

William D. Ford Career Technical Center
36455 Marquette Westland, MI 48185
(734) 419-2100

Course Name: Automotive Technology II

CIP Number: 47.0604

Course Number: V0320/V0320M

Course Credit: 1.5 credits per semester

School Year: 2025-2026

Instructors: Mark Batko

Auto Shop Office: (734) 419-2149

This course will focus on basic automotive skills and shop safety practices. We will be using Google Classroom for announcements and assignments. Some assignments can be completed in class using Chrome books in the auto shop. We will focus on practical skills in the Auto Shop/Lab. To access the Google platform and training modules; **all students must use their assigned Wayne-Westland email account.**

Course Description:

This course is a continuation of Automotive Technology I and is designed to provide students with the opportunity to work on independent projects facilitated by the instructor.

Program Information:

The automotive technology course at the William D. Ford Career Technical Center is certified by Automotive Service Excellence (ASE) in Maintenance and Light Repair. Classroom instructional methods will include lecture, demonstrations, discussions, video, and presentations.

The following competencies will be included (but are not limited to) in the first and second semesters of the class:

- Identify general shop safety rules and procedures
- Identify and use proper procedures for safe lift operation
- Comply with the required use of safety glasses during auto shop/lab
- Demonstrate safe handling and use of appropriate tools
- Demonstrate proper use of precision measuring tools
- Complete work order to include customer information, & vehicle information
- Dress appropriately and use language and manners suitable for the workplace
- Analyzes and resolves problems that arise in completing assigned tasks
- Uses scientific, technical, engineering and math principles to accomplish tasks
- Diagnosing automotive problems by working on vehicles
- Assist the instructor by helping the first-year automotive students

Students will then couple the knowledge learned in the classroom with practical hands-on exercises in the automotive lab. These exercises may be performed on simulated automotive trainers, finding and correcting faults placed in shop vehicles by the instructors, or in some cases on the student's own vehicle. To complete the hands-on tasks, the students have access to some of the latest automotive service tools. These tools include manufacturers' scan tools, electrical test equipment, air conditioning recovery and recharging stations, and specialty tools designed to service the various automotive systems.

Work based learning is a valuable experience in which every student in Career and Technical Education is required to participate. All students will be given opportunities to attend a minimum of one field experience each school year. Those students who do not attend the scheduled experience(s) will be required to find a site where they will spend a minimum of one class period in a business related to their program of study. The student will be required to get the instructor's signed permission, the parent/guardian's signed permission, fill out a training agreement to be signed by the site supervisor, and provide their own transportation to and from the site. Upon completion of the field experience, the student will turn in a question-and-answer assignment provided by the instructor regarding the experience.

CTSOs/Leadership Opportunities:

SkillsUSA: This is a student-led organization. Students may have the option to participate in competitions at the local, state, and national levels.

Classroom Leadership: There will be opportunities within the classroom that include a variety of competitions (classroom to regional) designed to enhance leadership (group and independent activities) within the Automotive Technician realm.

Extra Help:

The instructor will be available for extra help. Feel free to schedule a time that is convenient for both you and your instructor. This could possibly be before or after school. Tests/quizzes may be read aloud, and extended time may be permitted under certain circumstances. Seating arrangements may be adjusted based on student needs. Any questions, ask in class or by email.

Course Objectives:

1. To prepare students for employment in the automotive service industry.
2. To prepare students for the Michigan Mechanics Certification Tests.
3. To prepare students for entry level ASE certification tests.
4. To introduce desirable attitudes toward work and quality of performance.
5. To develop safe work habits.
6. To develop respect for the property of customers and others.

Course Text and Reference Materials:

1. Modern Automotive Technology by James E. Duffy, 2022 10th edition published by Goodheart and Wilcox.
2. Manufacturers Manuals
3. Mitchell on Demand Vehicle Service Information System
4. Honda Service and Training Website
5. Selected websites for training modules including S/P2 Automotive Service Safety and Ford Automotive Career Exploration (ACE) program.

Attendance Policy:

The William D. Ford Career Technical Center places a high priority on attendance because the attendance pattern established by the student in school often sets an attendance pattern for employment. Class attendance is necessary for learning and academic achievement as well as for developing the habits of punctuality, dependability, and self-discipline demanded by business and industry. Regular attendance in the Career Centers labs is essential to allow students to fully participate in class instruction, discussion, and skill development. Absences beyond eight days for each semester are considered excessive. Both excused and unexcused absences are counted in the student's total. **If students are absent 8 days or more in a semester, they may not be able to take ASE certification exams.**

Certificates that may be awarded:

1. Certificate of Completion. Certificates are awarded to those students completing the full year program with a minimum of 2.5 GPA for the school year. Printout of their skills will be attached.
2. Certificates earned through S/P2 and 3rd party training including American Lift Institute, WD-40 and Valvoline.
3. Ford ACE certificates on specific automotive systems.
4. Certificate of Perfect Attendance. Awarded to those with perfect attendance for each semester with special recognition for those with perfect attendance for the entire school year.
5. Certificate of Outstanding Attendance. Presented to students maintaining a minimum of 95% attendance for the school year.
6. Students will be eligible to earn several ASE credentials throughout the school year.

