

**Course Syllabus
for
<Enter course title>**

Instructor:	Course Number:
School:	Contact Info:
	Office Hours:

School Mission:

<Enter school mission>

Course Description:

This course is intended to provide you with the knowledge to make economical decisions and take preventative measures to enhance the overall satisfaction of being an automotive consumer. The class discussions and lab activities provide the fundamental knowledge and experience in owning and maintaining an automobile.

Course Goal:

This course is designed to provide you with the necessary environment and interactions to advance your knowledge and understanding in owning, maintaining, and repairing the automobile.

Intended Competencies/Skills:

Please see the Excel spreadsheet titled *Auto Upkeep Competency Profile*.

Content Delivery Method:

This course includes in-class activities and lab/shop activities. In-class activities include lectures, discussions, student presentations, and research. Lab/shop activities include completing designated procedures that involve inspection, replacement, and identification of automotive components. During lab/shop activities you will apply knowledge obtained from in-class discussions and readings to further advance your understanding of the automobile.

Course Evaluation:

You will be evaluated on the achievement of the tasks/skills as listed on the competency profile, study questions, lab activity participation, daily reflection logs, and exams.

<i>Grade Distribution/Weight</i>
20% Competency Profile
20% Study Questions
20% Lab Activities
20% Daily Reflection Logs
20% Exams (Written and Practical)

Grades:

Assessments and assignments will be recorded in the grade book on a 4 point scale and averaged together within the main categories (competency profile, study questions, lab activities, daily reflection logs, and exams) to establish a final grade.

4.0 = A	2.7 = B-	1.3 = D+
3.7 = A-	2.3 = C+	1.0 = D
3.3 = B+	2.0 = C	0.7 = D-
3.0 = B	1.7 = C-	0 = F

Textbook and Workbook:

Gray, M.E., & Gray, L.E. (2018). *Auto Upkeep: Maintenance, Light Repair, Auto Ownership, and How Cars Work* (4th Edition). Ozark, MO: Rolling Hills Publishing.

ISBN: 978-1-62702-011-4 Paperback Textbook

ISBN: 978-1-62702-016-9 Hardcover Textbook

ISBN: 978-1-62702-012-1 Paperback Workbook

Available at www.AutoUpkeep.com

Chapter Resources:

Online Chapter Resources can be accessed at www.AutoUpkeep.com/resources.

Safety:

It is essential that each student follows all safety guidelines, rules, and procedures as discussed in class and demonstrated in the lab/shop. Safety glasses are required for all hands-on lab activities.

Assignments Explained:

In the Course Schedule you will see the following under Assignment/Lab/Log/Test column.

Complete Daily Reflection Log – The Daily Reflection Log is located on page 171 Appendix D of the *Auto Upkeep Workbook*. You can also create a written log using a computer word processing program. At the end of each day, write a short 3 to 5 sentence reflection on what you learned.

View a Video - Links to videos that support each chapter can be accessed at www.Video.AutoUpkeep.com. Choose one video to view.

Complete Video Review – After viewing a video from the chapter, complete the Article, Website, or Video Review form located on page 172 Appendix E of the Auto Upkeep Workbook. You can also create a similar form using a computer word processing program.

Explore a Web Link – Explore a web link listed in the assigned reading.

Complete Website Review – After exploring the web links listed in the chapter, complete the Article, Website, or Video Review form located on page 172 Appendix E of the Auto Upkeep Workbook. You can also create a similar form using a computer word processing program. If you don't have a good Internet connection, reading an article from an automotive magazine is also acceptable.

Research Apps – Apps that support each chapter can be accessed at www.AutoUpkeep.com/apps.

Answer Study Questions - Study Questions for each chapter are located in the *Auto Upkeep Workbook*.

Complete Activity – Activities for each chapter are located in the *Auto Upkeep Workbook*.

Complete Career Exploration - The Career Exploration form is located on page 173 Appendix F of the Auto Upkeep Workbook. You can also create a similar form using a computer word processing program.

