VICTOR VALLEY COLLEGE SYLLABUS

FALL 2017

# Course No.: auto 50.5 Course Title: introduction to basic auto service & maintenance Units: 4.0

# Section No.: 63099 Class Hours: online Days: online Room No.: online

# Instructor Name: john sweet john.sweet@vvc.edu

## FALL CALENDAR

**FALL Term Begins August 28**

**Labor Day Holiday (college closed) September 4**

**Veteran’s Day Holiday (college closed) November 10- 11**

**Thanksgiving Holiday (college closed) November 23-25**

**FALL Term Ends December 16**

**Sixteen (16) week term August 28 – December 16**

**Off-Campus Sixteen (16) week term August 28 – December 16 (Does not follow VVC calendar,**

 **see that site’s calendar for holidays)**

**First Twelve (12) week term August 28 - November 18**

**Second Twelve (12) week term September 25 – December 16**

**First Eight (8) week term August 28 – October 21**

**Second Eight (8) week term October 23 – December 16**

## WITHDRAWAL POLICY

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

**September 4th, November 10th, 11th, 23rd, 24th, 25th**

STATEMENT OF ACCESS: Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and referral to Disabled Students Programs and Services (DSPS) and services per Administrative Procedure (AP 3440)

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

## Prerequisite:

None

## Textbook:

**CDX**

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.

Light Vehicle 1 year on-line access code ISBN 9781284027327

Copy and paste this link into your browser to learn how to open and use your CDX E-Book

**https://www.youtube.com/watch?v=mvgxT-JtZTY**

**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.

## Course Description:

This course covers the basic functions of all the automotive systems as well as key parts of the entire automotive industry. Topics covered will include minor preventive maintenance procedures.

## Course Objectives:

1. Recognize and identify shop safety, environmental hazards and sustainable environmental practices in an automotive shop

2. Identify and evaluate the condition of an automotive electrical system

3. Identify and evaluate the condition of automotive emission systems

4. Identify and evaluate the condition of tires and wheels

5. Identify and evaluate the condition of automotive transmissions and drive lines

6. Identify and evaluate the condition of automotive braking systems

## Student Learning Outcomes:

Upon completion of the course the student should be able to:

1. Safely and responsibly perform automotive repairs while minimizing impact on the environment.
2. Determine necessary minor maintenance to bring the vehicle into industry

 compliance for safe operation.

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.)

## Grading Policy:

 90 to 100% = A

SP-2 Safety Tests 20% 80 to 89% = B

Chapter Pre Tests 10% 70 to 79% = C

Final Chapter Tests 40% 60 to 69% = D

YouTube Posts 30% Under 60% = F

Financial Aid statement

In order to receive financial aid from Victor Valley College, students must meet the following Satisfactory Academic Progress (SAP) Requirements:

1.       Complete 67% or more of attempted cumulative attempted units in an eligible program; and

2.       Maintain a cumulative GPA of 2.0 or higher; and

3.       Maintain education plan requirements as defined in the VVC catalog; and

4.       Attempt less than 150% of program length.

Should students drop or withdraw from a class, they may be required to pay back some or all of their financial aid award. Please contact the Financial Aid office for details regarding eligibility and the SAP process.

**SAFETY:**  Working safely at home or in an auto repair shop is fun but there can be risks so before

 completing any hands-on work it is recommended you complete the two SP-2

 tests. This information will make you aware of potential hazards when working around

 vehicles. Log on to the Internet **sp2.org**. Your user name is **78442**, your password is

 fact, and your pin is the **last 6 digits** of your student ID number. Read the information

 presented for **S/P2 Training for Mechanical Repair Safety** and S/P2 **Training for**

 **Mechanical Repair Pollution Prevention**, take the quizzes, take both finals. Successful

 completion of these two tests satisfy your safety recommendation for one year for the

 VVC automotive program and will count for 20% of your final grade.

Please note: It is the students responsibly to drop a class for non-attendance before the “W’ date (see the Victor Valley College Student Handbook)

