

VALLEY COLLEGE

Princeton Campus

Catalog Supplement Heating, Ventilation and Air Conditioning (HVAC)

Anticipated first day of class: January 26, 2015

Insert the highlighted text: On Page 1, History:

History

Valley College was established in 1987 to deliver career education programs to local communities in West Virginia. Valley College is the trade name of West Virginia Corporation Valley Training Centers, Inc.

Valley College has evolved over time as the needs of its students and local employers have changed. Valley College was one of the pioneers in Online Education, having started online delivery of business education in 1997. Today, Valley College offers medical, trade and business programs throughout West Virginia, and continues to offer business and medical programs online.

Insert the highlighted text: On Pages 2 and 3, Admission Requirements:

Application for Admission and Enrollment

To be considered for admission, prospective students must:

1. Submit a completed Valley College Application.
2. Be individually interviewed by an Admissions Representative who will answer questions and provide a tour of the facilities.
3. Satisfactorily complete Valley College's Admissions Assessment. Basic benchmarks for the Wonderlic assessment are a score of 14 for the Nursing Assistant (CNA) and Heating, Ventilation and Air Conditioning (HVAC); 15 for the Business Administration program, and a score of 16 for the Medical Clinical Assistant (MCA), Medical Administrative Assistant (MAA), and Health Services Administration (HSA) programs. Variance from this is at the discretion of the Executive/Campus Director.

The minimum age for admission is 16 for all diploma and degree programs. The minimum age for the Nursing Assistant (CNA) program is 18. Prospective students who do not have a high school diploma or GED are referred to GED testing centers. Career opportunity and occupational outlook information is available from the Admissions Office.

Additional Requirements for HVAC Program

Applicant must be in good health and able to lift, bend, and stand on concrete floors for up to six hours per day. Age is a consideration: Students need to be at least 18 years old to take the certification tests. Valley College HVAC graduates will be eligible to take the EPA Universal Refrigerant Certification (Section 608). If they successfully pass that certification, they will be eligible for the R-410A Certification test.

Insert the highlighted text: On Page 5, Refund Policy:

4a. **Medical Clinical Assistant, Medical Administrative Assistant, Business Administration, Health Services Administration and Heating, Ventilation and Air Conditioning Programs:**

Students who withdraw after the first day of instruction shall be refunded based on the total contract price, according to the following percentages:

9 calendar days or less attendance time	All but the registration fee and book expense
*more than 9 calendar days through 60% completion of current payment period	**Prorata refund of tuition of current payment period plus graduation fee
*more than 60% completion of the current payment period:	**No Prorata refund for current payment period plus graduation fee

Insert the highlighted text: On Pages 7 and 8, Faculty and Class Schedule:

Faculty and Staff

Members of the teaching staff at Valley College have been carefully selected for their experience, technical competence, and ability to relate their experience and knowledge to their students. This background, when combined with Valley College's system of instruction that encourages student interaction through hands on training or computer interactive simulations, provides the student with a challenging and stimulating yet attentive and supportive learning environment.

See Supplement for list of staff and faculty.

School Calendar / Holiday Schedule

See Supplement for School Calendar/Holiday Schedule

Class Hours Schedules:

The class start schedules for these programs may be found in the College Schedule in the Catalog Supplement.

HVAC

Beckley, Martinsburg, Princeton Campus Hours:

Classes run from Monday through Thursday

Time: 9:00 a.m. to 2:00 p.m.

20 hours / Week for classroom instruction

Evening Hours

Beckley Campus Hours:

Classes run from Monday through Thursday

Time: 5:00 p.m. to 10:00 p.m.

20 hours / Week for classroom instruction

HVAC program classes start approximately every three weeks.