Take Test/Exam – Chapter Tests and Exams are located on the Instructor USB.

Course Schedule:**18 weeks (90 minute class periods) = 135 total hours = 1 credit course**

<i>Week</i>	<i>Day</i>	<i>Topic</i>	<i>Read/ Discuss</i>	<i>Assignment/Lab/Log/Test</i>
1	1	Introduction to the Class Course Syllabus Tour of Area		Complete Daily Reflection Log
1	2	Chapter 1 Introduction and How Cars Work	Pages 10-15	Explore a Chapter 1 Web Link Complete Website Review View a Chapter 1 Video Complete Video Review Complete Daily Reflection Log
1	3	Chapter 1 Introduction and How Cars Work	Pages 16-21	Explore a Chapter 1 Web Link Complete Website Review Answer Chapter 1 Study Questions Complete Daily Reflection Log
1	4	Chapter 1 Introduction and How Cars Work		Complete Car Identification Activity Complete Owner's Manual Activity Complete Daily Reflection Log
1	5	Chapter 1 Introduction and How Cars Work		Review for Chapter 1 Test Take Chapter 1 Test Complete Daily Reflection Log
2	6	Chapter 2 Buying an Automobile	Pages 22-27	View a Chapter 2 Video Complete Video Review Complete Daily Reflection Log
2	7	Chapter 2 Buying an Automobile	Pages 28-33	Explore a Chapter 2 Web Link Complete Website Review Research Chapter 2 Apps Answer Chapter 2 Study Questions Complete Daily Reflection Log
2	8	Chapter 2 Buying an Automobile		Complete Buying a New Automobile Activity Complete Buying a Used Automobile Activity Complete Daily Reflection Log
2	9	Chapter 2 Buying an Automobile		Review for Chapter 2 Test Take Chapter 2 Test Complete Daily Reflection Log
2	10	Chapter 3 Automotive Expenses	Pages 34-37	View a Chapter 3 Video Complete Video Review Explore a Chapter 3 Web Link Complete Website Review Complete Daily Reflection Log
3	11	Chapter 3 Automotive Expenses	Pages 38-41	Explore a Chapter 3 Web Link Complete Website Review Research Chapter 3 Apps Answer Chapter 3 Study Questions Complete Daily Reflection Log
3	12	Chapter 3 Automotive Expenses		Complete Automotive Expenses Activity Complete Daily Reflection Log
3	13	Chapter 3 Automotive Expenses		Review for Chapter 3 Test Take Chapter 3 Test Complete Daily Reflection Log

3	14	Chapter 4 Repair Facilities	Pages 42-45	Explore a Chapter 4 Web Link Complete Website Review View a Chapter 4 Video Complete Video Review Complete Daily Reflection Log
3	15	Chapter 4 Repair Facilities	Pages 46-49	View a Chapter 4 Video Complete Video Review Explore a Chapter 4 Web Link Complete Website Review Answer Chapter 4 Study Questions Complete Daily Reflection Log
4	16	Chapter 4 Repair Facilities		Complete Repair Facilities Activity Complete Daily Reflection Log
4	17	Chapter 4 Repair Facilities		Review for Chapter 4 Test Take Chapter 4 Test Complete Daily Reflection Log
4	18	Chapter 5 Safety Around the Automobile	Pages 50-55	Explore a Chapter 5 Web Link Complete Website Review Research Chapter 5 Apps Complete Daily Reflection Log
4	19	Chapter 5 Safety Around the Automobile	Pages 56-63	View a Chapter 5 Video Complete Video Review Explore a Chapter 5 Web Link Complete Website Review Answer Chapter 5 Study Questions Complete Daily Reflection Log
4	20	Chapter 5 Safety Around the Automobile		Complete Automotive Safety Activity Complete Safety Data Sheet (SDS) Activity Complete PPE and Fire Safety Activity Complete Daily Reflection Log
5	21	Chapter 5 Safety Around the Automobile		Review for Chapter 5 Test Take Chapter 5 Test Complete Daily Reflection Log
5	22	Chapter 6 Tools and Equipment	Pages 64-73	View a Chapter 6 Video Complete Video Review Explore a Chapter 6 Web Link Complete Website Review Complete Daily Reflection Log
5	23	Chapter 6 Tools and Equipment	Pages 74-81	Research Chapter 6 Apps Explore a Chapter 6 Web Link Complete Website Review Answer Chapter 6 Study Questions Complete Daily Reflection Log
5	24	Chapter 6 Tools and Equipment		Complete Tools and Equipment ID Activity Complete Service Manual Activity Complete Daily Reflection Log
5	25	Chapter 6 Tools and Equipment		Review for Chapter 6 Test Take Chapter 6 Test Complete Daily Reflection Log
6	26	Chapter 7 Auto Care and Cleaning	Pages 82-86	View a Chapter 7 Video Complete Video Review Research Chapter 7 Apps Complete Daily Reflection Log

