

WTC Automotive Collision Technology Technician Program Syllabus 2021-2022

PROGRAM INSTRUCTOR/CONTACT INFO:

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PROGRAM DESCRIPTION:

Automotive Collision Technology Technician (ACTT) course is a 1450 hour course that prepares students for employment and/or specialized training in the automotive collision industry. The course focuses on broad, transferable skills and stresses understanding and demonstration of all automotive areas.

TEXTBOOKS/HANDOUTS:

See WTC Program Required List.

TOOLS / SUPPLIES / DRESS CODE:

Students must wear safety glasses, shop clothing, oil resistant shoes, and 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 program of training is highly recommended.

STATE CURRICULUM FRAMEWORKS:

Detailed information about the program's standards can be found at the Florida Department of Education website. The link below will access the curriculum frameworks for this program:

[Curriculum Frameworks](#)

| 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 |

REMOTE LEARNING

This program is taught face-to-face on campus however; there may be times when remote learning is necessary. During such times, students need access to an internet connection and sufficient technology in order to access the program's online learning modules.

PROGRAM LENGTH FOR COMPLETION

2 full-time semesters and 1 partial semester, 1450 Hours

ACCREDITATION AND CERTIFICATIONS:

ACTT has accreditation through Automotive Service Excellence(ASE).
Student Certifications are through the ASE Education Foundation.

ATTENDANCE:

Individual class hours/shop hours will be arranged by the instructor. You are expected to be on time and attend regularly scheduled lectures and labs. Students must have instructor permission when leaving the classroom / lab area. Detailed information regarding attendance is available in the WTC Student Handbook.

DISCIPLINE & RULES AND REGULATION/POLICIES AND PROCEDURES:

All rules and regulations and policies and procedures are outlined in detail in the Automotive Collision Technology Technician rules and regulations handout along with the WTC Student Handbook.

HOW YOU ARE EVALUATED/ASSESSED:

Competency/Performance Evaluation (hands on lab work)

Evaluation (assignments and written quizzes)

Final: Course Completion Exams, Competency/Performance Exams and ASE Student Certification Tests

Employability Skills

Attendance (Absenteeism/Tardiness)

NUMERICAL EQUIVALENT OF GRADES:

| | |
|----------|---|
| 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. Complete 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 COURSE OBJECTIVES:

Automotive 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 following: Automotive Collision Repair and Refinishing Helper/Assistant, Automotive Collision Refinishing Technician, Non-Structural Damage Repair Technician, Automotive Collision Welding, Cutting and Joining and Structural Damage Repair Technician
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

STRATEGIES TO ACHIEVE PROGRAM OBJECTIVES:

1. Attending classes, completing book and computer assignments along with laboratory work

2. Completing reading and homework assignments
3. Studying/maintaining handouts
4. Reading current publications from the automotive collision industry

LECTURES:

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

LAB SHEETS:

Student must demonstrate an understanding theory of operating principles prior to stating lab sheets. Have the instructor or lab assistant sign and verify your lab sheets after completing each lab assignment. Turn in your lab sheets to the instructor or lab assistant for grading and recording.

EXAMINATIONS:

The course examinations consist of written knowledge examinations and performance evaluations. A knowledge examination is given upon completion of each assignment on the course outline. If you take an exam 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 exam three or more times to pass, your grade can never be more than 60. Performance evaluation must be mastered before proceeding to the next assignment. Student will be able to repeat performance evaluations till complete mastery is achieved. Students will have the opportunity and are encouraged to take the nationally and industry recognized Automotive Service Excellence (ASE) exams after each available course.

STUDENT RESPONSIBILITIES:

Students are expected to understand and follow all school rules and policies. Students are responsible for class, lab, shop and equipment care. Students are responsible for maintaining proper industry work habits and conduct. Students must read and sign automotive technology regulations upon entrance to program. Shop clean up is the responsibility of all students and will be conducted on a daily basis.

CONFERENCES AND ASSISTANCE:

You are welcome and encouraged to come to instructor's office to talk over any problems you may have in this program. 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 be presented to the class as a whole for research upon instructor's approval. Class interaction and discussion concerning automotive diagnostics is encouraged.

LAB STATION 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/tools to the proper storage area before departing at the end of the day. Lab and shop will be clean and secured at the end of each project or end of day, whichever comes first. If a lab assignment will take more than one day notify the instructor and secure all parts and project at the end of the period.

PHYSICAL REQUIREMENTS OF INDUSTRY:

Automotive Collision Technology Technician Programs physical demands include the continuous operation of hand and power tools and the full range of shop equipment to very exacting tolerances to achieve the full production to acceptable standards. Tasks may involve lifting and/or moving of up to 60 lbs. plus, continuous standing, stooping, crawling, and kneeling.

SAFETY SHOP/ CLASSROOM:

Shop/Classroom rules are posted in Classroom and Shop Areas. Students must always use Personal Protection Equipment(PPE) while in shop areas.

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 Automotive Safety (PAS) videos and worksheets during first few weeks of program before shop privileges are given.
- Automotive Collision Technology Technician Course regulations must be read and signed by student upon entrance to program.
- Please take note of the safety rules and regulation board and all of its contents.
- Must always wear Personal Protection Equipment (PPE) in lab and shop areas.

INDUSTRY JOB PLACEMENT:

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