

Course Syllabus

AUTOMOTIVE CERTIFICATION...ATO 2290

1 CREDIT.....SPRING 2021

Instructor:

Art Koudelka
J106E
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Office Hours:

M 7:30 - 8:30 & 12:00 - 12:30
T 7:30 - 8:00 & 10:00 - 10:30
W 7:30 - 8:00 & 1:00 - 2:00
Th 9:00 - 11:00

Class Meets:

M 12:30 - 1:20

Course Purpose:

This lecture course is designed to assist the advanced automotive student or experienced automotive technician who is preparing to take the National Institute for Automotive Service Excellence Certification Examination.

Required Text:

Knowles, Don. Automotive Technician Certification Test Preparation Manual. Delmar, 2013.

Grading:

Your final grade will be computed 90% from the classroom and 10% from your instructor's subjective evaluation.

Tardiness Policy:

Every time the student is late for a classroom or lab session, 10 points will be deducted from the student's total possible points. No excuses will be allowed.

A. Classroom.....90%

	<u>Points</u>	<u>%</u>
1. Take home Tests (8)	240	60
2. Chapter Questions (8)	<u>160</u>	<u>40</u>
	400	100

- 1A. There will be eight practice tests assigned as homework.
The due dates for each section is given below.
These sections will not be accepted late!

<u>Topics</u>	<u>Due Date</u>
A1 - Engine Repair	2/01/2021
A2 - Automatic Transmissions	2/22/2021
A3 - Manual Drivetrains	3/01/2021
A4 - Suspension & Steering	3/22/2021
A5 - Brakes	4/05/2021
A6 - Electrical Systems	4/19/2021
A7 - Heating & Air Conditioning	4/26/2021
A8 - Engine Performance	5/10/2021

- 2A. Homework assignments will be given by the instructor throughout the semester.
Homework assignments will not be accepted late! No Exceptions!
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Cell Phones/Electronic Devices

Please be considerate of the educational process and of others. Please refrain from bringing cellular phones, electronic devices (I-pods or MP3 players) to class. If you must bring them with you, please turn them off during class. If you have a situation that makes these devices necessary, please let the instructor know ahead of time and place them in a silent mode of operation.

Students not adhering to this policy will have points deducted or be asked to leave the classroom or lab.

B. Subjective Evaluation.....10%

- 1. Worth 44 points based on the following:
 - a. contributes to class discussion
 - b. follows directions
 - c. initiative
 - d. cooperation
 - e. tardiness
 - f. attendance
 - g. attitude

C. Final Grade:

	<u>Points</u>
1. Classroom	400
2. Subjective Evaluation	<u>44</u>
	444

<u>Grading Scale</u>	
A =	444 - 400 (90%)
B =	399 - 356 (80%)
C =	355 - 312 (70%)
D =	311 - 268 (60%)
F =	267 & Below

Student Withdrawal

To withdraw from an individual course, a student can initiate a withdrawal request through WebAdvisor or through his or her instructor. In the absence of the instructor, the student should contact the Dean responsible for the course's scheduling. Your instructor also has the capability to withdraw you from a course, if you contact them in writing.

The deadline to get an automatic withdrawal-passing (WP) grade for the spring 2021 semester is, April 13, 2021. Check the college catalog on-line for details at this address: http://catalog.ivcc.edu/studentservices/academic_course_information/ Scroll down the page and locate "Withdrawal from Classes" on the left.

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student.

Financial Aid Statement:

Withdrawal from a course can affect financial aid. Students who receive financial aid should see an advisor in the financial Aid Office before withdrawing from a course.

Contact the Financial Aid Office before you stop attending classes to learn about the consequences!

Disability Statement

You *may* be eligible for academic accommodations if you have a documented physical, psychiatric (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) or cognitive disability such as a learning disability. If you have a disability and need more information regarding possible accommodations, please contact Tina Hardy at (tina_hardy@ivcc.edu, 224-0284) or stop by office C-211.

Important Dates: (Mark your calendar)

January 18.....College Closed (Martin Luther King, Jr. Day)

February 15.....College Closed (All President’s Day)

March 12.....No School (Development Day)

March 15 – 20.....College Closed (Spring Break)

April 2.....Summer Semester Registration Begins

April 8.....Fall Semester Registration Begins

April 13.....Last Day for Student Withdrawal

May 10.....Final Class