VICTOR VALLEY COLLEGE SYLLABUS

SPRING 2018

Course Number: AUTO79A Course Title: Basic Tune Up Units: 2.0 Section Number: 63675 Class Hours: 8:00am to 4:30pm Days: Saturdays 1st (8) Weeks only Room Number: 67-1/64 shop
Instructor Name: Mark Weller Instructor E-mail: mark.weller@vvc.edu
Phone Number (emergency only): 760-887-5850 YouTube Channel: mweller872
Office Hours: Directly before and after class

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**Spring Term Begins February 12**

**Presidents Day Lincoln February 16**

**College Closed (no classes) February 17**

**Presidents Day Washington February 19**

**Spring Break Holiday (college closed) March 30**

**College Closed (no classes) March 31**

**Spring Break (no classes-offices open) April 9 – 13**

**Memorial Day Holiday (college closed) May 28**

**Commencement June 8**

**Spring Semester Ends June 9**

**Sixteen (16) week term February 12 – June 9**

**Off-Campus Twelve (12) week term February 12 – May 12
(Does not follow VVC calendar, see that site’s calendar)**

**First Twelve (12) week term February 12 – May 12**

**Second Twelve (12) week term March 12 – June 9**

**First Eight (8) week term February 12 – April 7**

**Second Eight (8) week term April 16 – June 9**

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

February, 14th, 16th, 19th, March 30th, 31st, April 9th, 10th, 11th, 12th, 13th, 14th, and May 28th

**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** [Victor Valley College Website](http://www.vvc.edu) **[URL link is www.vvc.edu]**

**PREREQUISITE:**

None Defined

**REQUIRED TEXTBOOK(S):**

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.

**ADDITIONAL COURSE MATERIALS:**

NATEF Lab Sheets instructor provided

**COURSE DESCRIPTION:**

This course covers techniques used by the automotive industry to diagnose and

repair fuel and ignition systems. Topics will cover the diagnosis and repair of

conventional and electronic ignition systems, fuel systems, and introduction to

automotive computers.

**COURSE OBJECTIVES:**

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

1. Recognize and identify shop safety, environmental hazards and

sustainable environmental practices in an automotive shop

a. Exams/Tests/Quizzes

2. Identify the different components of the ignition system.

a. Class Work

3. Diagnose, disassemble, repair and reassemble components of the

fuel delivery system.

a. Class Work

4. Diagnose, disassemble, repair and reassemble components of the

fuel delivery system.

a. Class Work

**STUDENT LEARNING OUTCOMES:**

Upon completion of the course the student can:

1. Safely and responsibly perform automotive repairs while minimizing

impact on the environment

1. Determine necessary repairs to bring the engine into industry

compliance for drivability and emissions

**GRADING POLICY:**

**Lab Projects**

Lab projects will be assigned as the correlate to the chapter being studied and will be completed on NATEF task sheets. These lab sheets are included in your on line access but if you would like to use those you will need to print them at home prior to going to class. You can also buy all NATEF task sheets in one manual that will be good for all classes in the future that use CDX. To receive credit for NATEF Task Sheets they must be initialed before submitting. Late work will not be accepted.

**Chapter test**

Each chapter will conclude with a computer based chapter test, you may take the chapter test as many times as you would like and only your highest score will be recorded. Please pay close attention to the due dates. After the chapter test due date has passed the test can no longer be taken.

**Final Exam**

At the end of term there will be a hands on Final Exam and a written ASE-0 final exam.

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| --- | --- |
| **Grade Value** | **Grading Scale** |
| **SP2 (Safety)** | **15%** | **100% thru 90%** | **A** |
| **Lab Assignments** | **40%** |  **89% thru 80%** | **B** |
| **Chapter Tests** | **30%** |  **79% thru 70%** | **C** |
| **Final Exam** | **15%** |  **69% thru 60%** | **D** |
|  |  |  **59% or below** | **F** |

**WITHDRAWAL POLICY:**

The class instructor has the right to terminate a student’s enrollment when a student is absent for more than one hour for each unit of class credit, however it is the student’s responsibility to initiate the withdrawal or drop procedure in a timely manner if the student chooses to no longer attend the class. If a student does not drop the class before the final drop date, the student must receive a grade.

**SP2 Shop Safety Program:** All students participating in courses within the automotive program must pass two safety courses on the SP2 website. The safety program contained on this website is intended to 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.

