	<b>Honda Service and Maintenance</b> <b>HATN 121</b> <b>Fall 2020</b>
<b>Department</b>	Transportation Technologies
<b>Instructor</b>	Mr. Felton
<b>NCC Email</b>	<a href="mailto:jfelton@ccsnh.edu">jfelton@ccsnh.edu</a>
<b>Telephone Number</b>	(603)578-8950
<b>Office Hours</b>	By Appointment Only
<b>Office Location</b>	Automotive building
<b>Class Days/Meeting Time</b>	Lecture: Tuesday 1:00 -1:50 Auditorium Thursday 1:00 -1:50 Online Lab: Monday 1:00 -4:50
<b>Class Location</b>	Lecture: Auditorium/Online Lab: Auto Building

## Rationale:

This course provides an understanding of maintenance requirements for today's Honda or Acura vehicles. These concepts are important as they will be utilized when the student starts their internship at a Honda or Acura dealership.

## Course Description:

This course is designed to introduce students to basic Honda automotive dealership repair. The course is centered on the topics outlined in both the NATEF Maintenance and Light Repair topics (MLR) and the proper procedure for executing the Honda Express Tech Service/ Acura Accelerated Service. The students will receive instruction in proper shop safety, proper tool identification and application, vehicle lifting, basic undercar diagnosis, and methods of research for proper vehicle repairs. The skills learned in this course will be directly applied once a student has secured a required internship at a certified Honda/Acura dealership.

## Course Competencies:

1. Develop an understanding of proper shop safety protocols.
2. Introduction to Honda IN and Online University.
3. Acquire Honda Express Tech certification.

4. Develop basic automotive skills required for students to acquire a successful internship.
5. Introduction to the operation of some automotive systems.
6. Understanding of proper tool usage and application.
7. To apply safe working habits and respect for equipment, shop management, and personnel.

## Essential Questions:

1. What new information can I use at my new internship at the Honda/Acura dealer?
2. Why is it important to know how to properly check over a vehicle?
3. What other information can be learned from properly checking over a vehicle?

## Required Textbook(s):

Automotive Service, 5<sup>TH</sup> Edition.  
Tim Gilles  
ISBN 978-1-3051-1059-5

## Supplemental Materials:

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

## Course Expectations:

### Make Up Policy:

Not all missed work is eligible for make-up. It is the student's responsibility to inquire about missed work at the first class meeting after returning from an absence. The instructor will determine eligibility and provide an appropriate assignment. Any approved assignment must be completed and turned in as directed.

There is no provision for make-up of a midterm exam, final exam, or lab practical exam.

### Student Responsibilities, including but not limited to:

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 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.

### **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:**

Point/letter grade equivalents:

100-94: A  
93-90: A-  
89-87: B+  
86-84: B  
83-80: B-  
79-77: C+  
76-74: C  
73-70: C-  
69-67: D+  
66-64: D  
63-60: D-  
Below 60: F

Grading Weights:

10%	Quizzes
30%	Lab Assignments/Evaluation
10%	Midterm exam
15%	Final exam
15%	Lab exam
15%	Modules
5%	Homework

### **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, 603-578-8900 x1528\_ or [lgonzalez@ccsnh.edu](mailto: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.nhcadv.org/Catchment%20map\(1\).pdf](http://www.nhcadv.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 a midterm, final, or lab exam.

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 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 (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:** 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.

24/7 Canvas Support: To access support through email, phone or chat

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](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 assignment.

**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 account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- 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:

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 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

Week #	Begins	LECTURE/DISCUSSION	LAB	ASSIGNMENT DUE
1	Aug 31	Chapter 2 and 3 Course introduction, careers, certification, safety	Safety tour, SDS(MSDS), Hazardous waste, tools and usage, Fire, lifting and jacking a vehicle, SRS/Hybrid/HID, Vehicle cleaning/sterilizing procedures	Ch2 and 3
2	Sep 7	Chapter 7 Hardware, Fasteners, Drills and Thread repair Quiz 121-1 Hardware, taps, dies	HeliCoil, Preparing Vehicle for Service, Preparing Vehicle for Customer, Vehicle inspections, oil change, tire rotate, TPMS reset	Ch7 Review 1-10 and ASE 1-5 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
3	Sep 14	Chapter 12 Engine Lubrication Quiz 121-2 Oil	Helicoil, Oil change demo, tire rotation demo Concern, Cause, Correction	Ch12 ASE 1-10 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
4	Sep 21	Chapter 13 Under hood and body Inspection	Vehicle inspection	Ch13 ASE 1-10 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
5	Sep 28	Chapter 62 Wheel and Tire Service Quiz 121-3 Wheels and Tires	Vehicle inspection, oil changes, tire rotation and balancing	Ch 62 ASE 1-10 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
6	Oct 5	Chapter 14 Under Car inspection	Under car inspection	Ch14 ASE 1-10 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
7	Oct 12	Chapter 51 Engine Sealing, Gaskets, Fastener Torque	Vehicle inspections, oil change, tire rotate, TPMS reset	Ch51 ASE 1-10 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
8	Oct 19	Mid Term Review	Review all material up to this point	Mid Term <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
9	Oct 26	Chapter 20 Cooling system Quiz 121-4 Cooling	Coolant exchange and flush	Ch20 ASE 1-10 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
10	Nov 2	Chapter 22 Automotive Belts	Inspect and adjust accessory drive belts	Ch22 ASE1-5 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
11	Nov 9	Chapter 23 Automotive Hoses Quiz 121-5 Belts and Hoses	Hose and clamp inspection, replacement	Ch23 ASE 1-5 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
12	Nov 16	Chapter 42 Air intakes and Exhaust	Inspect air filter, continue vehicle inspections and bolt exercise Oxy/Acetylene torch demo	Review Ch42 <b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
13	Nov 23	Vehicle inspection	Vehicle inspection	<b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
14	Nov 30	Pre purchase, used car inspection	Pre purchase, used car inspection	<b>Honda Modules:</b> Tech Essentials, General, Express Tech, Pre-delivery inspection
15	Dec 7	Review for final	Review for final	Review for final
16	Dec 14 - 17	Lab Exam Schedule TBA		

**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.**