

**Tigard High School  
Course Syllabus  
2016-2017**

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**Course Title:  
Automotive Electrical and Electronics**

**I. Course Description:**

Automotive Electrical and Electronics is a Single Block Semester class. Instruction takes place in the shop and classroom. Instruction is based upon ASE (Automotive Service Excellence) standards that include the Skills, Attitudes, and Knowledge required to achieve Entry-Level Employment in the Automotive Industry. The Automotive Electrical and Electronics class will provide instruction in the following areas: Safety, Electrical theory, Starting System, Charging System, Control Module Theory and Diagnosis.

**Automotive Electrical and Electronics has a \$15.00 Lab Fee.**  
**Please have your fees into the Bookkeeper as soon as possible.**

**II. Class Expectations:**

- **STUDENTS:** WILL ARRIVE ON-TIME AND BE READY TO LEARN
- **STUDENTS:** WILL USE CELL PHONES OR MP3 PLAYERS DURING APPROPRIATE TIMES
- **STUDENTS:** WILL HAVE 3 RING BINDER WITH DIVIDERS, PENS OR PENCILS
- **STUDENTS:** WILL HAVE RESPECT AT ALL TIMES
- **STUDENTS:** WILL WEAR SAFETY-GLASSES AND APPROPRIATE PPE

**III. Grading Policy:** Grading will be based on total points in the following areas:

| <u>Scale:</u>     | <u>Area:</u>        |
|-------------------|---------------------|
| A = (90% - 100%)  | Lab Work (ASE TASK) |
| B = (80% - 89%)   | Professionalism     |
| C = (70% - 79%)   | Assignments         |
| D = (60% - 69%)   | Tests               |
| F = (59% or Less) |                     |

**Lab Work** is work performed in the shop on vehicles owned by customers/students and Tigard High School. Lab work must be performed to Industry Standards. This includes Quality, Quantity, and Work Habits.

**Professionalism** will include all areas of "JOB KEEPING" skills.

|               |                 |            |
|---------------|-----------------|------------|
| Respect       | Attendance      | Attitude   |
| Communication | Character       | Appearance |
| Safety        | Productivity    | Teamwork   |
|               | Problem Solving |            |

**Assignments/Tests**

Classroom lecture presentations, Assignment Sheets, Job Sheets and Tests are generated from curriculum which is available to student through the **INTERNET**. Accesses to computers are available at the, Public Library and a small lab in the Auto Shop if not available at home.

**IV SAFETY POLICY:**

**SHOP DRESS**

The following clothing articles need to be worn whenever working in lab including during Clean up.

- A. **Coveralls/Shop Shirts**-must be kept in safe, professional condition. This means NOT torn, ripped or frayed. They also need to be taken home and cleaned at Least once a week, more often if necessary. Coveralls/Shirts need to be worn all the way on, not rolled up, tied at the waist, or unzipped
- B. **HATS** - Are to be worn the bill facing foreword and clean in nature. If you have question ask instructor
- C. **Shoes** - A separate pair of shoes are to be kept for use in the shop. These shoes are preferably made of leather with an oil resistant sole. Sandals, thongs, moccasins, slip-on shoes, crocs, and shoes with holes are NOT acceptable shop wear.
- D. **Clothing** - Clothing must be close fitting so as not to get caught in machinery, etc.
- E. **Jewelry** - Rings, wrist watches, bracelets, earrings that dangle, necklaces, ties, etc, present a safety danger and therefore are not to be worn in the shop.
- F. **Long hair** - Shoulder length or longer hair must be confined when working in the Shop. (Hair-net, rubber band, etc.)
- G. **Pants** - long pants are required for all shop activities

### SAFETY GLASSES

- A. Only safety glasses with a Z87 rating are considered safe for shop use.
- B. Safety glasses must be worn at all times in the shop. (Excluding going to and from Class or locker.)
- C. Normal eyeglasses are not considered safety glasses for this purpose, unless they are Z87 rated "Safety Glasses."
- D. Students wearing normal eyeglasses are required to wear plastic safety goggles or glasses over their prescription glasses while in shop using equipment.
- E. Safety glasses are to be clear. **Shaded glasses are not to be worn while in the shop except in required areas.**

### HEARING PROTECTION

- A. Hearing protection devices are available in the tool room.
- E. Hearing protection devices will be worn as required when performing certain operations or in the vicinity of those operations.

### VEHICLES IN THE SHOP

- A. Vehicle speed in the shop should be no more than normal walking speed (3 MPH).
- B. Vehicle radios are not to be on when in the shop.
- C. Vehicle car alarms are not to be left on in the shop.
- D. Engines are not to be run above 3500 RPM or "rapped" in the shop or vicinity.
- E. Vehicle safety devices must be in operating condition before the car is to be brought into the shop, unless it is specifically brought in to make those repairs.
- F. Permission must be obtained from the Instructor or service advisor before bringing a vehicle into the shop.
- G. Driving passes will only be issued to the students who are currently earning a "C" or higher grade.
- H. When moving into or out of the shop area. Do not run over any type of hose.
- I. Fender covers are to be used when working in the shop under the hood of a vehicle.
- J. A spotter will be used whenever a vehicle is being moved.

### ASSIGNED AREAS

- A. Students are to be in their assigned area at all times. Students may leave the shop area only with instructor permission.
- B. The telephone in the auto shop is not to be used by any student without instructor's permission.

**Student's Name** (Please Print) \_\_\_\_\_

**Parent /Guardian Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_