



**AUTT 2030 Automotive Automatic Transmissions
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 5/6750
Class Location: SECCA Building AT-2
Class Meets: MTW 2:00PM-5:00PM
Course Reference Number: 40337

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Travis Williams
Office Location: SECCA/Room AT-1
Office Hours: MTWR 1:00PM-6:00PM
Email Address: twilliams@southeasterntech.edu
Phone: 912-538-3155
Fax Number:
Tutoring Hours (if applicable): See Instructor

REQUIRED TEXT

Automotive Technology, Principles, Diagnosis, and Service James Halderman

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.

Dress Requirements: Approved Uniform; STC Automotive Technology shirts (bookstore). Club t-shirts will be allowed, but not every day. Shirts must be tucked in pants at all time. Work pants, jeans, or work type shorts. Work boots are highly recommended, but may wear tennis shoes, ABSOLUTELY NO OPEN TOED SHOES (flip flops, bedroom slippers etc.) Dress code will be enforced and repeated violations of this and all rules could resort in removal from the course.

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)

AUTT1010 and AUTT 1020

CO-requisites: All Required

COURSE 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

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.

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 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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, 912-538-3126, hthomas@southeasterntech.edu.

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.

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 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:

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" 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 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

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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC'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 [STC website](#).

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

AUTT2030 Automotive Automatic Transaxles

Spring Semester 2018 lesson plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 8/Week 1	Chapter's 127-128	General Transmission and Transaxle Diagnosis and Repair	Chapter's 127-128; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
January 15/Week 2	Chapter's 127-128	General Transmission and Transaxle Diagnosis and Repair	Chapter's 127-128; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
January 22/Week 3	Chapter's 127-128	General Transmission and Transaxle Diagnosis and Repair	Chapter's 127-128; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
January 29/Week 4	Chapter's 127-128	General Transmission and Transaxle Diagnosis and Repair	Chapter's 127-128; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
February 5/Week 5	Chapter 129	In Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 129; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
February 12 Week 6	Chapter 129	In Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 129; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
February 19/Week 7	Chapter 129	In Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 129; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
February 26/Week 8	Chapter 129	In Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 129; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
March 5/Week 9	Chapter 129	In Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 129; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
March 12/Week 10	Chapter 130	Off Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 130; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
March 19/Week 11	Chapter 130	Off Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 130; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
March 26/Week 12	Chapter 130	Off Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 130; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
April 2/Week 13	Chapter 130	Off Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 130; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d
April 9/Week 14	Chapter 130	Off Vehicle Transmission/Transaxle Maintenance and Repair	Chapter 130; lab, test, quizzes, lecture	P1,P2,2,a,b,c,d

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 16/Week 15	FINALS	FINALS	FINALS	P1,P2,2,a,b,c,d

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.
- c) The ability to read, analyze, and interpret information.