

COURSE SYLLABUS

Fall Semester 2024

HART 1301 (3:2:4)

Course Title: BASIC ELECTRICITY FOR HVAC

Heating, Air Conditioning and Refrigeration Technology

Industrial Technology Department

Technical Education Division

South Plains College

Levelland Campus

Instructor: Eric Gamez, Octavio Perez

Office location: Metals Technology 24

Phone: 806-894-9611 Ext. 2354 or Ext. 2353

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

Cough, shortness of breath, difficulty breathing

Fever or chills

Muscles or body aches

Vomiting or diarrhea

New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

<https://www.southplainscollege.edu/syllabusstatements/>.

4.0 INSTRUCTIONAL POLICIES AND RESPONSIBILITIES

4.1 Course Syllabi

The syllabus for each course should be reviewed annually and revised as appropriate by the faculty. Instructors are encouraged to think and plan course and units of instruction, i.e., content, methods of presentation, teaching aids, student roles and tests in terms of student behavioral objectives. Student participation in planning, where practical, and their orientation about course plans tend to enhance course relevancy. Copies of syllabi should be filed with the department chairperson and the appropriate dean.

4.1.1 Syllabus Statements

Each syllabus should include the following Diversity Statement, Disabilities Statement, Non-Discrimination Statement and Title IX Pregnancy Accommodations Statement appropriate to the location of the course.

“Students can find statements for:

Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry at Syllabus Statements (www.southplainscollege.edu)”

I. **Course description:**

Course Level: Introductory

Course Description: Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

A basic use of computers will be included with this course. Students will be required to show proficiency in the use of computer hardware components, basic file management, and manipulating data using contemporary application software on a microcomputer. Required of all students is the purchase of PC or Tablet that is designated by the instructor.

End-of-Course Outcomes: Test, repair, and/or replace HVAC-related electrical and control components, wiring and equipment; read, draw, and interpret high and low voltage control circuits.

Attendance Policy:

a. South Plains College Attendance Policy

Excessive absences are a serious problem, and as a part of technical training good attendance habits are necessary. Positive steps will be taken in this program to develop these habits. The employer demands good work habits, and in order for the student to learn good work habits our attendance policy will require punctual and regular attendance.

Students must attend and/or participate in all classes for which financial aid is awarded. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award

will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Absence for Military Service

In accordance with Texas Education Code Section 51.9111, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as “no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.” The student will be allowed a reasonable time after the absence to complete assignments and take exams.

Religious Holy Days

In accordance with Texas Education Code Section 51.911, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Dean of Students Office along with instructions and procedures. “Religious holy days” means a holy day observed by a religion whose place of worship is exempt from property taxation under Texas Tax Code Section 11.20.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account.

- An absence is defined as a student entering class after the scheduled class/lab begin time or a student leaving before the scheduled class/lab end time.
- A student is allowed three absences. Students exceeding three unexcused absences will automatically be given a failing grade and administratively withdrawn from the course. Three absences are considered 10% of total contact hours. Academic standards consider absences over 10% excessive and unacceptable.
- The attendance policy of this class and program area will be as follows:

No excused absences except for

A. Military service

B. Official trip authorized by the college

C. Documented religious holidays as defined by SPC course Catalog.

b. Unexcused absence Make-up Policy:

A student will only be allowed to make-up tests and assignments for extenuating problems such as surgery, severe illness, pregnancy and family emergencies. The student is responsible for providing satisfactory evidence to substantiate the reason for the absence within two working days of the absence to the instructor. A grade of zero will be given to tests and assignments if the student fails to meet these requirements. A student meeting these requirements will be provided a make-up class, not to exceed 14 days after the absence. A make-up class including tests and assignments will not be given during the course's scheduled class/lab time but on a specific date and time as scheduled by the instructor. A grade of zero will be given to tests and assignments if the student does not attend the make-up class. A student attending a make-up class does not constitute an excused absence and the original absence will not be dismissed. Students cannot attend more than three make-up classes per course/semester.

II. Academic Integrity

Refer to SPC Course Catalog and the Student Handbook

III. Student Conduct

Refer to SPC Course Catalog the Student Handbook and Syllabi Foundation Scan Skills.

IV. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

Only closed toed shoes, long pants, and sleeved shirts will be allowed in the classroom or in the lab. No shorts, sunglasses, sandals, or tank tops will be worn. Safety glass' and gloves are required.

a. Assignment Policy

Classroom assignments:

1. Chapter assignments will be given by the instructor. Questions at the end of the chapter will be graded on a percent basis and must be completed above 70% correct.
2. Tests on chapter assignments will be given by the instructor at his option. Tests will be graded on a percent basis.
3. Both a Written and Practical Final examination will be given.
4. Due dates for assignments and exams are non-negotiable, and late work will be given a zero.

Lab Assignments:

1. The student will demonstrate his knowledge of the subjects by completing Lab Assignments with 100% accuracy. These Lab Assignments are Cognitive in nature and will be evaluated by the Instructor.
2. Additional Lab Assignments will be given to evaluate the Psycho-motor skills of the Student. The instructor will also evaluate these.
3. A minimum number of Lab assignments are required and must be completed.
4. Students will be assigned individual and group lab projects. Students are prohibited from participating in projects not assigned to them.
5. Late work will not be accepted. Anything turned in after the due date will receive a zero for that assignment.

b. Grading Policy/Procedure and/or methods of evaluation.

