**8503 - HVAC (Core) Class Syllabus for School Year 2024-2025**

New Horizons Career and Technical Education Center

Woodside Lane Campus

Instructor: Mr. Keyes

Email: jonathan.keyes@nhrec.org

Phone: 757 874-4444 Ext 5543

**E-BOOKS**

National Center for Construction Education and Research (NCCER), Pearson, 6th Ed.

*Introduction to Basic Construction* Skills

**CORE OBJECTIVE**

 The Core curriculum is an introduction to craft skills. It prepares individuals for entry-level positions on project sites by providing the basics in safety, hand and power tools, construction math, materials handling, construction drawings, rigging, and employability skills.

 This competency-based program can be used as a pre-apprenticeship program, meets Perkins funding requirements and is recognized throughout the country by the construction industry. The knowledge and skills established in Core are the foundation on which successful construction careers are built. It is a required prerequisite before taking any NCCER Level One curriculum. Below are the required modules:

M2 - Basic Safety (Construction Site Safety Orientation)

M3 - Introduction to Construction Math

M4 - Introduction to Hand Tools

M5 - Introduction to Power Tools

M6 - Introduction to Construction Drawings

M8 - Basic Communication Skills

M9 - Basic Employability Skills

M10 - Introduction to Materials Handling

**CREDENTIALS**

1. OSHA Safety Requirements (Required)
2. NCCER - CORE
3. NCCER - HVACR Level 1

2. EPA 608 Certification (Core, Type I, Type II, Type III, or Universal)

**TEACHER POLICIES/CLASSROOM MANAGEMENT PLAN**

1. Students must bring their laptops daily to complete module assignments.

2. Students not in the classroom when the bell rings will be counted as tardy. Three unexcused tardies are equivalent to one day's absence.

3. While in the classroom, students will be expected to act calmly and orderly to provide all students with an atmosphere for learning.

4. While working in the shop, students must follow all rules to provide a safe working environment for themselves and others. SAFETY NEVER SLEEPS.

5. Additional rules, procedures, required materials, class fees, and information will be given for students and parents to sign when class starts.

**RULES AND REGULATIONS/POLICIES AND PROCEDURES**

Students will follow all rules and policies outlined in the *Student Rights &*

*Responsibilities Handbook* by New Horizons Regional Education Centers.

**LATE WORK**

Students can make up any missed assignments, quizzes, tests, and training. This must be done within three days after the missed assignment (with five points deducted per day for lateness). If students are not present on a Workforce Wednesday Assignment/Quiz, they will have three days to complete it, and it should be completed at home (there is no late work except for Workforce Wednesday Assignments/Quizzes).

**GRADING**

Student grades will be formatted as such:

34% - Employability

33% - Related Instruction

33% - Competencies

The grading scale is:

A = 90-100

B = 80-89

C = 70-79

D = 60-69