**Starting instructions for this course related to Blackboard:**

1. This is a Web-enhanced class and will require the use of a computer and regular contact in Blackboard. The ATC on upper campus has many terminals available with extended hours. There are other computers available dispersed throughout the campus as well to perform your school work **(this DOES NOT include the Auto computers in the lab area- these are for lab exercises only).** If you are using your personal computer, our E-book- CDX Auto, seems to be most useable with Firefox browser. This said, do not wait until the last hour before assignments are due to start them as sometimes browsers, internet, VVC's Blackboard network go down and suddenly you cannot submit a chapter final by the deadline. There will be reading and examinations due the first week so you will need to purchase your E-book access immediately to get credit for these assignments. **CDX COURSE ID # 6235F8**

2. Please familiarize yourself with the **ALL Blackboard columns** on the left. This site is setup to have all of your class resources easily accessible that will help you start this class. You have no idea how many of my email responses include "please reference Blackboard". Note the “Assignments” tab for due dates.

3. Please read the ENTIRE Syllabus. In the syllabus you will be required to **read the VVC Auto shop "Policies and Procedures"**  I will give you a printed copy of this on the first class period to be signed and turned in on the second class periodat the beginning of class.

4. Access SP2; there is a link in the "SP2" column to the left. In the sp2 system the student can log on using **78442** asthe account ID, then use **fact** as the password, and finally enter the last **6 characters of your student ID #** as the pin, once on the site complete the for "Mechanical Safety”, “Mechanical Pollution Control”**,** “Ethics and You” and “Land That Job” fortraining and final exams and **PRINTOUT** your passing score (or certificates) to be turned in by **your second class period** at the beginning of class. As continuing students you will either have current certificates or can simply re-take the final exams for "Mechanical Safety" and "Mechanical Pollution Control”. “Ethics and You” and “Land That Job”. You are required to certify annually, so if your certification expires before the end of the Spring 2018 semester I will you will need to re-certify.

5. Please view the "Required Materials" column to the left. Please take the "Required" description seriously- if you show up out of uniform or without safety glasses, you will receive an "F" for the day's assignment. Not only are we promoting a professional work environment, but we must stay within OSHA safety mandates.

6. Please familiarize yourself with ALL the applicable NATEF Task sheets as indicated in your syllabus. Please note that these are also available in CDX online and there are detailed descriptions of how to perform most of these lab sheets. I know you have a lot to do in the first week so try to do this task in the second week.

7. **Your Hands-on Final Exam will be from material on your NATEF Lab sheets and SP2**

**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.

**DESCRIPTION OF ASSIGNMENTS and DUE DATES:**

* **WEEK 1**  February 12 – 18

Topic: College closed for Holiday Weekend

* **WEEK 2** February 20 – 25 (NOTE: Monday, February 19 is a holiday)
Topic am: **Introduction, Syllabus, Blackboard and CDX Orientation, Shop Tour & SP2**
* Homework- Access Blackboard, Go to “Syllabus” in the left column and read entirely
* Homework- Access Blackboard, Go to “SP2” in the left column complete/ **Final exams for “Mechanical Safety”, “Mechanical Pollution Control” Print out certificates or Print out passing grade scores due Saturday 3/3/18 at the beginning of class.**
* Purchase online CDX EBook Access  **3/3/18 before class**
* Safety Glasses **due by 3/3/18 beginning of class**

Topic pm: **Service Information and Engine Fundamentals**

* Lecture Chapter 5 Service Information and Diagnostic Process
	+ No Task sheets
	+ No Chapter test
* Lecture Chapter 12 Power Types—Spark Ignition
	+ No Task sheets
	+ No Chapter Test
* **WEEK 3** February 26 – March 4
Topic: **Mechanical and Electrical Testing**
* Lecture Chapter 13 Mechanical Testing
	+ Task sheet: C709 use with N13003 Compression
	+ Task sheet: C395 use with N13004 Cylinder leakage
	+ Complete Chapter 13 Test
* Lecture Chapter 50 Principles of Electrical Systems
	+ Task sheet: In Class hand out Ohms Law use with N50002 Circuit types
	+ Complete Chapter 50 Test
* **WEEK 4** March 5 – 11
Topic: **Ignition and Fuel**
* Lecture Chapter 61 Ignition Systems
	+ Task sheet: C386 use with S61002 Secondary Ignition
	+ Task sheet: C712 use with S61002 Diagnose Ignition
	+ Complete Chapter 61 Test
* Lecture Chapter 62 Gasoline Fuel System
	+ Task sheet: C422 use with S62001 Fuel Filter
	+ Task sheet: C868 use with S62001 Fuel Pressure
	+ Complete Chapter 62 Test
* **WEEK 5** March 12 – 18
Topic: **Onboard Diagnostic and Emissions**
* Lecture Chapter 64 Onboard Diagnostic Systems
	+ Task sheet: C659 use with K64006 Retrieve codes
	+ Task sheet: C867 use with K64006 Bidirectional control
	+ Complete Chapter 64 Test
* Lecture Chapter 66 Emission Control Systems
	+ Task sheet: C432 use with K66005 PCV
	+ Complete Chapter 66 Test
* **WEEK 6** March 19 – 25
Quiz/Test: Comprehensive Final Exam / Open Lab
* **WEEK 7** March 26 – 29 (shortened academic week due to holiday)
Topic: College closed for Holiday Weekend
* **WEEK 8** April 2 – 8

