

WITHLACOOCHEE TECHNICAL COLLEGE
Automotive Service Technology Program
 I470608
Syllabus – 2022-2023

Program Instructors and Contact Info:

Post-Secondary Program:

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High School Program:

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Program Description:

Automotive Service Technology is an 1800-hour, 3 semester program. Instruction covers the inspection, diagnosis, disassembly, replacement, repair, and reassembly of a variety of mechanical systems. Systems covered include fuel systems, cooling systems, engine overhaul and repair, drive trains, ignition systems, brakes, transmissions, electrical systems, front-end alignment, and accessories such as cruise controls and air conditioners. Students learn the use of technical and flat rate manuals as well as the use of appropriate hand and power tools. Learning experiences are provided in the use of electronic diagnostic and various other types of test equipment. Employability skills are included. Activities of Skills USA are included as a part of the instruction. The Automotive Service Technology program is accredited by The Automotive Service Excellence (ASE) Education Foundation.

Textbooks:

See Program Required List

State Curriculum Frameworks:

Detailed information about the program's [standards](#) can be found at the Florida Department of Education website.

OCP	Course Number	Course Title	Length	Week # (Approximately) Taught	SOC Code
A	AER0014	Automobile Services Assistor	300 hours	1 – 9	49-3023
B	AER0110	Engine Repair Technician	150 hours	10 – 14	49-3023
C	AER0257	Automatic Transmission and Transaxle Technician	150 hours	15 – 18	49-3023
D	AER0274	Manual Drivetrain and Axle Technician	150 hours	19 – 22	49-3023
E	AER0453	Automobile Suspension and Steering Technician	150 hours	23 – 27	49-3023
F	AER0418	Automotive Brake System Technician	150 hours	28 – 32	49-3023
G	AER0360	Automotive Electrical/Electronic System Technician	300 hours	33 – 41	49-3023

H	AER0172	Automotive Heating and Air Conditioning Technician	150 hours	42 – 45	49-3023
I	AER0503	Automotive Engine Performance Technician	300 hours	46 – 54	49-3023

Program Length for Completion:

3 full-time semesters, 1800 hours

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. Visual interaction will be necessary during the remote learning.

How You Are Evaluated /Assessments:

Competency / Performance Evaluation (hands-on lab work including following procedures for all work performed)

Evaluation (Assignments, Written Quizzes and Pop Quizzes [CDX and AVI])

Final: Course Completion Exams, Competency / Performance Exams (ASE Certification Exams)

Employability Skills (Work Habits and Ethics, Punctuality and Attendance (Proper time clock in/out procedures)

Attendance (Absenteeism/Tardiness including contacting Instructor or TA, not having other students telling Instructor)

How You Are Graded:

Categories

Work/Ethics/Attendance (pop quizzes)	30%
Lab/Shop	20%
Classroom/Homework (CDX)	40%
Miscellaneous Activities, Assignments (AVI)	10%

Numerical Equivalent of Grades:

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

Grades will be posted in Canvas at least once a week. It is your responsibility to keep up with your attendance.

Strategies to Achieve Program Objectives:

1. Attending classes, listening, and interacting during lectures, completing book and computer assignments along with laboratory work.
2. Completing reading and classwork/homework assignments.
3. Studying/maintaining handouts.
4. Reading current publications from the Automotive Service Repair Industry.

Progress:

A minimum pace of progression is required by the program Instructor. However, students can proceed ahead at their own pace in the curriculum using the handouts, instructional videotapes (available from Instructor, Media Center, and on-line sources), computers and textbooks and workbook. 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.

Lectures:

Formal class lectures are presented, and you are required to attend all lectures. Impromptu and informal lectures will be given.

Lab/Shop Activities:

Laboratory investigations that include research, measurement, problem solving, emerging technologies, tools, and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of work, as well as the skills required to manage, operate, calibrate, and troubleshoot equipment/tools used to make observations.

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 daily and a more detailed clean-up organizing at least once a week. Trash haul out disposals, scrubbing floors, and other duties as assigned by Instructor or Teaching Assistant will be required.

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 and are required to sign out/in each time. Failure to follow sign out/in procedures will result in a referral. Detailed information regarding attendance is available in the WTC Student Handbook.

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. Contacting another student to tell me or teaching assistant is prohibited and will not be considered a “call in”. Failure to do so will affect your Work Ethic/Attendance grade. The Work Ethic/Attendance grade is worth 30% of your grade. (See Student Handbook regarding attendance)

Dress Code:

Safety steel toed shoes or boots. No sneakers. Dark blue uniform shirt with 2 pockets (Walmart usually has Dickies). Uniform/shop long pants. Clear Anti-fog Safety glasses (No sunglasses, must be anti-fog safety glasses). Failure to follow dress code will result in you being sent home and loss of hours. Proper dress code attire is included in the Program Requirements list available online or in student services. Be prepared for proper attire on day one!

Conferences and Assistance:

You are welcome and encouraged to come to the 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, for whole class research upon instructor’s approval. Class interaction and discussion concerning automotive diagnostics is encouraged. Automotive service industry is a constant learning field.

Rules and Regulation / Policies and Procedures:

All rules / regulation and policies / procedures are outlined in detail in the Automotive Service Technology Orientation handout along with the WTC Student Handbook (provided in your folder from Student Services).

Safety REMEMBER!:

- Safety Glasses (mandatory anti-fog) must be worn ALWAYS in Shop area both inside and on exterior work areas.
- 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.
- Automotive Service Technology course regulations must be read and signed by student upon entrance to the program.

- Must always wear your Personal Protection Equipment (PPE) in Lab/Shop areas.

Certifications:

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

Physical Requirements:

Automotive Service Technology Program physical demands include the continuous operation of hand and power tools and the full range of shop equipment to very exacting tolerances, calling for full coordination of sensory and manipulative ability, to achieve the full production to acceptable standards. Tasks may involve lifting and/or moving of up to 60 lbs., continuous standing, stooping, crawling, and kneeling. There is an added emphasis placed upon coordination, hand use, and manipulation skills with tasks that require the following sensory demands:

- Color perception and discrimination
- Depth perception and discrimination
- Texture perception and discrimination
- Visual perception and discrimination
- Sound perception and discrimination
- Odor perception and discrimination

Please note: It is not necessary to have perfect vision, hearing, etc. to be successful in the Automotive Service Technology program, or to work in the field. These physical requirements are provided as guidelines and individuals may need to be willing to utilize accommodations to overcome any potential areas of concerns.

Florida Department of Education (DOE) Program Occupational Completion Points:

Must demonstrate the competencies of each Course below, within the scheduled Course Length of hours(maximum) for each course.

Discipline:

Discipline procedures and types of occurrences are followed and outlined in the WTC Student Handbook and this Syllabus.

Industry Job Placement:

Most employers will require a drug test prior to employment as an eligibility offer of employment. Also, a clean driving record will be essential. Some employers may do background checks too.

Additional Content:

Recommended websites and reading:

- [Withlacoochee Technical College](#)
- [Automotive Service Excellence](#) (ASE)
- [ASE Education Foundation](#)
- [Popular Mechanics](#)
- ASE [Tech News](#)