

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Heating, Ventilation and Air</u> <u>Conditioning</u>
COURSE RUBRIC AND NUMBER	<u>HART 2380</u>
COURSE TITLE	<u>Cooperative Education-Heating, Air</u> <u>Conditioning and Refrigeration</u> <u>Technology/Technician</u>
COURSE CREDIT HOURS	<u>3 1 :</u> <u>Credits Lec Lab</u>

I. Catalog Description

Provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. **Prerequisite: HART 1441. (1:20).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Work in an environment relative to your major.
- B. Participate in employer/employee evaluations.
- C. Write a Resume and participate in an interview.
- E. Report unsafe equipment to the customer.
- F. Work with appropriate equipment at the job site.
- G. Participate in seminar sessions.
- H. Obtain all necessary Licenses for your major.
- I. Implement R.S.E.S. code of ethics.
- J. Work as a member of the team and display good work habits.
- K. Display self-competence toward specific equipment.
- L. Follow all company policies and regulations.
- M. Obtain college certificate or Associate degree and (ARI) certification.
- N. Participate in professional organizations.
- O. Record refrigerant usage.
- P. Display professional demeanor.
- Q. Record preventative maintenance services.
- R. Initiate invoice and customer service report.
- S. Describe service to the customer.
- T. Communicate with supervisor on problems and accidents.
- U. Follow all safety requirements.
- V. Practice time management.
- W. Maintain parts inventory on service vehicle.
- X. Utilize daily planner/log.
- Y. Develop vendor contact list.
- Z. Secure and prepare work area.

- AA. Develop technical support strategy.
- BB. Practice conflict resolution techniques.
- CC. Verify data and compile and prepare information for job.
- DD. Explain technical information in non-technical terms and show empathy for customer.
- EE. Assemble appropriate list of tools /materials and job list and execute plan.

III. THECB Learning Outcomes (WECM)

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV. Evaluation

- A. Home Work Assignments

Students are required to turn in review questions at the end of each unit, of the textbook, upon completion of that unit.

- B. Final Exam and Lab Exam (Provided by the employer)

- C. Grading Scale:

I = Incomplete	
W = withdrew or withdrawn	
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.