Topic: Instructor Flex Week

**POLICY on PLAGIARISM and ACADEMIC INTEGRITY:** You can link to the VVC Student Handbook. Please note that instructors cannot fail a student for the course for plagiarism (unless the assignment plagiarized is worth enough points that the student will naturally fail the course). Sample language is ‘All students in this course are expected to complete their own work. Students who cheat or plagiarize will earn zero points for that assignment.’

**LATE WORK POLICY:** Assignments will not be accepted after due dates.

**AUTHORITY of the INSTRUCTOR:** According to Education Code Section 76032, faculty members have the authority to manage their classes and classrooms and to maintain an acceptable level of conduct within each class. Faculty may suspend students from class for up to two consecutive class meetings for misconduct which disrupts the class. Students suspended from class may not return to class during the time they are suspended unless permission to return is granted by the instructor. Instructors must complete an incident report on all suspensions and transmit the form to the appropriate administrator.

**STUDENT RESOURCES:** Most information regarding resources available to students can be found by visiting the Student Services portion of the VVC website.

**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.

**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.
3. Student are encouraged and in some courses required to bring tools to lab sessions, however VVCC or its employees are not responsible for the theft of your tools. VVCC will provide an open top, unmonitored, locked tool storage area, however you are leaving locked toolboxes at your own risk. If you do not feel comfortable leaving your tools under these conditions you are encouraged to store them elsewhere.
4. Only students that are currently enrolled in a class are permitted to be in a classroom, the auto shop library, parking area or in the auto shop work area.
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 Assistance
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.

**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 vehicles 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 may be subject to impound.
10. The instructor will have the ability to stop any project, assignment, repair or operation at anytime 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.
11. 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. The following web sites are the only sites that may be accessed. Students found in violation of the internet rules or procedure will be subject to the following procedures or may be subject to immediate dismissal depending on the severity of the infraction.
12. Respiratory protection is required whenever in the presence of vapors or airborne particulate matter of any kind
13. Students are not permitted to use any piece of shop equipment without being properly trained on its usage and safety practices.
14. Students are not permitted to drive or road test a vehicle without being accompanied by the instructor or Instructional Assistant. If the road test is with the instructional Assistant the student must acquire permission from the instructor.
15. When road testing a vehicle all laws must be obeyed and the vehicle may not be operated in an unsafe manner.
16. Students who do not possess a valid California driver’s license may not operate or sit in the driver’s seat of a vehicle.
17. 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.
18. Wheels must be chocked on all vehicles before repair work is started.
19. A shop exhaust ventilation hose must be connected to the exhaust pipe of any vehicle running in the auto shop.
20. 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 and Instruction Assistant before proceeding.

**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, 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 acrylic 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. Students, staff members and visitors to the campuses of Victor Valley College are permitted to use tobacco products or smokeless devices in their personal vehicles only.
	10. Students are not permitted to take breaks in the rear parking area
	11. Eating or drinking is not permitted in the shop, library/computer lab, or the rear parking area.
	12. Thievery of any kind is against department and college rules.
	13. 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.
	14. Proper close-toed shoes are required in the lab area.
	15. Short pants are not permitted in the lab area.
	16. 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. Students are to ensure that all lab areas are thoroughly cleaned before leaving the lab area.
3. 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.
	2. Sweep up an either recycle or dispose of absorbent in oil absorbent disposal container.
	3. Wipe up remaining residue with shop rags and recycle shop rags.
	4. After determining floor is free of oil, mop floor with hot soapy water.
	5. After ensuring mop water is free of contaminates, dispose of mop water in shop sink.
	6. 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.
	7. (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.)
4. All vehicle must be removed from the shop and work areas, parked and locked at the end of the lab session.
5. All benches must be cleaned and returned to the proper area at the end of the lab session.
6. Food and drinks are not allowed in the computer or service advisor areas.
7. Please notify your instructor and the instructional assistant in the event of a large hazardous materials spill.

I have read, fully understand and agree to be abide by the Victor Valley College Departments Policies and Procedures.

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

**Print 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.**