VICTOR VALLEY COLLEGE SYLLABUS

FALL 2018

# Course No.: AUTO 59 Course Title: Tire technician Units: 2 Section No.: 66717

# Class Hours: 6:00 p.m. – 9:10 p.m. Days: MONDAY, WEDNESDAY Room No.:101 BUILDING 67

# Instructor Name: DAVID STEINBACK Office No: TOOL CRIB. Tel. Ext.: 2737

# E-mail Address: DAVID.STEINBACK@VVC.EDU

## FALL CALENDAR

**FALL Term Begins August 27**

**Labor Day Holiday (college closed) September 3**

**Veteran’s Day Holiday (college closed) November 11- 12**

**Thanksgiving Holiday (college closed) November 22-24**

**FALL Term Ends December 15**

**Sixteen (16) week term August 27 – December 15**

**Off-Campus Sixteen (16) week term August 27 – December 15 (Does not follow VVC calendar, see that site’s calendar for holidays)**

**First Twelve (12) week term August 27 - November 17**

**Second Twelve (12) week term September 24 – December 15**

**First Eight (8) week term August 27 – October 20**

**Second Eight (8) week term October 22 – December 15**

## WITHDRAWAL POLICY

**NOTE** – **CAMPUS IS CLOSED and** **CLASSES WILL NOT BE HELD ON CAMPUS THE FOLLOWING DATES:**

**September 3rd, November 12th, November 22nd, November 23rd, November 24th**

STATEMENT OF ACCESS: Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and referral to Accessibility Coordination Center and Educational Support Services (ACCESS) and services per Administrative Procedure (AP 3440)

**Visit Victor Valley College online at** [**www.vvc.edu**](http://www.vvc.edu/)

## Prerequisite: NONE

## Textbook:

1. **CDX Light Vehicle 1 year online access pack: 9781284119541**
2. **CDX COURSE ID # 6235F8  Is used with your student access #**

**CDX E-book**

Access to CDX on-line Automotive Training can be purchased through the VVC book store (packet is located behind the cash register) or the VVC book stores website. You can also purchase directly from the CDX website.  CDX is a required component of this class and it is how you will access all of the course material and the ability to take chapter tests and the final exam.  In short, you cannot pass this class unless you have your own personalized access to CDX you will not be able to share with another student.  Your subscription is valid for one year. If your financial aid has not yet been funded, in some instances the book store will allow a book store voucher contingent on your financial aid funding. You should speak to your financial aid representative for more information.

Below is a coupon code that will allow students to buy CDX products direct.

**Code:** 2017DMCDX Please have students call customer service at 800-832-0034, Option 2 for direct CDX purchase by credit card.

**DO NOT Call CDX SUPPORT DESK-** They help with login issues only.

**Book Store Voucher Statement**

Under certain circumstances if you have already completed your FAFSA documentation and have received and “Award Letter” but have yet to be funded you may be able to receive a bookstore voucher of up to $400.00 depending on funding and eligibility. If you meet all requirements and timing guidelines you will need to complete the following:

1. Download and print your current class schedule
2. Download and print your “Award Letter” from the “My Documents” tab in your WebAdvisor Account.
3. Bring both documents and your current VVC student ID to the Accounting Office at VVC in the Student Activities Center across the hallway from the bookstore to determine final eligibility.

[**https://www.youtube.com/watch?v=mvgxT-JtZTY**](https://www.youtube.com/watch?v=mvgxT-JtZTY)

**2. CDX Tasksheet Manual for NATEF Proficiency**

 **ISBN: 978-1-284-02679-5**

**VVC is a SMOKE FREE campus**

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## Course Description:

This course covers techniques used by the automotive industry to perform duties of a tire technician. Instruction will cover brake and suspension inspections, mounting, balancing, and repairing tires. Perform a bumper to bumper inspection.

## Course Objectives:

1. Understand the value and necessity of practicing personal and occupational safety and protecting the environment by using materials and processes in accordance with manufacturer and industry standards:

2. Students will understand the safe and appropriate use of tools, equipment, and work processes:

3. Students will understand scientific principles in relation to chemical, mechanical, and physical functions for various vehicle systems:

4. Students will perform and document maintenance procedures in accordance with the recommendations of the manufacturer.

5. Students will understand and apply appropriate business practices.

7. Students will understand the function and principles of automotive inspections bumper to bumper, in accordance with portable national industry standards, such as the National Automotive Technicians Education Foundation.

