COURSE TITLE: Automotive Service Assistor
COURSE NUMBER: AER 0021V

COURSE DESCRIPTION (with prerequisites):
Content includes demonstrating a proficiency in routine maintenance and consumer services in the automobile industry. 159 clock hours.

NAME(S) OF INSTRUCTORS:

EFFECTIVE ACADEMIC YEAR:
2012-13

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:
Guide to the Automotive Certification Examination - James G. Hughes (Recommended)
Lab Manual: Degem Systems (Provided)
Automotive Tutorials and Modules (Provided)

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.
ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.

MAKE-UP POLICY:
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LIBRARY AND ON-LINE REFERENCE MATERIALS:
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.
TECHNOLOGY RESOURCES:
The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website. The ACE Lab, located in Building L, is available for tutoring and is equipped with computer workstations. Lab hours are posted each semester at the room entrance. The college’s learning management system is Desire 2 Learn (d2l). Classes become available on d2l on the first day of the semester. It is the student’s responsibility to log onto the d2l system the first day of class to establish the first day of attendance and to check announcements. For further information, contact your instructor or the Director of Online Learning.

ELECTRONIC DEVICE USAGE:
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
Automotive Technology focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the automotive industry: See chart below.

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR AER 0021V</th>
<th>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</th>
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| • Demonstrate proficiency in the equipment skills and safety regulations relating to the automotive industry.  
• Demonstrate proficiency in routine maintenance and consumer services. | This course is not a General Education core course. It is a Workforce Certificate Program for T, Q, F, SP, SD, Proj, SK.Check | T, Q, F | T, F |

This course is not a General Education core course. It is a Workforce Certificate Program for T, Q, F, SP, SD, Proj, SK.Check
- Demonstrate proficiency in appropriate math skills.
- Demonstrate proficiency in appropriate understanding of basic sciences.
- Demonstrate proficiency in employability skills.
- Demonstrate proficiency in appropriate communication skills.
- Demonstrate proficiency in acceptable employee behavior in the automotive industry.

**Assessment Codes**

<table>
<thead>
<tr>
<th>T</th>
<th>Tests</th>
<th>Pre/Post</th>
<th>Pre- and Post-Tests</th>
<th>OT = Objective Tests</th>
<th>UT = Unit Tests</th>
<th>Q = Quizzes</th>
<th>F = Final Examination</th>
<th>CF = Cumulative Final</th>
<th>EX = Departmental Exam</th>
<th>SE = Nat'l or State Standardized Exam</th>
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<td>RPT</td>
<td>Report/Presentation</td>
<td>SP =</td>
<td>Skills Performance</td>
<td>SD = Skills</td>
<td>W = Writing</td>
<td>E = Essays</td>
<td>DE = Documented Essays</td>
<td>RP = Research papers</td>
<td>J = Jury</td>
<td>R = Recital</td>
</tr>
</tbody>
</table>

**Means of Accomplishing Student Learning Outcomes:**

The course is competency-based and self-paced using handouts, videotapes, textbooks, computer-assisted instruction and instructor demonstrations.

1. Attending classes, completing book and computer assignments along with laboratory work.
2. Completing reading and homework assignments.
4. Reading current publications from the automotive industry.

Student must demonstrate an understanding theory of operating principles prior to stating lab sheets. Have the instructor or lab assistant sign and verify your lab sheets after completing each lab assignment. Turn in your lab sheets to the instructor or lab assistant for grading and recording.

You will be assigned a specific lab station work area. The equipment you will use is rugged and reliable. However, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructor/instructional aide demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use. Keep your lab bench work area clean and orderly while performing assignments. Return all equipment/lab components to the proper storage area before departing at the end of the day. Lab and shop will be clean and secured at the end of each project or day whichever comes first. If a lab assignment will take more than one day notify the instructor and secure all parts and project at the end of the day.
**EXAMINATIONS:**

The course examinations consist of written knowledge examinations and performance evaluations. A knowledge examination is given upon completion of each assignment on the course outline. If you take an exam and score less than 70%, you are allowed to retake the exam on the next class day. First, restudy your textbook, quizzes, lab experiments, etc. and make another attempt. If you have taken the exam three or more times to pass, your grade can never be more than 60. Performance evaluation must be mastered before proceeding to the next assignment. Student will be able to repeat performance evaluations till complete mastery is achieved. Students are encouraged to take the nationally and industry recognized Automotive Service Excellence (ASE) exam upon completion of each automotive area.

**ASSIGNMENT AND/OR COURSE OUTLINE**

See your Instructor First Day Handout for individual instructor assignment schedule.