



## Course Number and Title: ACR 120 Employee Development Seminar

**Campus Location:**

Georgetown

**Effective Date:**

2021-52

**Prerequisite:**

SSC 100 or concurrent

**Co-Requisites:**

None

**Course Credits and Hours:**

2.00 credits

2.00 lecture hours/week

1.00 lab hours/week

**Course Description:**

This course explores career opportunities in the heating, ventilation, and air conditioning field. Customer relations, safety, and environmental concerns are discussed. Refrigerant transition and recovery certification training is provided.

**Required Text(s):**

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

**Additional Materials:**

Basic calculator

**Schedule Type:**

Classroom Course

**Disclaimer:**

None

**Core Course Performance Objectives (CCPOs):**

1. Research current trends and opportunities in the heating, ventilation, air conditioning, and refrigeration (HVACR) technician job market. (CCC 4, 5; PGC 1)
2. Evaluate resource, certification, and technique requirements related to obtaining and holding an HVACR-related career. (CCC 4, 5; PGC 1, 5)
3. Develop the skills necessary for career search, placement, and success. (CCC 1, 3, 4; PGC 1)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

**Measurable Performance Objectives (MPOs):**

Upon completion of this course, the student will:

1. Research current trends and opportunities in the heating, ventilation, air conditioning, and refrigeration (HVACR) technician job market.
  1. Discuss the job market as related to the education dependency of the career progression.
  2. Identify career pathways addressed by the refrigeration, heating, and air-conditioning studies (RHADIPRAS) and refrigeration, heating, and air-conditioning technology (RHAAASRHA) curricula.
  3. List employer job requirements in conjunction with employment opportunities.
  4. Research career and job opportunities available locally, regionally, and nationally.
2. Evaluate resource, certification, and technique requirements related to obtaining and holding an HVACR-related career.
  1. Identify career requirements in relationship to the RHAAASRHA technology curriculum and graduate requirements.
  2. Select topic-sorted College library resources to research technical equipment.
  3. Identify and practice using College library online journal databases.
  4. Review safety practices and complete safety-related activities.
  5. Explain the importance of and demonstrate proper lifting techniques.
  6. List safety-related concerns within the workplace.
  7. Identify the various certifications available.
  8. Explain the importance of technician certification.
  9. Explain the components of Environmental Protection Agency (EPA) 608 certification.
  10. Review the importance of technician EPA certification.
3. Develop the skills necessary for career search, placement, and success.
  1. Review customer relations as it relates to the HVACR career field.
  2. Explain the importance of proper communication with potential and realized customers.
  3. Discuss the proper response to customer complaints.
  4. Identify and practice interview techniques appropriate to the HVACR field in authentic situations.
  5. Discuss experiences resulting from interviews with HVACR technicians.
  6. Prepare documentation for future job interviews (e.g., a résumé, list of references, etc).

**Evaluation Criteria/Policies:**

The grade will be determined using the Delaware Tech grading system:

|    |   |     |   |   |
|----|---|-----|---|---|
| 90 | - | 100 | = | A |
| 80 | - | 89  | = | B |
| 70 | - | 79  | = | C |
| 0  | - | 69  | = | F |

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

**Final Course Grade:**

Calculated using the following weighted average

| Evaluation Measure                                   | Percentage of final grade |
|--|---------------------------|
| Seminars (Summative) (equally weighted)              | 60%                       |
| Information Literacy Field Trip (Formative)          | 10%                       |
| Career Research Report/Presentation (Formative)      | 10%                       |
| Technician Interview Report/Presentation (Formative) | 10%                       |
| Résumé (Formative)                                   | 10%                       |
| TOTAL  | 100%                      |

**Core Curriculum Competencies (CCCs are the competencies every graduate will develop):**

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

**Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):**  
RHAAASRHA

1. Demonstrate professional behaviors that satisfy workplace expectations and include adherence to safety and environmental concerns related to the field.
2. Service commercial refrigeration and residential heating, ventilation, and air conditioning (HVACR) systems, and interpret related electrical wiring diagrams and schematics.
3. Apply theories of electricity and high and low voltage controls to the HVACR field.
4. Explain scientific principles as they relate to HVACR system operations.
5. Safely use tools, instruments, and equipment related to the HVACR industry.
6. Explain the principles of operation, service, and repair of residential HVACR and commercial refrigeration systems.
7. Identify best practices for proper installation of HVACR equipment and systems.

**Disabilities Support Statement:**

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.