



**AUTT 2020 Automotive Manual Transmissions  
COURSE SYLLABUS  
Fall Semester 2022**

**COURSE INFORMATION**

In Credit Hours/Minutes: 4/5050  
Class Location: SECCA Building AT-2  
Class Meets: M/T 1:30pm-5:00pm  
Course Reference Number: 20151

**STRUCTOR CONTACT INFORMATION**

Instructor Name: Will Fountain  
Office Location: SECCA/Room AT-2  
Office Hours: MTWR 1:00PM-6:00PM  
Email Address: [wfountain@southeasterntech.edu](mailto:wfountain@southeasterntech.edu)  
Phone: 912-538-3155  
Fax Number:  
Tutoring Hours (if applicable): See Instructor

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

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**REQUIRED TEXT**

Modern Automotive Technology 10<sup>th</sup> Edition, James E. Duffy. Goodheart-Wilcox Company, Inc.  
ISBN# 978-1-64564-688-4

**REQUIRED SUPPLIES & SOFTWARE**

Required items include; Automotive Technology Book, Automotive Technology lab manual, Safety Glasses, 1" Binder notebook for lab sheets, and Approved Uniform, STC Automotive Technology Shirts. (Shirts can be purchased in the bookstore)  
Recommended, but not required; Nitrile Gloves, Mechanics Gloves.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

### **COURSE DESCRIPTION**

Introduces to basic automatic transmission/transaxle theory, operation, service, and repair procedures as well as electronic diagnosis and repair.

### **MAJOR COURSE COMPETENCIES**

General Transmission and Transaxle Diagnosis, In-Vehicle Transmission/Transaxle Maintenance and Repair, Off-Vehicle Transmission and Transaxle Repair

### **PREREQUISITE(S)**

AUTT 1010, AUTT 1020

### **Coarse Outline:**

1. General Transmission and Transaxle Diagnosis and Repair
2. IN-Vehicle Transmission/Transaxle Maintenance and Repair
3. OFF-Vehicle Transmission/Transaxle and Repair

### **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

### **STUDENT REQUIREMENTS**

Students are expected to complete all tests and comprehensive problems by the due dates. A ten point penalty will be assessed for each day a comprehensive problem is late. There are no makeup tests. Tests are made available for several days; therefore, there are no makeup tests. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the *STC E-Catalog*.

## COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor(s).

## **COVID-19 SELF-REPORTING REQUIREMENT**

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](https://bit.ly/2Xq4g0f) <https://bit.ly/2Xq4g0f>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## **ATTENDANCE GUIDELINES**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

## **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

### **Specific Absences**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early

enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

If a student misses a test, a grade of zero will be assigned. **Only students with extenuating circumstances (who contact the instructor on the day of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero.** Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken the next day, scheduled outside of regular class time. Failure to follow this procedure will result in a grade of zero.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the

Southeastern Technical College Catalog and Handbook.

**PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

**1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

**2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION**

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Assessment/Assignment	Percentage
TESTS	30%
LAB ACTIVITIES	30%
ASSIGNMENTS	20%
FINALS	20%
	100%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## AUTT 2020 Automotive Manual Transmissions Fall Semester 2022 Lesson Plan

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
August 15/WK 1	Chapter 61	Clutch Technology	Chapter 61; lab, test, quizzes, lecture	1,2,3,a,b,c
August 22/WK 2	Chapter 62	Clutch Diagnosis, Service, and Repair	Chapter 62; lab, test, quizzes, lecture	1,2,3,a,b,c
August 29/WK 3	Chapter 62	Clutch Diagnosis, Service, and Repair	Chapter 62; lab, test, quizzes, lecture	1,2,3,a,b,c
September 5/WK 4	Chapter 63	Manual Transmission Technology	Chapter 63; lab, test, quizzes, lecture	1,2,3,a,b,c
September 12/WK 5	Chapter 63	Manual Transmission Technology	Chapter 63; lab, test, quizzes, lecture	1,2,3,a,b,c
September 19/ WK 6	Chapter 64	Manual Transmission Diagnosis, Service, and Repair	Chapter 64; lab, test, quizzes, lecture	1,2,3,a,b,c
September 26/WK 7	Chapter 67	Drive shafts and Transfer Case Technology	Chapter 67 ; lab, test, quizzes, lecture	1,2,3,a,b,c
October 3/WK 8	Chapter 68	Drive shafts and Transfer Case Diagnosis, Service, and Repair	Chapter 68 ; lab, test, quizzes, lecture	1,2,3,a,b,c
October 10/WK 9	Chapter 68	Drive shafts and Transfer Case Diagnosis, Service, and Repair	Chapter 68 ; lab, test, quizzes, lecture	1,2,3,a,b,c



<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
October 17/WK 10	Chapter 69	Differential and Rear Drive Axle Technology	Chapter 69 ; lab, test, quizzes, lecture	1,2,3,a,b,c
October 24/WK 11	Chapter 69	Differential and Rear Drive Axle Technology	Chapter 69 ; lab, test, quizzes, lecture	1,2,3,a,b,c
October 31/WK 12	Chapter 69	Differential and Rear Drive Axle Technology	Chapter 69 ; lab, test, quizzes, lecture	1,2,3,a,b,c
November 7/WK 13	Chapter 69	Differential and Rear Drive Axle Diagnosis, Service, and Repair	Chapter 69 ; lab, test, quizzes, lecture	1,2,3,a,b,c
November 14/WK 14	Chapter 70	Differential and Rear Drive Axle Diagnosis, Service, and Repair	Chapter 69 ; lab, test, quizzes, lecture	1,2,3,a,b,c
November 28/WK 15	Chapter 70	Differential and Rear Drive Axle Diagnosis, Service, and Repair	Chapter 69 ; lab, test, quizzes, lecture	1,2,3,a,b,c
November 28/ WK16	Finals	Finals	Finals	1,2,3,4,a,b,c

**Competency Areas:**

- 1. General Transmission and Transaxle Diagnosis and Repair**
- 2. In-Vehicle Transmission/Transaxle Maintenance and Repair**
- 3. Off-Vehicle Transmission/Transaxle Maintenance and Repair**

**General Core Educational Competencies**

- a)** The ability to utilize standard written English.
  - b)** The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.