



COURSE OBJECTIVES

Upon successful completion of this course, students should be able to:

1. Demonstrate an understanding of the basic principles of automotive shop safety procedures and regulations. (GLO 1, 3, 6)
2. Exhibit the proper use of automotive measurement tools and shop equipment. (GLO 1, 2, 3)
3. Apply the appropriate terminology when discussing precision measurement concepts. (GLO 1, 2, 4)
4. Determine proper tool selection for various measurement and shop activities. (GLO 2, 4)
5. Follow a standardized documentation format while completing course assignments. (GLO 1, 3, 4)
6. Relate to others in a respectful, courteous, and professional manner in an automotive shop environment. (GLO 1, 6)
7. Compare measured values to industry specifications to determine appropriate action. (GLO 2, 3, 4)
8. Identify career opportunities in the automotive service and repair industry. (GLO 1, 3, 6)
9. Properly lift a vehicle using the appropriate shop equipment. (GLO 2, 3, 4)
10. Demonstrate the proper procedure for repairing damaged fasteners. (GLO 2, 3, 4)

COLLEGE POLICIES

Please refer to the Policies and Procedures manual on _____ for more information on all college policies and procedures:

- Honesty in Learning
- Withdrawal
- Attendance
- Student Complaint
- Incomplete
- Grade Appeal
- Standards of Academic Progress

COMPUTER USAGE

Students are expected to observe the Student Computer Usage Guidelines concerning the appropriate use of computers at the College. The guidelines are posted in all areas where computers are located, and individuals may obtain copies in the Admissions Office.

Help Desk Services provides support for the following computer issues:

- questions regarding access to student accounts (login issues)
- connecting to a College resource
- connectivity issues with ANGEL (LMS - learning management system)
- using
- software questions
- campus laptop checkout
- reporting issues with computing or technical resources

CLASS SYLLABUS

Division Name: Engineering Technologies and Information Technologies
Department Name: Automotive and Transportation
Term: [Click here to enter text.](#)

COURSE INFORMATION

Course Name: Automotive Technical Skills
Course Number: [Click here to enter text.](#)
CRN: [Click here to enter text.](#)
Course Modality: Classroom/Lab Web 2 Web 3 Web 4
Class Days/Times: M, T, W, R 8:00am – 11:50am
Students will be given 5 minutes of break time throughout each class day.
Campus Location: Other
Room Number: [Click here to enter text.](#)

INSTRUCTOR INFORMATION

Instructor Name:
Office Hours:
Office Location:
SSC Phone/Extension:
SSC Email Address:

REQUIRED MATERIALS

Textbook(s): Automotive Technology: Principles, Diagnosis, and Service, 3/E, James Halderman
Additional Materials: Published Lab Book & CDX Automotive Access Pack

METHODS OF ASSESSMENT/METHODS OF EVALUATION

Class Participation:	Students will be evaluated on: involvement in classroom discussions, professionalism, and punctuality to established class times.
Homework / Chapter Quiz:	End of chapter practice exercises are to be completed and submitted on time. NO LATE submissions are accepted.
Labs:	Student workbooks must be completed as assigned. Students will be evaluated on: instructor observation of laboratory activities, safety, cleanliness, professional attitudes, proper documentation of any task performed, punctuality to established lab times.

	NO makeup labs permitted.
Tests:	Tests include all of the topics covered during classroom lecture, lab activities, and homework assignments. NO makeup tests are accepted.
Final Examination:	A comprehensive final exam is given at the end of the class. NO makeup exams are accepted.

Method of Assessment	Points
Class Participation (GLO 1)	10
Homework/Chapter Quiz (GLO 1, 2, 3, 4)	10
Lab (GLO 1, 2, 3, 4, 6)	40
Tests (GLO 1, 2, 3, 4)	30
Final Examination (GLO 1, 2, 3, 4)	40
Total	130

GRADING SCALE

Grade Scale

89 - 100%	=	A
80 - 88%	=	B
70 - 79%	=	C
65 - 69%	=	D
Below 65%	=	F

CLASS POLICIES

(Established by the instructor and cannot conflict with the College's Policies and Procedures)

WITHDRAWING FROM CLASS: If you are considering withdrawing from this class, please contact me prior to withdrawing to understand your current grade in the class, the status of your assignments, and the potential consequences withdrawing can have on your academic standing at the college.

ADDITIONAL INFORMATION/REQUIREMENTS

Assessment:

Assessment of student learning provides the college with the tools to help students achieve their educational goals. Student Learning Outcomes (SLOs), which include General Learning Outcomes (GLOs) and Program Learning Outcomes (PLOs), expand the scope of inquiry from the individual student (who will continue to be individually assessed in courses) to the program level.

The college has identified six general learning outcomes (GLOs) that are considered integral to providing opportunities for lifelong learning, preparing students for successful transfer and competence in the workplace. These six GLOs are identified on each master syllabus and carefully analyzed for coverage in each course and aligned with the learning objectives and methods of assessment/evaluation in the course.