## Student Learning Outcomes:

**Upon completion of the course the student can:**

1. Safely and responsibly perform automotive repairs while minimizing

Impact on the environment

2. Determine necessary repairs to bring the vehicle into industry

Compliance for general maintenance

## Grading Policy:

Attendance Policy: (Class attendance is not a measure of performance or proficiency. Whether a student is just physically present in the class is not a valid basis for grading. Reference Title 5 Section 55002 of the California Code of Regulations: (A) Grading Policy. The course provides for measurement of student performance in terms of stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758 of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.)

**CDX tasks sheets (labs)**

Task sheet will be assigned as they correlate to the chapter being studied and must be printed out and attached to the work order for the vehicle they apply to in order to receive credit. A valid vehicle Repair / work order; must accompany the lab work and task sheet when applicable for course credit. Copies of the task sheets and work order will then be compiled into the course NATEF folder for records and retention

**Grading Scale**

100% thru 90% = A

89% thru 80% = B

79% thru 70% = C

69% thru 60% = D

59% or below = F

**Grade Value WEIGHT**.

TESTS                             30%

Final                         20%

SP2                            10%

TASKSHEETS:       40%

 25. Deduct Points for safety. If need to remind you about eye protection you lose 25 point each reminder

 25. Points for cleanliness. Leave a mess lose 25 points

No credit without proper work order

**SP2 Shop Safety Program. YOU MUST COMPLETE ALL FOUR SP 2 CERTS BEFORE YOU ARE ALLOWED INTO LAB. MUST HAVE CERTS TURNED IN BY SEPTEMBER 15 2018.**

IF you feel that you may have any limitations that would prevent you from participating in activity in this class, please let the instructor know prior to engaging in any activity.

All students participating in courses within the automotive program MUST pass FOUR safety courses on the SP2 website. The safety program contained on this website is intended to both educate the students on both safety and environmental concerns regarding the automotive industry. The student should log onto the website using the following information and complete both final exams with a grade of 80% or greater. The student will have five attempts at the final exam before the exam will need to be reset by the instructor. Upon completion of each exam the student can print out a certificate suitable for framing or inclusion with a resume. WITHOUT THE COMPLETION OF THE SP2 EXAMS, STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN LAB ASSINGMENTS.

GO TO THE FOLLOWING LINK AND ENTER YOUR INFORMATION, MANUALY TYPE IN THE ADDRESS TO SET YOUR SP 2”S

https://app.sp2.org/invite/CC588E6A

**YOU MUST COMPLETE FOUR SP 2 CERTS BEFORE YOU ARE ALLOWED INTO LAB.**

**MUST HAVE CERTS TURNED IN BY SEPTEMBER 15 2018**

**Victor Valley College Automotive Technology Department**

**Student Policies and Procedures**



In addition to the following policies and procedure, students are governed by and expected to abide by the general rules, code of ethics and conducts of Victor Valley College. Please refer to the student handbook for complete information. Your signature at the end of this document indicates your acknowledgment to abide by these policies and procedures. Your signature also indicates your VOLUNTARY ACTIVITY WAIVER, RELEASE & INDEMNITY AGREEMENT approval.

**General Rules**

1. All repairs must be supervised by an instructor or qualified assistant designated by the instructor. The shop may not be used outside of regular scheduled class time or without the permission and presence of an instructor.
2. If a student needs to leave the shop area during regular scheduled class time they are asked to inform the instructor, and sign or clock out.
3. Students are encouraged to bring tools to lab sessions, however VVCC or its employees are not responsible for the theft of your tools.
4. Only students that are currently enrolled in a class are permitted to be in a classroom, parking areas or in the automotive lab areas.
5. All hazardous waste including oil, brake fluids, oil filters, gasoline, solvents and any other substance generally considered by the State of California to be of a hazardous nature must be stored and disposed of properly, if you have questions contact the Automotive Instructional Assistant
6. Students are encouraged to review the (MSDS) Material Safety Data Sheets before contacting any material or chemical in the shop. MSDS are located in the auto shop library.
7. Students are required to immediately notify the instructor of any injury regardless of severity.
8. Students are required to immediately notify the instructor of any hazardous conditions in the lab, classroom or adjacent areas.
9. Students are required to immediately notify the instructor of any hazardous material incident regardless of size.
10. Students enrolled in a class that is currently in session may borrow tools from the tool crib to use in the shop during that lab session. The student must return borrowed tools at the conclusion of that lab session. Tools are not to be removed from the lab area. The student that has borrowed the tool will be financial responsible for the tool if it is not returned to the tool crib at the end of the lab session or is damaged due to a negligence or mischief. Tools will be treated just like borrowed library books from the library, if the tool is not returned to the tool crib, the corresponding replacement cost can be placed on the student's account until paid in full. Financial holds on accounts will result in the student losing the ability to register for classes, holds on graduation and transcripts or other holds as determined by the college. To borrow a tool, the student must surrender their current semester Victor Valley College student Identification. No other form of identification can be used to borrow tools. (I.E) Students cannot borrow tools using a driver's license or state ID, cell phone or car keys. ETC.