Class Start Schedules

Valley College reserves the right to add or change class start dates to meet the needs of prospective students. For regular attendance, standard completion times are expressed in full weeks/months:

Business Administration	(Online)	20.0 Hrs/Wk	72 weeks / 18 months
Medical Administrative Assistant	(Online)	20.0 Hrs/Wk	36 weeks / 9 months
Health Services Administration	(Online)	20.0 Hrs/Wk	60 weeks / 16 months
Medical Clinical Assistant		20.0 Hrs/Wk	38 weeks / 10 months
Medical Clinical Assistant Program includes 645 classroom hours and a 180 hour externship.			
HVAC		20.0 Hrs/Wk	36 weeks / 9 months

Insert the highlighted text: On Pages 9 and 8, Curricula:

Heating, Ventilation and Air Conditioning

The Heating, Ventilation & Air Conditioning program is designed to equip graduates with a broad range of skills necessary to enter the HVAC field. The program is intended for persons who desire a concentrated certificate/diploma in the HVAC field and wish to pursue a career on completion of their program. On completion of their program, graduates will be prepared for positions such as: installation technicians, shop service technicians, repair technicians, and maintenance mechanics.

Insert the highlighted text: On Pages 13 and 8, Attendance Policy:

HVAC Program Additional Attendance Requirements

Attendance is monitored and tracked by a designated staff member. Students are expected to have at least a 75% cumulative attendance rate. If a student's attendance rate drops below 75%, they will be counseled and monitored closely until the attendance percentage improves to 75% or better. If cumulative attendance falls below 75%, the student will be given 30 days to improve their attendance to 75% or better. If improvement above 75% has not been attained at the end of 30 days, and there are not extenuating circumstances, the student will be terminated. A 75% attendance percentage is a requirement for graduation.

Make-Up Time

HVAC Program Make Up Time: Students are accountable for all work missed during periods of absence. Students are responsible for contacting their instructors about any make-up of class work missed. All make-up is at the sole discretion of the instructor. Make-up of missed classes does not erase an absence from a student's record.

Insert the following text on Pages 14 and 15 Withdrawal / Termination and Suspension.

Voluntary Withdrawal: Withdrawal from the college must be initiated by mailing or delivering to the school a notice of withdrawal. Students may also notify the Campus Director in person.

Involuntary Withdrawal: Termination/Suspension

The college expects mature behavior. Regulations governing student conduct and activities are based on the premise that attending class in an environment conducive to learning is the right of each student. A student is subject to suspension or termination for conduct that disrupts the teaching or administrative activities of the college or interferes with the rights of the campus community. Examples of conduct considered unsatisfactory under these standards include dishonesty, failure to comply with college regulations or with the directions of college officials acting in

performance of their duties, harassment, physical or verbal abuse of any person on campus or at college functions, and theft of or damage to college property or to property on campus belonging to any member of the campus community. A student may be suspended for inappropriate behavior for a period of one hour to several days. Suspension may jeopardize successful completion of a course, delaying graduation.

In addition, students may be terminated for the following reasons:

- Failure to maintain and meet the requirements of satisfactory academic progress
- Failure to maintain and meet the program requirements (academic or attendance)
- Failure to follow safety rules in the lab environment
- Excessive absenteeism
- Falsification, misrepresentation, or omission of significant facts at the time of enrollment
- Failure to meet financial obligations related to the college
- Failure to comply with the college’s Code of Conduct (classroom rules)
- Failure to comply to the college’s Academic Integrity policy
- Failure to comply with the college's dress code upon warning
- Possession, use or distribution of illicit drugs or alcohol
- Failure to meet the specific program requirements to be placed in a clinical or externship experience (such as providing documentation necessary for clinicals or externship experience)
- Suspension or dismissal from or refusal of Externship or Clinical experience site for any reason

Students who are terminated will be notified in writing and are refunded prepaid tuition in accordance with the refund policy. Valley College policy places readmission of such students at the sole discretion of the Campus Director.

Replace the Graduation section found on Page 15 with the wording below:

Graduation

A Candidate for Graduation has achieved the following:

- 1) successfully completed a program within satisfactory academic requirements (2.0 GPA or better)
- 2) met or surpassed the programmatic attendance requirement
- 3) is considered, by the Campus Director, to be in good standing in regards to their financial obligation to the college at the time of Graduation

Summary of Graduation Requirements / Credential Earned

Program	Credentials	Minimum CGPA	Earned Credits
Office Technology	Certificate	2.0	32
Medical Clinical Assistant	Diploma	2.0	38
Heating, Ventilation and Air Conditioning	Diploma	2.0	36
Medical Administrative Assistant	Diploma	2.0	33
Medical Front Office, Billing and Coding	Diploma	2.0	30
Health Services Administration	O.A.S. Degree	2.0	60
Business Administration	O.A.S. Degree	2.0	73

(O.A.S. Degree is Occupational Associate of Science degree)

In addition to successful completion of the program, some students may be on the Director’s List (overall GPA of 4.0, overall attendance of 95% or above and completion of the program by the scheduled completion date) or the Honor Roll (overall GPA of 3.5-3.99, overall attendance of 95% or above and completion by the scheduled completion date).

