

Course Syllabus

AUMT 2328

AUTOMOTIVE SERVICE

CRN 11938 - 12 Weeks

Automotive Technology Training Center

Houston Community College System NE

Instructor:

David Almanzan

Spring 2021

Tuesdays and Thursdays

6:00pm to 9:20pm

Automotive Center

713-718-8100

david.almanzan@hccs.edu

Office Room 204

Office hours: 5:00 pm-6:00 pm Tuesdays and Thursdays

Do not hesitate to contact me with questions about the course or your current status in the class. If you are having difficulty completing or understanding assignments contact me early in the semester so a solution may be established.

Course Description: Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related courses. May be taught manufacturer specific.

Learning Outcomes: The automotive service and repair industry has gone through tremendous changes in the last decade. Working on today's vehicles requires a deeper understanding of the technology that goes into the modern, more sophisticated automobile. This increased sophistication means students need to stay current to meet industry standards today.

Attendance/Absence/Tardy: Houston Community College System believes that regular attendance in all courses is necessary and makes no distinction between excused and unexcused absences. Students who are not present when roll is called will be marked absent. A student who is late to class will be marked as tardy. Three tardies are considered one absence. A student's classroom grade will be reduced for each absence.

Excessive Absences: A student may be dropped from a course or fail a course due to excessive absences. A student with excess of four(4) absences may be dropped from a class. More than four(4) absences is considered excessive.

Grade Appeal Process: There are 4(four) levels of the grade appeal process that must be followed for a successful grade appeal. This must be initiated no more than 15(fifteen) days after the final grade has been posted. Go to the following portion of the student policies and procedures section for more details.

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

Shop Tasks: All work performed in the shop must be documented on repair orders, NATEF task sheets or NATEF task lists and signed-off by your instructor.

Cengage: Assignments will be made using Cengage Mind Tap and must be completed by the indicated due date. Assignments submitted after the due date will not be accepted.

Missed Work: Make arrangements to make-up missed class work or shop tasks.

Tests: There will be two major tests given during the semester. A midterm test and a final exam. Both tests must be completed to pass the course. There will also be tests given that cover the individual chapters covered in the text book. A pop quiz may be given at any time without warning.

Final Exam: The final exam must be taken to pass the course.

Safety Equipment: All students must wear OSHA(ANSI Z87.1) approved safety glasses at all times in the shop. Sun glasses or dark lens glasses are not acceptable. Other personal safety equipment such as hearing protection, leather gloves, nitrile gloves, boots with oil resistance soles, and face guards are recommended.

Automotive Center Dress Policy: HCC requires all students to wear a black or navy blue shirt or HCC approved T-shirt or polo which may be purchased at the book store with possible financial aid. HCC also requires students to wear long pants either black or navy blue. Pants may be jeans or Dickies style uniforms. Students who work at an automotive shop are encouraged to wear their uniform to class.

Campus Carry: Individuals who have a valid license to carry a handgun issued by the State of Texas are allowed to carry a concealed handgun on campus. All information regarding handgun carry is posted at www.hccs.edu/campuscarry

Tools: Students are expected to have proper tools for performing assigned tasks in the shop. Shop grade will be reduced for having insufficient tools.

Student I.D. Badges: Students must wear their I.D. badges at all times while on campus.

Parking Permit: Vehicles parked on HCC property must have a parking permit properly displayed.

Required Textbook: Automotive Technology A Systems Approach seventh edition by Jack Erjavec and Rob Thompson

Department Chair Contact Information

[@hccs.edu](mailto: @hccs.edu)

713-718-8100

Office of the Dean of Students: Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-dean-of-students/

Housing and Food Assistance for Students: Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are not comfortable in doing so.

Students with Special Needs: Several special services are available to students at the Automotive Technology Training Center. One service is full-time professional counseling. If a student has math or reading difficulties, a special course may be made available.

Disability: HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions) please meet with a campus Abilities Counselor as soon possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hcc.edu/district/students/disability-services/>

Title IX of the Education Amendments of 1972: Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender-including pregnancy and parental status-in educational programs and activities. Information regarding these rights is on the HCC website under Students-Anti-discrimination. All inquiries should be made to the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
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EGLS3: (Evaluation for Greater Learning Student Survey System) At HCCS, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction.

What is expected of the student:

1. Be in class 100% of the time.
2. In the event of an absence, find out about missed work.
3. Arrange to make up missed work.
4. Keep a copy of the course syllabus.
5. Behave appropriately in class. Such as
No side conversations while instructor is lecturing
No leaving classroom unless absolutely necessary
Not entering class late
Not bringing children to class
No phones or other devices used during class
No sleeping during class
Disruptive behavior will result in student removal from class and possible expulsion.
6. Purchase required textbooks and other equipment the first week of class.
7. Check your grades often and discuss concerns early, don't wait until the last week of the semester.
8. Treat the instructor and fellow students with courtesy, even if there is a disagreement.

Shop Safety Rules

1. Eye protection must be worn in the shop.
2. When a floor jack is used, always use jack stands to support the vehicle.
3. When starting a car, the person starting the car **MUST** be sitting in the driver's seat. Do not reach through the window to start a car.
4. No horseplay in the shop.
5. Clean up all spills promptly.
6. Report all accidents promptly to your instructor, even minor accidents.
7. Wear appropriate clothing in the shop. Loose or flowing clothes may become entangled in machinery. No open toe shoes, no sleeveless shirts, no short pants
8. Rings, watches, bracelets, earrings and other jewelry should not be worn.
9. If you make a mess – clean it up.
10. Empty all drain pans in to appropriate waste storage container, then clean drain pan.
11. Vehicle lifts should always be set on safety catch.
12. Never leave a creeper on the floor.
13. Never use any tool or piece of equipment you believe to be unsafe. Report it to your instructor.

14. Connect an exhaust hose to the tail pipe before starting a vehicle.
15. If foreign material becomes lodged in your eye, don't rub it. This will cause further damage. Report it to your instructor.
16. Do not work when feeling sick.
17. Report unsafe or improper practices to you instructor.
18. Never leave gasoline in open containers.
19. Make sure a vehicle is properly positioned on a lift or jack.
20. Welding or cutting must be supervised by an instructor.
21. No loud radios in the shop.
22. Long hair must be confined.
23. Material safety data sheets are in the tool room.
24. If you break a tool, inform your instructor.
25. If a tool or piece of equipment is not working properly, inform your instructor.
26. Do not wear a back pack in the shop.
27. Students are not allowed to work in the shop without an instructor present.

Course Outline:

Week 1: Course Introduction and expectations

Week 2: Chapter 5

Week 3: Chapter 5

Week 4: Chapter 6

Week5: Chapter 6

Week 6: MIDTERM EXAM (Tuesday) and SHOP TIME

Week 7: Chapter 7

Week 8: Chapter 7

Week 9: Chapter 8

Week 10: Chapter 8

Week 11: REVIEW COURSE

Week 12: FINAL EXAM (Tuesday)

Grading System:

Chapter Tests 40%

Classroom, Shop, Professionalism 20%

Mid Term 20%

Final exam 20 %