**Service Order Procedures and Lab Rules**

1. The instructor must approve all lab projects before work has begun.
2. Students will not be permitted to work in the lab area until they have passed both SP2 automotive safety and pollution training courses and tests with a score of 80% or higher.
3. All vehicles entering the auto shop parking area must have a current work order.
4. Keys will be given to the service advisor and kept in a locked storage area for the duration of the vehicle’s stay in the automotive department. Keys can be checked out during lab sessions from the tool crib with a washer from the tool crib.
5. Only vehicles with a current repair order will be permitted in the shop or rear parking areas. Student parking is provided in designated parking areas only.
6. All vehicles must have steering wheel covers, seat cover, floor mats and fender covers applied before repair work is started.
7. Students will be giving a technician work sheet and must document all work that is performed and all needed additional work on that sheet.
8. An instructor must verify all repairs and the technician worksheet must be signed by the instructor before the repair order can be closed and the vehicles can leave the lab area.
9. After repairs have been completed and repair orders have been closed, vehicles must be removed from the shop and rear parking areas. Vehicle left without permission will be cited and impounded.
10. All lab projects including vehicles left beyond the last day of the term will assumed to be abandoned and will be disposed of properly and at the sole discretion of Victor Valley College.
11. The instructor will have the ability to stop any project, assignment, repair or operation at any time and for any reason if he or she feels that is being conducted in an unsafe manner, a safety rule is being violated, or it poses a hazard to anyone.
12. The internet may be accessed in the computer lab of the automotive department during scheduled class time and only with the permission of the instructor.
13. Respiratory protection is required whenever in the presence of vapors or airborne particulate matter of any kind.
14. Students are not permitted to use any piece of shop equipment without being properly trained on its usage and safety practices.
15. Students are not permitted to drive or road test a vehicle for any reason.
16. Only the instructor or an instructional assistant can road test a vehicle.
17. Students who do not possess a valid California driver’s license may not operate or sit in the driver’s seat of a vehicle.
18. Before starting any vehicle ensure that both feet are in the vehicle, all doors are closed, seat belt is on and you are prepared to operate the vehicle.
19. Wheels must be chocked on all vehicles before repair work is started.
20. A shop exhaust ventilation hose must be connected to the exhaust pipe of any vehicle running in the auto shop.
21. If a student doesn't understand the complete and safe operation of a piece of equipment, service operation or procedure, it is not only their right but the responsibility of the student to stop and ask for proper training from an Instructor or Instructional Assistant before proceeding.
22. Printing within the department is for schematics and repair information only.

**Personal Conduct and Behavior**

1. Profanity and inappropriate conversation is unprofessional and will not be permitted.
2. In the Automotive Industry it is very important that you not only behave in a professional manner, but that you also look professional. Therefore the following mandatory dress policy must be followed:
	1. The Victor Valley College Automotive Department Shirt must be worn to all lab and class sessions.
	2. The designated department shirt must be clean, unwrinkled and worn properly at all times.
	3. You must be bathed, clean, and free of malodor, properly groomed and attired before coming to class. This determination will be made by the instructor and should be consistent with what an employer would expect during working hours.
	4. Your hair must be neat and clean.
	5. Fingernails must be clean and cut short. For safety reasons, long finger nails or acrylic nails are not allowed.
	6. Students not abiding by these policies will be dismissed from class for the day and will not be allowed to make up missed work.
	7. Any student who fails to conduct themselves in a professional manner will be removed from the class and forwarded to the Dean for corrective action.
	8. Students are required to conduct themselves in a safe and professional manner when in the classroom, lab area and when on the VVCC campus.
	9. Victor Valley College is a smoke-free institution. Smoking or the use of any tobacco products **or smokeless devices such as e-cigarettes,** is prohibited at all campus sites.
	10. Eating or drinking is not permitted in lab areas or the rear parking area.
	11. Safety glasses are required when in the shop, whether working on a lab project or not. Smoked colored glasses, sunglasses, and some tinted glasses do not meet the auto shop standard. Please see instructor before purchasing glasses for proper identification. The instructor will have final say on what is or is not safe and appropriate. Some operations may require the additional use of a complete safety shield or tinted lenses for welding or cutting.
	12. Proper close-toed shoes are required in the lab area.
	13. Short pants are not permitted in the lab area.
	14. Loose or baggy clothing is not recommended and may be unsafe. The instructor will have final say on what is or is not safe and appropriate.

