



**AUTT 1060 Automotive Climate Control Systems  
COURSE SYLLABUS  
Fall Semester 2020 (202112)**

**COURSE INFORMATION**

Credit Hours/Minutes: 5/5500  
Campus/Class Location: SECCA AT-2  
Class Meets: Monday – Wednesday; MTW  
Course Reference Number (CRN):20414

**INSTRUCTOR CONTACT INFORMATION**

Southeastern Instructor contact information Instructor Name: Will Fountain  
Office Location: SECCA/Room AT-2  
Office Hours: MTWR or by appointment  
Email Address: [wfountain@southeasterntech.edu](mailto:wfountain@southeasterntech.edu)  
Phone: 912-538-3155  
Fax Number:  
Tutoring Hours (if applicable): See Instructor

**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**

Vangelder Fundamentals Of Automotive Technology –Principles and Practices CDX learning Systems.

**REQUIRED SUPPLIES & SOFTWARE**

Required items include; Automotive Technology Book, Automotive Technology lab manual, Safety Glasses, 1" Binder notebook for lab sheets, and Approved Uniform, STC Automotive Technology Shirts. (Shirts can be purchased in the bookstore)  
Recommended, but not required; Nitrile Gloves, Mechanics Gloves.

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

**COURSE DESCRIPTION**

This course introduces the theory and operation of automotive heating, ventilation, and air conditioning (HVAC) systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; and refrigerant

recovery, recycling, and handling.

### **MAJOR COURSE COMPETENCIES**

1. A/C System Diagnosis and Repair
2. Refrigeration System Component Diagnosis and Repair
3. Heating, Ventilation, and Engine Cooling Systems Diagnosis and Repair
4. Operating Systems and Related Controls Diagnosis and Repair
5. Refrigerant Recovery, Recycling, and Handling

### **PREREQUISITE(S)**

CO-requisites: All Required

### **COURSE OUTLINE**

- I. Refrigerant Recovery, Recycling, and Handling
- II. Operating Systems and Related Controls Diagnosis and Repair
- III. Heating, Ventilation, and Engine Cooling Systems Diagnosis and Repair
- IV. Refrigeration System Component Diagnosis and Repair
- V. A/C System Diagnosis and Repair

### **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**

Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. Make-up assignments and/or exams will be decided by the instructor!

### **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.

<b>COVID-19 Key Symptoms</b>
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)
<b>In the past 14 days, if you:</b>
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](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **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.

## 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% 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" 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 also 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.

## **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 (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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## 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

### GRADING POLICY

Assessment/Assignment	Percentage
Exams	30%
Lab Activities	30%
Assignments	20%
Finals	20%

### GRADING SCALE

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

## Fall Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
August 17/WK 1	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapters 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b,c</b>
August 24/WK 2	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter's 58,59,60 ; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b,c</b>
August 31/WK 3	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter's 58,59,60 ; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b,c</b>

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
September 7/WK 4	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter's 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
September 14/WK 5	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5a,b</b> <b>c</b>
September 21/ WK 6	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
September 28/WK 7	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
October 5/WK 8	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60 ; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
October 12/Week 9	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
October 19/ WK10	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
October 26/WK 11	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
November 2/WK 12	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
November 9/WK 13	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
November 16/WK14	Chapter's 58,59,60	Principles of Heating and Air-Conditioning Systems, Heating and A/C Systems and Service, and Electronic Climate Control	Chapter 58,59,60; lab, test, quizzes, lecture	<b>1,2,3,4,5,a,b</b> <b>,c</b>
November 30/WK 15	FINALS	FINALS	FINALS	



**MAJOR COURSE COMPETENCIES**

1. A/C System Diagnosis and Repair
2. Refrigeration System Component Diagnosis and Repair
3. Heating, Ventilation, and Engine Cooling Systems Diagnosis and Repair
4. Operating Systems and Related Controls Diagnosis and Repair
5. 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.





