

Revised August 2013

Elizabethtown



Community & Technical College

HIGHER EDUCATION BEGINS HERE



**Welcome to the Automotive and Diesel
Technology programs at ECTC**



AWARDS and ACHIEVEMENTS

The Automotive/Diesel Technology programs have received many awards of excellence.

2005 Cummins outstanding student national award winner

2006 Cummins outstanding student national award winner

2006 Cummins outstanding program regional winner

2007 State IPC winner

2011 Tomorrow's Technician school of the year regional winner

2012 Tomorrow's Technician School of the Year Top 20 in the Nation

2012 Bronze Medal Winner in SkillsUSA Diesel Service Technology

2013 Gold Medal Winner in SkillsUSA Diesel Service Technology

The Faculty

Joe Valora



Doug Poteet



Jerry Clemons



John Chism



EVENING FACULTY

Steve Gabehart



Automotive and Diesel Technology Philosophy

- n The faculty of the Auto/Diesel Technology Program believes in the right of mankind to have the opportunity to learn, upgrade, or retrain for a new skill in the quest of a satisfying, profitable livelihood in the Automotive/Diesel field.
- n We further believe that the dignity of mankind is preserved through the accomplishment of applying learned skills through being a contributing, participating member of the community.



AUTO TECHNOLOGY PURPOSE

n The primary purpose of the Auto Technology Program has been and will continue to be providing of preparatory training to secondary and long-term adult students who will be capable of successfully pursuing a career in the Automotive occupation.

OBJECTIVES

Upon completion of the Auto Technology Program, the student should have:

- n 1. Developed basic skills (reading, communication, and Computation)
- n 2. Developed automotive skills and knowledge sufficient for acceptable job-entry performance
- n 3. Developed desirable attitudes toward work and the quality of performance
- n 4. Developed respect for the rights and property of fellow workers, managers, and customers
- n 5. Developed safe work habits



DIESEL TECHNOLOGY PURPOSE AND OBJECTIVES

n The Primary purpose of the Diesel Technology Program has been and will continue to be providing of preparatory training to secondary and long-term adults students who will be capable of successfully pursuing a career in the Diesel Technician occupation.

The Objectives of the Diesel Technology Program is as follows:

Upon completion for the Diesel Technology Program, the student should have the following:

Objectives

- n 1. Developed basic skills (reading, communication, and Computation)
- n 2. Developed Diesel skills and knowledge sufficient for acceptable job-entry performance
- n 3. Developed desirable attitudes toward work and the quality of performance
- n 4. Developed respect for the rights and property of fellow workers, managers, and customers
- n 5. Developed safe work habits



PROFESSIONAL ORGANIZATIONS

- n The Auto/Diesel Department feels there are two professional organizations of which every student should be a member.



The National Institute for Automotive Service Excellence (ASE) is a non-profit corporation dedicated to improving the quality of automotive service and repair throughout the nation. ASE is governed by a Board of Directors that represents all sectors of the automotive industry, as well as the educational community, government, and consumer groups.

ASE's primary function is to test and certify automobile, medium/heavy truck, and auto body technicians. ASE also encourages and assists in the development of effective automotive training programs.



- n SkillsUSA is an organization for trade, industrial, technical, and health occupations students only. SkillsUSA is designed for and run by students.
- n As a SkillsUSA member, you will develop into a well-rounded person with social and leadership abilities as well as occupational skills. SkillsUSA instills spirit and desire to learn, to grow and to become a productive citizen.
- n Through a national system of competitions and awards you have the opportunity to distinguish yourself and your school.

STUDENT MATERIALS

- n Paper
- n Pencil / Pen
- n Eye protection
- n Proper footwear
- n To become employable, it is necessary that a student have a basic tool set prior to the Co-op/Practicum portion of his/her training. A tool set is not necessary for school shop use, as hand tools are furnished by the school.



AUTO / DIESEL DEPARTMENT POLICIES AND PROCEDURES

- n 1. Incoming calls will not be accepted for students on the shop phone, and no calls may be made without instructor permission.
- n 2. Students are encouraged to park in the lower level parking lot for ease of access to the auto/diesel department. Students will not be allowed to park in the wire fence compound. Students scheduled to use their vehicle as a live project will move their vehicle to the compound area at the beginning of the lab period. The vehicle will be returned to the parking lot immediately upon completion of the lab exercise.
- n 3. Students are not permitted access to the instructor's desk, file cabinets, or any other area designated as "instructor only".
- n 4. Students will refrain from profanity, racial and ethnic jokes, vulgar language, and horseplay.
- n 5. All tools, supplies, training aids, vehicles, etc., are property of . The instructors are responsible for the inventory and disposition of such items. Students should not borrow, steal, damage, or otherwise misuse school property. **STUDENTS ARE NOT ALLOWED TO BORROW TOOLS!**
- n 6. All students are required to participate in clean-up of assigned areas. The instructor or shop foreman will make the assignments.
- n 7. Students will be allowed to work on their own vehicles only when the work is directly related to the class. No unrelated work.





