

**Nashville State Community College  
Business, Applied Arts & Technologies Division  
Automotive Department/ GM ASEP Program**

**Course Syllabus**

**GM Automotive Service  
AMT- 1100  
3 Credits, 3 Class Hours  
Instructor: Claude Whitaker**

Instructor: Claude Whitaker  
Office: W-58 Phone: 353-3449  
Hours M - T- W 7:00-3:00 R- 7:00-2:00 F- 8:00-12:00  
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**Textbook and Other Materials:**

Automotive Technology Principles, Diagnosis, and Service, James Halderman  
GM Service Technical College, IAGMASEP 2003 Training Material

**Supplemental material** All Computer Based Training CD's, Service Know How videos, and Web Based Training IDLs are required to be completed for GM hands-on certification to be granted .

**Course Description**

This is an introductory course in shop operations, customer relations, flat rate manuals, safety, organizational design, pay structure, equipment, tools, and basic operational theories as applied to General Motors Dealerships. Topics include the proper use of hand tools, measuring instruments, equipment; service procedures for lubrication, batteries, the cooling system and new car pre-delivery inspection (PDI).

**Course Outcomes:**

At the completion of this course, the student will be able to

1. Prepare a new car for customer receipt. Testing will involve preparation of an actual automobile.
2. Use a shop manual to explain specific procedures used in automobile repair. Identification of pertinent safety items will be required.
3. Visually identify automobile tools and explain their safe usage.
4. Drill and tap both standard and metric threads.

5. Flare tubing (single and double flares).

### **Course Assessments:**

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills: The student will be required to pass a series of on-the-car hands-on tasks set by the GM Service Technical College and the NATEF task lists (Standard 2).

Evidence that the standards have been met, the student will conform to federal, state, and local regulations and manufactures specifications when handling, storing, and disposing of chemicals. Ensures proper ventilation for chemicals use. Inspects first aid supplies.

Demonstrates proper usage of special safety equipment. Inspects fire extinguishers and determines their effectiveness. Locates regulatory information and manufacturer recalls. Extract information from Material Safety Data sheets pertaining to shop chemicals. Select and uses appropriate protective clothing and eye protection. Comply with relevant regulations and standards. Pass a written safety test with 100% accuracy. Pass a performance examination on equipment with 100% accuracy. Comply with safety procedures.

### **Grading Policy:**

Grading of class:		Letter grade conversions:
Assignment /Lab Sheets	10%	A (90-100)
Unit & Mid-Term Tests (4)	20%	B (80-89)
Hands-on Components	40%	C (70-79)
Final Test	30%	D (60-69)

Lab Sheets are based on hands-on performance tasks per the GM Service Technical College and the NATEF task list.

**NOTE:** If the AVERAGE TOWARD FINAL GRADE is 90 or above (+ - assignments and lab sheets) you do not have to take the FINAL TEST.

If you have to take the FINAL TEST, the AVERAGE TOWARD FINAL GRADE and FINAL TEST are averaged for the FINAL LETTER GRADE.

### **Topics to Be Covered:**

#### Week 1 – Safety

Practice shop safety, hand tool safety and proper equipment use.

#### Week 2 – Accessing Service Information

Properly use online service information (SI 2000) and other types of service related literature.

**Week 3 – Precision Measuring**

Properly use and care for different types of precision measuring tools and equipment.

**Week 4 – PDI (Pre-Delivery Inspection)**

Properly PDI a new vehicle

**Week 5 – Cooling Systems**

Describe cooling systems function, components, and location.  
Diagnose and repair cooling systems problems.

**Week 6 – Lubrication Systems**

Describe the lubrication system and properly service it.

**Week 7 – Batteries**

Describe the operation of a battery and diagnose battery concerns.

**Week 8 – Minor Service**

Perform minor service repairs on the automobile ( ex. Battery replacement, windshield wipers, burned out bulb, minor interior work.)

**Attendance Policy**

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

**Student Communication Channels**

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

## **Early Warning System**

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

## **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

## **Classroom Misconduct**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

## **Academic Dishonesty (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

### **Inclement Weather Policy**

In the event of an inclement weather event, check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

**NOTE:** This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor’s discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.