



Program Syllabus and Classroom Procedures

Beaufort-Jasper Academy for Career Excellence

Automotive Repair Technology

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Course Description

The goal of automotive technology program is to have students gain knowledge of automotive theories as well as acquire the skills required to be an entry level automotive technician. In the automotive program, we do not just train the students to have technical skills; we are also teaching them personal skills. This course will be theory and laboratory based utilizing a minimum of lecture and demonstration. Students will work collaboratively as well as independently to diagnose and repair the different systems of a vehicle, through the use of the proper tools and equipment in a safe manner. Assignments will require students to draw upon academic skills in mathematics, science, reading and communications. Student assessment will be based on safety, group participation, completion of projects and tests and quizzes of students' knowledge. If necessary, students will be given more than one opportunity to complete assignments to meet course standards.

This program follows the South Carolina State Standards for [Automotive Repair Technology](#)

Industry Certifications Available:

Level I & II: OSHA 10 and EPA Section 609

Level III & IV: ASE Entry-Level

Program Dress Code

Students will be expected to be prepared for work every day. Program dress can be found in the student handbook. The student handbook can be found at <https://www.bjace.org/> or on the BJACE app.

Expectations for Class

1. All students will be required to dress professionally and in uniform during school hours. For safety purposes there will be *no sandals, no slides, no flip flops, and NO CROCS*. Closed toe, closed heel shoes or boots are required. *In addition to safety concerns, sweats and joggers are not considered professional*, pants or shorts should be primarily a cotton blend. Uniform, carpenter/utility style or jean material would be acceptable types.
2. Students are expected to follow the technology guidelines outlined in the Student Handbook at ALL times. Violations of these guidelines could result in indefinite suspension of technology usage in the classroom and/or computer lab during Automotive Technology scheduled sessions.

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General Classroom/Shop Rules:

Students are expected to adhere to all school rules and policies that are outlined in the Student Handbook. Some classroom rules and guidelines will be developed with the class the first week of class. These will include the following:

1. Respect yourself, others and your environment.
2. Hold yourself accountable and come prepared to learn daily.

Preparation for Class:

1. Willingness to learn
2. School approved uniform (refer to Student Handbook)
3. Pencils and/or pens
4. Binder with paper, composition book or notebook
5. Safety glasses

Discipline: ACE follows procedures for progressive discipline as outlined in the Beaufort-Jasper Academy for Career Excellence Student Handbook.

Cell Phones & Ear Pods

Phones will be collected by teachers and locked into a cell phone lock box at the start of each class. They will be returned to students during any breaks, times needed for instructional use, lunch and when permissible. **Air Pods/Buds should never be worn in class or in the shop. No Exceptions.**

GRADING

All Grades are based on South Carolina State Standards

Level 1 & Level 3	Grade will be on based Theory Work
Level 2 & Level 4	Grade will be based on Application (Hands-On) Work

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GRADING POLICIES:				
The semester grade is determined by the total points earned in each of the following areas and the number of points corresponds with a letter grade (outlined in the student handbook). The areas of evaluation and their weight toward the grade are as follows:				
A 100-90	B 89-80	C 79-70	D 69-60	F 59 or Below
AF- Attendance Failure				
Summative Grades will account for 60%		Formatives Grade will account for 40%		
The goal for summative assessment is to evaluate student learning at the end of an instructional unit.		The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used to improve as needed.		
Missed Work Due to Absences:				
It is <u>the student's</u> responsibility to obtain the homework assignments, notes & any other pertinent information that is missed during an absence.				
Missed work due to an absence: Additional time (up to five school days) and full credit will be allowed for each day of a verifiable and excused absence. Exceptions will be made in unique, deserving situations as determined by the teacher and/or administrator.				
There is No Late Work at ACE:				
<u>Struggling to Complete Assignment</u> - Communicate this to your teacher. You will be scheduled for Remediation during our ACE Intervention Block				
<u>Refusal to Complete Assignment</u> - You will be assigned a Working Period during lunch, CTE or before or after school to complete the assignment. You applied to come to ACE and there is a waiting list. Failure to complete work is not an option.				
Employability Rubric:				
Soft Skills are an essential part of each CTE Curriculum. ACE has instituted an Employability Rubric (below) which will count as a summative grade. In each program level a summative accountability rubric grade (which will be the same for each level) will be given 4 times in a semester (roughly every 4 weeks).				
Statement for Academic Dishonesty:				
Academic honesty is expected in all ACE classes. Cheating will not be tolerated. Consequences may include: reduction in grade on the assignment, repeat the assignment, no grade on assignment or others as deemed appropriate. Academic dishonesty will be reported to a school counselor, administration and a parent will be notified.				

