**Syllabus:** Basic Electricity for HVAC
**Course Number:** HART 1401
**Semester & Year:** Spring 2015

**Instructor Information**

 Name: Mike Welch
 Office: Hooks High School, Room #109

Office Hours: 7:30am-8:00am, 1230pm-1:00
 Telephone: (903) 314-9163

 Email: welchm@hooksisd.net

**Required Materials**

Laptop, notebook, or tablet

Tool Kit from TC Book Store

Uniform Shirt with Patch from TC Book Store

**Course Description**

Principles of electricity as required by HVAC. Including proper use of test equipment, electrical circuits, and component theory and operation.

**Student Learning Outcomes for the Course**

Demonstrate knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm’s law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrates electrical safety.

**Grading Scale**

|  |  |
| --- | --- |
| **Grade**  |  |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |

**Attendance Policy**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during a class or leaves the class before it is over, he/she may be considered absent. Three tardies constitute one absence. Regular attendance enhances academic success. Students are expected to attend each meeting of their registered courses. Withdrawal from a course may affect a student’s current or future financial aid ability. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

**Excused Absences**

A Student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow correct notification procedures. Absences for sickness with a doctor’s note will not be counted against a student, but the student is responsible for work missed. Make up work must be completed by the second class meeting after returning from an absence. Student should not stop attending class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day to Drop, the student may receive a grade of “F” in the class.

**Attendance Policy**

A student may be dropped from the class after four unexcused absences. Three tardies count as one absence.

**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 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.