6	27	Chapter 7 Auto Care and Cleaning	Pages 87-91	Explore a Chapter 7 Web Link Complete Website Review View a Chapter 7 Video Complete Video Review Answer Chapter 7 Study Questions Complete Daily Reflection Log
6	28	Chapter 7 Auto Care and Cleaning		Complete Interior Cleaning Activity Complete Exterior Cleaning Activity Complete Daily Reflection Log
6	29	Chapter 7 Auto Care and Cleaning		Complete Waxing Activity Complete Daily Reflection Log
6	30	Chapter 7 Auto Care and Cleaning		Review for Chapter 7 Test Take Chapter 7 Test Complete Daily Reflection Log
7	31	Chapter 8 Fluid Level Check	Pages 92-97	Complete Daily Reflection Log
7	32	Chapter 8 Fluid Level Check	Pages 98-101	View a Chapter 8 Video Complete Video Review Research Chapter 8 Apps Answer Chapter 8 Study Questions Complete Daily Reflection Log
7	33	Chapter 8 Fluid Level Check		Complete Fluid Level Check Activity Complete Daily Reflection Log
7	34	Chapter 8 Fluid Level Check		Review for Chapter 8 Test Take Chapter 8 Test Complete Daily Reflection Log
7	35	Chapter 9 Electrical System	Pages 102-111	View a Chapter 9 Video Complete Video Review Explore a Chapter 9 Web Link Complete Website Review Complete Daily Reflection Log
8	36	Chapter 9 Electrical System	Pages 112-119	Explore a Chapter 9 Web Link Complete Website Review View a Chapter 9 Video Complete Video Review Research Chapter 9 Apps Answer Chapter 9 Study Questions Complete Daily Reflection Log
8	37	Chapter 9 Electrical System		Complete Ohm's Law Activity Complete Wiring Diagram Activity Complete Daily Reflection Log
8	38	Chapter 9 Electrical System		Complete Battery Activity Complete Charging Activity Complete Starting Activity Complete Daily Reflection Log
8	39	Chapter 9 Electrical System		Review for Chapter 9 Test Take Chapter 9 Test Complete Daily Reflection Log
8	40	Chapter 10 Lubrication System	Pages 120-123	Explore a Chapter 9 Web Link Complete Website Review Complete Daily Reflection Log