ACE EMPLOYABILITY RUBRIC				
Criteria	Skill Level			
	Exceeds Standard 20pts	Meets Standard 15pts	Needs Improvement On Standard 10pts	Does Not Meet Standard 5pts
Time Management	Consistently demonstrates exceptional time management skills, exceeding expectations.	Consistently demonstrates solid time management skills, meeting expectations.	Demonstrates inconsistent time management skills, needing improvement.	Fails to demonstrate effective time management skills.
Ability to meet deadlines and submit work on time	<ul style="list-style-type: none"> Prioritizes tasks effectively, consistently completing them ahead of schedule. Demonstrates exceptional organization, with tasks and deadlines clearly defined. Proactively seeks additional responsibilities, effectively managing additional workload. Rarely, if ever, requires reminders or extensions. 	<ul style="list-style-type: none"> Prioritizes tasks effectively, typically completing them on schedule. Maintains good organization, with tasks and deadlines generally well-defined. Manages workload effectively but may occasionally require reminders or extensions. Adapts well to changing priorities and workloads 	<ul style="list-style-type: none"> Struggles to consistently prioritize tasks, often missing deadlines. Lacks clear organization, leading to occasional confusion about tasks and deadlines. Requires frequent reminders and extensions to meet expectations. Shows limited ability to adapt to changing priorities and workloads. 	<ul style="list-style-type: none"> Consistently misses deadlines and lacks prioritization. Displays disorganization, often unable to identify tasks and deadlines. Regularly relies on reminders and extensions to meet expectations. Struggles to adapt to changing priorities and workloads.
Professionalism	Consistently demonstrates exceptional professionalism and uniform compliance, exceeding expectations	Consistently demonstrates good professionalism and uniform compliance, meeting expectations.	Demonstrates inconsistent professionalism and uniform compliance, needing improvement.	Fails to demonstrate professionalism and uniform compliance.
Behavior, attitude, personal presentation, uniform and appearance	<ul style="list-style-type: none"> Always in uniform Demonstrates a positive attitude and self-control Appropriate language use Demonstrates a positive and respectful attitude toward peers & instructors 	<ul style="list-style-type: none"> Adheres to dress code and uniform policies with few exceptions Mostly demonstrates a positive attitude, self-control Appropriate language use; Maintains a positive and respectful attitude towards peers & instructors 	<ul style="list-style-type: none"> Requires reminders and occasional correction to adhere to dress code and uniform policies. Seldom exhibits a positive attitude; Frequently uses inappropriate language. Occasionally displays a less than positive attitude towards peers & instructors 	<ul style="list-style-type: none"> Regularly violates dress code and uniform policies. Exhibits a poor attitude; Often uses inappropriate language. Consistently displays a negative or disrespectful attitude towards peers, instructors, and supervisors.
Communication	Consistently demonstrates exceptional communication skills, exceeding expectations.	Consistently demonstrates good communication skills, meeting expectations	Demonstrates inconsistent communication skills, needing improvement.	Fails to demonstrate effective communication skills.
Listening; oral and written; making sure message is received; prioritizing urgent communication	<ul style="list-style-type: none"> Communicates ideas and information clearly and concisely, both in writing and verbally. Actively listens to others, showing empathy and understanding in interactions. Effectively conveys complex concepts and ideas with clarity and precision. Demonstrates exceptional non-verbal communication, including eye contact, body language, and active engagement. 	<ul style="list-style-type: none"> Communicates ideas and information clearly, with minimal misunderstandings. Listens attentively and shows understanding in interactions with others. Conveys concepts and ideas with a reasonable degree of clarity. Displays adequate non-verbal communication, including appropriate eye contact and body language. 	<ul style="list-style-type: none"> Sometimes struggles to communicate ideas and information clearly, leading to misunderstandings. May need improvement in active listening, occasionally appearing disengaged in interactions. Conveys concepts and ideas with varying levels of clarity. Displays occasional issues with non-verbal communication, including inconsistent eye contact and body language. 	<ul style="list-style-type: none"> Consistently struggles to communicate ideas and information clearly, leading to frequent misunderstandings. Rarely engages in active listening and may appear disinterested in interactions. Often fails to convey concepts and ideas with clarity and precision. Consistently displays issues with non-verbal communication, such as limited or inappropriate eye contact and body language.

