

Instructor	Tim Hogan
NCC Email	thogan@ccsnh.edu
Telephone Number	603-578-6885
Office Hours	Monday 10:00 -10:50 Wednesday 10:00 -10:50, 2-2:50
Office Location	Automotive Building
Class Days/Meeting Time	Lecture: Tuesday 8:00 -8:50 Lab: Tuesday 9:00-11:50
Class Location	Lecture: Gregg Hall Auditorium Lab: Auto building Room 33, off main shop

Rationale:

Internal combustion engine is one of the 3 foundation classes for the Automotive program.

Course Description:

This course examines 2 and 4 stroke engines, their operating systems, and related physical properties. Principles from basic carburation to variable cam timing, forced induction and performance parts are covered. The lab element of this course exposes the students to the construction methods, precision measurements, and tolerances related to engine design. It also covers basic diagnostics of a 4 stroke engine.

Course Competencies :

Competency (Knowledge and Skills)

Including but not limited to:

Students are responsible for completing assignments on time.

Students are expected to take notes. Not all covered material is in the book.

Students are expected to be professional and courteous.

Students are expected to arrive on time for classes/labs.

Students are expected to have the essential books/supplies/tools.

Students must maintain appropriate personal hygiene

Protective eyewear is required in any lab (shop).

Food is prohibited in all labs and classrooms during classes.

Lab service bays must be cleaned and/or washed at the end of each lab session.

All students must contribute to the clean-up process.

No students will be dismissed from lab session until service bays are clean.

There is no make up for this class. Assignments are due at the beginning of class and are listed on the course calendar. If you are going to miss a class, you must email the assignment that is due that day before that class meets. If there is a quiz that day and you emailed me that you will not be able to attend, you will be allowed to make up that quiz. It is your



Daily Lab Evaluation

1=Student performs below expectations

3=Student performs satisfactorily with periodic supervision

5=Student demonstrates outstanding performance

Because of the safety related to this course a student must earn a minimum of a 15 or better for their overall grade to pass the lab portion of the course.

	5 points = 0/F
	10-15 points = 45/F
Minimum passing score-	15 points = C/75
	20 point = B/85
Maximum score -	25 points = A/100

Available Support Services

Tutoring, The Writing Center, Available Academic Services: The Academic Success Center | located in the library offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here:

<http://www.nashuacc.edu/student-services/academic-success-center>

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center in the library, 603 -578-8900 ext. 1451. View additional information and the application here:

<http://www.nashuacc.edu/student-services/academic-success-center/disability-services> In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. Only students with prior written permission from the instructor or the Disabilities Support Coordinator may audio record class lectures - for educational purposes only. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in any manner and are asked to delete the recordings when it is no longer essential for their learning purposes.

Title IX Statement: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you

have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603 8900 x1528_ or lgonzalez@ccsnh.edu for support and assistance.

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Additional information including resources can be found at: New Hampshire Coalition Agai

An “AF” grade is calculated in the GPA as an “F”. Students should refer to the

AUTN106N Course Calendar (Subject to Change), Fall 2020

Week #	Begins	LECTURE/DISCUSSION	LAB	ASSIGNMENTS DUE Thursdays Chapter Review
1	Tuesday Sep 1	Chapter 6 Review syllabus Introduction to the Engine	Introduction, Safety and hardware Review Ch6	Review Ch1,6,7
2	Sep 8	Chapter 15 Gasoline Engine Operation Basic 4 stroke quiz, 106-1	Vernier caliper Review Ch6	Ch15 Review 1-10, ASE 1-5
3	Sep 15	Chapter 16 Engine Classifications Blocks, Diesel, 2 stroke, Wankel	Micrometer	Ch16 ASE 1-10
4	Sep 22	Chapter 17 Engine Size and Measurements Quiz on Chapters 15, 16 and 17 106-2	Test run engines and begin disassembly. Vernier Caliper quiz	Ch17 Review 1-10, ASE 1-5
5	Sep 29	Chapter 18 up to page 271 Engine Upper End	Check valvC 15,ec clrv 18 uc18 1(r)4.6	

This schedule is subject to change. In the event of class cancellation due to inclement weather or instructor illness, students are directed to the course Canvas site for an alternate assignment for that day.

Updated: 8/2020

	Honda Basic Electricity and Wiring HATN113 Fall 2020
Department	Transportation Technology
Instructor	Ben Wagstaff
NCC Email	bwagstaff@ccsnh.edu
Telephone Number	603-882-6923 X-1543
Office Hours	Mon, Tue, Wed, Thu, Fri 3:00pm -4:00pm
Office Location	Automotive Building
Class Days/Meeting Time	Lecture: Tue 2:00 -2:50 pm, Thu 2:00 -2:50pm Lab AL1: Thu 9:00am -11:50am
Class Location	Lecture: Online; Lab: Auto Bldg. Room 8

Rationale:

Develop safe work habits and respect for shop equipment and personnel.

