



**AUTT 2020 AUTOMOTIVE MANUAL DRIVETRAIN/ TRANSAXLE
COURSE SYLLABUS
Fall Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 4/5050

Class Location: Room # SECCA Automotive Lab

Class Meets: MTW 1:30-3:15

Course Reference Number (CRN): 20389

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Will Fountain

Office Location: SECCA/Automotive Lab

Office Hours: MTW 3:30-6:00 PM

Email Address: wfountain@southeasterntech.edu)

Phone: (912) 538-3155

Fax Number (912)538-3106

Tutoring Hours (if applicable):

SOUTHEASTERN TECHNICAL COLLEGE'S (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](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

VanGelder Fundamentals of Auto motive Technology Principles and Practices CDX Learning Systems

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

This course introduces basics of rear-wheel drive, front wheel drive, and four-wheel drive, drive line related electronic controls.

MAJOR COURSE COMPETENCIES

General drive train Diagnosis, Clutch Diagnosis and Repair, Manual transmission/Transaxle Diagnosis and Repair, Drive Shaft and Half Shaft, Universal and Constant-Velocity (CV) Joint Diagnosis and Repair, Drive Axle Diagnosis and Repair, Four-Wheel/All-Wheel Drive Component Diagnosis and Repair

PREREQUISITE(S): NONE

CO-REQUISITES: All Required

COURSE OUTLINE

1. **General Drivetrain**
2. **Clutch Diagnosis**
3. **Manual Transmission/Transaxle Diagnosis and Repair**
4. **Drive Shaft and Half Shaft, Universal and Constant-Velocity (CV) Joint Diagnosis and Repair**
5. **Drive Axle Diagnosis and Repair**
6. **Four-Wheel Drive/All-Wheel Drive Component Diagnosis 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

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!!!!**

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 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" (Failing 0-59) 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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 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.

EXIT EXAM

This course has an exit/capstone exam that must be taken.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

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.

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 Student 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

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
EXAMS	30%
LAB ACTIVITIES	20%
ASSIGNMENTS	20%
FINALS	30%

GRADING SCALE

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

Course Number and Name

Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
AUGUST 13	CHAPTER 30	MANUAL TRANSMISSION/TRANSAXLE PRINCIPLES	<ol style="list-style-type: none"> 1. Welcome & explanation of course & syllabus. 2. Begin reading CH 30 3. Power Point/Lecture 4. Homework Assignment CH 130 Answer Review questions and take Chapter quiz. 5. Begin Lab manual assignments 30 <p>Weekly test and/or quizzes given at instructor's discretion</p>	NATEF P1,P2,A,B,C,D
AUGUST 20	CHAPTER 30	MANUAL TRANSMISSION/TRANSAXLE PRINCIPLES	<ol style="list-style-type: none"> 1. Continue reading CH 30 2. Power Point/Lecture 3. Continue Homework Assignment CH 30; Answer Review questions and take Chapter quiz. 4. Continue Lab manual assignments CH 30 5. Weekly test and/or quizzes given at instructor's discretion. 6. Home Work & Lab Manual assignments CH 121 (DUE) 7. Test over CH 30 8. Begin Reading CH 31 	NATEF P1,P2,A,B,C,D

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
AUGUST 27	CHAPTER 31	CLUTCHES	<ol style="list-style-type: none"> 1. Continue reading CH 31 2. Power Point/Lecture 3. Homework Assignment CH 31; Answer Review questions and take Chapter quiz. 4. Begin Lab manual assignments CH 31 5. Weekly test and/or quizzes given at instructor's discretion. 	NATEF P1,P2,A,B,C,D
SEPTEMBER 3	CHAPTER 31	CLUTCHES	<ol style="list-style-type: none"> 9. Continue reading CH 31 10. Power Point/Lecture 11. Continue Homework Assignment CH 31; Answer Review questions and take Chapter quiz. 12. Continue Lab manual assignments CH 31 13. Weekly test and/or quizzes given at instructor's discretion. 14. Home Work & Lab Manual assignments CH 31 (DUE) 15. Test over CH 31 16. Begin Reading CH 32 	NATEF P1,P2,A,B,C,D

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
SEPTEMBER 10	CHAPTER 32	MANUAL TRANSMISSION/TRANSAXLE DIAGNOSIS AND REPAIR	<ol style="list-style-type: none"> 6. Continue reading CH 32 7. Power Point/Lecture 8. Homework Assignment CH 32; Answer Review questions and take Chapter quiz. 9. Begin Lab manual assignments CH 32 10. Weekly test and/or quizzes given at instructor's discretion. 	NATEF P1,P2,P3, 1,3,a,b,c,d
SEPTEMBER 17	CHAPTER 32	MANUAL TRANSMISSION/TRANSAXLE DIAGNOSIS AND REPAIR	<ol style="list-style-type: none"> 1. Continue reading CH 32 2. Power Point/Lecture 3. Continue Homework Assignment CH 32; Answer Review questions and take Chapter quiz. 4. Continue Lab manual assignments CH 32 5. Weekly test and/or quizzes given at instructor's discretion. 	NATEF P1,P2,P3, 1,3,a,b,c,d
SEPTEMBER 24	CHAPTER 32	MANUAL TRANSMISSION/TRANSAXLE DIAGNOSIS AND REPAIR	<ol style="list-style-type: none"> 6. Continue reading CH 32 7. Power Point/Lecture 8. Continue Homework Assignment CH 32; Answer Review questions and take Chapter quiz. 9. Continue Lab manual assignments CH 32 10. Weekly test and/or quizzes given at instructor's discretion. 	NATEF P1,P2,P3, 1,3,a,b,c,d