TOOL ROOM

- n 1. The tool room foreman, and/or instructor are the only persons allowed in the tool room.
- n 2. A tool cart will be assigned to each student or group at the beginning of lab.
- n 3. The student and instructor must make a visual inventory before and after labs.
- n 4. The student will be responsible for the correct placement of the tools in the tool cart and the housekeeping of the tool cart.
- n 5. Tools should be cleaned before returning them to the tool cart.
- n 6. Broken, damaged, and missing tools should be reported to the instructor as soon as they are noticed broken, damaged, or missing.

Shop and Tool Foreman:

- n These positions are filled by appointment by the instructor. The shop foreman oversees the housekeeping of the class and shop, assists in the selection of work stations, and maintains the clean-up roster. The tool room foreman oversees the tool room dispersal system, inventories the tool carts before and after lab. The criteria for these positions are a good attitude, leadership ability, organization, successful progression in the program, and an ability to work with others and at least a second year student.

SHOP SAFETY

- n 1. Familiarize yourself with the lay-out of the shop. Make sure you know the location of the fire extinguisher, fire exit routes, and the severe weather holding areas.
- n 2. All flammable liquids should be stored in approved containers in approved locations.
- n 3. Never use gasoline to clean parts.
- n 4. Always wipe up any spills immediately.
- n 5. Keep the shop floor clean and the benches tidy. Oil on the floor can cause serious injury.
- n 6. Do not operate shop tools and equipment that are in an unsafe condition. Electrical cords and connectors must be tight and not frayed. Floor jacks and hoists must be in safe operating condition and should not be used beyond their rated capacity. Report any unsafe conditions to your instructor immediately.
- n 7. Extension cords should not pose a hazard by being strung across walkways.
- n 8. Do not leave jack handles in the down position across the floor--someone could trip over them.
- n 9. Do not drive vehicle over electrical cords--this could cause a short circuit.
- n 10. When working under the hood of a vehicle, fender covers **MUST** be used.

PERSONAL SAFETY

- n 1. EYE PROTECTION MUST BE WORN AT ALL TIMES WHILE IN THE SHOP.
- n 2. Adhere to the ECTC Auto/Diesel Dress code.
- n 3. Use additional protective clothing when needed.
- n 4. Do not use compressed air to clean your clothes.
- n 5. Screwdrivers, punches, or other sharp objects in your pockets can cause injury to yourself and damage the vehicle you are repairing.
- n 6. Never get involved in horseplay or practical jokes--they can lead to injury and/or dismissal from the class.
- n 7. Never work under a vehicle that is not properly supported. Always use jack stands.
- n 8. Creepers will be used when working under a vehicle.
- n 9. Do not raise a vehicle when someone is under it.
- n 10. Always assure proper ventilation is provided when running a vehicle in the shop. Exhaust gas can kill you.
- n 11. Keep your work area clean at all times.
- n 12. Lifting and carrying should be done properly to avoid injury. Heavy objects should be lifted and moved using proper equipment.
- n 13. When working with others, always be aware of their location to prevent injuries.
- n 14. Notify the instructor immediately of any safety hazards.

Automotive / Diesel Technology Uniform Policy

The Automotive and Diesel Technology programs at Elizabethtown's Community and Technical College have a **mandatory** uniform policy. Students are required to adhere to the policy at all times unless otherwise directed by the instructor. The policy is as follows:

SHIRT – Dark blue, button up, with collar and a six inch sleeve. Shirts must be tucked in and buttoned (with the exception of the top) at all times. If the student has mechanic style uniforms from their place of employment they may wear them. Work-style Jackets may be worn during cold weather. **Sweatshirts and Hoodies should not be worn over your uniform.**

PANTS - Dark blue in color. No jeans. Shorts may be worn but must be a dark blue, work style with at least a 9 “ inseam. Pants are to be worn around the waist.

SHOES - Leather work shoes or boots with slip resistant soles are required. If shoes / boots have strings they must be tied.

