CENTRAL TEXAS COLLEGE
SYLLABUS FOR HART 2438
Air Conditioning Installation and Start-up

Semester Hours Credit: 4

INSTRUCTOR:  
OFFICE HOURS:

I. INTRODUCTION

A. A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

B. Air Conditioning Installation and Start-up (HART 2438) is a required course for the completion of a Level II Certificate of Completion or two-year Associate of Applied Science degree in Heating, Air Conditioning and Refrigeration or a Level I Certificate of Completion in Residential or Commercial Heating Air Conditioning and Refrigeration.

C. This course is occupationally related and serves as a preparation for careers in the Heating, Air Conditioning and Refrigeration field.

D. Prerequisite(s): This course has a prerequisite or co-requisite of HART 1407, Refrigeration Principles or consent of Department Chair.

E. Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and Foundation Skills (F).

II. LEARNING OUTCOMES

Upon the successful completion of this course, Air Conditioning Installation and Start-up, the student will:

A. Be able to construct air delivery devices. (F1, F2, F3, F4)

B. Determine the CFM requirement for each room or load. (C20)

C. Size the duct according to the load. (F9)

D. Design a complete duct system. (C20)

E. Balance air flow on a duct system. (F10) (C20)
III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

B. References: As selected by the instructor.

C. Audio-Visual Aids: (Recommended)
   1. Transparencies (as developed by instructor).
   2. Currently none recommended. May be selected by the instructor.

D. Other instructional materials: as selected by the instructor.

IV. COURSE REQUIREMENTS

A. Your first responsibility is scholarship. The grade you receive will be the result of your efforts both in the classroom and in the laboratory.

B. This course is designed to require a steady, continuous effort from the student. Class participation, initiative, attendance, and work efforts will be considered in grade computation.

C. Reading and study assignments will be made by the instructor. Reading of all study assignments is required, as well as specific tasks outlined by the instructor or listed on handouts, laboratory activity sheets, or in the student workbook (if used). Specific reading assignments will be assigned by the instructor or in the student workbook if used. Students are required to complete these assignments by the time specified by the instructor. Quizzes will be given on any or all reading assignments.

D. The study of a subject is not limited to the classroom, laboratory, or limits of the syllabus. Each student should seek out and study all available material available on the subject being taught. This might include use of the Internet or the library. In general, two hours of study outside the regular class period is recommended for each hour of classroom work.

E. Students are required to attend class and laboratory sessions regularly. Those who fail to do so may be dropped from the course with a grade of “FN”.

F. Students are required to be present for all examinations. See paragraph V (Examinations) for additional information.
G. Laboratory assignments will be completed on an individual basis except when limited by tools and/or materials. Projects will be subjectively graded by the instructor. When group projects are graded, all students will receive the same grade. Students assigned to a group must be present at all times when the project is being worked on. Students who are not present while a project is in progress will be given a “0” for the project. Students are required to complete all laboratory assignments by the time specified by the instructor.

V. EXAMINATIONS

A. There will be a minimum of three major examinations:

1. Three Week Exam
2. Mid Term Exam
3. Final Exam (this is a comprehensive exam)
4. Additional examinations may be given if the instructor determines it is necessary for proper evaluation of the students in the class.

B. Students must be present for all examinations. Students who know they will be absent on the day of an examination must make arrangements with the instructor prior to the absence. Students who are absent on the day of the examination due to illness or other extenuating circumstances must present to the instructor an acceptable reason for the absence on the day following the absence.

C. Students without an excused absence will be given a zero for that examination.

VI. SEMESTER GRADE COMPUTATIONS

A. Grade Computation:

Three Week Exam 100 points
Mid Term Exam 100 points
Final Exam 250 points
Quizzes 100 points
Incentive/Instructor Evaluation 150 points
Laboratory 300 points

Total Points 1000 points
B. Ratio: Points to Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Points Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>0-599</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>0</td>
</tr>
</tbody>
</table>

C. Students must take the final examination to receive a grade for the course.

D. Incentive points are given for attendance and instructor evaluation. Each absence, excused or unexcused, will result in 20 points be deducted from the incentive score. Students with an approved (by the instructor) excused absence may recover the lost points by submitting a five page double spaced, typed paper on a subject assigned by the instructor. The student must, on the first class day following the absence, present his excuse to the instructor and receive an assignment if the excuse is acceptable. This paper must be submitted to the instructor no later than four class days after the absence for evaluation. Failure to do so will result in a loss of the points.

E. Students absent on days a laboratory assignment is presented will lose the points for that laboratory assignment. This point loss may be recovered (only by students having an excused absence) by making up the assignment at a time other than regular class periods. The student must present the excuse to the instructor on the first class day after the absence and coordinate the make-up time with the instructor. The project must be completed within four working days after the absence. If the make-up is not completed within the allotted time the student will receive a “0” for the project.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE COURSE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

| 10-week session | Friday of the 8th week |

01/2014
The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

a. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course. . .” Prior approval from the instructor is required before the grade of “I” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

b. Cellular Phones and Pagers: Cellular phones and pagers will be turned off while the student is in the classroom or laboratory.

c. American’s With Disabilities Act (ADA): Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

d. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

e. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.
f. Absence from the class may be unavoidable in some situations. These include illness, military/civilian job requirements, or a death in the immediate family. Documentation is required in the case of excused absences for job requirements, excuses will be on company letterhead stationary signed by the immediate supervisor stating the reason for the absence in for civilian jobs. Excuses for military personnel must be signed by the 1st Sergeant or the Company Commander. In cases of illness, one day absences may be excused on a statement from the individual stating the reason. For more than one day of illness, the individual must have a statement from the doctor treating the illness.