Nursing Assistant (CNA) Pinning Ceremony

A Candidate for Pinning Ceremony has achieved the following:

- 1) successfully completed a program earning a 70% or better
- 2) met the 100% programmatic attendance requirement
- 3) is considered, by the Campus Director, to be in good standing in regards to their financial obligation to the college at the time of the pinning ceremony.

The successful student will receive a Valley College Certificate of Completion and pin.

Insert the following text: On Page 16, Standard of Dress:

Standards of Dress

Valley College students are preparing for careers. Students are encouraged to reflect the proper image of their future careers by dressing appropriately, and should also be aware that excessive visible body piercing and extreme hairstyles may inhibit their career opportunities. Wearing of: jeans, shorts, T-shirts with messages, tank tops, tennis shoes, or other casual attire are not permitted during normal class hours. Failure to adhere to the dress code upon warning is grounds for termination. Questions pertaining to the standards of dress should be addressed to the Campus Director.

HVAC:

Student uniform is a black polo shirt (Valley College issued), jeans and closed-toe shoes. Jeans must be clean and cannot have rips or frayed edges.

Insert the highlighted text: On Pages 30-31 Program Outlines and Course Descriptions:

**HEATING, VENTILATION AND AIR CONDITIONING
DIPLOMA PROGRAM OUTLINE
(Offered at Beckley, Martinsburg, and Princeton campuses)**

COURSES	SEMESTER CREDITS	CLOCK HOURS		
		Lecture (Lec)	Lab (Lab)	Externship (Extn)
<u>First Tier</u>				
HVAC100 Introduction to Refrigeration	3.0	30 Lec	30 Lab	
HVAC105 Building Environments	3.0	30 Lec	30 Lab	
HVAC110 Principles of Electricity and HVAC Controls	3.0	30 Lec	30 Lab	
HVAC115 Blueprints and Plans	3.0	30 Lec	30 Lab	
<u>Second Tier</u>				
HVAC200 Professionalism for Technicians	3.0	30 Lec	30 Lab	
HVAC205 Air Conditioning	3.0	30 Lec	30 Lab	
HVAC210 HVAC Math	3.0	30 Lec	30 Lab	
HVAC215 Heating Systems and Boilers	3.0	30 Lec	30 Lab	
<u>Third Tier</u>				
HVAC230 Specialized Equipment	3.0	30 Lec	30 Lab	
HVAC235 Commercial Systems	3.0	30 Lec	30 Lab	
HVAC240 Safety and Handling Regulations	3.0	30 Lec	30 Lab	
HVAC245 Troubleshooting for the HVAC Technician	3.0	30 Lec	30 Lab	

Courses are listed by Course Number and not necessarily the order in which they will be offered. Most students will complete or have received credit transfers/advanced standing in one rotation before they can proceed to a subsequent rotation of classes. The campus Director may approve any variation of the schedules.

Program Totals:

36 SEMESTER CREDITS
720 CLOCK HOURS: 360 Lecture, and 360 Lab,
Expected Out-of-Class Activities (Homework): 180 hours

Heating, Ventilation and Air Conditioning

The Heating, Ventilation & Air Conditioning program is designed to equip graduates with a broad range of skills necessary to enter the HVAC field. The program is intended for persons who desire a concentrated certificate/diploma in the HVAC field and wish to pursue a career on completion of their program. On completion of their program, graduates will be prepared for positions such as, but not limited to:

- installation technicians
- shop service technicians
- repair technicians
- maintenance mechanics.

Reading Course Descriptions

All courses offered at Valley College are listed under alphabetically arranged subject headings, i.e. Accounting, Business, etc. See the individual program outline for the required courses.

