



**DIET 1040
COURSE SYLLABUS
Summer Semester 2017**

Semester: 201716 Summer 2017
Course Title: Diesel Truck and Equipment HVAC
Course Number: DIET 1040
Credit Hours/ Minutes: 3 / 4500
Class Location: Room #2139
Class Meets: 1:00 pm to 3:30pm (M,T,W,R)
CRN: 60182

Instructor: Jon Walraven
Office Hours: Monday-Thursday 7:00am-8:00am
Office Location: Building 2 Room 2139
Email Address: jwalraven@southeasterntech.edu
Phone: 478-289-2218
Fax Number:

REQUIRED TEXT: CDX Medium Heavy Truck Textbook.

REQUIRED SUPPLIES & SOFTWARE: Each student must have a black pen, pencil, highlighter, paper and a notebook. Student must have CDX Medium Heavy Truck Textbook.

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/COURSE OUTLINE:

1	Heating, Ventilation, and Air Conditioning (HVAC) 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: STC 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 REQUIREMENT/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, 912-538-3126, hthomas@southeasterntech.edu, 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 the Special Needs Office. Helen Thomas 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" 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.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc....): Make-up exams/lab assignments will only be given when the student provides a legitimate excuse for missing the exam/lab assignment on the scheduled date. If the student does not make contact by email or phone with the instructor within 2 days of the scheduled exam/lab assignment date, then a grade of 0 will be given for the exam/lab assignment. Also, students who do not take the exam/lab assignment on the scheduled date will not be awarded any bonus or extra credit points that may be given by the instructor on the exam/lab assignment. Makeups are not allowed for unannounced quizzes and assignments.

Student operating trucks and forklifts must have appropriate licenses.

Students that operate trucks/equipment that require a CDL (commercial driver's license) must have a valid CDL learners permit or CDL license on file before they can operate any equipment. Students that do not have a CDL permit will be required to attend CDL permit training classes and pass all required DDS test. DDS testing fees are the responsibility of the student.

Students are required to have a powered lift truck certification on file before they are allowed to operate forklifts or any other power equipment. STC offers forklift training; students are responsible for all fees related to training.

Instructors and STC staff have the discretion to deny vehicle operation to students

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access [Blackboard](#), Remote Lab Access, Student Email, Library Databases (Galileo), and Banner Web via the my STC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Shop/Lab Grade 50%

Chapter Test 30%

Final Exam 20%

GRADING SCALE

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 0-59

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.*

**DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems
FALL SEMESTER 2016 LESSON PLAN**

Assign-ments	Chapter Reading	Content	Assignments & Tests	Comp Area
1	Chapter 51	Heating ,Ventilation, and Air Conditioning (HVAC) Safety	Complete Shop/Lab Task Sheets As assigned by instructor	1
2	Chapter 51	HVAC System Theory and Operation	Complete Shop/Lab Task Sheets As assigned by instructor Complete Chapter 51 Test	2
3	Chapter 52	A/C System Component Diagnosis and Repair	Complete Shop/Lab Task Sheets As assigned by instructor	3
4	Chapter 52	HVAC System Diagnosis	Complete Shop/Lab Task Sheets as assigned by instructor	4
5	Chapter 52	HVAC Operating Systems and related Controls	Complete Shop/Lab Task Sheets As assigned by instructor	5
6	Chapter 52	Refrigerant Recovery, recycling and Handling	Complete Shop/Lab Task Sheets As assigned by instructor Complete Chapter 52 Test	6
7	Chapter 53	Trailer Refrigeration	Complete Chapter 53 Test	
8		Final Exam	Complete Final Exam	

Competency Areas: DIET 1040

1	Heating, Ventilation, and Air Conditioning (HVAC) 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.
- d) The ability to utilize basic computer skills.

- **There could be assignments added to the list by the instructor. If any assignment are added to the lesson plan, the instructor will notify the class during the scheduled class time.**
- **Chapter Test and Final Exam are located in Black Board LMS.**
- **Check Calendar/Announcements in Black Board for assignment due dates/times.**
- **Reading assignments should be completed prior to coming to class each day in order to be prepared for the class lecture.**
- **If you have any questions about this lesson plan or the assignments, please let instructor Know.**
- **Task Sheets and shop lab times will be assigned by instructor. Follow directions given by instructor(s)/staff.**
- **Follow all instructions given by Instructor or College Staff.**
- **Follow all Safety Rules and Regulations.**
- **Do Not Drive Trucks or Operate Equipment without Instructor/Staff Supervision.**
- **Safety Glasses must be in use at all times in Shop/Lab area.**
- **No students allowed in Shop/Lab without instructor or lab assistant present.**