**SYLLABUS**

**Code:** AUTO101  
**Title:** Automotive Fundamentals

**Institute:** STEM  
**Department:** Automotive

**Course Description:** This is the first course in a series for Automotive majors. The primary focus is on the theory, operation and servicing of various systems of the modern automobile. Special emphasis will be placed on examining engine, ignition and fuel system fundamentals. Shop policies and procedures, career opportunities, consumer information and industry standards will be discussed to prepare the student for future employment in the automotive service industry.

**Prerequisites:** None  
**Corequisites:** None

**Prerequisites or Corequisites:**

**Credits:** 4  
**Lecture Hours:** 3  
**Lab/Studio Hours:** 3 hours per week avg.

**REQUIRED TEXTBOOK/MATERIALS:** Safety glasses, basic hand tools, textbook (see college bookstore website)

**ADDITIONAL TIME REQUIREMENTS:**
Lab time varies based on experience and ability. The automotive facility has a flexible lab policy. Lab assignments may be scheduled between 9-5, and 6-9:30, Monday through Thursday, and 9-3 on Fridays. Generally, students will spend an average of 3 hours a week completing required assignments.

**COURSE LEARNING OUTCOMES:**
Upon completion of this course, students will be able to:

- Describe orally and in written form, the theory, operation and servicing of various systems of the modern automobile.
- Perform specific standard industry service procedures.
- Demonstrate usage of various service information sources.
- Describe and apply BCC Automotive Technology policies and procedures.

**GRADING STANDARD:**

I. **GRADING**
The final grade for the course you are taking will be determined by several factors. It will combine performance in both classroom and laboratory activities as stated below:

**CLASSROOM GRADING**
For all grades, **attendance** and **tardiness** will be monitored and will be a determining factor in your final grade. After 3 unexcused class sessions, students will be advised to drop the class.

**All** classroom assignments must be completed satisfactorily.
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Students must maintain the following averages on tests and quizzes to receive grades indicated.

A 95 -100
A- 92 - 94
B+ 88 - 91
B 84 - 87
B- 80 - 83
C+ 75-79
C 70-74
D 60-69
F Below 60
INC This grade is given at the discretion of the instructor. Minimally, the student must have completed 70% of both the classroom and laboratory assignments at a satisfactory level.

It is the student's responsibility to approach the instructor to request an INC grade prior to the end of the term. Incomplete assignments must be completed within 21 working days after the end of the term in which they received INC grade.

LABORATORY GRADING

ALL LAB ASSIGNMENTS MUST BE COMPLETED. A GRADE OF “C” OR BETTER IS REQUIRED ON ALL LAB ASSIGNMENTS TO PASS THIS COURSE.

The following describes the basic levels of performance a student must demonstrate to receive one of the grades listed below on LABS ONLY.

A Students need to meet the requirements listed below for “C” and “B” level work, and in addition, the student must demonstrate superior skill level and professional work habits, while working on a “live” vehicle (where appropriate).

B Students must meet the requirements for “C” level work as listed below, and in addition, the student must be able to demonstrate an in depth understanding of the system being serviced.

C The student must complete all tasks at a mastery level. Mastery is defined as: the ability to perform a task at a level that restores, services, or repairs components or systems to an adequate and safe level of performance in accordance with standard industry practice.

D Inability to complete Lab assignments to acceptable industry standards as described in C grade above. Students will need to perform lab again.

F Unsatisfactory preparation and performance of Lab assignment. Students will be referred to instructor.

II. STUDENT RESPONSIBILITIES

1. Students must be prepared to perform each lab correctly and safely. Research your assignment in the appropriate service information resource prior to beginning lab work. (electronic service information, service manual, technical service bulletins, text book, etc.).

2. Familiarize yourself with the tools, equipment and procedures that will be required to complete your assignment.

3. Schedule adequate time to complete your lab work. Be prompt -- bays will be held for only 15 minutes.

4. Students are required to provide the basic hand tools that are needed to complete each lab assignment.
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5. Students must report to tool room and fill out a grade sheet before beginning lab assignment.

6. Have your work checked and lab sheet initialed by a learning assistant at each designated point in the lab.

7. Upon completion of your lab work:
   - CLEAN and return all equipment to the tool room.
   - Sweep and mop entire bay area.
   - Clean work benches, tool carts and any other work areas used.
   - Have lab assistant grade your work.

COURSE CONTENT:

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DEPARTMENT POLICIES:
For Department Policies, please refer to our website at: https://www.brookdalecc.edu/stem-institute/automotive-technology/

COLLEGE POLICIES:
For information regarding:
   ♦ Brookdale’s Academic Integrity Code
   ♦ Student Conduct Code
   ♦ Student Grade Appeal Process

Please refer to the BCC STUDENT HANDBOOK and BCC CATALOG

NOTIFICATION FOR STUDENTS WITH DISABILITIES:
Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/LABS:
The Automotive Department is located in the MAS (Main Academic South) Building.

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