



AUTT1010
COURSE SYLLABUS
Lecture / LAB
Fall Semester 2016

Semester: Fall 2016
Course Title: Automotive Technology
Introduction/Dual Enrollment
Course Number: AUTT1010
Credit Hours/ Minutes: 3 /2250
Class Location: Room # SECCA/ Automotive Lab
Class Meets: R 8:00 AM-9:00 AM
CRN: 20255

Instructor: Travis Williams
Office Hours: MTW/ 4:30PM-6:00PM
R/ 1:00PM-6:00PM
Office Location: SECCA/ Auto Lab/ room AT-1
Email Address: TWilliams@southeasterntech.edu
Phone: (912) 538-3155
Fax Number: (912) 538-3106

REQUIRED TEXT: Automotive Technology; Principles, Diagnosis, and Service Fourth Edition by James D. Halderman, published by Pearson



HALDERMAN **AUTOMOTIVE TECHNOLOGY - PRINCIPLES, DIAGNOSIS, AND SERVICE**

PEARSON

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.

COURSE DESCRIPTION: Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

MAJOR COURSE COMPETENCIES: Safety procedures, Legal/Ethical Responsibilities, General Service, hand Tools, Shop Organization, Management, and Work Flow Systems.

PREREQUISITE(S): NONE

COURSE OUTLINE:

- I. Safety Procedures
- II. Legal/Ethical Responsibilities
- III. General Service
- IV. Hand Tools
- V. Shop Organization, Management, and Work Flow Systems

GENERAL EDUCATION CORE COMPETENCIES: STC 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.
4. The ability to utilize basic computer skills.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS: Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work

must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam.

STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!

EXIT EXAM: Include a statement about the Exit Exam on the syllabus for the course that includes an exit exam.

WORK ETHICS:

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.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

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 assessed 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...): Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc..... This should be consistent for instructors teaching in the same program/courses.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Exams	40%
Lab Activities	30%
Finals	20%
<u>Assignments</u>	10%
	100%

GRADING SCALE

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

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.*

**AUTT 1010/DUAL ENROLLMENT – AUTOMOTIVE TECHNOLOGY INTRODUCTION
FALL SEMESTER 2014**

Date	Chapter /Lesson	Content	Assignments & Tests	*Comp. Area
WEEK 1 Safety Procedures				
8/18	CH 6,7	<p>Students will be given course information and syllabus.</p> <p>Lesson will begin with lecture, power point, and video over safety topics.</p> <p>Assignments will be given as class work, lab work, and homework.</p> <p>Assessments will be given over chapters covered in Automotive Technology Book.</p>	<p>1. Welcome and Explanation of course and syllabus</p> <p>2.Begin Reading CH 6 & 7</p> <p>3.Power Point/Lecture</p> <p>4. Homework Assignment 1-CH 6 & 7 Read and answer review questions and take chapter quiz</p> <p>5. Review for CH's 6 & 7 Test</p> <p>6. Begin Lab manual Assignments</p> <p>7. Begin reading CH's 8-10</p>	1,a,b,c,d
WEEK 2 Hand Tools				

8/25	CH's 8-10	Lesson will begin with lecture, power point, and video over hand tools. Assignments will be given as class work, lab work, and homework. Assessments will be given over chapters covered in Automotive Technology Book.	<ol style="list-style-type: none"> 1. Test Over CH's 6 & 7 2. Continue Reading CH's 8-10 3. Homework Assignment 1 (DUE) 4. Lab Manual Assignments (DUE) 5. Power Point/Lecture 6. Homework Assignment 2-CH 8-10 Read and answer review questions and take chapter quiz 7. Review for CH's 8-10 Test 8. Begin Lab Manual Assignments 9. Begin reading CH's 11-14 	1,a,b,c,d
WEEK 3 Hand Tools				
9/2	CH's 11-14	Lesson will begin with lecture, power point, and video over hand tools. Assignments will be given as class work, lab work, and homework. Assessments will be given over chapters covered in Automotive Technology Book.	<ol style="list-style-type: none"> 1. Test Over CH's 8-10 2. Continue Reading CH's 11-14 3. Homework Assignment 2 (DUE) 4. Lab Manual Assignments (DUE) 5. Power Point/Lecture 6. Homework Assignment 3-CH 11-14 Read and answer review questions and take chapter quiz 7. Review for CH's 11-14 Test 8. Begin Lab Manual Assignments 9. Begin reading CH's 15-17 	2,5,a,b,c,d
WEEK 4 General Service				
9/8	CH's 15-17	Lesson will begin with lecture, power point, and video over general service procedures. Assignments will be given as class work, lab work, and homework. Assessments will be given over chapters covered in Automotive Technology Book.	<ol style="list-style-type: none"> 1. Test Over CH's 11-14 2. Continue Reading CH's 15-17 3. Homework Assignment 3 (DUE) 4. Lab Manual Assignments (DUE) 5. Power Point/Lecture 6. Homework Assignment 4-CH 15-17 Read and answer review questions and take chapter quiz 7. Review for CH's 15-17 Test 8. Begin Lab Manual Assignments 9. Begin reading CH's 1-5 	2,5,a,b,c,d NATEF P1
WEEK 5 Shop Organization etc.				
9/15	CH's 1-5	Lesson will begin with lecture, power point, and video over shop organization, management, work flow systems, and Legal/Ethical responsibilities. Assignments will be given as class work, lab work, and homework. Assessments will be given over chapters covered in Automotive Technology Book.	<ol style="list-style-type: none"> 1. Test Over CH's 11-14 2. Continue Reading CH's 1-5 3. Homework Assignment 4 (DUE) 4. Lab Manual Assignments (DUE) 5. Power Point/Lecture 6. Homework Assignment 5-CH 1-5 Read and answer review questions and take chapter quiz 7. Test over CH's 1-5 8. Homework Assignment 5 (DUE) 	4,a,b,c,d NATEF P1

Lessons may be changed at instructor's discretion due to time constraints and other reasons beyond control.

*** Competency Areas:**

Automotive Technology Introduction Competency Areas:

1. Safety Procedures
2. Legal/Ethical Responsibilities
3. General Service
4. Hand Tools
5. Shop Organization, Management, And Work Flow Systems

General Core Competency Areas:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyzes, and interprets information.
- d. The ability to utilize basic computer skills.

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