

Introduction to Apartment Maintenance



For additional information contact:

Ish Moorman
317-545-7071

AC/C TECH
4415 Forest Manor Ave
Indianapolis, IN 46226-3080

Check our website for course schedules.

www.acctech.us

Program Design

This program is designed to help students begin a career as a maintenance technician.

Students will develop the knowledge, skills and competencies necessary for performing building maintenance, and diagnosing and repairing equipment. They will also understand the upkeep and maintenance required at a property in order to maintain its curb appeal, and to ensure that all vacant apartment units are restored to a "market ready" condition and in a timely manner.

The duration of this program is 240 clock hours or 16 semester credits. AC/C TECH utilizes the clock hour method for determining academic units of measurement. Whereas each course is designed to have 30 clock hours of specialized technical training.

Graduates will earn a Technical Certificate in Apartment Maintenance Technology, and EPA Technician Certification as approved by the United States Environmental Protection Agency.

Course	Date	Day	Time	Location
1. GEN101 - Careers in Apartment Maintenance	TBD - Check Website	Mon - Fri	4 - 7 pm	AC/C TECH
2. GEN102 - Basic Electricity	TBD - Check Website	Mon - Fri	4 - 7 pm	AC/C TECH
3. HEA101 - Electric Furnace Maintenance	TBD - Check Website	Mon - Fri	4 - 7 pm	AC/C TECH
4. HEA102 - Gas Furnace Maintenance	TBD - Check Website	Mon - Fri	4 - 7 pm	AC/C TECH
5. HEA103 - EPA Technician Certification	TBD - Check Website	Mon - Fri	4 - 7 pm	AC/C TECH
6. HEA104 - Air Conditioning Maintenance	TBD - Check Website	Mon - Fri	4 - 7 pm	AC/C TECH
7. INT101 - Grounds, Scenery & Curb Appeal	TBD - Check Website	Mon - Fri	4 - 7 pm	AC/C TECH
8. INT104 - Interior Maintenance	TBD - Check Website	Mon - Fri	4 - 7 pm	AC/C TECH

Cost: \$250/Course or \$2,000 to attend the entire program

This institution is authorized by:

The Indiana Commission for Higher Education/
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204-1984
(317)464-4400 Ext.138 or (317)464-4400 Ext.141

AC/C TECH

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Course Descriptions - Introduction to Apartment Maintenance

GEN101 - Career Opportunities in Apartment Maintenance

This course is designed to help students understand the role of a maintenance technician and to help them realize career opportunities in the apartment industry. The students will gain exposure to different job levels, Job assignments and work expectations for each level, work order procedures, service calls during and after normal business hours, compensation trends, overtime pay requirements, customer satisfaction and resident retention, plus more. Moreover, they will be able to decide if apartment maintenance is a desirable career track.

ELE101 - Basic Electricity

This course develops skills in understanding electrical fundamentals as a prerequisite for diagnosing and repairing major appliances, heating and cooling equipment, swimming pool pumps and motors, and defective circuits in a home or apartment. Specifically, the students will learn electrical theory, electrical terminology, ohms law, and electrical formulas. From a practical standpoint, students will learn how electricity is produced and distributed from the utility company, the demand for electricity in a home or apartment, how to diagnose failures using a volt-ohm meter, how to interpret diagrams and schematic, plus more..

HEA101 - Electric Furnace Maintenance

This course develops skills in servicing electric furnaces. Students will learn electric heating principles; how to interpret the schematic wiring diagram; how to trace the sequence of operation; and how to test and evaluate the heating elements, fusible links, limit switches, sequencer, and more. Also, the students will learn how to make repairs in no heat situations, and more importantly, how to make those repairs in safe, efficient and productive manners.

HEA102 - Gas Furnace Maintenance

This course develops skills in servicing gas furnaces. The students will learn to recognize the components, interpret the schematic wiring diagram; trace the sequence of operation; replace defective parts; and adjust the furnace for optimum efficiency. Also, the students will learn to make repairs in no heat situations, clean the furnace, check for gas leaks, check for carbon monoxide leaks and verify that a furnace is safe to operate.

HEA103 - EPA Technician Certification

The primary objective of this course is to prepare students for the EPA Technician Certification exam. It does not require a highly skilled service technician to pass the exam, but some background and experience will be helpful. The students will learn the potential of releasing CFC's and HCFC's into the environment, and information that will encourage them to comply with the Refrigerant Recycling Rule, which is section 608 of the Clean Air Act 1990, as amended CAA.

HEA104 - Air Conditioning Maintenance

This course develops skills in servicing air conditioners. Students will learn how to diagnose the electrical system, the refrigeration system, and the mechanical devices. Specifically, they will develop skills in recovery and evacuation, leak testing, troubleshooting the compressor for mechanical or electrical problems, charging and/or recharging the system, adjusting the unit for optimum efficiency, and making repairs in safe, efficient and productive manners.

INT101 - Grounds, Scenery & Curb Appeal

This course studies the basic approach to improving the appearance of an apartment community, with an emphasis on curb appeal. Students will learn how to maintain signs, gates, fences, flags and flag poles, walkways, trash barriers, grass, fertilizer, mulch, shrubbery, pots, and planters. The students will learn the importance of maintaining these items and developing positive impressions.

INT104 - Interior Maintenance

This course develops skills in making repairs inside the residence and preparing a facility for leasing. The students will learn how to repair holes in drywall, cracks in plaster, repair floor and wall tile, install doors and door locks, install cabinets, trim and moldings, and painting techniques. Safety, tool selection, and construction materials will also be covered. PLU101 - General Plumbing Maintenance

Tuition and Fees

Tuition 8 Courses @ \$250 Each	\$2,000.00
Required Books Refrigeration & Air Conditioning Technology 8 th Edition By Whitman, Johnson, Tomczyk and Silberstein ISBN 978-130-557-8296	\$163.75
Required General Tools Plastic Tool Box with Lock, 25 Ft. Tape Measure, 16 oz Hammer, Utility (Box) Knife, 15" Utility Bar, Phillips & Standard Screw Driver Set, 6 in 1 Screw Driver, 12" Adjustable Wrench, 12" Channel Locks, 10" Slip Joint Pliers, 10" Vise Grips, Torpedo Level, 8@ Needle Nose Pliers, 8@ Lineman Pliers, Wire Strippers, Wire Rippers & Gauge, GFI Receptacle Tester, 6" Drywall Taping Knife, and Hand Sander or Sanding block.	\$218.43
Required Specialty Tools VOM Meter - fused protected, [2] Pock Thermometers Range -10°F to 205°F, Manifold, Pressure Gauge Set, Refrigeration Service Wrench - ¼, Telescopic Inspection Mirror, and Furnace Brush.	\$210.12
Required Safety Equipment Cloth Gloves, Eye Protection and Dust Masks	\$10.52
Uniforms – Recommended	\$160.00
Total Cost	\$2,767.82