Note: Read this very carefully

Welcome to Auto 50.5. I feel you will really benefit and enjoy this class. The program is interactive so take your time and have fun. If you do not understand any chapter, read it over again and as many times as you need to. You have access to the program for 1 year and the same E-Book is used for most VVC Auto Classes. At the start of each assigned chapter there is a Pre-Test (check of prior knowledge & counts for 10 % of your grade, see the notice in the Chapter 3 assignments) and the end of every assigned chapter there is a final test (these count for 40% of your grade)(these two tests are part of the class and count for 10% & 40% of your grade), after you take the pre-test or final test, review your answers and when you are satisfied go ahead and submit the test and I will be notified of your score then it will be reflected in the Blackboard Grade Book. After you have taken the pre-test, read or listen to (yes the E-book as an **audio feature**) the assigned chapter, take the final chapter test you will then need to view the required YouTube clip that relates to the chapter and then post your thoughts on the Blackboard Discussion Board (be sure and post in the proper labeled link), some chapters have more than one clip, you are only required to post on one (unless stated otherwise) but feel free to post on more if you wish (the post counts for 30% of your grade) To view these clips. Highlight the YouTube link (copy and paste it into your browser) and watch the video that relates to the assigned chapter **also** you can access the clips by clicking on the BUTTON labeled Chapter YouTube Clips or Links. Before you perform any maintenance or repairs on a vehicle (if you choose too) take the required SP-2 Safety Tests (they will count (20%) towards your final grade) (see the safety section of the Course Syllabus (posted on Blackboard) for instructions) (your account will be set up by the end of the first day of the semester). CDX has two ways to get any help you need, the phone number is 844 273-7537 or there is a link you can use: cdxsupport@partnerinpublishing.com

Copy and paste this link into your browser to learn how to open and use your CDX E-Book or click on the button that is labeled “How To videos”

**https://www.youtube.com/watch?v=mvgxT-JtZTY**

**If you have any questions please email me and I will help. Please Note All E-Mails should be sent through the button that is labeled “E-Mail -- Submit Work”**

Auto 50.5 Assignment Schedule

WEEK 1 S/P2 Training for Mechanical Repair Safety

8/28/2017 **ASSIGNMENTS:** Log on to the Internet sp2.org. Your user name is 78442, your password

 is fact, and your pin is the last 6 digits of your student ID number. Read the information

 presented for S/P2 Training for Mechanical Repair Safety, take the quizzes, take the final. (you need to

 score at least 80% to satisfy VVC Auto Safety requirements for a year) Copy and paste the following link

 into your browser to see how to log on to SP-2.org [**https://www.youtube.com/watch?v=4pxqOn7gt9E**](https://www.youtube.com/watch?v=4pxqOn7gt9E)

One more thing: I have no control on adds that may precede a clip you need to view, so if something offends you I just can’t help it.

WEEK 2 SP-2 Mechanical Repair Pollution Prevention

9/5/2017 **ASSIGNMENTS:** Log on to the Internet sp2.org. Your user name is 78442, your password

 is fact, and your pin is the last 6 digits of your student ID number. Read the information

 presented for SP-2 Mechanical Repair Pollution Prevention, take the quizzes, take the final. (you need to

 score at least 80% to satisfy VVC Auto Safety requirements for a year) Copy and paste the following link

 into your browser to see how to log on to SP-2.org [**https://www.youtube.com/watch?v=4pxqOn7gt9E**](https://www.youtube.com/watch?v=4pxqOn7gt9E)

WEEK 3 **Introduction to Automotive Technology,**

9/11/2017 **ASSIGNMENTS:** Take the Pre-Test for Chap 2, Read or listen to Chapter 2; Take the Final for Chapter 2

Note about the Pre-Tests

**A pre-test is a measure of your prior knowledge of a subject and the results should not be used for or against you but as an indication of what you learned in the chapter (difference of score between the pre and final chapter test). Because of this if you attempt a pre-test you will earn the same grade if you would miss all questions or get them all correct. Use the difference between the two tests to measure your knowledge and if the difference is not to your satisfaction go back over the chapter.**

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 2) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board Chapter 2 https://www.youtube.com/watch?v=SEKFBTpfols

Note, here is a short video on how to copy and paste the link into your internet browser; (note do not post about this link)

[**https://www.youtube.com/watch?v=4A6m1j7HZz0**](https://www.youtube.com/watch?v=4A6m1j7HZz0)

WEEK 4 **Introduction to Automotive Safety**

9/18/2017 **ASSIGNMENTS:** Take the Pre-Test for Chapter 3, Read or listen to Chapter 3; Take the Final for Chapter 3

Note about the Pre-Tests

**A pre-test is a measure of your prior knowledge of a subject and the results should not be used for or against you but as an indication of what you learned in the chapter (difference of score between the pre and final chapter test). Because of this if you attempt a pre-test you will earn the same grade if you would miss all questions or get them all correct. Use the difference between the two tests to measure your knowledge and if the difference is not to your satisfaction go back over the chapter.**

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 3) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

 Chapter 3 **https://www.youtube.com/watch?v=TlcRYbV7zoM**

WEEK 5  **Personal Safety**

9/25/2017 **ASSIGNMENTS:**  Take the Pre-Test for chapter 4, Read or listen to Chapter 4; Take the Final for Chapter 4

 NOTE: There is no YouTube Clip for Chapter 4 (it was covered in Chapter 3

WEEK 6 **Careers in Automotive Technology**

10/2/2017 **ASSIGNMENTS:** Take the Pre-Test for Chapter 1, Read or listen to Chapter 1; Take the Final for Chapter 1

Video clips that you have already viewed cover this chapter so I am going to have you look at one that relates to future automotive technology

