Colorado Mountain College

I. Course and Instructor: Justin Sellers

Format: Lecture and Shop Laboratory

Course Information:

Course Title: Auto Shop Orientation
Course Code: ASE-101
Semester: Spring 2013
Meeting Times and Days: Thursday, 5:30 p - 8:20 p

Synonym Number: 73351
Credits: 2
Prerequisite: None

Class Location: EVH
Start Date: 01/17/13
Refund Date: N/A

End Date: 05/03/13
Withdraw Date: 04/07/13

Instructor Information:

Instructor Name: Justin Sellers
Phone: (970)328-5930
Fax: (970)328-8965
Cell Phone: (308) 708-1067
E-Mail:jsellers@coloradomtn.edu
Instructor Office Room #:#137: Automotive Shop
Office Hours: By appointment only.

II. Course Description:

Provides a comprehensive study of the theory, operation, diagnosis and repair of basic auto systems.

III. Student Learning Outcomes, Competencies, and Skills:

1. Mount and dismount a tire using an automated tire machine.
2. Balance tires using a computerized tire spin balancer.
3. Steam clean components using high pressure steam cleaner
4. Lift an automobile using a Floor Jack and Jack Stands
5. Lift an automobile using the double post frame lift
6. Make precise measurements using precision measuring tools
7. Torque fasteners using the correct size of torque wrench
8. Use both metric and standard tap and die sets.
9. Practice and follow all shop safety rules
10. Demonstrate proper lightning and use of oxyacetylene torch
11. Demonstrate proper procedures and use of cabinet cleaner
12. Complete work order to include customer information, vehicle identifying information, customer concern, or related service history, cause , and correction
13. Research applicable vehicle and service information, such as electrical/electronic system operation, vehicle service history, service precautions, and technical service bulletins.
14. Must complete all quizzes and final tests.
15. Demonstrate efficient use of All Data on-line information systems

IV. IDEA Objectives

In addition, each instructor should select **3-5** IDEA objectives from the list below and incorporate them in your syllabus. The following competencies will be addressed by the instructor:

1. Learning to apply course material (to improve thinking, problem solving, and decisions).
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
3. Acquiring skills in working with others as a member of a team.
4. Learning how to find and use resources for answering questions or solving problems.

V. Evaluation Methods and Class Management:

90 – 100 A	79 – 70 C	Below 60% = F
89 – 80 B	69 – 60 D	

Average of attendance and Participation = 30%
Average of Assignments and Lab work = 30%
Average of Tests and Quizzes = 35% of your grade

All students must respect each other at all times. Students must show respect for shop equipment and facility. No outburst of anger or throwing tools will be tolerated at any time. Consequences of rude behavior will result in deduction of 10 points from the student's grade, no lab time. Upon the third incident, the student will be withdrawn from the program. Name and date must be on all assignments. Late assignments will be accepted up to five class days after the due date at a penalty of one letter grade. Late assignments will not be accepted on the sixth day of the due date and the student will receive a "0" for the assignment.

NOTICE:

A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to turnitin.com (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook.

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified in writing of changes.

Attendance at all class meetings is expected.

No-show reporting and financial aid: You must attend your first day of class so that the instructor may complete a "no-show" report. If you do not attend class or notify your instructor of a valid reason of why you cannot be there, you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist. (**http://coloradomtn.edu/financial_aid**)

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation

Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Alpine and Vail-Eagle Valley Campuses: Deb Farmer at 970-870-4450
- Aspen, Rifle, and Roaring Fork Campuses: Dr. Anne Moll at 970-947-8256
- Summit and Timberline Campuses (including Chaffee County): Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

VI. Grading System & Options

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term.

VII. Required Course Materials

Colorado Mountain College will supply hand tools and shop equipment. Students are required to supply safety glasses and proper attire for shop environment. Students are also required to bring paper and writing utensils for each class. CMC will supply a loaner text book.

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services.

The official textbook list for CMC will be available on Follett's site, www.coloradomtn.bkstr.com. You also can easily access this site by choosing "bookstore" from the Classes tab.

Students and other members of the campus community should sign up for the Online Textbook Store's email mailing list here www.coloradomtn.bkstr.com/email to receive important messages from the CMC Online Textbook Store.

Why did CMC choose Follett Virtual Bookstores?

*** Follett offers its customers the best text rental program in the industry, which saves 50% or more off the cost of a new book.**

*** The online store also gives CMC students access to the largest supply of money-saving used textbooks, with 2.5 million in stock and ready to ship direct from Follett's warehouse.**

*** Follett offers the best price when buying back books at the end of the term. Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at www.coloradomtn.bkstr.com/email for more info on future buyback dates and times.**

If you ever have any online bookstore questions, you can email coloradomtn@fvb.follett.com or call 800-621-4088.

VIII. Other Information:

Tentative Course Schedule

Note: *Schedule subject to change, depending on instructor evaluations of student skills, understanding, and knowledge*
Quizzes and Exams TBA in class

Date	Topic	Lab	Assignment/Assessment
1/17/13	Introduction and Shop Tour/ Safety	Lecture and Practice	Shop/Classroom
1/24/13	Automotive Careers / Safety and Tools	Lecture and Practice	Shop/Classroom
1/31/13	Tool Identification/Torque Wrenches	Lecture and Practice	Shop/Classroom
2/1/13	**Refund Date**		
2/7/13	Torque Wrenches/ Jacking and Safety/Two Post Lift Safety	Lecture and Practice	Shop
2/14/13	All Data Systems/ Tire Machine	Lecture and Practice	Shop
2/21/13	Tire Spin Balance/ Tire Work	Lecture and Practice	Shop
2/28/13	Tire Work	Practice	Shop
3/7/13	Tire Work	Practice	Shop
3/11/13	**Spring Break**		
3/21/13	Steam Cleaner/ Parts Cleaner	Lecture and Practice	Shop
3/28/13	Precision Measuring Tools/All Data	Lecture and Practice	Shop
3/28/13	Service Write-Up/Work Orders/ Shop Work	Lecture and Practice	Shop
	IDEA Evaluations		
4/4/13	Gas Welding/ Oxyacetylene/ Tap and Dies St	Practice	Shop
4/11/13	Adhesives and Gaskets/ Shop Work	Practice	Shop
4/18/13	Shop Work		Shop
4/25/13	Review for Final/ Shop Work		Shop/Classroom
5/2/13	**Final**		Shop/Classroom

IX. Virtual Library Information **http://library.coloradomtn.edu/home**

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

Virtual Library Help Desk
If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926.

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