

**Auto Body/Collision & Repair Technology  
Program Syllabus 2018 -2019  
Instructor: Mr. Todd Kieffer  
kiefert@greenectc.org**

**Program Overview:**

The Auto Body/Collision Repair Technology Program prepares students for entry level job positions in the Auto Body Repair field. Students are trained in Shop Safety, Tool Identification, Metalworking, MIG Welding, Surface Preparation, Spray Painting, Mixing and Tinting Paint, Panel Repair and Replacement, Estimating and Detailing. This program is open to students in grades 10-12 and designed for students who are seriously interested in employment in this field. Students will be exposed to classroom and hands-on work. OSHA certification is offered to help prepare students for employment and further education.

**Instructional Philosophy:**

This is an instructional program that prepares students to apply technical knowledge and skills to repair damaged automotive vehicles such as automobiles and light trucks. Students will be given challenging real-world projects and assignments typically found in the Auto Body Repair Field.

**Program Goals:**

- Apply industry standards for shop safety
- Apply industry standards in non-structural repair, plastic repair, refinishing and detailing
- Apply the principles of critical thinking and analysis of problems that occur in the collision repair industry

**Major Assignments and Assessments:**

- Pan Project
- Types of Automotive Welds
- Repair and Refinish Panels
- Frame Rail Project
- Plastic Repair and Welding

**NOCTI Assessment**

All eligible seniors completing the program are required by the state of Pennsylvania to take a National Occupational Competency Testing Institute (NOCTI) exam related to their program of study. NOCTI provides occupational competency assessments required by the PA Department of Education (PDE) to measure and evaluate a student's competency in their technical program. Students must take both the written and performance sections. **This test will be used as a cumulative final exam grade of 10% for seniors.**

### Grading Policy

Students are expected to demonstrate the daily routine of working in the automotive field. Work ethic, shop and personnel safety along with class participation will be graded daily. Students will also be graded on written tests, quizzes, classroom assignments and shop assignments. NOCTI exam scores will also be calculated in the final grade for seniors that are eligible.

All seniors are required to take the NOCTI exam, which is both written and performance based, as part of their final grade during their senior year.

### Methods of Evaluation

The assignments and projects for this course will be graded using a weighted system of measurement. Students will be evaluated on the following items:

- Daily Grade (25%)
  - Test/Quizzes and Classroom Assignments (25%)
  - Shop Grade (50%)
  - (Seniors) NOCTI Test and portfolio-20% of final grade\*
- \*for eligible seniors only
- (Juniors and Sophomores) Career Readiness Grade level requirements-20% of final grade

Tools – A tool room will be used to organize and keep track of shop tools and equipment. Students are responsible for lost or stolen tools.

The final grade will be distributed according to the sending school's grading scale:

Final Grade	CHS	JMHS	MHS	WCHS	WGHS
A	100-93	100-92	100-90	100-90	100-90
B	92-85	91-82	89-80	89-80	89-80
C	84-75	81-70	79-70	79-70	79-70
D	74-65	69-60	69-60	69-60	69-60
F	64 and below	59 and below	59 and below	59 and below	59 and below

### Classroom Discipline

Students must adhere to the GCCTC Student Handbook Policies and Conduct Expectations. If students violate ANY of the policies the following interventions will be used:

- **First Offense** - Warning (offenses of a serious nature will be handled in cooperation with administration immediately)
- **Second Office** – Phone Call or Email home and/or a referral to guidance counselor
- **Third and Subsequent Offenses** – Referral to Administration

### Student Expenses

Students will be required to purchase and wear the following every day:

- Uniform shirt (purchased through GCCTC)
- Leather work shoes or boots (steel toed optional)
- Blue jeans (without holes)

- Safety Glasses (if lost or stolen)
- Paint Respirator (if lost or stolen)
- Lost or stolen tools

**GCCTC Will Provide:**

- Safety Glasses
- Paint Respirators

**Electronic Devices/Cell Phones**

Electronic Devices and Cell Phones are not permitted in the classroom or shop area. These devices should remain off and not used while in school.



SkillsUSA is a national student organization that develops employability and leadership skills to complement the occupational the occupational skills developed by students in this program. SkillsUSA is an integral part of this program and all students are encouraged to be a member.

**Sign below and return to Mr. Kieffer:**

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**By signing below you acknowledge having read and understand the Auto Body/Collision Repair Technology Program Syllabus.** Parents/guardians and students will be notified if any changes need to be made to the course policies. If you have additional questions and/or comments you may call the school at (724) 627-3106 to speak with the teacher or email Mr. Kieffer at [kieffert@greenectc.org](mailto:kieffert@greenectc.org)

**Guardian/Parent Signature:**

**Date:**

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**Student Signature:**

**Date:**

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