



Automotive Technology

Instructor: Mr. Anderson/Mr. G

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Room#: Olympic 120

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Office Hours: 7:25-7:50am
1:45-2:50pm

Web: www.pcskillscenter.org

Course Overview

The Automotive Technology course covers both the technical skill and academic knowledge that is required of future automotive professionals as well as the employability, leadership and customer service skills that are necessary for successful employment.

Course Units Covered across the 2-year program

- Unit 1 Engine Repair
- Unit 2 Automatic Transmission and Transaxle
- Unit 3 Manual Drive Train and Axles
- Unit 4 Suspension and Steering
- Unit 5 Brakes
- Unit 6 Electrical/Electrical Systems
- Unit 7 Heat/Air Conditioning
- Unit 8 Engine Performance

Course Textbook

Automotive Technology – Principles, Diagnosis, and Service 4th edition, James D. Halderman

Course Supplies & Fees

Supplies:

General classroom supplies – notebooks or binders with paper, writing utensils and simple math calculators (must have every day)

Fees:

PCSC Automotive Work Shirt* - We recommend students purchase two shirts

1st Year Shirts	\$36.00	2XL & above/X-Long	\$39.00
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2nd Year Shirts	\$37.00	2XL & above/X-Long	\$40.00
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SkillsUSA Leadership	\$20.00		
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PCSC T-shirt (**Optional, do not use in class. Class uses Automotive Work Shirts**)

\$9.00 S-XL	\$11.00 XXL	– Short Sleeve
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\$14.00 S-XL	\$15.00 XXL	– Long Sleeve
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State Exam or Certification Information**

ASE Certification Exam	\$50.00
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* Prices subject to change

** Certificates will not be issued until all fines and/or fees are paid in full

Grading Policy

Students are primarily assessed based on their mastery of course content and technical skill. The majority of a student's grade (70%) is based on summative assessments and (30%) is based on formative assessments.

Grading Breakdown

70% - summative assessments (tests, projects, labs, presentations, etc.)

30% - formative assessments (classwork, practice, quizzes, homework, leadership, employability, etc.)

Grade Scale

Percent	Letter Grade	Percent	Letter Grade
100-93	A	82-80	B-
92-90	A-	79-77	C+
89-87	B+	76-73	C
86-83	B	72-70	C-
69 and below = F			

Homework Policy

Although the majority of PCSC work is done during the class period, occasionally homework is assigned or classwork will need to be completed outside the school day. All assignments are expected to be turned in on time. Missing homework will be entered in the gradebook with a score of "0" until completed. Work submitted after the due date will receive a reduction in points. Teachers will set final dates, after which a late assignment will no longer be accepted. Teachers may also identify work that will not be accepted late. If a student knows they will be absent, it is their responsibility to make arrangements ahead of time to obtain class or homework that will be missed. Students with excused absences will have two days for every day absent to turn in missing work.

Redo Policy

Redo opportunities are available to students who are working hard towards content mastery but need an additional testing opportunity to demonstrate proficiency. Students who are given a redo opportunity will be required to show effort and progress not only on the first assessment, but will also be required to complete work outside of class as directed by the teacher. **Redo opportunities may not be given to students who choose not to study or prepare for an assessment, who refuse to take an assessment, or who abuse the redo opportunity. Certain projects and assessments are not eligible for a redo opportunity, including final exams.**

Internet and Computer Access

The Pierce County Skills Center uses the platform, Canvas, to manage digital classroom content. In many cases assignments will be distributed and turned in through this system. This means that students should have access to the internet and a device outside of school. If your student does not have access to these, please contact the main office (253.800.4800) for assistance. Hot spots and devices are available through students' home districts.

ParentVUE/StudentVUE

Students and their parents/guardians are strongly encouraged to use ParentVUE/StudentVUE to monitor grades and attendance. [ParentVUE](#) is an online link provided through the school district website for you to access your student's course information, including grades, assignments, and attendance. If you do not already have an ID and Password contact the main office (253.800.4800) for your login information.

