



AUTT1010
COURSE SYLLABUS
Lecture / LAB
Summer Semester 2016

Semester: Summer 2016
Course Title: **Automotive Technology Introduction**
Course Number: AUTT1010
Credit Hours/ Minutes: **3 / 2250**
Class Location: SECCA/ Automotive Lab
Class Meets: M 5:00 PM-9:10 PM
CRN: 60126

Instructor: James Harrell
Office Hours: MTWR 4:00PM-5:00PM
Office Location: SECCA/ Auto Lab/ room AT-1
Email Address: jharrell@southeasterntech.edu
Phone: 912-538-3155
Fax Number:
Tutoring Hours: **(include if applicable)**

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, 2" Binder notebook for lab sheets, homework and handouts. Writing tools required (pens, pencils). Writing tools will not be loaned out!

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 result in removal from the course. .

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): college entrance exam

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.

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. **Make-up assignments and/or exams will be decided by the instructor!**

EXIT EXAM: Final exam

WORK ETHICS: N/A

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...): 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. **Make-up assignments and/or exams will be decided by the instructor!**

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	30%
Lab Activities	30%
Finals	20%
<u>Assignments</u>	<u>20%</u>
	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 – AUTOMOTIVE TECHNOLOGY INTRODUCTION
SUMMER SEMESTER 2015**

Date	Chapter /Lesson	Content	Assignments & Tests	*Comp. Area
WEEK 1				
MAY 23	CH 6,7	SAFETY PROCEDURES	<ol style="list-style-type: none"> 1. Welcome & explanation of course & syllabus. 2. Begin reading CH's 6/7 3. Power Point/Lecture 4. Homework Assignment CH's 6/7; Answer Review questions and take Chapter quiz. 5. Begin Lab manual assignments pgs. 8-10 6. Weekly test and/or quizzes given at instructor's discretion. 	1,a,b,c,d
WEEK 2				
JUNE 30	CH 6, 7	SAFETY PROCEDURES	<ol style="list-style-type: none"> 1. Continue reading CH's 6/7 2. Power Point/Lecture 3. Continue Homework Assignment CH's 6/7; Answer Review questions and take Chapter quiz. 4. Continue Lab manual assignments 8-10 5. Weekly test and/or quizzes given at instructor's discretion. 6. CH 6&7 EXAM 	1,a,b,c,d
WEEK 3				
JUN 6	CH's 1-5	LEGAL/ETHICAL RESPONSIBILITIES/ SHOP ORGANIZATION, MANAGEMENT, AND WORK FLOW SYSTEMS	<ol style="list-style-type: none"> 1. Continue reading CH's 1-5 2. Power Point/Lecture 3. Continue Homework Assignment CH's 1-5; Answer Review questions and take Chapter quiz. 4. Continue Lab manual assignments PGSG. 1-7 5. Weekly test and/or quizzes given at instructor's discretion. 	1,a,b,c,d
WEEK 4				
JUN 13	CH's 1-5	LEGAL/ETHICAL RESPONSIBILITIES/ SHOP ORGANIZATION, MANAGEMENT, AND WORK FLOW SYSTEMS	<ol style="list-style-type: none"> 1. Continue reading CH's 1-5 2. Power Point/Lecture 3. Weekly test and/or quizzes given at instructor's discretion. 4. Home Work CH's 1-5& Lab Manual assignments 1-7 (DUE) 5. TEST 1-5 6. Begin Reading CH's 8-12 	NATEF P1, 2,5,a,b,c,d
WEEKS 5				
JUN 20	CH's 8-12	HAND TOOLS	<ol style="list-style-type: none"> 1. Continue reading CH's 8-12 2. Power Point/Lecture 3. Continue Homework Assignment CH's 8-12; Answer Review questions and take Chapter quiz. 4. Continue Lab manual assignments 	NATEF P1, 2,5,a,b,c,d

			12-25 5. Weekly test and/or quizzes given at instructor's discretion.	
WEEK6				
JUL 27	CH 8-12	HAND TOOLS	7. Continue reading CH's 8-12 8. Power Point/Lecture 9. Weekly test and/or quizzes given at instructor's discretion. 10. Home Work CH's 8-12 & Lab Manual assignments 12-25 (DUE) 11. TEST 8-12 12. Begin Reading CH's 13-17	NATEF P1, 2,5,a,b,c,d
WEEK7				
JUL 11	CH 13-17	GENERAL SERVICE	1. Continue reading CH's 13-17 2. Power Point/Lecture 3. Homework Assignment CH's 13-17; Answer Review questions and take Chapter quiz. 4. Begin Lab manual assignments pgs. 11, 27-43 5. Weekly test and/or quizzes given at instructor's discretion	4,a,b,c,d
WEEK8				
JUL 18	CH 8-12	HAND TOOLS	1. Continue reading CH's 13-17 2. Power Point/Lecture 3. Homework Assignment CH's 13-17; Answer Review questions and take Chapter quiz. 4. Continue Lab manual assignments 11, 27-43 5. Weekly test and/or quizzes given at instructor's discretion 6. Home Work CH's 13-17 & Lab Manual assignments 11, 27-43 (DUE) 7. TEST 13-17	4,a,b,c,d
WEEK9				
JUL 25		FINAL EXAM WEEK	1. FINAL EXAM	4,a,b,c,d

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.