Instructor Name: Bob Clark

Email Address: rclark@jjc.edu

Office Location: T1067

Office Telephone: 1-815-791-3390

Office Hours:
    Thursday 5:00pm-6:00pm

Fall 2012 Semester

- Week of August 13-17: Faculty/Staff Preparation
- Aug 20: First Day of Classes
- Sept 3: Labor Day (H)
- Nov 12: Veteran's Day (H) Observed
- Nov 21: Fall Recess (No day or evening classes. College closes at 4:30pm)
- Nov 22-25: Thanksgiving Recess (H)
- Week of Dec 10-14: Final Exams
- Dec 15: (Saturday) Final Exam Snow Day Make-up
- Dec 24 - Jan 1: Winter Break

Course Description: This course will introduce students to pneumatic control system design and construction practice. Selection of pneumatic control equipment and components for HVAC systems application, engineering and installation practice will be discussed. Practical knowledge of pneumatic panel fabrication, piping sizing, compressor selection, and equipment mounting examples will be covered in daily lecture. System startup and commissioning will be covered, including examples of job closeout and commissioning documentation. Students will become familiar with general pneumatic control installation practice and construction coordination logistics.

Credit and Contact Hours

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<tbody>
<tr>
<td>Lecture/Demonstration</td>
<td>2</td>
</tr>
<tr>
<td>Lab/Studio</td>
<td>2</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>3</td>
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</table>
Books, Supplies, and Supplementary Materials

Required Textbooks/Reading list

Methods of Instruction:
- Lecture
- Laboratory

Student Learning Outcomes
- Course Content Outcomes
  1. This course is for students in the HVAC program, and anyone interested in pneumatics and how they apply to building automation.

Graded Assignments and Policies
- Graded Assignments
  - Graded assignments will be handed back the following class meeting from when they were collected. Assignments turned in after the graded ones have been handed back will be considered late and a reduction in credit will take place.

- Grading policy
  - Midterm Exam=30%
  - Final Exam=30%
  - Labs=20% Even though the labs only equal 20%, 90% of them must be completed or a grade of incomplete will be given.
  - Quizzes and homework=20%
  - I reserve the right to grade more leniently than this but will grade no harder.

- Major Tests and Quizzes
  - There will be a Midterm and Final Exam as well as random quizzes.

Classroom Policies and Procedures
A. Attendance Policy
  - Attending class is important in that much of what you will experience is hands on training and is difficult to make up. If you miss 3 or more classes without the instructor’s approval you may be dropped from the class.

B. Make-up Policy
  - Makeup quizzes and tests will only be given with an excused absence.

C. Extra-credit Policy
  - Extra credit assignments may be given.

D. Final Exam Information
  - Midterm and Final exams will be open note, open book exams. They may involve a hands on component.

E. Academic Honor Code
  - The objective of the academic honor code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one’s academic behavior. Students determined to be cheating will be referred to the Dean.

F. College Statement about grades of “F” and withdrawal from class.
  - Students may withdraw from a course by processing an add/drop form during regular office hours through the Registration and Records Office at Main Campus or Romeoville Campus, or by phone
at 815-744-2200. Please note the withdrawal dates listed on your bill or student schedule. Every course has its own withdrawal date. Failure to withdraw properly may result in a failing grade of “F” in the course.

- At any time prior to the deadline dates established, an instructor may withdraw a student from class because of poor attendance, poor academic performance or inappropriate academic behavior, such as, but not limited to, cheating or plagiarism.

G. Intellectual Property
Students own and hold the copyright to the original work they produce in class. It is a widely accepted practice to use student work as part of the college’s internal self-evaluation, assessment procedures, or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the instructor.

H. Student Code of Conduct
Each student is responsible for reading and adhering to the Student Code of Conduct as stated in the college catalog.

I. Sexual Harassment
Joliet Junior College seeks to foster a community environment in which all members respect and trust each other. In a community in which persons respect and trust each other, there is no place for sexual harassment. JJC has a strong policy prohibiting the sexual harassment of one member of the college community by another. See Catalog or Student Handbook.

J. Student Support [http://jjc.edu/services-for-students/pages/default.aspx](http://jjc.edu/services-for-students/pages/default.aspx)
- Disability Services: [http://jjc.edu/services-for-students/disability-services/Pages/default.aspx](http://jjc.edu/services-for-students/disability-services/Pages/default.aspx).
  Student Accommodations and Resources (StAR): If you need disability-related accommodations, specialized tutoring, or assistive technology in this class, if you have emergency medical information you wish to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately. Please see me privately after class or at my office. New students should request accommodations and support by scheduling an appointment with the Student Accommodations and Resources (StAR) Office, Campus Center 1125, (815) 280-2230.
- Tutoring: [http://jjc.edu/services-for-students](http://jjc.edu/services-for-students)
- Counseling and Advising: [http://jjc.edu/services-for-students/counseling-advising](http://jjc.edu/services-for-students/counseling-advising)
- Academic Resources: [http://jjc.edu/services-for-students/academic-resources](http://jjc.edu/services-for-students/academic-resources)
- Support Programs: [http://jjc.edu/services-for-students/support-programs-services](http://jjc.edu/services-for-students/support-programs-services)
- Technology Support: [http://jjc.edu/services-for-students/Pages/technology-support.aspx](http://jjc.edu/services-for-students/Pages/technology-support.aspx)

K. Safety
- The Electrical Lab environment presents serious electrical hazards to which the student will be exposed. To mitigate the risk of shock and burn strict safety policies and procedures must be adhered to. Appropriate PPE must be utilized in the performance of certain lab activities. Voltage rated gloves with their leather protectors must be worn whenever voltage testing 50 volts or more or if in direct contact with an energized device or conductor at 50 volts or more. Safety glasses must be worn whenever equipment is energized in the lab.
- Students with an impaired ability to concentrate may jeopardize safety in this classroom for themselves, their classmates and their instructor. If your ability to concentrate is impaired you should discuss this matter with your instructor prior to operating equipment or performing a laboratory procedure. Students are responsible for reporting to their instructor any condition that would impair the ability to concentrate. Failure to notify your instructor of this issue may be a violation of the Student Code of Conduct.
<table>
<thead>
<tr>
<th>Week</th>
<th>Unit, Topic, Class Activity (Indicate approximate time allotment for each topic/unit)</th>
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</table>
| Week 1 | Introduction and Overview  
Pneumatic Control & Automation |
| Week 2 | Commercial Systems  
Overview |
| Week 3 | Control Principles |
| Week 4 | Control Systems |
| Week 5 | Pneumatic Actuators,  
Dampers, Valves |
| Week 6 | Pneumatic Thermostats,  
Humidistat's |
| Week 7 | Pneumatic Transmitters |
| Week 8 | Pneumatic Receiver  
Controllers |
| Week 9 | Pneumatic Control Systems |
| Week 10 | Applications and  
Labs/Testing |
| Week 11 | Applications and  
Labs/Testing |
| Week 12 | Labs/Topic Applications |
| Week 13 | Labs/Topic Applications |
| Week 14 | Labs/Testing |
| Week 15 | Final Exam |

Note. Outline is subject to change without notice.

**Effective Date:** *8-16-2012*

(Faculty must submit a copy of each course syllabus to the Department Chair on or before the first day of class each term. Adjuncts may be given the syllabus of a full-time instructor. The signature does not need to appear on the syllabus given to students.)

**Signature of Department Chair:** ____________________________________________