**Shop Cleanup and Maintenance**

1. Students are responsible for keeping and maintaining a clean lab area while working in lab.
2. Each class will both sweep and mop the entire shop at the end of each lab session.
3. Students are to ensure that all lab areas are thoroughly cleaned before leaving the lab area.
4. Cleaning up oil spills from the shop floor:
	1. Apply oil absorbent to oil spill and allow sufficient time for oil absorbent to absorb fluid.

Sweep up and either recycle or dispose of absorbent in oil absorbent disposal container.

* 1. Wipe up remaining residue with shop rags and recycle shop rags.
	2. After determining floor is free of oil, mop floor with hot soapy water.
	3. After ensuring mop water is free of contaminants, dispose of mop water in shop sink.
	4. After disposing of used mop water thoroughly clean mop head and bucket and return empty bucket and clean mop to storage rack. Ensure that mop is returned to the hanging position to ensure that it dries.
	5. (Please note that complete shop cleaning instructions are contained the in Shop Maintenance guide, however due to the legality of waste oil disposal a brief explanation was given here.)
1. All vehicles that are staying for additional lab sessions must be removed from the shop and work areas, parked and locked inside the automotive compound at the end of the lab session.
2. All benches must be cleaned and returned to the proper area at the end of the lab session.

**Attendance**

1. All students enrolled in a lecture or lab class are required to **“clock in”** upon their arrival and **“clock out”** upon their departure from class. This time card will serve as the official attendance record for the course. It is the responsibility of the student to ensure that this task is completed during every class session.
2. Any student found tampering with another student's time card, "clocking in" or "clocking out" another student, will be subject to a formal ”Student Disciplinary Action”, which may include termination from the course.

 VOLUNTARY ACTIVITY WAIVER, RELEASE & INDEMNITY AGREEMENT

For and in consideration of permitting (participant)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to enroll in and participate in the activities of Automotive Lab, at Victor Valley Community College. The undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against Victor Valley Community College or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise. It is the intention of the Participant by this instrument, to exempt and relieve Victor Valley College from liability for personal injury, property damage or wrongful death caused by negligence. The undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against Victor Valley College, he/she shall indemnify and save harmless the same Victor Valley College from any and claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death. The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice and the foregoing three (3) paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and instructing of the activity stated above, and is fully aware of the legal consequences of signing the within instrument.

**Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Participant Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_After signing and dating above, please return the entire packet. Your copy of this document is included in the course syllabus of record of all Victor Valley College Automotive Courses**

**Last Revision 05-9-18**

IF you feel that you may have any limitations that would prevent you from participating in activity in this class, please let the instructor know prior to engaging in any activity.

Class Schedule

1st Week;

Monday: SP2 Testing Shop Safety.

Wednesday: CDX CHAPTER ASE 0 CHAPTER 3 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

Top of Form

2nd Week:

MONDAY SEPTEMBER 3 LABOR DAY COLLEGE CLOSED

WEDNESDAY: CDX CHAPTER ASE 0 CHAPTER 9 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

3rd Week;

MONDAY: CDX CHAPTER ASE 0 CHAPTER 9 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

WEDNESDAY: CDX CHAPTER ASE 0 CHAPTER 10 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

4TH Week

MONDAY : CDX CHAPTER ASE 0 CHAPTER 10 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

WEDNESDAY: MIDTERM TEST ON CHAPTERS 3, 9, 10

 CDX CHAPTER ASE 0 CHAPTER 36 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

5TH WEEK:

MONDAY : CDX CHAPTER ASE 0 CHAPTER 36 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

WEDNESDAY: CDX CHAPTER ASE 0 CHAPTER 36 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

6TH WEEK

MONDAY: CDX CHAPTER ASE 0 CHAPTER 37 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

WEDNESDAY: CDX CHAPTER ASE 0 CHAPTER 37 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

7TH WEEK

MONDAY: CDX CHAPTER ASE 0 CHAPTER 37 ON BLACK BOARD

PRETEST, TEST AND ALL TASK SHEETS

WEDNESDAY: HANDS ON FINAL

PRETEST, TEST AND ALL TASK SHEETS

8TH WEEK

MONDAY: WRITTEN FINAL

WEDNESDAY CLASS POT LUCK