9	41	Chapter 10 Lubrication System	Pages 124-127	Explore a Chapter 10 Web Link Complete Website Review View a Chapter 10 Video Complete Video Review Answer Chapter 10 Study Questions Complete Daily Reflection Log
9	42	Chapter 10 Lubrication System		Complete Oil and Filter Change Activity Complete Daily Reflection Log
9	43	Chapter 10 Lubrication System		Review for Chapter 10 Test Take Chapter 10 Test Complete Daily Reflection Log
9	44	Careers Paths Chapters 1-10 Review Chapters 1-10 for Mid- Term Exam		Complete Career Exploration Review for Mid-Term Exam Complete Daily Reflection Log
9	45	Mid-Term Exam		Take Mid-Term Exam Complete Daily Reflection Log
10	46	Chapter 11 Fuel System	Pages 128-133	View a Chapter 11 Video Complete Video Review Complete Daily Reflection Log
10	47	Chapter 11 Fuel System	Pages 134-139	Explore a Chapter 11 Web Link Complete Website Review View a Chapter 11 Video Complete a Video Review Answer Chapter 11 Study Questions Complete Daily Reflection Log
10	48	Chapter 11 Fuel System		Complete Fuel System Part ID Activity Complete Fuel System Maintenance Activity Complete Daily Reflection Log
10	49	Chapter 11 Fuel System		Review for Chapter 11 Test Take Chapter 11 Test Complete Daily Reflection Log
10	50	Chapter 12 Cooling System and Climate Control	Pages 140-147	View a Chapter 12 Video Complete Video Review Research Chapter 12 Apps Complete Daily Reflection Log
11	51	Chapter 12 Cooling System and Climate Control	Pages 148-153	Explore a Chapter 12 Web Link Complete Website Review View a Chapter 12 Video Complete Video Review Answer Chapter 12 Study Questions Complete Daily Reflection Log
11	52	Chapter 12 Cooling System and Climate Control		Complete Air Conditioning Activity Complete Cabin Air Filter Activity Complete Daily Reflection Log
11	53	Chapter 12 Cooling System and Climate Control		Complete Cooling System Activity Complete Daily Reflection Log
11	54	Chapter 12 Cooling System and Climate Control		Review for Chapter 12 Test Take Chapter 12 Test Complete Daily Reflection Log

11	55	Chapter 13 Ignition System	Pages 154-157	Explore a Chapter 13 Web Link Complete Website Review View a Chapter 13 Video Complete Video Review Complete Daily Reflection Log
12	56	Chapter 13 Ignition System	Pages 158-161	Research Chapter 13 Apps View a Chapter 13 Video Complete Video Review Explore a Chapter 13 Web Link Complete Website Review Answer Chapter 13 Study Questions Complete Daily Reflection Log
12	57	Chapter 13 Ignition System		Complete Ignition System Activity Complete Daily Reflection Log
12	58	Chapter 13 Ignition System		Review for Chapter 13 Test Take Chapter 13 Test Complete Daily Reflection Log
12	59	Chapter 14 Suspension, Steering, and Tires	Pages 162-169	View a Chapter 14 Video Complete Video Review Complete Daily Reflection Log
12	60	Chapter 14 Suspension, Steering, and Tires	Pages 170-179	Research Chapter 14 Apps Explore a Chapter 14 Web Link Complete Website Review View a Chapter 14 Video Complete Video Review Answer Chapter 14 Study Questions Complete Daily Reflection Log
13	61	Chapter 14 Suspension, Steering, and Tires		Complete Suspension and Steering Activity Complete Daily Reflection Log
13	62	Chapter 14 Suspension, Steering, and Tires		Complete Tire Inspection and Rotation Act. Complete Daily Reflection Log
13	63	Chapter 14 Suspension, Steering, and Tires		Review for Chapter 14 Test Take Chapter 14 Test Complete Daily Reflection Log
13	64	Chapter 15 Braking System	Pages 180-184	Explore a Chapter 15 Web Link Complete Website Review View a Chapter 15 Video Complete Video Review Complete Daily Reflection Log
13	65	Chapter 15 Braking System	Pages 185-189	View a Chapter 15 Video Complete Video Review Explore a Chapter 15 Web Link Complete Website Review Answer Chapter 15 Study Questions Complete Daily Reflection Log
14	66	Chapter 15 Braking System		Complete Brake Inspection Activity Complete Daily Reflection Log
14	67	Chapter 15 Braking System		Review for Chapter 15 Test Take Chapter 15 Test Complete Daily Reflection Log