Grading Policy:

Written homework = 25%
Quizzes = 10%

Daily grade = 20%
Lab/Checklist = 35%
Final test = 10%

The syllabus explains the grading weights in detail. The card marking scores are added as follows: card marking 1=45% +card marking 2= 45%, and final (practical and written sections combined) =10%. All scores are used to calculate the semester grade. The minimum to pass the semester is 59.5% (D-) overall.

Assignment Policy:

All assigned will have due dates. Some assignments are to be completed in class the same day while others may have a longer time frame to complete and turn in for scoring. **NO** late work will be accepted after the specified due date. If you are unable to complete an assignment by the due date; you need to communicate with the instructor to request an extension. Grades are updated through MiStar weekly.

Cell Phone and Electronic Device Policy:

Cell phones/electronic devices are valuable and important communicative devices. However, the use of cell phones and other devices during instructional time can impede and distract from the learning process. Students must silence all electronic devices (not on vibrate) upon entry to the classroom/Auto Shop. Students are **NOT** permitted to wear earbuds or headphones during class hours, whether they are listening to them or not (these can be used only during scheduled break times).

Instructors reserve the right to authorize the use of devices for specific defined educational purposes and also to have students place cell phones in a secured location upon entry into the classroom/Auto Shop if the use of cell phones becomes an issue.

You are required to read and sign the full electronic device policy attached to this syllabus. A parent is also required to sign this policy agreement.

Note: This policy does not apply to school-issued Chromebooks.

Instructor Expectations:

Automotive service is a satisfying career but can be dangerous if safe work practices are not followed. Students should wear clothing and shoes appropriate for the automotive technology program. **No open toed shoes or sandals can be worn in the shop. Proper shirts/tops and pants need to be worn. Students can not work on the floor wearing pajamas/sweat pants. Crop tops or any tops that expose skin cannot be worn on the floor. Jewelry that dangles or can be caught also cannot be worn on the floor.**

Safety glasses and proper footwear must be worn by the students whenever they are in the shop to avoid injuries.

Earbuds/headphones are NOT permitted when working in the shop for safety. Vehicles driven into the shop must travel slowly to avoid accidents. Failure to follow safe work practices can cause serious injuries.

Syllabus is subject to change at any time throughout the school year.

Cell Phone and Electronic Device Policy

Cell phones/electronic devices are valuable and important communicative devices in today's society. However, the use of cell phones and other devices during the instructional day seriously impedes and distracts from the learning process. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy in Automotive Technology at William D. Ford Career Technical Center.

Notes and Responsibilities:

- **Students** must silence all electronic devices (not on vibrate) upon entry into the classroom.
- **Students** will place cell phones in the secured location upon entry.
- **Students** are **NOT** permitted to wear **Earbuds** or **Headphones** during class hours, whether they are listening to them or not.
- **Teachers** will review the cell phone policy and consequences for the cell phone violation with all their students at the beginning of the year. This review and form will be signed by the student and parents.
- **Teachers** reserve the right to authorize the use of devices for a specific, sharply defined educational purpose within a set time limit.

Note: This policy does not apply to school-issued Chromebooks/laptops that are used in the classroom for assignments and/or tests and quizzes.

STUDENT REFUSAL TO SURRENDER CELL PHONE OR ELECTRONIC DEVICE PROCEDURE

First Offense: If a student is found to be in violation of the policy the student will lose their device for the rest of the day and employability points will be lost for the day. The teacher will take possession of the devices and secure them until the end of the class period.

Second Offense: If a student is found to be in violation of the policy for the second time, the device must be retrieved **by a parent** before or after school in the main office.

Third Offense: After the third violation of the electronic device policy an immediate referral to administration is made which may result in detention, lowering of employability grade.

Cell Phone and Electronic Device Policy

By signing below, I agree that:

I have read the Automotive Technology Cell Phone and Electronic Device Policy in its entirety and agree to abide by the terms outlined in the policy.

Student Name (Print)

Parent/Guardian Name (Print)

Student Name (Signature)

Parent Name (Signature)

Date

Please fill out and return to the classroom as soon as possible.

Keep the front page for your files.