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 1) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

Chapter 1 **https://www.youtube.com/watch?v=KPwNsrMdMgM**

WEEK 7 **Vehicles, Customer, Service Information**

10/9/2017 **ASSIGNMENTS:** Take the Pre-Test, Read or listen to Chapter 5, Take the Final for Chapter 5

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 5) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board**:**

**Chapter 5 https://www.youtube.com/watch?v=gTGpkbt8fm4**

WEEK 8 **Tools and Equipment – You have two weeks for this chapter**

10/16/2017 **ASSIGNMENTS:** Take the Pre-Test for Chapter 6, Read or listen to Chapter 6; Take the Final for Chapter 6

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 6) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

 Chapter 6 **https://www.youtube.com/watch?v=2AVww22z9pg**

WEEK 9 **Tools and Equipment -- This is your second week for this chapter**

10/23/2017 **ASSIGNMENTS:** Take the Pre-Test for chapter 6, Read or listen to Chapter 6, Take the Final for Chapter 6

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 6) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

 Chapter 6 **https://www.youtube.com/watch?v=2AVww22z9pg**

WEEK 10  **Vehicle Protection and Jack & Lift Safety**

10/30/2017 **ASSIGNMENTS:** Take the Pre-Test for Chapter 7, Read or listen to Chapter 7; Take the Final for Chapter 7

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 7) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

 Chapter 7 **https://www.youtube.com/watch?v=N3R\_8889p3g**

WEEK 11 **Communication**

11/6/2017 **ASSIGNMENTS:** Take the Pre-Test for Chapter 9, Read or listen to Chapter 9; Take the Final for Chapter 9

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 9) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

 Chapter 9 **https://www.youtube.com/watch?v=AMO3A\_CWSsY**

WEEK 12 **Vehicle Maintenance & Inspection -- You have two weeks for this chapter**

11/13/2017 **ASSIGNMENTS:** Take the Pre-Test for Chapter 8, Read or listen to Chapter 8; Take the Final for Chapter 8

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 8) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

 Chapter 8 **https://www.youtube.com/watch?v=17-8WkEM52g**

WEEK 13 **Vehicle Maintenance & Inspection -- This is your second week for this chapter**

11/20/2017 **ASSIGNMENTS:** Take the Pre-Test for Chapter 8, Read or listen to Chapter 8; Take the Final for Chapter 8

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Chapter 8) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

Chapter 8 **https://www.youtube.com/watch?v=17-8WkEM52g**

WEEK 14 **Oil change**

11/27/2017 **ASSIGNMENTS: View the video until you understand all areas, looking at safety concerns**

This video does a good job of explaining how to perform an oil change; I would add a couple of things:

1. Always use fender covers and put your eye protection on
2. Double check that the cars wheels are chocked and when jacked (use a floor jack) up has safety stands under it and make sure it will not roll or come off the stands
3. When changing the oil filter make sure the old gasket does not stick on the block, if it does the oil pressure will cause it to leak and it will cause engine damage
4. When you are done make sure there are no oil leaks
5. Clean up your work area, clean your tools, and ALWAYS dispose of your used oil and filter according to local law

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Oil Change2) into your browser and post your thoughts in the proper heading on the Blackboard Discussion Board:

 Oil Change [**https://www.youtube.com/watch?v=O1hF25Cowv8**](https://www.youtube.com/watch?v=O1hF25Cowv8)

WEEK 15 **Maintenance Tune Up**

12/4/2017 **ASSIGNMENTS: View the video until you understand all areas, looking at safety concerns**

This video does a good job of explaining how to perform a maintenance tune up; I would add a couple of things:

1. Always use fender covers and put your eye protection on
2. If the car has to be raised double check that the car when jacked up has a safety under it and make sure it will not come off the stands
3. Not all vehicles require the spark plug wires be changed during a routine spark plug change, but if they look warn or the plug ends come off when removing, then change them
4. Your vehicle may not have a cabin filter
5. Oxygen Sensors do not need changing every time the spark plugs are replaced. They do wear and get “lazy” and can affect emissions and mileage, have it checked by a professional
6. Clean up your work area, clean your tools, and ALWAYS verify that all your tools are not left under the hood, dispose any hazardous waste according to local law

Copy and paste the following link (or click on the “Chap YouTube Links” Button and pick Tune Up) into your browser and post your thoughts in the proper chapter on the Blackboard Discussion Board:

 Tune Up [**https://www.youtube.com/watch?v=kMMLij4jwdY**](https://www.youtube.com/watch?v=kMMLij4jwdY)

WEEK 16 **Final SLO Assessment Exercise --** **Finish all assignments**

12/11/2017 **ASSIGNMENTS: The Oil Change Video and my notes will help with the Final SLO Assessment Exercise Finish all assignments**

Have a Great Semester Break