



TEXARKANA  
COLLEGE

**Syllabus:** HVAC Shop Practices and Tools

**Course Number:** HART 1410

### **Instructor Information**

Name: Matt Lipps

Office: Career Education Building Room 201

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### **Required Materials**

Laptop, notebook, or tablet

Tool Kit from TC Book Store

Uniform Shirt with Patch from TC Book Store

### **Student Learning Outcomes for the Course**

Demonstrate use of hand tools, power tools, and instruments

Construct flares, swages, and bends using tubing tools

Use a torch for brazing and soldering

Identify industry safety and environmental regulations

Perform safety procedures

### **Grading Scale**

<b>Grade</b>	
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59-below



### **Attendance Policy**

Day class hours are from 8:00am until 4:00pm Monday through Friday

From 8:01am until 8:14am any student who is not present with required books and materials will be counted tardy. After 8:14am any student who is not present with required books and materials will be counted absent. The only excused absence is National Guard Duty. Three (3) times tardy is equal to one absence. Once a student has 5 absences in a semester, any additional tardy or absence will result in said student being dropped from the course. There will be no exceptions to this rule. There is no need to contact an instructor with reasons/excuses for being late/absent. Keep in mind that in the restroom, in the parking lot, etc. , do not meet the requirements for being marked present or on time.

Night Class hours are 5:30pm until 9:30pm Monday through Thursday. The same attendance rules apply.

### **Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at

<https://texarkanacollege.edu>.

### **Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request*



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*these changes at the beginning if not before the start of class so there is ample time to make the accommodations..*

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.