- i. Grades are compiled in the following manor:

Lab. Assignments	25%
Chapter assignments and Tests	35%
Final Exam. Practical	15%
Final Exam. Written	25%
TOTAL	100%

Grading	100% to 90%	=	A
	89% to 80%	=	B
	79% to 70%	=	C
	69% below	=	F

- ii. Students will be graded on Course Scan Competencies and Foundation Skills. Points will be deducted from the total grade for not meeting minimum requirements.
- iii. A student will be given a failing grade if a student is consistently late to class and/or lack of motivation that is distracting to others. In accordance with HVAC/R industry standards, SPC student handbook, SPC course catalog and the syllabi SCANS and Foundation Skills.

Examples of distractions to others;
 Sleeping in class/lab
 Excessive interruptions
 Propping feet up on projects, tables, chairs etc....

c. **Learning Outcomes**

Students must demonstrate the learning outcomes in the Practical and Written Final Exams.

Practical Exam

Requirements:

Practical exam grading is based on 100 total points. Students will be given three opportunities to correct mistakes. The first mistake 10 points will be deducted or a grade max of 90. The second mistake an additional 10 points will be deducted or a grade of 80. The third mistake will be a grade of 70. The fourth mistake will be given a failing grade of 50. Five mistakes total will be a zero on the exam.

Written Exam

Requirements:

Written exam grading: zero through 100 points.

Course outline, required text and materials

To be handled on the first day of Class.

V. **GENERAL COURSE INFORMATION:**

a. Electronic course access

All students must access Blackboard and complete an introductory quiz the first week of the course to maintain enrollment.

• **SPC TexBook Syllabus Statement- Only applies to courses using digital textbooks**

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course [textbook/digital content] and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth-class day. The opt-out deadline for shorter terms varies between the second- and third-class day.

**Please consult with your professor before deciding to opt-out.*

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / **Phone:** 806-716-2399

Email: agamble@texasbook.com / **Phone:** 806-716-4610

a. Tutoring Policies

Students who do not pass their first exam will be required to attend three hours of tutoring each week until they pass their next exam. This is a course requirement and will be reflected in the course grade.

Resources available to all students; Blackboard course with information about study skills and strategies, campus resources, and how to use tutorial services effectively.

VI. VERIFICATION OF WORKPLACE COMPETENCIES

A Capstone Experience Written and Practical examination tests will be given at the designated exit points. These tests must be completed with a grade of 70 or better before Certificates or Associate of Applied Science degree credits can be given.

Tool requirements

Students are required to purchase tools to use in the lab. A mandatory list of the tools **required** for this class and can be found under tool list on Blackboard. **Students are required to have all tools before they will be admitted into the course.**

SCANS and Foundation Skills.

Appropriate Competencies and Foundation Skills set forth by the Secretaries Commission on Achieving Necessary Skills appointed by the Secretary of Labor to determine the skills that people need to succeed in the world of work. These have been integrated into the RACST training program.

Specifically, they are:

Work-place Skills: C1-C3-C4-C5-C6-C7-C9-C11-C14–C18-C19

Foundation Skills: F3-F4-F5-F7-F13-F15-F17

References and methods are detailed in the SCANS document filed in the office of the coordinator of the Refrigeration, Air Conditioning Service Technology program.

A. SCANS COMPETENCIES

a) RESOURCES: Identifies, organizes, plans and allocates resources.

- C-1 **TIME**—Selects goal—relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**—Uses or prepares budgets, makes forecasts, keeps records, and adjusts meet objectives
- C-3 **MATERIALS & FACILITIES**-Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES**—Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

b) INFORMATION—Acquires and Uses Information

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to Process information.

c) INTERPERSONAL—Works with Others

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves clients/customers—works to satisfy customer's expectations.
- C-12 Exercises leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates-Works toward agreements involving exchanges of resources resolves divergent interests.
- C-14 Works with Diversity-Works well with men and women from diverse backgrounds.

d) SYSTEMS—Understands Complex Interrelationships

- C-15 Understands Systems—Knows how social, organizational, and technological systems work and operates effectively with them
- C-16 Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C-17 Improves or Designs Systems-Suggests modifications to existing systems and develops new or alternative systems to improve performance.

e) TECHNOLOGY—Works with a variety of technologies

- C-18 Selects Technology—Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Applies Technology to Task—Understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment—Prevents, identifies, or solves problems with equipment, including computers and other technologies.

B. FOUNDATION SKILLS

a) BASIC SKILLS—Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing—Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic—Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics—Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening—Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking—Organizes ideas and communicates orally.

THINKING SKILLS—Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason

- F-7 Creative Thinking—Generates new ideas.
- F-8 Decision-Making—Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving—Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye—Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn—Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning—Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

b) PERSONAL QUALITIES—Displays responsibility, self-esteem, sociability, self-management, integrity and honesty

- F-13 Responsibility—Exerts a high level of effort and preserves towards goal attainment.
- F-14 Self-Esteem—Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability—Demonstrates understanding, friendliness, adaptability, empathy, and politeness in-group settings.
- F-16 Self-Management—Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F-17 Integrity/Honesty—Chooses ethical courses of action.