

**Heating Ventilation and Air Conditioning Support Class
Elgin Community College
Spring 2013**

ESL061-104/ESL062-104/ABE061-104/ASE061-104 Contextualized Program

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Tuesday and Thursday
1:00 - 2:15pm
Classroom K-139

Office Hours

Monday:	7:30-8:45am 1:45 - 4:00pm	Tuesday:	7:30-8:15 (Outside O-146) 12:15-1:00pm
Wednesday:	7:30-8:45am 1:45-4:00pm	Thursday:	7:30-8:15 (Outside O-146) 12:15-1:00pm
Friday:	By appointment		

If you cannot come during the scheduled office hours, please contact me by phone or e-mail to make an appointment.

Important Dates

January 15 th	First Class
March 25 th - March 31 st	Spring Break (No classes)
May 14 th	Last Class

ATTENDANCE:

Employers in the HVAC field have indicated that reliability is a characteristic that is demanded in the field. Employers want to hire professionals that are present and punctual. For this reason, **regular attendance**, as defined below, is a key requirement of this course.

- ✓ *Attendance in the support class is mandatory. Please schedule appointments outside of class time. A student who exceeds three absences during the semester will be required to meet with the program director and face possible expulsion from the I-CAPS HVAC program.* Students are required to report any absence to their instructor by telephone or e-mail before the start of class.
- ✓ Students will be responsible for signing in as they enter the classroom. As you arrive, please sign your name and record the time based on the classroom clock. Class will start promptly at 1:00pm. Please arrive on time and sign in before 1pm. **Five points will be deducted from your final grade for the second tardy and every tardy after that.**

CLASSROOM BEHAVIOR:

To promote a good learning environment, remember the following:

- ✓ This is a computer classroom. If you arrive before 1:00, you may use the computers for work related to class only.
- ✓ If you have a cell phone, please turn off the ringer during class.
- ✓ Any behavior that interferes with the learning environment and disrupts the classroom experience of others is prohibited. Disruptive students will be asked to leave the classroom.

EMERGENCY SCHOOL CLOSINGS:

If the weather looks bad, especially if it is very cold or snowy, please check to see if the school is closed before coming to class. There are many ways to check for closings:

- ✓ Elgin Community College website www.elgin.edu (this will be on the Home Page at the top).
- ✓ Elgin Community College switchboard at (847) 697-1000. If the school is closed you will hear a recorded message.
- ✓ Local Radio Stations and TV: Radio station WGN 720 AM, or on TV channels 5, 7, 9, and 32.
- ✓ Sign-up on-line for emergency information via text-message. To sign-up, go to <http://emergency.elgin.edu/>

CATALOG DESCRIPTION: Students will gain the academic skills, occupational knowledge, and communication skills in order to be successful in Heating, Ventilation and Air Conditioning. Instruction will include study skills and career self-assessment.

LEARNING OUTCOMES OF COURSE:

By the end of the course students will:

- ✓ Develop the vocabulary for the HVAC Profession
- ✓ Describe HVAC processes to demonstrate knowledge of the field.
- ✓ Explain safety regulations.
- ✓ Demonstrate safe and appropriate use of equipment.
- ✓ Interpret charts and graphs based on information presented and math skills acquired.
- ✓ Identify main ideas and important details in work related texts.
- ✓ Recognize patterns in writing, for example, cause and effect; steps and stages; and compare and contrast.
- ✓ Prepare an on-line job application.
- ✓ Compose and send an e-mail with an attachment.
- ✓ Perform a satisfactory mock job interview.
- ✓ Analyze options in the occupational field that are available based on academic preparation and skill level.
- ✓ Organize notes and information.
- ✓ Recognize individual learning style.
- ✓ Ask clarifying questions.

TEXTBOOKS: *HVAC Textbook Materials and Longman Dictionary of American English*
(recommended)

MATERIALS: 3-ring binder, package of index cards, markers, highlighters, spiral notebook, and your student class folder.

COURSE REQUIREMENTS:

To remain in the I-Caps program, students must be concurrently enrolled in HVAC and the support class. Therefore, if a student drops or is withdrawn from the support course, the student will also be withdrawn from the HVAC course. To pass the support class students must:

- ✓ Meet the attendance requirements detailed above.
- ✓ Come prepared for class by completing homework exercises, readings and reflections.
- ✓ Complete the vocabulary and content quizzes.
- ✓ Create a resume and participate in a mock interview.