** Types	Discuss how electrical energy is distributed from the power plant to the home.	5 a, c
NOV 5-8	Unit 35	**ELECTRICAL PANELS** Types	Discuss panel requirements for HVAC equipment. Discuss types of panels used in homes and businesses. Properly size disconnect-panels for HVAC equipment.	6 a, c
NOV 12-15	Unit 35	**VOLTAGE CIRCUITS** Low voltage Line voltage	Discuss the advantages of using low-voltage circuits. Properly wire a low-voltage circuit. Properly size wiring circuits for HVAC equipment.	7 a, c
NOV 19,20,21	Unit 35	**CODE REQUIREMENTS** Theory Theory and application	Discuss the National Electrical Code. Wire a condensing unit per the N.E.C. Theory and application	1,2,3,4,5, 6,7,8 a, c
NOV 22		HOLIDAY	HOLIDAY	NOV 22,23
NOV 26-29 Dec 3	Unit 32,33,34, 35,38	Review for Finals FINALS	Review for Finals Final Exam	1,2,3,4,5, 6,7,8 a, c