Course Description:

This course will cover the theory of automotive electrical systems and the diagnosis and troubleshooting of these systems. Wiring procedures, reading wiring diagrams, and repair techniques for electrical harness and components. Starting and charging systems will also be covered.

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meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas :

- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

- A student submitting as his or her own work an entire essay or other assignment written by another person.
- A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
- A student using s (erw 8.402 f Tc -0.0) -0.011 Tc 0.006 74 (g) 0.006 74 (gc 0 T(a)-.3 f1.217 Td (.022

- A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co -op	Variable by Dept.	Variable by Dept.

AUTO113 Course Calendar (Tentative) Fall 2020				
Week #	Week of	LECTURE/DISCUSSION	LAB	ASSIGNMENT
1	Aug 31	Chapter 39 Electrical Fundamentals	Intro to Electrical Safety	<u>Due Thu</u> – Ch. 39 Quiz Question
2	Sept 7	Chapter 44 Automotive Wiring and Wiring Repair	Soldering and Crimping Basics, Wire repair	<u>Due Tue</u> <u>Due Thu</u> – Ch. 44 Quiz Questions
3	Sept 14	Chapter 42 Digital Meters	Meter Demonstration	<u>Due Tue</u> <u>Due Thu</u> – Ch. 42 Quiz Questions
4	Sept 21	Chapter 40 Electrical Circuits and Ohm's Law	Building and testing circuits	<u>Due Tue</u> <u>Due Thu</u> – Ch. 40 Review Questions

5	Sept 28	Chapter 40 Electrical Circuits and Ohm's Law	Building and testing Circuits	Due Tue Due Thu - Ch. 40 Quiz Questions
6	Oct 5	Chapter 41 Series Circuits, Parallel Circuits, Series Parallel Chrcuits		

	<p style="text-align: center;">Honda Service and Maintenance HATN 121 Fall 2020</p>
Department	Transportation Technologies
Instructor	Mr. Felton
NCC Email	jfelton@ccsnh.edu
Telephone Number	(603)578-8950
Office Hours	By Appointment Only
Office Location	Automotive building
Class Days/Meeting Time	Lecture: Tuesday 1:00 -1:50 Auditorium Thursday 1:00

Students are expected to be professional and courteous.
Students are expected to arrive on time for classes/labs.
Students are expected to have the essential books/supplies/tools.

Tutoring, The Writing Center, Available Academic Services: The Academic Success Center | located in the library offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here:

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Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. Only students with prior written permission from the instructor or the Disabilities Support Coordinator may audio record class lectures - for educational purposes only. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in any manner and are asked to delete the recordings when it is no longer essential for their learning purposes.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence:
[http://www.nhcadsv.org/Catchment%20map\(1\).pdf](http://www.nhcadsv.org/Catchment%20map(1).pdf)

Department Policies

Transportation Technologies Attendance Policies:

We understand that sometimes “life happens” and you cannot get to class on time or at all but, all students are expected to attend each class for the full amount of time scheduled. It is an important part of your education and we want you to be successful.

All lectures and labs begin on the hour.

Tardiness: All students will receive 2 “late entrances” to class. On the third time that student will not be allowed into class and will receive a zero for that class.

This will result in an absence and be counted towards the attendance policy for the AF grade.

Absences: Any student that will miss a class should notify the instructor by phone or email prior to the beginning of the class. All absences will result in accrued time towards the AF policy. Students are responsible for any make-up work, missed quizzes and exams due to absence. It is the instructor’s discretion to allow make-up work, take a quiz or exam.

Lab Policies and Expectations

Working in a typical automotive shop or “lab” environment requires that all participants observe and abide by all safety rules while, at the same time, practicing good common sense. Students must always be aware of the many moving parts, pressurized components and electric items encountered when servicing a vehicle. Extreme caution must be practiced when lifting or hoisting a vehicle. Safety for all shop personnel is job one.



Consideration must be given to the vehicle and the service operation that no harm comes to the vehicle. Students are required to treat each vehicle, including training vehicles, with respect. Students are expected to reassemble components correctly and with all fasteners installed and torqued.

Consideration must also be given to the learning experience related to the operation. Service information is available to the student in print form and through online information systems. Students are expected to reference related procedures and specifications for the job at hand. The student is also required to consult with the instructor to confirm proper procedure before attempting any repair that is unfamiliar to the student. This is a learning environment so don’t be afraid to ask for help.

The NCC Honda PACT program utilizes task sheets covering NATEF recommended topics. Task sheets outline a specific service operation with instructions and may include checklists for the student to document his/her progress as well as areas for the student to fill in test results. Students are required

to complete task sheets during each lab session. These task sheets must be turned in to the instructor at the end of each lab and will be graded. Task sheets are available from the instructor and will soon be available on Blackboard.