Dual Credit & College Credit

Students have the opportunity to earn college credits at local community and technical colleges. Students must earn a C or better and have met all course competencies. Dual credit opportunities are subject to change based on course offerings and approval at the community and technical colleges. Visit the [Dual Credit](#) page on the PCSC website for the most current information. * *Dual credit opportunities are subject to change*

Leadership & SkillsUSA

Leadership is a vital component of all career and technical education classes. Every day you will be required to demonstrate strong leadership and workplace skills: prompt attendance, professional and respectful behavior, problem solving, working with diverse groups, and strong communication.

SkillsUSA is a student leadership organization that includes teachers, high school and college students, and industry partners who are working together to ensure America has a skilled workforce. Participation in SkillsUSA will provide students with the opportunity to demonstrate leadership skills, team building, and communication and presentation skills. In addition to 21st century skills, students will have to opportunity to participate in both leadership and technical competitions which have been developed by industry.

Policies and Course Requirements Cheating/Plagiarism

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not his/her own, other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final.

Dress Code

This is a shop environment and clothing must be shop appropriate. Students are required to wear:

- PCSC Automotive work shirt
- Long dark pants (No shorts, sweatpants, joggers, skirts or kilts)
- Steel toe advised (required work shoes/boots); Tennis shoes, open toe shoes, sandals or slippers may NOT be worn
- Jewelry and watches **must** be removed
- Long hair tied back
- Safety glasses must be worn at **all** times in shop

Electronic Equipment

Personal electronic devices, including but not limited to, cell phones, can be a disruption to the educational process and are not permitted at school. The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. Electronic devices are to be turned off and put away before entering the building. Students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action. Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.

Food & Drink

Food and beverages, with the **exception of water**, are not permitted in classroom areas. No water should be near laptop or desktop computers.

Restroom

Students must have permission to leave class and sign out/in via sheet with instructor approval. Only one student is allowed out of class at a time and breaks are not to be requested during lectures or presentations. Does not include access to vending machines.

PCSC Expectations & Policies – Student Handbook

Students are expected to review and follow the school rules, procedures, and processes outlined in the PCSC student handbook. Rules will not be reprinted in the syllabus.

Safety Policy

Students are expected to use all tools and equipment safely and only in the manner in which it was intended. Horseplay or unsafe behavior will not be tolerated and is grounds for dismissal from the program. Students must pass both a written and performance test at 100% before using shop equipment. All equipment is to be used with proper safety precautions and supervision during lab hours only.

Tools/Equipment/Technology

All tools/equipment/technology are the property of PCSC, and although students will check out them out for use during class, items are not to be removed from the classroom/shop area. Students are responsible for all items assigned to them until checked back in by the instructor. Any item removed from PCSC will be considered stolen property and the student will be subject to disciplinary action and reported to the Pierce County Sheriff's department.

2nd Year Program - Enrollment Requirements

Several PCSC programs have both a first and second year, however automatic enrollment in the second year is not guaranteed. Currently enrolled juniors who wish to continue their focus in a specific industry during their senior year must have instructor **and** administrator approval. 2nd Year Programs require a significant amount of independent study. As such, the following restrictions apply:

- Admission to a 2nd Year program requires administrative review of designated prerequisites as well as a sign off by the course instructor based on defined criteria.
- Review for eligibility and the application process for 2nd Year Programs are completed in the early spring of each year. Students deemed eligible at that time are required to maintain their eligibility through the completion of their 1st Year Program.

Prerequisites for 2nd Year Program eligibility reviewed by PCSC Administration:

- *Academic Performance* - 2nd Year program applicants need to have demonstrated their academic ability in the program area by earning a grade of B or better throughout their 1st year.*
- *Attendance* - 2nd Year program applicants need to have demonstrated their commitment to successful attendance by demonstrating fewer than 2 absences a month throughout their 1st year.*
- *Behavior* - 2nd Year program applicants need to have demonstrated their ability to be successful in an independent study role through an absence of inappropriate behavior / school discipline issues at PCSC as well as their home H.S. throughout their 1st year. Incidents which demonstrate a lack of Independent Study Skills (see below) may impact eligibility.