The GLOs are:

- Effective Communication (written, oral, reading, and listening)
- Quantitative Literacy (includes computational skills)
- Information Literacy
- Critical Thinking
- Global and Diversity Awareness
- Civic, Professional, and Ethical Responsibility

Through a formal assessment process, the courses are assessed through student achievement throughout the curriculum. Faculty can utilize tools to communicate with students about their readiness for learning and their effectiveness as learners based on the formal assessment process.

Assigned Readings:

In order to ensure student success in this course, the student is responsible for all assigned readings, including but not limited to textbook chapters, discussion postings, chat room entries, homework assignments, labs, articles, instructions, manuals, and emails. The assigned readings are a required part of this course in order to assess the Effective Communication general learning outcome. The student may use information from these readings to analyze the basic elements of an idea, thought, or experience; to synthesize and organize ideas, information, or experiences; to make judgments about the soundness of information, arguments, or methods; to apply theories or concepts to practical problems; or to use information to perform a new skill.

Written papers/reports:

In order to ensure student success in this course, the student is responsible for all written assignments, including but not limited to research papers, homework assignments, lab reports, discussion postings, emails, article summaries, and quizzes/tests. The written papers/reports are a required part of this course in order to assess the Effective Communication general learning outcome.

Tutoring/Skills labs/Digital Library:

The _____ Division promotes student success by encouraging students to utilize the academic support services offered here at the college.

- Digital Library – Room B123
- Tutoring Center – C106
- Math Lab – E207
- Writing Center – G200
- Science Lab – H200

Academic Advising:

After the initial advising in the Admissions Office, each student is assigned an academic advisor in his/her chosen program. The student should schedule appointments with his/her academic advisor when assistance

in scheduling classes and preparing for graduation is needed.

Career Counseling:

_____ College offers career counseling services and resources in the _____ Office, S100. Faculty members and department chairs may provide guidance to students in determining career goals.

Student Responsibility:

Colleges are learning communities. Individuals who are accepted into these bodies have the rights and privileges of membership. They also incur responsibilities. The dictionary defines responsibility as “personal accountability” or “the ability to act without superior guidance.” Responsibility is an essential ingredient for student development. Students should be more than passive transients through an institution. They must be active and responsible in their own learning and environment. A student who is open to the experiences that college offers will find that all learning requires an investment of time and effort. Learning in college is a joint proposition. The institution and faculty are responsible for providing the resources and opportunities. Students are responsible for involving themselves in their class work. While colleges have responsibilities to students and to society, they are not solely responsible for the outcomes of their students. If students are unwilling to do their part, then outcomes will be less than satisfactory. Individuals who are unprepared to accept their responsibilities as students and who have demonstrated such should not expect to successfully complete their course of studies.

Tape Recording in the Classroom:

The following four criteria define tape recording activities

1. The use of recording devices in the classroom must be cleared with the instructor.
2. Requests to use recording devices must be made prior to use of any such devices.
3. Assuming permission to record has been granted to an individual or individuals, the entire class population must be advised that the recording will be taking place. An individual may not be recorded without their knowledge.

The purpose of the request to record must be to enhance the learning process. This is interpreted to mean that instructional activities only are subject to recording. The recording of private conversations and/or non-instructional activities or dialog is not deemed an activity that would enhance the learning process.

WITHDRAWAL DATES

Automotive classes do not always start or stop on the first or last day of the semester. Students wishing to withdraw from automotive classes may do so by obtaining the signature of their course instructor before 75% of the course’s scheduled meeting days have passed.

Deadline to Process Withdrawal Form for This Class:	Prior to 75% of the course completion date listed on the course calendar.
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COURSE OUTLINE/CALENDAR

In case of events beyond the control of faculty that interfere with class times and teaching, adjustments may be made to date of coverage, order of coverage, and date of exams and assignments to ensure full coverage of course content.

The course calendar is attached to the back of the class syllabus.

**AUTOMOTIVE TECHNOLOGY DEPARTMENT
 READING ASSIGNMENTS/DAILY COURSE FLOW
 AUT 121 Automotive Service Skills**

DAY	DATE	SUBJECT	READING ASSIGNMENTS ATPDS Chapters	TESTS
1	8/25/14	Introduction to Automotive/Shop Rules	Chapter 1	
2	8/26/14	Tools/Shop Safety	Chapters 6 & 7	
3	8/27/14	Drill and Tap Lecture/Lab	Chapter 9, 10, & 11	
4	8/28/14	Drill and Tap Lab		Test 1
5	9/1/14	(Labor Day Closed)		
6	9/2/14	Measuring Lecture		Test 2
7	9/3/14	Measuring Lecture/Lab	Chapter 12 & 14	
8	9/4/14	Measuring Lab		
9	9/8/14	Lifting Lecture/Lab	Chapter 8	
10	9/9/14	Lifting Lab		Test 3
11	9/10/14	Final Exam		Final