



**DIET 1020**  
**Preventative Maintenance**  
**COURSE SYLLABUS**  
**Spring Semester 2021**

**COURSE INFORMATION**

Credit Hours/Minutes: 5 / 4705  
Campus/Class Location: Swainsboro Campus / Room 2139  
Class Meets: Monday, Tuesday, Wednesday, Thursday 9:45-11:45  
Course Reference Number (CRN): 40066

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Jeffrey Wyatt  
Office Hours: Monday-Thursday (MTWR) 7:00-8:15 AM, 4:00-5:15 PM  
Office Location: Building 2 Room 2139  
Email Address: Jeffrey Wyatt ([jwyatt@southeasterntech.edu](mailto:jwyatt@southeasterntech.edu))  
Phone: 478-289-2218

**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](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

**REQUIRED TEXT**

MindTap Diesel Technology, Instant access Heavy Duty Truck Systems, ISBN-13: 978-133778717  
Electude Heavy Vehicles Systems, 12 Month voucher, ISBN 97894-93163-75-1

**REQUIRED SUPPLIES & SOFTWARE**

**Software:** MindTap and Electude are the software required for the course. The **MindTap and Electude Access** Electude Heavy Vehicles Systems, 12 Month vouchers purchased from the Book Store.

**REQUIRED SUPPLIES & SOFTWARE**

**Software:** Electude is the software required for the course. The **Electude Access Codes** may be purchased from the bookstore. See our Blackboard course and/or the instructor for more details.  
Notebook for notes, pens, pencils, cloth mask, and safety glasses. Other recommended, but not required: work gloves, nitrile gloves, safety toe boots

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

## **COURSE DESCRIPTION**

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment, topics include: general electrical systems diagnosis: battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

## **MAJOR COURSE COMPETENCIES / OUTLINE**

- 1 Engine Systems
- 2 Cab and Hood Areas
- 3 Heating, Ventilation, and Air Conditioning (HVAC)
- 4 Electrical/Electronics
- 5 Frame and Chassis

## **PREREQUISITE(S)**

DIET 1000 – introduction to Diesel Technology, Tools, and Safety

## **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**

Safety Glasses required any time students are in the shop.

Long Pants, **(No Shorts are allowed)**

Safety Toe Boots strongly recommended. **(No open toe or open heel shoes are allowed)**

Tee Shirts or Button up shirts are allowed, **(No tank tops, or cut off shirts allowed)**

*STC Diesel Tee shirts are available at the book store 1 required.*

## **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. 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). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## **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   |
| Cough: new or worsening, not attributed to another health condition  |
| Shortness of breath, not attributed to another health condition  |
| New loss of taste or smell   |
| Chills; Repeated shaking with chills   |
| Sore throat, not attributed to another health condition  |
| Muscle pain, not attributed to another health condition or exercise  |
| Headache, not attributed to another health condition   |
| Diarrhea (unless due to known cause)   |
| <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](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), 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.

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.

## 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:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**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:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**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% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

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

Any assignment can be made up with acceptable excuse approved by the instructor; any assignment not made up will result in the student receiving a 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**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 165 Phone: 912-538-3126<br>Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen Thomas</a><br><a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a> | Lanie Jonas, Director of Human Resources<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 138B Phone: 912-538-3230<br>Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie Jonas</a><br><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 |
|-----------------------|------------|
| Chapter Test          | 30%        |
| Final Exam            | 20%        |
| Shop Lab              | 50%        |

**GRADING SCALE**

| Letter Grade | Range  |
|--------------|--------|
| A            | 90-100 |
| B            | 80-89  |

| <b>Letter Grade</b> | <b>Range</b> |
|---------------------|--------------|
| C                   | 70-79        |
| D                   | 60-69        |
| F                   | 0-59         |

## DIET 1020 – Preventive Maintenance Spring Semester 2021 Lesson Plan

Subject to Changes per Discretion of the Instructor  
Instructor will assign DTNA Training and Meritor Training as needed  
Instructor will assign shop task to students as necessary  
Shop task will count towards student shop/lab grade

| <b>Date/Week</b> | <b>Chapter/Lesson</b>                | <b>Content</b>   | <b>Assignments &amp; Tests Due Dates</b> | <b>Competency Area</b> |
|------------------|--------------------------------------|--|--|------------------------|
| 01/11            | Heavy Duty Truck Systems Chapter 3   | Review Chapters 3<br>Test Chapters 3<br>Fasteners                                  | 01/19                                    | 2,5<br>a,b,c           |
| 01/19            | Heavy Duty Truck Systems Chapter 4   | Review Chapters 4<br>Test Chapters 4<br>Steering and Suspension                    | 02/01                                    | 2,5<br>a,b,c           |
| 02/01            | Heavy Duty Truck Systems Chapter 5   | Review Chapters 5<br>Test Chapters 5<br>Steering and Suspension                    | 02/08                                    | 1,2,3,4<br>a,b,c       |
| 02/08            | Heavy Duty Truck Systems Chapter 6   | Review Chapters 6<br>Test Chapters 6<br>Engine Service                             | 02/22                                    | 1,2,3,4<br>a,b,c       |
| 02/22            | Heavy Duty Truck Systems Chapter 7   | Review Chapters 7<br>Test Chapters 7<br>Drive Train Service and Inspection         | 03/01                                    | 1,5<br>a,b,c           |
| 03/01            | Heavy Duty Truck Systems Chapter 8,9 | Review Chapters 8,9<br>Test Chapters 8,9<br>Tire, Hub, Wheel, and Brake Inspection | 03/08                                    | 5<br>a,b               |
| 03/08            | Heavy Duty Truck Systems Chapter 10  | Review Chapters 10<br>Test Chapters 10<br>Chassis/Cab Service and Inspection       | 03/15                                    | 2,5<br>a,b             |



| Date/Week | Chapter/Lesson                         | Content  | Assignments & Tests Due Dates | Competency Area    |
|-----------|--|--|-------------------------------|--------------------|
| 03/15     | Heavy Duty Truck Systems Chapter 11    | Review Chapters 11<br>Test Chapters 11<br>Steering and Suspension                        | 03/22                         | 5<br>a,b           |
| 03/22     | Heavy Duty Truck Systems Chapter 12    | Review Chapters 12<br>Test Chapters 12<br>Electrical Systems and Auxiliary Components    | 03/29                         | 4<br>a,b,c         |
| 03/29     | Heavy Duty Truck Systems Chapter 13    | Review Chapters 13<br>Test Chapters 13<br>Coupling Systems                               | 04/07                         | 5<br>a,b,c         |
| 04/07     | Heavy Duty Truck Systems Chapter 15,17 | Review Chapters 15,17<br>Test Chapters 15,17<br>Truck and Trailer Service and Inspection | 04/26                         | 1,2,3,4,5<br>a,b,c |
| 04/26     | Review                                 | Review for Chapters 3-13,15,17   | 05/03                         | 1,2,3,4,5<br>a,b,c |
| 05/03     | Finals                                 | Finals for Chapters 3-13,15,17   | 05/03                         | 1,2,3,4,5<br>a,b,c |
| 05/03     | Mandatory                              | Shop Clean Up. Will count as lab.  | 05/04                         |                    |

**Official grades will be viewable on mySTC under BannerWeb after the semester is over.**

**Competency Areas: (will vary for each course/taken from state standards)**

- 1 Engine Systems
- 2 Cab and Hood Areas
- 3 Heating, Ventilation, and Air Conditioning (HVAC)
- 4 Electrical/Electronics
- 5 Frame and Chassis

**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