14	68	Chapter 16 Drivetrain	Pages 190-194	View a Chapter 16 Video Complete Video Review Explore a Chapter 16 Web Link Complete Website Review Complete Daily Reflection Log
14	69	Chapter 16 Drivetrain	Pages 195-199	View a Chapter 16 Video Complete a Video Review Answer Chapter 16 Study Questions Complete Daily Reflection Log
14	70	Chapter 16 Drivetrain		Complete Drivetrain Activity Complete Daily Reflection Log
15	71	Chapter 16 Drivetrain		Review for Chapter 16 Test Take Chapter 16 Test Complete Daily Reflection Log
15	72	Chapter 17 Exhaust and Emission System	Pages 200-205	Explore a Chapter 17 Web Link Complete Website Review Complete Daily Reflection Log
15	73	Chapter 17 Exhaust and Emission System	Pages 206-211	View a Chapter 17 Video Complete Video Review Answer Chapter 17 Study Questions Complete Daily Reflection Log
15	74	Chapter 17 Exhaust and Emission System		Complete Exhaust and Emission Activity Complete Daily Reflection Log
15	75	Chapter 17 Exhaust and Emission System		Review for Chapter 17 Test Take Chapter 17 Test Complete Daily Reflection Log
16	76	Chapter 18 Alternative Fuels and Designs	Pages 212-220	Explore a Chapter 18 Web Link Complete Website Review View a Chapter 18 Video Complete Video Review Complete Daily Reflection Log
16	77	Chapter 18 Alternative Fuels and Designs	Pages 221-231	View a Chapter 18 Video Complete Video Review Explore a Chapter 18 Web Link Complete Website Review Answer Chapter 18 Study Questions Complete Daily Reflection Log
16	78	Chapter 18 Alternative Fuels and Designs		Complete Payback Period Activity Complete Future Transportation Activity Complete Daily Reflection Log
16	79	Chapter 18 Alternative Fuels and Designs		Review for Chapter 18 Test Take Chapter 18 Test Complete Daily Reflection Log
16	80	Chapter 19 Automotive Accessories	Pages 232-239	Explore a Chapter 19 Web Link Complete Website Review View a Chapter 19 Video Complete Video Review Complete Daily Reflection Log
17	81	Chapter 19 Automotive Accessories	Pages 240-247	Explore a Chapter 19 Web Link Complete Website Review Answer Chapter 19 Study Questions Complete Daily Reflection Log

17	82	Chapter 19 Automotive Accessories		Complete Automotive Accessories Activity Complete Daily Reflection Log
17	83	Chapter 19 Automotive Accessories		Review for Chapter 19 Test Take Chapter 19 Test Complete Daily Reflection Log
17	84	Chapter 20 Common Problems and Roadside Emergencies	Pages 248-259	Research Chapter 20 Apps Explore a Chapter 20 Web Link Complete Website Review Complete Daily Reflection Log
17	85	Chapter 20 Common Problems and Roadside Emergencies	Pages 260-267	View a Chapter 20 Video Complete Video Review Explore a Chapter 20 Web Link Complete Website Review Answer Chapter 20 Study Questions Complete Daily Reflection Log
18	86	Chapter 20 Common Problems and Roadside Emergencies		Complete Changing a Flat Tire Activity Complete Replacing Wipers Activity Complete Daily Reflection Log
18	87	Chapter 20 Common Problems and Roadside Emergencies		Complete Jump-Starting Activity Complete Lighting Activity Complete Daily Reflection Log
18	88	Chapter 20 Common Problems and Roadside Emergencies		Review for Chapter 20 Test Take Chapter 20 Test Complete Daily Reflection Log
18	89	Careers Paths Chapters 11-20 Review for Final Exam		Complete Career Exploration Review for Final Exam Complete Daily Reflection Log
18	90	Final Exam		Take Final Exam Complete Daily Reflection Log

Class Policies and Procedures:

<Insert Here>

Instructor Profile:

<Insert Here>

Teaching Philosophy:

<Insert Here>

Academic Honesty Policy:

<Insert Here>