

Withlacoochee Technical College

Automotive Collision Technology Technician

Program Syllabus 2019-2020

PROGRAM INSTRUCTOR/CONTACT INFO: Mr. Allan Persavich 352-726-2430 ext. 4338

Email: persavicha@citrus.k12.fl.us

PROGRAM DESCRIPTION:

Automotive Collision Technology Technician program is a 1400-hour program and prepares students for employment and/or specialized training in the automotive collision industry. The program focuses on broad, transferable skills and stresses understanding and demonstration of all automotive areas. The Automotive Collision Technology Technician program is accredited by the Automotive Service Excellence (ASE) Education Foundation for Paint and Refinishing.

TEXTBOOKS:

See Program Required List

HOW YOU ARE EVALUATED:

Competency/Performance Evaluation (hands on lab work)

Evaluation (assignments and written quizzes)

Course Completion Tests, Competency/Performance Evaluations

Employability Skills

Attendance (Absenteeism/Tardiness)

Categories Include:	Work/Ethics/Attendance	30%
	Lab/Shop	50%
	Classroom	20%

GRADE SCALE:

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

PROGRESS:

A minimum pace of progression is required by the program instructor. However, students can proceed ahead in the curriculum at their own pace using the handouts, instructional videotapes, computers and textbooks. Mastery of an area must be achieved before proceeding further. Each assignment must be signed off on the student's course outline by the instructor before proceeding any further. Students are responsible for maintaining a minimum rate of progress through the program.

MAJOR PROGRAM OBJECTIVES:

Auto Collision Technology Technician program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the automotive industry:

1. Operation and theory of the courses outlined in the curriculum frameworks
2. Technical and product skills
3. Underlying principles of technology
4. Labor, community, health, safety and environmental issues
5. Computer, critical thinking, technical writing and research skills

LECTURES:

Formal class lectures are presented, and you will be notified of the schedule. Also, impromptu and informal lectures are given.

STRATEGIES TO ACHIEVE PROGRAM OBJECTIVES:

1. Attending classes, completing book and computer assignments along with shop work
2. Completing reading and homework assignments
3. Studying/maintaining handouts
4. Reading current publications from the automotive collision industry

TOOLS / SUPPLIES:

All students must have classroom supplies (pen, pencil, paper, and notebook) on a daily basis. All major tools are provided. Student's acquisition of basic hand tools during the course of training is highly recommended.

SHOP ACTIVITIES:

Student must demonstrate an understanding theory of operating principles prior to starting a shop task. The instructor will review all work done in the shop and on customer work orders. The instructor will do the grading for all shop and customer work orders.

CONFERENCES AND ASSISTANCE:

Instructor is available to assist you throughout the day for any program related problems. Students needing assistance with problems will research, along with the instructor, all possibilities and utilize all reference materials to achieve a solution. Automotive problems can also be presented to the class for whole class research upon instructor's approval. The automotive collision industry is a constant learning field.

STUDENT RESPONSIBILITIES:

Students are expected to understand and follow all school rules and policies. Students are responsible for class, shop and equipment care. Students are responsible for maintaining proper industry work habits and conduct. Students must read and sign the Automotive Collision Technology Technician policies and procedures during orientation. Shop clean-up is the responsibility of all students and will be conducted on a daily basis.

EVALUATIONS AND TESTING:

The program will consist of both written knowledge tests and performance evaluations. A knowledge test is given upon completion of each assignment in the course. If you take a test and score less than 60%, you are allowed to retake the exam on the next class day. First, restudy your textbook, quizzes, etc. and make another attempt. If you have taken the test three or more times to pass, your grade can never be more than 60. A performance evaluation must be mastered before proceeding to the next assignment. Students will be able to repeat performance evaluations until mastery is achieved. Students are encouraged to take the nationally and industry recognized Automotive Service Excellence (ASE) exams after each available course completes.

ATTENDANCE:

Attendance is an integral part of learning. If you are not here, it is hard to be successful. Students are required to treat this class as they would a job. If you will be absent, you are required to "call in" just as you would if you were missing a day of work. Failure to do so will affect your Work Ethic/Attendance grade. The Work Ethic/Attendance grade is worth 30% of your grade. See WTC Student Handbook regarding attendance.

Students must have instructor permission when leaving the classroom/shop area and are required to sign out/in each time.

DRESS CODE:

Students must wear safety glasses (anti-fog), shop clothing and oil resistant shoes. Also, a Cartridge Filter Respirator is required for lab/shop work.

CERTIFICATIONS:

Automotive Service Excellence (ASE) Student Certifications through the ASE Education Foundation.
Automotive Service Excellence (ASE) 5-year Certifications.

PHYSICAL REQUIREMENTS:

Auto body technicians need a good eye for form and color, the strength to lift heavy objects and steady hands. They must also exhibit a willingness to withstand temperature extremes and exposure to paint fumes and material dust. Technicians must have a good eye for attention to detail. Dexterity with a good free range of motion in their hands and arms is necessary to work with small parts and small spaces.

SHOP EQUIPMENT:

You will be assigned a specific work area with each task. The equipment you will use is rugged and reliable however, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructor demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use. Keep your work area clean and orderly while performing assignments. Return all equipment/tool components to the proper storage area before departing at the end of the day. Shop will be clean and secured at the end of each project or end of day, whichever comes first. If a shop assignment will take more than one day, notify the instructor and secure all parts and project at the end of the day.

PROGRAM AND WTC POLICIES AND PROCEDURES:

Policies and procedures are outlined in detail in the Automotive Collision Technology Technician Orientation handout along with the WTC Student Handbook (provided in your folder from Student Services). Discipline procedures and types of occurrences are followed and outlined in the WTC Student Handbook.

SAFETY: REMEMBER!

- Safety is priority one. Make learning safe, fun and enjoyable!
- Report any unsafe conditions to the instructor immediately.
- If you are not comfortable or confident with any repair, stop and notify instructor.
- Everyone must view the Physicians for Automotive Safety (PAS) videos and worksheets before work in the shop is allowed.
- Automotive Collision Technology Technician program policy and procedures must be read and signed by student during orientation to the program.
- Must always wear your Personal Protective Equipment (PPE) in Lab/Shop.

FLORIDA DOE PROGRAM OCCUPATIONAL COMPLETION POINTS:

Must demonstrate the competencies of each course below within the scheduled length of hours (maximum) for each course. Total program is 2 full-time semesters and a portion of a 3rd semester. Total program hours are 1400.

OCP	Course Number	Course Title	Course Length	SOC Code
A	ARR0140	Automotive Collision Repair and Refinishing Helper/Assistant	150 hours	49-3021
B	ARR0141	Automotive Collision Refinishing Technician	450 hours	49-3021
C	ARR0312	Non-Structural Damage Repair Technician	300 hours	49-3021
D	ARR0022	Damage Analysis and Estimating	75 hours	49-3021
E	ARR0112	Automotive Collision Welding, Cutting and Joining	75 hours	51-4122
F	ARR0295	Structural Damage Repair Technician	350 hours	49-3021

INDUSTRY JOB PLACEMENT:

Most employers will require a drug test prior to employment as an eligibility offer of employment.