



DIET 1040
Diesel Truck and Heavy Equipment HVAC System
COURSE SYLLABUS
Fall Semester 2020 (202112)

COURSE INFORMATION

Credit Hours/Minutes: 3 / 4500

Campus/Class Location: Swainsboro Campus / room 2139

Class Meets: Monday, Tuesday, Wednesday and Thursday / 1:00 pm – 2:15 pm

Course Reference Number (CRN): 20371

INSTRUCTOR CONTACT INFORMATION

Instructor: Jeffrey Wyatt

Office Hours: Monday-Thursday (MTWR) 7:00-8:15 AM, 4:00-5:15 PM

Office Location: Building 2 Room 2139

Email Address: Jeffrey Wyatt (iwyatt@southeasterntech.edu)

Phone: 478-289-2218

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

Heating, Ventilation, Air Conditioning & Refrigeration. John Dixon. ISBN-13: 978-1133716259

ISBN-10: 1133716253

Electrical/Electronic Systems and Heating, Ventilation and Air Conditioning Job Sheets. Dale McPherson

ISBN-13: 978-1418063382 ISBN-10: 141806338X

REQUIRED SUPPLIES & SOFTWARE

Notebook for notes, pens, pencils, cloth mask, and safety glasses. Other recommended, but not required: work gloves, nitrile gloves, Safety Toe Boots

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

COURSE DESCRIPTION

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly

emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

MAJOR COURSE COMPETENCIES / OUTLINE

1. Heating, Ventilation and Air Conditioning Safety
2. HVAC System Theory and Operation
3. A/C System Component Diagnosis and Repair
4. HVAC System Diagnosis
5. HVAC Operating Systems and Related Controls
6. Refrigerant Recovery, Recycling and Handling

PREREQUISITE(S)

None

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

Safety Glasses required any time students are in the shop.

Long Pants, **(No Shorts are allowed)**

Safety Toe Boots strongly recommended. **(No open toe or open heel shoes are allowed)**

Tee Shirts or Button up shirts are allowed, **(No tank tops, or cut off shirts allowed)**

STC Diesel Tee shirts are available at the book store 1 required.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| COVID-19 Key Symptoms |
|--|
| Fever or felt feverish |
| Cough: new or worsening, not attributed to another health condition |
| Shortness of breath, not attributed to another health condition |
| New loss of taste or smell |
| Chills; Repeated shaking with chills |
| Sore throat, not attributed to another health condition |
| Muscle pain, not attributed to another health condition or exercise |
| Headache, not attributed to another health condition |
| Diarrhea (unless due to known cause) |
| In the past 14 days, if you: |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

TRADITIONAL 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" (Failing 0-59) 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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 also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

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

Any assignment can be made up with acceptable excuse approved by the instructor; any assignment not made up will result in the student receiving a 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges 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 following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

| | |
|---|--|
| 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 |
| Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu) | Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 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 |
|-----------------------|------------|
| Chapter Test | 30% |
| Final Exam | 20% |
| Shop / Lab Grade | 50% |

GRADING SCALE

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

DIET 1040 – Diesel Truck and Heavy Equipment HVAC Systems

Fall Semester 2020 Lesson Plan

Subject to Changes per Discretion of the Instructor
 Instructor will assign DTNA Training and Meritor Training as needed
 Instructor will assign shop task to students as necessary
 Shop task will count towards student shop/lab grade

| Begin Dates MTWR Class | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|-----------------------------------|-----------------------------------|---|--|----------------------------|
| 08/17 | Chapters 1-2 | Class Orientation / Syllabus Review Introduction to HVAC, Environmental and Safety | 08/27 | 1 a,c |
| 08/24 | Job Sheet 1 Lab | Unusual Operating Noises | 08/27 | 1 a,c |
| 08/24 | Test Chapter 1-2 | Review Chapter 1 and 2 Material Test over Chapter 1 and 2 | 08/27 | 1 a,c |
| 08/31 | Chapters 3 | HVAC System Theory and Operation | 09/24 | 2 a,b,c, |
| 09/08 09/07 Holiday | Job Sheet 11,12,13,14 | Theory And Operation | 09/10 | 2 a,b,c, |
| 09/14 | Test Chapter 3, | Review Chapter 3 Material Test over Chapter3 | 09/24 | 2 a,b,c, |
| 09/14 | Chapters 4,5 | A/C Component Diagnosis and Repair HVAC Diagnosis and Repair HVAC Operating Systems and Related Controls | 09/23 | 3,4,5 a,b,c, |
| 09/21 | Job Sheets 3,4,5,6,7,21 ,22 | Diagnosis, Repair, Operations and Controls | 09/24 | 3,4,5 a,b,c, |
| 09/28 | Test Chapters 4,5 | Review Chapter 4,5Material Test over Chapters 4,5 | 10/14 | 3,4,5 a,b,c, |
| 09/28 | Chapter 6,7 | Refrigerant Recovery, Recycling, and Handling | 10/14 | 6 a,b,c, |
| 10/12 | Job Sheets 3,23,27,28 | Recovery, Recycling, and Handling | 10/15 | 6 a,b,c, |
| 10/19 | Test Chapters 6,7 | Review Chapter 6,7Material Test over Chapter 6,7 | 11/04 | 6 a,b,c, |
| 11/05 | Chapters 8,9,10 | Trouble Shooting | 11/19 | 6 a,b,c, |
| 11/05 | Job Sheets 24,25,26 | Trouble Shooting | 11/19 | 6 a,b,c, |

| Begin Dates MTWR Class | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|-----------------------------------|----------------------------|---|--|----------------------------|
| 11/16 | Test Chapters 8,9,10 | Review Chapter 8,9,10 Material Test over Chapter8,9,10 | 11/19 | 6 a,b,c, |
| 10/19 | Labs | Servicing CDL Trucks | 11/12 | 1,2,3,4,5,6 a,b,c |
| 11/16 | Review | Labs and Final Test Prep Over Chapters 1-10 | 11/19 | 1,2,3,4,5,6 a,b,c |
| 11/23 Thanksgiving on WR | Finals | Final Exam | 11/23 – 11/24 | 1,2,3,4,5,6 a,b,c |
| 11/30 | Mandatory | Shop Clean Up | 12/03 | 6 a |

Official grades will be viewable on mySTC under BannerWeb after the semester is over.

MAJOR COURSE COMPETENCIES

1. Heating, Ventilation and Air Conditioning Safety
2. HVAC System Theory and Operation
3. A/C System Component Diagnosis and Repair
4. HVAC System Diagnosis
5. HVAC Operating Systems and Related Controls
6. Refrigerant Recovery, Recycling and Handling

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.