BELT – A mechanics belt (without a buckle) is Required at all times.

HATS – May be worn but must be kept clean.

HAIR – Long hair must be tied back.

JEWELRY – Rings, chains, bracelets, facial jewelry, watches, earrings or any other items deemed a safety hazard by the instructor are not permitted. **(NO EXCEPTIONS!)**

SAFETY GLASSES – Students must supply their own eye protection and have it available each day. **Safety glasses must be worn while working in the lab!**

Improper dress will result in a loss of daily points and restriction from working in the lab.

Automotive / Medium Heavy Truck Safety Training

Logon to website <http://www.sp2.org/>

Enter Username - 22370

Password - parallel

PIN - first initial, last initial, last 4 digits of Student ID number

Complete the following two training courses. The courses will take a total of approximately three hours.

Automotive Students must take the following two courses.

Mechanical Pollution Prevention Training

Mechanical Safety Training


Diesel Students must take the following two courses.

Heavy Duty Fleet Safety

Heavy Duty Fleet Pollution Prevention

If training is not successfully completed by the first day of class, you will not be allowed to work in the lab. You will be dismissed from your lab class (unexcused) until the training is successfully completed.

The Learning Lab is a free individualized tutorial and supplemental educational service to strengthen academic skills and augment classes outside the classroom. The primary goal of the Learning Lab is to help students be successful in college. Students experiencing difficulties in the basic use of computers, writing skills, math skills, or study skills are encouraged to visit the Learning Lab. We appreciate diverse learning styles and provide a comfortable educational environment for all students of all levels.

<p>THE LEARNING LAB Elizabethtown Community and Technical College James M. Collier Learning Resource Center</p>			 <p>Hours:</p>
<p><u>Pamela Harper</u> Coordinator ext. 68434</p>		<p><u>Jennifer Douglas</u> Office Assistant ext.68433</p>	
	<p><u>Susan Firestone</u> ext. 68415 <u>Computer Lab</u></p>		
<p><u>Sam Arslanian</u> ext. 68676 <u>Math Lab</u></p>		<p><u>Yvonne Morris</u> ext. 68435 <u>Writing Lab</u></p>	<p>◊ Monday - Friday 8:00 - 4:30</p>

Student Success Coach

The Student Success Coach introduces students to the college environment through use of one-on-one meetings and/or workshops; assists students in reaching their school, career and life goals; and helps students master the challenges and opportunities of college. Services are provided on the Elizabethtown and Springfield campuses and other off-campus locations as needed.

- Tutoring
- Coaching
- Career Planning
- Placement Services
- Community Outreach
- Career Advising
- Time Management
- Test Taking Skills
- Conflict Resolution
- Referrals
- Community Resources

Checking Your KCTCS EMail: As a student of the KCTCS System, you have been issued a login ID and password. E-mail is an integral part of the distance learning process as well as your everyday process as a student of Elizabethtown Community and Technical College. You get grade information, class registration, and other related information on your email account. In addition, all of your KCTCS information will come through student email. Click on the following link to check your email:
<http://webmail.kctcs.edu/exchange/> Enter the student ID number and password you were provided when prompted in the following format: The login entry is the domain name (KCTCSACC), followed by a "right slash" (/), ending with the PeopleSoft student ID that you were given during registration. Login: KCTCSACC/jdoe0001 Password: your password (whatever the password is).

*For more information about student email, go to the following site:
<http://www.kctcs.edu/student/email.html>



Computer Lab

The computer lab is located in Room 155 of the Academic/Technical Building. It was created by the CIS Program, but is currently available to all students. We are using Dell Optiplex 755 Systems with an Intel Core 2 Duo E8300 processor and 8GB RAM. The hours of operation vary according to the school's semester schedule. Our [Computer Lab Rules](#) and the KCTCS [Acceptable Use Policy](#) must be followed by anyone who wishes to use the lab.

There are two full-time instructional specialists, Adam Worth and Shannon McCullough, and a night worker Donna Emanuel who can help with hardware or software problems. They also maintain the IT Program's domain including Active Directory, file server, print server, web servers and ISA server.

If you require additional information or have any questions, please call the lab at 270-706-8573 or 270-706-8574. You can also contact Steve Parris, Program Coordinator at (270) 769-2371 ext. 68457 or (270) 706-8457.

AUTO\DIESEL HAND BOOK

I have read and had explained to me the Auto\Diesel Hand book and understand all policies and procedures and rules of the Auto\Diesel Technology Department.

Signature: _____ Date: _____

Print Name _____