

Basic Course Information

Semester:	Spring 2015	Instructor Name:	Jose Lopez/Ricardo Pradis
Course Title & #:	Automotive Maintenance & Repair AUT-085	Email:	Jose.lopez@imperial.edu Ricardo.pradis@imperial.edu
Classroom:	1100	Office #:	1100
Class Days:	Saturday	Office Phone #:	760-355-6462
Class Times:	10:45-1:55pm 8:30-10:35am	Emergency Contact:	760-355-6403
Units:	3		

Course Description

This course is designed for students with little or no previous automotive maintenance training. This course consists of automotive safety, demonstrations of emergency situations, such as, changing a flat tire, replacing burned out lamps, and performing general vehicle maintenance and repairs. In addition, the student will learn the correct and safe way to use basic hand tools. (Nontransferable, nondegree applicable)

Student Learning Outcomes

1. Explain the interaction of automotive systems.
2. Describe the purpose of the fundamental automotive system.
3. Describe the type of skills needed to be an auto technician.

Course Objectives

1. Demonstrate safe job practices.
2. Demonstrate emergency situations and repairs.
3. Demonstrate how to inspect and replace all types of lamps.
4. Demonstrate how to inspect, replace and repair windshield accessories.
5. Demonstrate how to use jumper cables with precaution.
6. Demonstrate how to perform vehicle maintenance and repairs.
7. Demonstrate how to use basic hand tools.

Textbooks & Other Resources or Links

Equipment and Supplies:

1. Textbook & Workbook: Modern Automotive Technology 7th Edition James E. Duffy
2. Pen and pencils.
3. Standard writing paper.
4. Personal Protective Equipment:
 - Safety glasses,
 - Work footwear,
 - Proper shirt and pants

Course Requirements and Instructional Methods

Method of Instruction:

Methods of instructions may include, but are not limited to, the following: lectures, textbook worksheets, hands-on worksheets, internet readings, large and small group discussions, audiovisual aids, and demonstrations.

Out-of-class assignment:

Collect automotive catalogs and create a list of hand tools needed to equip an automotive shop. Provide an estimate of what it will cost to purchase the tools.

Reading and Writing:

Research an automotive career of your choice and prepare a written report covering such topics as duties, working conditions, pay range, and opportunities for advancement.

Course Grading Based on Course Objectives

Grading Criteria:

1. Grading system:
 - A=90%-100% of points= Excellent
 - B=80%-89% of points= Good
 - C*=70%-79% of points= Satisfactory
 - D= 60%-69% of points= Pass, less than satisfactory
 - F= Less than 60% of points= Failing
2. Very important:
 - **Mid-Term** will be given on April 18. It will be a multiple choice test **Bring your Scantron, and pencil.**
 - **Final-Exam** will be given on June 6. It will be a multiple choice test **Bring your Scantron and pencil.**
 - There are no make-up exams unless you have a very good reason and make arrangements with the instructor before the exam.
 - Final grades can be raised or lowered based on your preparation and participation in class. It benefits you to be engage and participative.

Shop/ Lab Area

- Safety test must be passed to work in the shop and complete required lab exercise.
- Safety glasses are required to be worn at all times while in the shop area, safety glasses are the student responsibility (students not wearing safety glasses will be ask to leave the class for that day no exceptions).
- Clean up your area and any other lose debris or trash.
- Wear all required safety protection and comply with posted signs.
- No shorts or open toe foot wear, always be prepared to go into the lab area.
- Comply with tool check out policy and return tools clean.
- Do not perform any work on any vehicle outside the assigned task without permission from your instructor.
- Long hair must be kept in a ponytail or tucked away for safety.

Faculty and Staff

All students are required to take direction from any faculty, any issues with direction should be brought up to your instructor, however all staff has the right to direct any student at any time. Please respect the staff's decisions.

Safety Requirements:

For every task perform in Automotive Electronics course the following safety requirements must be strictly enforce:

Comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

Parking:

No student parking by the building, the only exception is on lab time if your vehicle is a project (instructor approved). Speed limit must be kept at or under 5MPH.

Parking permit is required at all times.

Projects:

All projects are to be taken with the student's unless otherwise approve by the instructor.

All approve projects must be removed from campus prior to finals.

All projects must have a written work order (R/O).

Shop Maintenance:

All work will cease 20 minutes prior to end of class.

All work areas must be cleaned.

Tools must be cleaned and returned to the tool room.

Any broken or missing tools must be reported immediately. Tools are student's responsibility

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

[Required Information: Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property. There are many different forms of academic dishonesty. The following kinds of

honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

[Required Information – Discretionary Language and Formatting: The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Class Introduction, Class Orientation, Safety Orientation, Class Activities, Using Textbook, Homework, Exams and Lab Activities	
Week 2-3	Chapter 1: The Automobile Answer review questions pg. 20, Workbook Chapter 1, Lab. Activity: Identify and locate the most important parts of a vehicle. Locate and interpret vehicle and major components identification numbers	Page 20
Week 4	Chapter 2: Automotive Careers and ASE Certification Answer review questions pg. 32, Lab. Activity: Describe the type of skill needed to be an auto technician	Page 32
Week 5-6	Chapters 3 & 4 Basic, power tools and equipment Answer review questions pgs. 45-46, Workbook chapter 4, Lab. Activities: Use hand and power tools safely, lifting vehicles, using jacks and jacks stands	Pages 45-46
Week 7-8:	Chapter 28-29 Batteries Answer review questions pg. 481,	Page 481

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	Workbook chapter 29, Lab. Activity: Perform common battery test, replace a defective battery, clean battery case and terminals	
Week 9	Mid-Term	
Week 10-11	Chapter 36-37 Lights, Instrumentation, sound systems, and accessories. Answer review questions pgs. 690-691 Workbook chapter 36, Lab. Activity: Replace burned out bulbs, wipers, aim headlights, check operation of electrical accessories, using a scan tool	Pages 690-691
Week 12-13	Chapter 40-42 Cooling and lubrication systems. Answer questions pg. 799-800, Workbook chapter 40, Lab. Activity: Check the major parts of cooling and lubrication system for proper operation, maintaining or repairing a cooling, lubrication system, check all fluids	Pages 799-800
Week 14	Chapter 66 Tire and wheel service Answer review questions pgs. 1274-1275, Workbook chapter 66, Lab. Activity: check tires, wheel size, tire inflation, replace flat tires, and emergency situations.	Pages 1274-1275
Week 15	Preparation for final exam	
Week 16	FINAL EXAM	

*****Tentative, subject to change without prior notice*****