C. COURSE OUTLINE

a. **Lesson One: Heat Load Calculations**

1. **Learning Outcomes:** Upon successful completion of this lesson the student will:
   a. Construct a fiberglass duct. (F1, F2, F3, F4)
   b. Construct a triangle box. (C20)
   c. Construct a metal plenum. (F9)
   d. Construct a flexible duct system (F1, 3, 8, 9, 10, 12)
   e. Measure air flow, pressure and temperature. (C5, 6, 7) (F1, 3, 8, 9)

2. **Learning Activities:**

   1. The student will complete reading assignments as assigned (F1, F11, C5, C6).
   2. The student will study the words/terms and complete written assignments specified by the instructor (F1, F11, C5, C6).
   3. The student will attend classroom lectures and participate in classroom discussions (F5, F6, F7, F9, F10, C1, C5, C6, C7)
   4. The student will observe demonstrations performed by the instructor (F5, F10, C5, C6, C14).
   5. The student will complete laboratory learning activities assigned by the instructor. See the laboratory learning activity list attached (F1 thru F17, C1, C3, C5 thru C9, C14 thru 16, C18 thru C20).

3. **Equipment and Materials:**

   1. TV/VCR
   2. Overhead projector (as required)
   3. Other as required by the instructor
4. **Audio-Visual Aids**: (Recommended)
   
   A. To be selected by the instructor from those listed in Section IID above.
   B. Others as selected by the instructor

5. **Lesson Outline**:
   
   A. Introduce the course
   B. Annotate class roster
   C. Construct a fiberglass duct
   D. Construct a triangle box
   E. Construct a metal plenum
   F. Construct a flexible duct system
   G. Measure air flow, pressure, temperature and fluid head
   H. Review for three week exam.
   I. Three week exam

b. **Lesson Two**: Air Flow and system balancing

ii. **Learning Outcomes**: Upon the successful completion of this lesson the student will:

   1. Learn how to use a duct slide rule. (F1, F2, F3, F4)
   2. Determine CFM requirements per load and size the duct accordingly. (C20)
   3. Construct a radial duct system and balance the system. (F9)
   4. Balance a system with emphasis on grille selection. (C5, 6, 7) (F1, 3, 8, 9)
   5. Determine filter selection criteria and return air sizing. (C5) (F1, 2, 3, 4, 9)
   6. Perform system, air flow and performance analysis. (C5, 6, 7) (F2, 7, 8)

6. **Learning Activities**:

   A. The student will complete reading assignments as assigned (F1, F11, C5, C6).
   B. The student will study the words/terms and complete written assignments specified by the instructor (F1, F11, C5, C6).
   C. The student will attend classroom lectures and participate in classroom discussions (F5, F6, F7, F9, F10, C1, C5, C6, C7)
D. The student will observe demonstrations performed by the instructor (F5, F10, C5, C6, C14).
E. The student will complete laboratory learning activities assigned by the instructor. See the laboratory learning activity list attached (F1 thru F17, C1, C3, C5 thru 9, C14 thru 16, C18 thru 20).
F. Review for exam #2
G. Exam #2

7. **Equipment and Materials:**

   A. TV/VCR
   B. ACCA Form J-1
   C. Computer
   D. HVAC Computer Program
   E. Other as required by the instructor

8. **Audio Visual Aids:** (Recommended)

   A. To be selected by the instructor from those listed in Section IIIID above.
   B. Others as selected by the instructor

9. **Lesson Outline:**

   A. Heat gain calculations
   B. Design conditions
   C. Design temperature difference
   D. Daily range
   E. Building gains
      a. Net Wall area
      b. Windows and doors
      c. Ceilings
      d. Floors
   F. Sensible heat gain -- people and appliances
   G. Infiltrations
   H. Duct gains
   I. Practice heat gain calculation using Form J-1
   J. Complete Form J-1
   K. HVAC computer program
   L. Input heat load information into computer program
   M. Review for Mid Term exam
   N. Mid Term exam

c. **Lesson Three:** System Maintenance before Start-up
1. **Learning Outcomes:** Upon the successful completion of this lesson the student will:

   A. Learn how to replace filter driers. (F9)
   B. Perform a system change out. (C20)
   C. Maintain a plenum. (F10) (C20)

2. **Learning Activities:**

   A. The student will complete reading assignments as assigned (F1, F11, C5, C6)
   B. The student will study the words/terms and complete written assignments specified by the instructor (F1, F11, C5, C6).
   C. The student will attend classroom lectures and participate in classroom discussions (F5, F6, F7, F9, F10, C1, C5, C6, C7)
   D. The student will observe demonstrations performed by the instructor (F5, F10, C5, C6, C14).
   E. The student will complete laboratory learning activities assigned by the instructor. See the laboratory learning activity list attached (F1 thru F17, C1, C3, C5 thru 9, C14 thru 16, C18 thru 20).

3. **Equipment and Materials:**

   A. TV/VCR
   B. Duct Supplies
   C. Duct Tools
   D. Other as required by the instructor

4. **Audio Visual Aids:** (Recommended)

   A. To be selected by the instructor from those listed in Section IID above.
   B. Others as selected by the instructor.

5. **Lesson Outline:**

   A. Determine when to install a filter drier
   B. System change out.
   C. Maintain a plenum.
   D. Review for the Final Exam (This is a comprehensive exam)
   E. Final Exam