Any student who wishes to service an outside vehicle (whether owned by the student or not) during a lab must obtain prior permission from the instructor. A "repair request" form must be completed and submitted to the instructor before the vehicle will be allowed into the shop. Any charges incurred are due and payable immediately. Students are responsible for all charges and fees related to any vehicle that the student brings in for service. Any student with an excessively delinquent auto bill will be barred from taking

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the CCSNH Resources  icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

To directly link to Canvas On Demand tutorials, please visit the

relevant course objectives so that students opting out of scheduled “sensitive” learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

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1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person’s work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student’s efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person’s unique work with no acknowledgment of the original source.
5. Copying another student’s work on a quiz or test.

When a student is found to have plagiarized an academic assignment _____, it

	<p style="text-align: center;"> Honda Service and Maintenance HATN 191 Fall 2020 </p>
Department	Industry and Transportation
Instructor	Mr. Felton
NCC Email	jfelton@ccsnh.edu
Telephone Number	(603)578-8950
Office Hours	By Appointment Only
Office Location	Automotive building
Class Days/Meeting Time	Dealer internship – schedules vary
Class Location	Dealership

Rationale:

4. Students will be able to work with other in an automotive dealership environment

Essential Questions:

1. How can I best utilize my time at the dealer to reinforce what I have learned in the classroom
2. What are some good practices I can use while at the dealer

Required Textbook(s):

NONE

Supplemental Materials:

Access to Honda IN for both Honda and Acura
Access to Canvas

Course Expectations:

Make Up Policy:Aw .2 (x1r2Td (28)054.098 -1.217 Td ()Tj /TT0 1]Tj 0.002 Tc -0.007(c2611w 0 -1.2

Homework

Self-study assignments are required. Some are listed in the course calendar; some will be assigned throughout the semester. Chapter end questions assigned per the course calendar are due at the beginning of the first class meeting of the week assigned. Chapter end questions should include the question number, answer letter as well as the related answer text. Re-copying the question text is not necessary. Please include the chapter number on your answer sheet. Scheduled homework assignments are averaged into the equivalent of one quiz grade. Assignments will not be accepted late and a zero grade will be given, unless prior arrangements have been made. Any assignment turned in via e-mail will be accepted provided it is mailed prior to the due date/time. Occasionally work will be assigned that must be e-mailed, for those assignments a hard copy will not be accepted.

Grading:

Pass/Fail

Available Support Services

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As noted above, protective eyewear is required in all labs, food is not allowed, and service bays must be cleaned at the end of each lab session. All students must contribute to the clean -up process.

College Policies

AF Policy: If a student misses more than the number of hours the course meets during a two -week period (e.g. six hours for a three credit course) , the faculty may withdraw a student from the course with an “AF” grade . Please note that absences, tardies, and leaving class early all count towards “missed class time.”

Students should also understand an AF grade can be assigned by an instructor or an administrator

information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1)

3. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person's unique work with no acknowledgment of the original source.
5. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's program coordinator will automatically be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student's program coordinator, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.

Course Calendar

Schedules will vary based on the availability of the student and the hours available at each individual dealer

	Honda ADVANCED AUTOMOTIVE ELECTRICITY AND ELECTRONICS HATN205 Fall 2020
Department	Transportation Technology
Instructor	Ben Wagstaff
NCC Email	bwagstaff@ccsnh.edu
Telephone Number	603-882-6923 X-1543
Office Hours	Mon, Tue, Wed, Thu, Fri 3:00pm -4:00pm
Office Location	Automotive Building
Class Days/Meeting Time	Lecture: Mon 10:00 -10:50 am, Wed 2:00 - 2:50pm Lab AL1: Wed 8:00am -11:50am
Class Location	Lecture: Room. Online; Lab: Auto Bldg. Room 8

Rationale:

Develop safe work habits and respect for shop equipment and personnel.

Course Description:

The course includes operating principles and troubleshooting of various systems, body computers, multiplexing, keyless entry, etc. Testing of sensors and circuits and On-board diagnostics related to these systems will be covered.

Course Competencies:

Competency (Knowledge and Skills) Students will be able to:	Critical Thinking Level
To develop safe working habits and respect for equipment and shop management.	Recognize and apply
Understand the operation of components found in solid state circuitry, such as capacitors, transistors, diodes and resistors.	Identify and apply
Proper know ledge and interpretation of wiring diagrams of computer controlled systems.	Recognize and apply
Diagnose systems with the use of diagnostic test equipment.	Analyze

To become proficient at reading
wiring diagrams and service manuals.

Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here: <http://www.nashuacc.edu/student-services/academic-success-center>

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Title IX Statement: Classr

Bridges <https://www.bridgesnh.org/>

Additional Student Support Services: Information on additional support services for NCC students can be found at <http://nashuacc.edu/student-services/where-to-find-assistance-at-ncc>

Department Policies

Cellphones, laptops, tablets and other electronic equipment should be shut off during class unless previously approved by instructor.

Required Tools:

All students are required to possess hand tools per the Required Tool List . Each student is expected to have the tools available for each lab session. The instructor reserves the right to refuse admission to (or dismiss from) lab any student who is not regularly prepared with the required tools. All tools should be at the college no later than the first Monday in October.

Students Who Wish to Provide “Live” Shop Work

Any student who wishes to service an outside vehicle (whether owned by the student or not) during a lab must obtain prior permission from the instructor. Any charges incurred are due and payable immediately. Current students may be granted a “one school day” grace period, however any student with an excessively delinquent auto bill may be barred from taking a midterm, final, or lab exam. Instructors reserve the right to secure pre-payment for any invoice expected to exceed \$100.

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Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student

Canvas : All instructors at NCC will be using Canvas. Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors may post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards.

To directly link to Canvas On Demand tutorials, please visit the following link:

https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignments.

College Email System: Nashua Community College has established a College electronic mail ("email") system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email

Co-op

Variable by Dept.

Variable by Dept.

CAN and Network
Communications

faults

Due Thu-

	<p>Honda Transmissions and Drive Lines HATN 226 Fall 2020</p>
Department	Industry and Transportation
Instructor	Mr. Felton
NCC Email	jfelton@ccsnh.edu

Students are responsible for completing reading and written assignments on time.

Students are expected to take notes. Not all covered material is in the book.

Students are expected to be professional and courteous.

Students are expected to arrive on time for classes/labs.

Students are expected to have the essential books/supplies/tools.

Protective eyewear is required in any lab (shop).

Food is prohibited in all labs and classrooms during classes.

Lab service bays must be 0 Td (ubs.3 (c)81 (u)2.3)-4.5 tes cs a9-2.78.5r4.3 (t)4 91.3 (r)9.5 (i)-4a

Tutoring, The Writing Center, Available Academic Services: The Academic Success Center | located in the library offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here:

<http://www.nashuacc.edu/student-services/academic-success-center>

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center in the library, 603 -578-8900 ext. 1451. View additional information and the application here:

<http://www.nashuacc.edu/student-services/academic-success-center/disability-services> In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. Only students with prior written permission from the instructor or the Disabilities Support Coordinator may audio record class lectures - for educational purposes only. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in any manner and are asked to delete the recordings when it is no longer essential for their learning purposes.

Title IX Statement: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603 -578-8900 x1528_ or lgonzalez@ccsnh.edu for support and assistance.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence:
[http://www.nhcadsv.org/Catchment%20map\(1\).pdf](http://www.nhcadsv.org/Catchment%20map(1).pdf)

Department Policies

Transportation Technologies Attendance Policies:

We understand that sometimes “life happens” and you cannot get to class on time or at all but, all students are expected to attend each class for the full amount of time scheduled. It is an important part of your education and we want you to be successful.

All lectures and labs begin on the hour.

Tardiness: All students will receive 2 “late entrances” to class. On the third time that student will not be allowed into class and will receive a zero for that class.

This will result in an absence and be counted towards the attendance policy for the AF grade.

Absences: Any student that will miss a class should notify the instructor by phone or email prior to the beginning of the class. All absences will result in accrued time towards the AF policy. Students are responsible for any make-up work, missed quizzes and exams due to absence. It is the instructor’s discretion to allow make-up work, take a quiz or exam.

Lab Policies and Expectations

Working in a typical automotive shop or “lab” environment requires that all participants observe and abide by all safety rules while, at the same time, practicing good common sense. Students must always be aware of the many moving parts, pressurized components and electric items encountered when servicing a vehicle. Extr

to complete task sheets during each lab session. These task sheets must be turned in to the instructor at the end of each lab and will be graded. Task sheets

click on the icon. Students can also find guides, videos, and a Canvas community by clicking on the CCSNH Resources icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

To directly link to Canvas On Demand tutorials, please visit the following link:

https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students

the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of p7.7 (rw-hu)5. actesir4.3.5 (so)8.8 (m-4.3 (s)10. (i)-7.7 (h)7.3 (l)11.7 (d)-4 (h 0

Course Calendar

Week	Begins Monday:	Chapter to cover	LECTURE/DISCUSSION	LAB	ASSIGNMENT DUE
1	Aug31	121	Clutch Diagnosis and Service	Transmission external component identification(Manual and Automatic) JOB Sf1f 441.1xnf1.o7 (a) 0.07 (;	

This schedule is subject to change. In the event of class cancellation due to inclement weather or instructor illness, students are directed to the course Canvas site for an alternate assignment for that day.