The following course number system is used:

- 100 - 199 First level courses
- 200 - 299 Second level courses

Courses are scheduled in specific rotations. Students must complete or have received credit transfers/advanced standing in one rotation before they can proceed to a subsequent rotation of classes. Any variation of the schedules must have prior approval from the Campus Director.

General Education course descriptions contain a statement identifying them as such. Pre-requisites are contained in a notation identifying them as such with the course descriptions.

(The Office Technology program information is for current students only. As of December 2, 2013, Valley College is no longer enrolling students in the program.)

Program Identifiers:

BA – Business Administration

MCA – Medical Clinical Assistant

Insert the highlighted text: On Pages 34-35 Program Outlines and Course Descriptions:

HEATING, VENTILATION AND AIR CONDITIONING

HVAC100 Introduction to Refrigeration	(3.0 Credits)	HVAC
This course is designed to introduce students to basic refrigeration concepts, properties, and applications. Students will be exposed to safety procedures, tools, equipment use, and best practices. The topics of leak detection, system evacuation, system charging, and instrument calibration are stressed in this course.		
HVAC105 Building Environments	(3.0 Credits)	HVAC
This course focuses on the creation of healthy, productive building environments. Students will learn about heat, temperature, and pressure, as well as the ways that they affect human comfort. This course will also explain the relationship between mechanical and control systems and how this relationship results in quality indoor environments.		
HVAC110 Principles of Electricity and HVAC Controls	(3.0 Credits)	HVAC
This course will offer students an introduction to electricity and automatic controls. Students will receive hands-on experience with electrical tools and meters. Topics covered will include wiring, circuits, current flow, control components, electric motors, and troubleshooting.		
HVAC115 Blueprints and Plans	(3.0 Credits)	HVAC
This course will train students in the basics of blueprint reading. Students will learn how to apply these skills in the HVAC trade. Topics include linear and angular measurements, types and weights of lines, letterings and notations, shading and crosshatching, and ductwork planning.		
HVAC200 Professionalism for Technicians	(3.0 Credits)	HVAC
This course will enable students to develop the soft skills necessary to communicate effectively with customers. Students will learn to apply specific industry-needed skills such as customer contact, punctuality, hygiene, appropriate attire and professional attitude.		
HVAC205 Air Conditioning	(3.0 Credits)	HVAC
This course will familiarize students with the concepts and applications of residential air conditioning systems. Students will receive hands-on experience with air conditioning equipment and will apply troubleshooting techniques to identify and correct system concerns. Topics include psychometrics, air distribution, energy auditing, and operating conditions.		
HVAC210 HVAC Math	(3.0 Credits)	HVAC
In this course, students will acquire the math skills necessary to succeed in the HVAC field. Topics covered will include fractions, ratios, proportions, percentages, discounts, direct measure, computed measure, arcs, and graphs.		
HVAC215 Heating Systems and Boilers	(3.0 Credits)	HVAC
This course will introduce students to the theories of heating, as well as heating systems and service. Students will learn about the different types of heating systems available, including electric, oil, and gas systems. This course will provide students with hands-on instruction in the operation and troubleshooting of heating systems.		
HVAC230 Specialized Equipment	(3.0 Credits)	HVAC
This course will introduce students to the specialized equipment that they will encounter in the HVAC profession. Equipment covered includes ice makers, domestic refrigerators, room air conditioning units, and dehumidifiers.		
HVAC235 Commercial Systems	(3.0 Credits)	HVAC
This course will familiarize students with the principles and components of commercial refrigeration and systems. Topics will include evaporators, condensers, compressors, and expansion systems. Students will gain hands-on experience in troubleshooting and repairing commercial equipment.		
HVAC240 Safety and Handling Regulations	(3.0 Credits)	HVAC
This course covers safe use and the proper handling and transport of refrigerants. Emphasis is also placed on OSHA standards. Topics include leak detection, sales restriction, recovery techniques, service tools, and job site safety.		
HVAC245 Troubleshooting for the HVAC Technician	(3.0 Credits)	HVAC
This course focuses solely on troubleshooting the different types of HVAC systems. Students will gain hands-on experience addressing common service call items that occur during the cooling and heating seasons.		