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
OCTOBER 1	CHAPTER 33	MANUAL TRANSMISSION OVERHAUL	<ol style="list-style-type: none"> 1. Continue Reading CH 33 2. Power Point/Lecture 3. Homework Assignment CH 33 Answer Review questions and take Chapter quiz. 4. Begin Lab Assignment 33 5. Weekly Test and/or quizzes given at instructors discretion 	NATEF P1,P2,P3, 1,3,a,b,c,d
OCTOBER 8	CHAPTER 33	MANUAL TRANSMISSION OVERHAUL	<ol style="list-style-type: none"> 6. Continue Reading CH 33 7. Power Point/Lecture 8. Homework Assignment CH 33 Answer Review questions and take Chapter quiz. 9. Begin Lab Assignment 33 10. Weekly Test and/or quizzes given at instructors discretion 	NATEF P1,P2,P3, 1,3,a,b,c,d
OCTOBER 15	CHAPTER 33	MANUAL TRANSMISSION OVERHAUL	<ol style="list-style-type: none"> 11. Continue Reading CH 33 12. Power Point/Lecture 13. Homework Assignment CH 33 Answer Review questions and take Chapter quiz. 14. Begin Lab Assignment 33 15. Weekly Test and/or quizzes given at instructors discretion 	NATEF P1,P2,P3, 1,3,a,b,c,d

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
OCTOBER 22	CHAPTER 34	DRIVESHAFTS, AXLES, AND FINAL DRIVES	<ol style="list-style-type: none"> 1. Continue Reading CH 33 2. Power Point/Lecture 3. Homework Assignment CH 33 Answer Review questions and take Chapter quiz. 4. Begin Lab Assignment 33 5. Weekly Test and/or quizzes given at instructors discretion 	NATEF P1,P2,P3, 1,3,a,b,c,d
OCTOBER 29	CHAPTER 34	DRIVESHAFTS, AXLES, AND FINAL DRIVES	<ol style="list-style-type: none"> 6. Continue Reading CH 34 7. Power Point/Lecture 8. Homework Assignment CH 34 Answer Review questions and take Chapter quiz. 9. Begin Lab Assignment 34 10. Weekly Test and/or quizzes given at instructors discretion 	NATEF P1,P2,P3, 1,3,a,b,c,d

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
NOVEMBER 5	CHAPTER 34	DRIVESHAFTS, AXLES, AND FINAL DRIVES	11. Continue Reading CH 34 12. Power Point/Lecture 13. Homework Assignment CH 34 Answer Review questions and take Chapter quiz. 14. Begin Lab Assignment 34 15. Weekly Test and/or quizzes given at instructors discretion	NATEF P1,P2,P3, 1,3,a,b,c,d
NOVEMBER 12	CHAPTER 35	FOUR-WHEEL DRIVE/ ALL-WHEEL DRIVE COMPONENT DIAGNOSIS AND REPAIR	1. Continue reading CH 35 2. Power Point/Lecture 3. Homework CH 35. Answer Review questions and take Chapter quiz. 4. Begin Lab Assignment CH 35 5. Weekly Test and/or quizzes given at instructors discretion	NATEF P-1, P-2, 1,2,3,4,5,6,a,b,c,d
NOVEMBER 19	CHAPTER 35	FOUR-WHEEL DRIVE/ ALL-WHEEL DRIVE COMPONENT DIAGNOSIS AND REPAIR	6. Continue reading CH 35 7. Power Point/Lecture 8. Homework CH 35. Answer Review questions and take Chapter quiz. 9. Begin Lab Assignment CH 35 Weekly Test and/or quizzes given at instructors discretion	NATEF P-1, P-2, P-3 1,2,3,4,5,6,a,b,c,d
NOVEMBER 26	FINALS	FINALS	FINALS	FINALS

COMPETENCY AREAS:

1. General Drive Train Diagnosis
2. Clutch Diagnosis and Repair
3. Manual Transmission/Transaxle Diagnosis and repair
4. Drive Axle Diagnosis and Repair
5. Drive Shaft and half Shaft, Universal and Constant Velocity (CV) joint Diagnosis and Repair
6. Four-Wheel Drive /All-Wheel Drive Diagnosis and Repair

GENERAL CORE EDUCATIONAL COMPETENCIES:

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