



AIRC-1005
COURSE SYLLABUS
Summer Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 4/4500
Campus/Class Location: #423
Class Meets M/T/W/R 8:00-10:15
Course Reference Number (CRN):60091

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Vince Scott
Office Location: Room # 426
Office Hours:
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 ISBN: 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.

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. Introduction to OSHA
2. Safety
3. First Aid
4. Laws of Thermodynamics
5. Pressure and Temperature Relationships
6. Heat Transfer
7. Refrigeration Identification
8. Refrigerant Cycle
9. Types of A/C Systems

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.

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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:

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 108 Phone: 912-538-3126 Email: Helen.Thomas@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@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
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 1005 Refrigeration Fundamentals Summer Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
May 18-22	Unit 1 Unit 2 Unit 3	Introduction to HVAC/R Being a Professional HVAC/R Technician Safety	Review questions at end of chapter Safety Test	1 a, c
May 25-28	Unit 3	Safety Introduction to OSHA Regulations Applicable regulations Monitoring agencies Material Safety and Data Sheets Fire protection procedures	Review questions at end of chapter Identify monitoring agencies from which safety regulations can be requested Discuss the MSDS Right-to-Know Law Obtain MSDS information concerning the hazards of the workplace Identify types of fires, extinguishers, and protective clothing Identify the appropriate action for reporting fires and appropriate firefighting procedures	1, 2 a, c
May 25-28	Unit 4	General Shop Safety Tools, equipment, and protective apparel Safe use of tools Ladder and scaffold selection	Demonstrate proper procedures for handling selected materials Discuss safety zones and safety zone identification Identify types of chemical used by electricians and their particular safety requirements	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
May 25-28	Unit 4	Materials handling Environmental requirements	Identify and discuss the importance of proper ventilation, lighting, heating, grounding, and communication requirements for work in confined spaces	1, 2 a, c
June 1-4 & June 8-11	Unit 3	Safety apparel Soldering and Brazing Safety	Identify and discuss the use of proper workplace clothing Demonstrate the proper use of flame-resistant clothing Change to clean clothing when clothing becomes soiled with oil or grease Select the proper shoe for the work site Check shoes for flapping soles, worn heels, or ripped upper/outer layers Wear a hard hat in designated areas Wear safety glasses/face shields in designated areas Wear appropriate work gloves in designated areas Explain appropriate safety practices for soldering and brazing operations Wear appropriate PPE for soldering and brazing	1, 3, a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
June 15-18	Unit 6	Electrical safety	Identify electrical service protective clothing and equipment Identify and demonstrate grounding and circuit control box tagging procedures Mount a lock-out tag for use with a padlock Use a fuse puller to remove a fuse Select the appropriate flashlight for work site use	1, 2, 3,4 a, c
June 22-25	Unit 2	Professional Societies and Organizations	Discuss the use of the National Electrical Code for identifying safety requirements for electrical equipment installation Identify secondary sources of safety information related to industry	1, 2,3, a, c
July-6-9	Unit 3	First Aid CPR practices	Identify proper first aid and/or CPR practices List methods of preventing shock burns, fires and explosions Develop an emergency/first aid plan for the shop or work site	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
July 6-9	Unit 7	Laws of Thermodynamics Definitions and terms	Identify definitions and terms used in the refrigeration industry Define pressure as it relates to refrigeration systems Define temperature as it relates to refrigeration systems Explain the relationship of temperature and pressure in a refrigeration system	1, 2, 3, 4 a, c
July 6-9	Unit 11	Heat Transfer Application	Solve problems related to heat and heat transfer in refrigeration systems	1, 2, 3, 4 a, c
July 13-16	Unit12	Refrigerant Identification Current refrigerants	Differentiate among and recognize the properties of current refrigerants	1, 3, 4, 5 a, c
July 13-16	Unit12	Refrigeration Cycle System components and refrigeration cycle	Identify refrigeration system components Explain or trace the basic refrigeration cycle	1, 3, 4, 5a, c
July-20-24	Unit 46,47,76,84,85,86,87	Refrigeration Systems Types Types of AC Systems Applications	Discuss mechanical compression cycle refrigeration Discuss the absorption cycle Discuss the evaporative cycle Identify types of air conditioning systems List human comfort conditions List the types of coils used on A/C systems	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
July 20-24	Units 1,2,3,4,5,6,7,8,9,10,11,12, 46,47,76,84,85,86,87	Review for Finals Work Ethics	Review for Finals Homework due Work Ethics Test	1 - 8, a, c
	Review	Review		
July 24	AIRC 1005 FINALS	Final Exam		a,c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Safety Precautions
2. Introduction to OSHA Regulations
3. First Aid
4. Laws of Thermodynamics
5. Pressure and Temperature Relationships
6. Heat Transfer
7. Refrigerant Identification
8. Refrigeration Cycle
9. Refrigeration Systems
10. Types of AC Systems

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.