SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 47.0201
SEMESTER: Departmental Syllabus
COURSE TITLE: Special Projects 2
COURSE NUMBER: HVAC0231
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE(S): HVAC0101, HVAC0226, HVAC0228, HVAC0225, HVAC0224, HVAC0232, HVAC0106, HVAC0203, HVAC0204.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION:
This course gives students hands on experience in working with customers on outside projects under the supervision of an instructor. Students who do not choose or are not qualified for an internship will take this course.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. They may include but are not limited to lecture, multimedia, cooperative/collaborative learning, demonstrations, labs, on-the-job, internships, and other learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Work for one of the local heating and air condition companies.
   A. Attend work every day.
   B. Show up on time every day.
C. Report back to school weekly with pay stub.

II. Performed daily work task.
   A. Fill out work invoices.
   B. Wear proper work uniform.
   C. Follow instructions
   D. Performed work habits according to companies policies.

III. Report back to school every two weeks.
   A. Check back with program when help is needed.
   B. Show valid pay stubs, for two weeks work.
   C. Report if change jobs.
   D. Report back to school, every year for 5 years, for follow up.

EXPECTED LEARNER OUTCOMES:

A. The student will be able to follow orders and obey company rules.
B. The student will be able to perform all duties asked of them.
C. The student will be able to perform both summer and winter tune-ups.
D. The student will be able to troubleshoot and repair heating and air condition equipment.
E. The student will be able to fill out the proper paper work for each job.

COURSE COMPETENCIES:
Upon successful completion of this course:

The student will be able to follow orders and obey company rules.
1. The student will be able performed task according to company policies.
2. The student will be able learn, listen, and perform according to company policy.
3. The student will be able performed work to company satisfaction.
4. The student will be able to demonstrate good customer relationships.
5. The student will be able to demonstrate good dress attire.
6. The student will be able to demonstrate how to behave in a professional manner.
7. The student will be able to demonstrate how to respect all persons and property.

The student will be able to perform all duties asked of them.
8. The student will be able perform a summer tune-up.
9. The student will be able perform a winter tune-up.
10. The student will be able perform a clean and check.
11. The student will be able keep an inventory of service truck.
12. The student will be able report for work on time every day.
13. The student will be able sell products and service to customers.
14. The student will be able to demonstrate how to ask for help when unsure of performing a new task.

The student will be able to perform both a summer and winter tune-up.
15. The student will be able to perform a summer tune-up.
16. The student will be able to clean outside coil with water or coil cleaner.
17. The student will be able to check refrigerant pressures.
18. The student will be able to check amp draw on compressor.
19. The student will be able to oil a blower motor.
20. The student will be able to check filters.
21. The student will be able to check temperature drop inside the building.
22. The student will be able to check electrical connections.
23. The student will be able to check air condition operation.
24. The student will be able to check and clean condensation drain.
25. The student will be able to clean filter.

The student will be able to troubleshoot and repair heating and air condition equipment.

26. The student will be able to test voltages both 120 and 24 using appropriate volt/ohm meter.
27. The student will be able to know the sequence of operation.
28. The student will be able to check gas pressure using the proper manometer gage.
29. The student will be able to check refrigerant charge using the super-heat method.
30. The student will be able to clean outside condensing coils.
31. The student will be able to remove and replace system components.
32. The student will be able to use EPA approve methods for handling of refrigerants.

The student will be able to fill out the proper paper work for each job.

33. The student will be able to get customer name and address.
34. The student will be able to record the date and time of arrived and departure.
35. The student will be able to identify the type of equipment.
36. The student will be able to get model and serial numbers of equipment.
37. The student will be able to do work as requested.
38. The student will be able to record parts used and cost.
39. The student will be able to give discounts if required.
40. The student will be able to add in taxes.
41. The student will be able to collect payment.
42. The student will be able to explain the bill to the customer.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed
to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center at (913) 288-7670 V/TDD.