

HVAC/3 (180 Hours)

Course No.: 72-85-70

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. ORIENTATION AND SAFETY (5 hrs)

- _____ 1. Review scope and purpose of class
- _____ 2. Review overall class content
- _____ 3. Review classroom policies and procedures
- _____ 4. Review occupations available in HVAC field
- _____ 5. Opportunities for gender equity/non-trad.
- _____ 6. Review CalOSHA and laws governing HVAC
- _____ 7. Review impact of EPA on industry practices
- _____ 8. Proper disposal of hazardous materials
- _____ 9. Review NEC & safe working for HVAC techs
- _____ 10. Review/demonstrate use of MSDS in HVAC
- _____ 11. Organizations role in green/sustainability
- _____ 12. Review City of LA Building & Safety Codes
- _____ 13. Review Title 24 as related to the industry
- _____ 14. Class/work first aid/emergency procedures
- _____ 15. Employer/employee insure safe work place
- _____ 16. Safety Test

B. COOLING CONTROL SYSTEMS (40 hrs)

- _____ 1. Components of central station systems
- _____ 2. Features/function of energy control systems
- _____ 3. Discuss various control systems/circuits
- _____ 4. Multi-zone diagram, program thermostat

C. COMMERCIAL AIR CONDITIONING (35 hrs)

- _____ 1. Features/functions of various system types
- _____ 2. Demonstrate application of systems

D. INTEGRATED CONTROLS (35 hrs)

- _____ 1. Integrated systems/pilot proving devices
- _____ 2. Differentiate between pilot proving devices
- _____ 3. Demonstrate installation/component testing

E. LAB WORK (55 hrs)

- _____ 1. System service, diagnostic & repair techniques

F. EMPLOYABILITY SKILLS REVIEW (5 hrs)

- _____ 1. Employer requirements in employee
- _____ 2. Update list of identified potential employers
- _____ 3. Role of electronic networking in job search
- _____ 4. Finalize resumes and cover letters
- _____ 5. Legible, accurate, complete job application
- _____ 6. Complete sample job application forms
- _____ 7. Review importance of enthusiasm on job
- _____ 8. Review importance of appropriate appearance
- _____ 9. Review importance of upgrading job skills
- _____ 10. Customer service to build relationships
- _____ 11. Review/demonstrate interviewing techniques
- _____ 12. Material/resources for successful interview
- _____ 13. Finalize follow-up letters
- _____ 14. Review/demonstrate follow-up procedures

G. ENTREPRENEURIAL SKILLS (5 hrs)

- _____ 1. Define entrepreneurship
- _____ 2. Characteristics of successful entrepreneurs
- _____ 3. Contributions of entrepreneurs to HVAC
- _____ 4. Process and components of a business plan
- _____ 5. Examine personal goals of starting a business
- _____ 6. Sources of monetary investment for business
- _____ 7. Various licensing requirements in HVAC field
- _____ 8. Scenario of student as HVAS business owner
- _____ 9. LEED vs. standard business practices