*Exceptions for academic performance and/or attendance may be granted based on extreme circumstances and will be considered on an individual basis.

2nd Year Program seats are limited for each individual program. If the number of qualified applicants is larger than the available seats, inclusion will be determined by lottery and the remaining applicants will be placed on a waitlist in order of the lottery results. Applications received after the completion of the lottery will be added to the waitlist in the order received.



PCSC STUDENT CALENDAR 2024-2025

PIERCE COUNTY SKILLS CENTER

AUGUST		FEBRUARY									
M	T	W	T	F	M	T	W	T	F		
20-21 – PCSC Professional Learning Days				1 2	3 4 5 6 7	10 – Late Arrival					
22 – State Professional Learning Day #1										14 – Snow Make-Up Day or No School	
26 – State Professional Learning Day #2					17 18 19 20 21	17 – President’s Day – No School					
★ PCSC Back to School Night 5 – 6:30 pm	5	6	7	8	9	24 25 26 27 28	18 – Waiver Day #2 – No Students				
27 – Back to School Prep / Staff	12	13	14	15	16						
28 – First Day of School	19	20	21	22	23						
30 – No School	★ 26	★ 27	★ 28	29	30						
SEPTEMBER		MARCH									
M	T	W	T	F	M	T	W	T	F		
2 – Labor Day – No School	2	3	4	5	6	3 4 5 6 7	3, 17 – Late Arrival				
16 – Late Arrival	9	10	11	12	13	10 11 12 13 14	12 – End of 2nd Tri/Grade Prep Early Dismissal				
27 – State Professional Learning Day #3 No Students	16	17	18	19	20	17 18 19 20 21					
	23	24	25	26	27	24 25 26 27 28					
	30					31					
OCTOBER		APRIL									
M	T	W	T	F	M	T	W	T	F		
7 – Late Arrival		1	2	3	4	1 2 3 4	7-11 – Spring Break – No School				
18 – Waiver Day #1 – No Students	7	8	9	10	11	7 8 9 10 11	21 – Late Arrival				
	14	15	16	17	18	14 15 16 17 18					
	21	22	23	24	25	21 22 23 24 25					
	28	29	30	31	28 29 30						
NOVEMBER		MAY									
M	T	W	T	F	M	T	W	T	F		
18 – Late Arrival				1				1	2	12 – Late Arrival	
11 – Veterans Day – No School	4	5	6	7	8	5 6 7 8 9	23 – Snow Make-Up Day or No School				
26 – End of 1st Tri/Grade Prep Early Dismissal	11	12	13	14	15	12 13 14 15 16	26 – Memorial Day – No School				
27-29 – Thanksgiving Break – No School	18	19	20	21	22	19 20 21 22 23					
	25	26	27	28	29	26 27 28 29 30					
DECEMBER		JUNE									
M	T	W	T	F	M	T	W	T	F		
9 – Late Arrival	2	3	4	5	6	2 3 4 5 6	9 – End of 3rd Tri/Grade Prep Early Dismissal				
Dec 23-Jan 3 – Winter Break – No School	9	10	11	12	13	9 10 11 12 13	12 – Last Day of School Early Dismissal				
	16	17	18	19	20	16 17 18 19 20	19 – Juneteenth				
	23	24	25	26	27	23 24 25 26 27	June 23-July 11 – Summer School, Session 1				
	30	31				30	July 14-31 – Summer School, Session 2				
JANUARY		JULY									
M	T	W	T	F	M	T	W	T	F		
13 – Late Arrival		1	2	3	1 2 3 4	– KEY –					
20 – Martin Luther King, Jr. Day No School	6	7	8	9	10	7 8 9 10 11	📌 Late Arrival (No AM Session)				
	13	14	15	16	17	14 15 16 17 18	🕒 Early Dismissal (No PM Session)				
	20	21	22	23	24	21 22 23 24 25	🚫 No School for Students				
	27	28	29	30	31	28 29 30 31	🏠 Non School Days				
										🏫 Summer School, Session 1	
										🏫 Summer School, Session 2	