



**ASEP 172 Automatic Transmissions section name section credit hours Credits**  
**Syllabus**

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** The operating principles of GM automatic transmissions, transaxles, and their diagnosis, electrical and electronic controls, and repair will be covered. Instruction on noise, vibration and harshness diagnosis and correction will also be covered along with mechanical and hydraulic components. Safety is emphasized.

**Prerequisites:** Take ASEP-175 Take ASEP-120

**Terms offered:** Fall Only

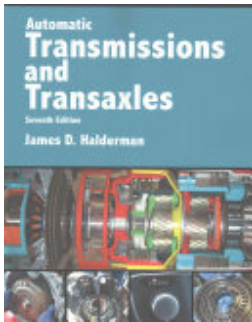
**Section-specific Course Description:**

## Course Level Objectives

1. Demonstrate safe techniques for working on automatic transmissions, as well as transaxles.
2. Disassemble front drive axles.
3. Diagnose transfer cases malfunctions.
4. Measure flex-plate run-out.
5. Diagnose and repair automatic transmission malfunctions.
6. Pressure test automatic transmissions.
7. Adjust automatic transmission linkage.
8. Read and interpret power flow charts.

9. Service automatic transmissions in vehicle.
10. Test electrical transmission controls.
11. Remove and replace automatic transmissions.
12. Overhaul various automatic transmissions.

## Required Texts and/or Materials



### **Automatic Transmissions and Transaxles**

9780134616797

James D. Halderman

Pearson

2017-01-03

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

Scroll to the middle of the linked page to view

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities:

- Complete daily quizzes relating to classroom lectures and reading assignments.
- Complete Unit exams relating to specific, high level learning outcomes.
- Perform theoretical system diagnosis and procedures using assigned lab sheets.
- Perform live, hands-on system diagnosis and procedures using assigned lab sheets.

## COVID Safe Practices for Being on Campus

COVID Safe Practices for Being on Campus

What to do if you have COVID-19 symptoms, are exposed or test positive:

- Do NOT come to campus
- Contact your Instructor
- Complete the COVID Intake Form
  - link: [SJC COVID-19 Intake Form on SJC Work Order System \(samanage.com\)](https://www.sanjuancollege.edu/coronavirus/) you will need to scroll back to the top of the screen and click the Request Item button to submit the form
- The Pandemic Coordinator will review the intake form and contact you with further guidance including when you can return to campus

Additional SJC COVID-19 information and resources and be found at the website below:

<https://www.sanjuancollege.edu/coronavirus/>

## Student Support

### Student Services and Support

At San Juan College, we support your academic success and overall health. We know that students often experience a range of stressors that can impact learning and well-being. If you, or someone you know is experiencing mental health concerns, or could benefit from effective academic strategies,

there are free and confidential resources available to enrolled students through the Counseling Center. To learn more, visit the counseling center website <https://www.sanjuacollege.edu/student-services/advising-and-counseling-center/counseling-center/> or call 505-566-3404.

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

### [Student Support](#)

#### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

### [Academic Support](#)

## Participation and Attendance Policy

Because of the class emphases on hands-on lab activities, consistent attendance is required. Students that are not in class when attendance is taken will be counted absent. Personal errands should be scheduled for times that will not conflict with class schedule. Students will not be given make-up work.

Federal and State education guidelines has stated that students missing 10% or more of their classes should not be eligible for class credit. The SJC Automotive Department uses the attendance rubric below when calculating your attendance.

If you miss 10% of your classes you will receive an "X" grade. Refer to the following chart:

<b>% Classes Missed</b>	<b>Attendance Status</b>
1% thru 9%	OK
10%	X Grade
20%	X Grade
30%	X Grade
40%	X Grade
50%	X Grade
60%	X Grade
70%	X Grade
80%	X Grade
90%	X Grade
100%	X Grade

Understand that this is based on percentage of the total number of days available in the course based on the official SJC course calendar. For example:

If your course schedule shows that a course runs 20 days (4 weeks), 2 missed days would count as missing 10% of the available days and would result in an incomplete X grade.

So each day in a 20 day course counts as 5%. Each day in a 40 day course counts as 2.5%. Each day in an 80 day course counts as 1.25%, etc.

Also remember that late arrivals are counted absent.

## Inclement Weather Information

Students will receive notification of late-starts and class cancellations due to inclement weather via the SUNS Alert app. Classes scheduled to meet face-to-face will not meet, but if practical will meet remotely via Zoom. Online classes will be held as usual. Hybrid classes and classes with Zoom options will meet on Zoom.

## Other Classroom Policies and Expectations

Clean employee dealership uniforms should be worn to class daily. Personal Protective Equipment must be worn in the shop at all times.

Students are expected to supply and use their own basic tool set. Ask your instructor for more information regarding tools.

## Canvas Participation and Expectations

Announcements, student labsheets, grades and supplemental reading/study material will be posted on Canvas. Students are expected to log into Canvas daily to check for new announcements and grade updates.

## Instructor Response Time

I normally respond to phone calls/texts and emails the same day if they are not sent too late in the evening.

## Course Time Commitment

The General Motors Web Based E-Learning modules will require students to dedicate time after class to complete them. You should plan on completing 2-3 E-Learning modules each week.

Daily reading assignments and study will require 1-2 hours of time out of class each day.

## Grading

Final grades are calculated based on the following rubrics:

To determine final grades...

Category	Weight %
Quizzes & Exams	40%
Shop Work	30%
Final Assessments	30%

Percentage-to-letter grade scale...

Percentage	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

See course catalog for course start dates.

# College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

## 1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to contact Disability Services as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to the [Disability Services website](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

## 2. The Family Educational Rights and Privacy Act (FERPA)

Refer to the catalog for information regarding FERPA:

<https://catalog.sanjuancollege.edu/content.php?catoid=12&navoid=581>

## 3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College.

## 4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional

information.

## 5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages to you. SJC SunsAlert is San Juan College's Emergency Notification System that will provide you with real-time information about campus closures, extreme weather, and other emergencies through your San Juan College email, text alerts, and phone calls. Should an emergency occur prior to activating your SJC SunsAlert, you will only receive messages through your San Juan College email. To receive a phone call and text alert, you must activate your SJC SunsAlert account and register your phone number. To activate your SJC SunsAlert account, you will need to download the Everbridge App in the App Store or Google Play. Once the app is downloaded follow these steps:

- Open the app
- Click on "Find an organization or subscription" button
- In the search box, either type in San Juan College or 87402
- Click on "SJC SunsAlert"
- Sign on using your SJC email and password
- Once you sign in, you will want to click on "Manage My Profile"
- Click on "edit"
- Include your preferred communication methods.
- Enter your cell phone number in the personal text msg field to ensure you receive text messages.
- Confirm all information (phone number & email) is correct and up to date.
- If you need help with the app, please call John Myers at 505-566-4224 or Kenny Hibner at 505-566-3050.

In the event of an emergency, an SJC SunsAlert message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

The Department of Public Safety (DPS) is available 24 hours per day. In an emergency, you can reach DPS staff by calling (505) 566-4444.

## 6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the



basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## **7. Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

### **Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student

does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

## **8. Grading Policies**

### **Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))**

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due.

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

## **9. Grade Appeals**

The policy for grade appeals is in the Academic Catalog ([Grade Appeal Policy](#)).

# **Student Handbook**

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)