ACE EMPLOYABILITY RUBRIC				
Criteria	Skill Level			
	Exceeds Standard 20	Meets Standard 15	Needs Improvement On Standard 10	Does Not Meet Standard 5
Productivity & Quality	Consistently demonstrates exceptional productivity and quality, exceeding expectations.	Consistently demonstrates good productivity and quality, meeting expectations.	Demonstrates inconsistent productivity and quality, needing improvement.	Fails to demonstrate effective productivity and quality.
Strong work ethic; preparedness; quality of work	<ul style="list-style-type: none"> Always comes to class prepared & gives best effort Shows initiative in improving productivity and quality. Requires occasional supervision and corrections to maintain productivity and quality. Maximizes class time Always follows safety procedures and rules 	<ul style="list-style-type: none"> Regularly gives best effort Occasionally seeks opportunities to improve productivity and quality. Requires frequent supervision and corrections to maintain productivity and quality Regularly uses class time Follows most safety procedures and rules 	<ul style="list-style-type: none"> Frequently unprepared for class Shows limited initiative in improving productivity and quality. Regularly requires supervision and corrections to maintain productivity and quality. Poor use of class time seldom follows safety procedures and rules 	<ul style="list-style-type: none"> Often unprepared for class Rarely seeks opportunities to improve productivity and quality. Consistently requires extensive supervision and corrections to maintain productivity and quality. Wastes class time Never follows safety procedures and rules
Problem Solving & Troubleshooting	Consistently demonstrates exceptional problem-solving and troubleshooting skills, exceeding expectations.	Consistently demonstrates good problem-solving and troubleshooting skills, meeting expectations.	Demonstrates inconsistent problem solving and troubleshooting skills, needing improvement.	Fails to demonstrate effective problem-solving and troubleshooting skills.
Critical thinking used to solve problems independently	<ul style="list-style-type: none"> Helps peers Approaches problems with a systematic and creative mindset, consistently producing innovative solutions. Effectively identifies, analyzes, and resolves problems in a timely manner. Proactively seeks opportunities to troubleshoot and resolve issues. 	<ul style="list-style-type: none"> Occasionally collaborates with other students Approaches problems with a logical and structured mindset, typically producing effective solutions. Identifies, analyzes, and resolves problems in a timely and efficient manner. Shows initiative in troubleshooting and resolving issues. 	<ul style="list-style-type: none"> Rarely collaborates with other students Sometimes struggles to approach problems in a logical and structured manner, leading to less effective solutions. Occasionally takes longer to identify, analyze, and resolve problems. Displays limited initiative in troubleshooting and resolving issues. 	<ul style="list-style-type: none"> Never collaborates with other students Approaches problems with a rudimentary level of logic and structure, producing basic solutions. May take longer to identify, analyze, and resolve problems, particularly with more complex challenges. Shows limited initiative in troubleshooting and resolving issues.

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In addition, a weekly or biweekly employability grade may be used periodically for assessment of professionalism as it applies to shop/lab activity. Example is below. Points will NOT be deducted for excused absences or excused tardies.

Employability Grade – Week of

Name	M	T	W	T	F	Total

Deduction Codes

- A – Absence -4
- C – Cheating -5
- D – Destruction of school property -5
- H – Horseplay -5
- U – Unsafe acts -5
- E – Unauthorized use of electronic devices -2
- L – Leaving the class or shop without permission -2
- Y – Tardy -3
- R – Disrespectful to classmates or instructor -2
- S – Safety glasses/PPE -3
- B – Unprofessional behavior -1
- F – Not following directions -1
- P – Out of uniform, not prepared for class -1
- T – Not returning material/tools -1
- W – Wasting time or supplies -1

Students start with 10 points per day totaling a possible grade of 50.

Outline of Topics Covered:

The standards are not level specific but more intended to be completed before finishing the program. To see the full set of standards, visit the following link.

<https://ed.sc.gov/instruction/career-and-technical-education/programs-and-courses/cte-course-standards/2023-24-new-and-revised-cte-spring-course-standards-review/automotive-technology-1-4/>

Safety Requirements:

1. All students will be required to wear closed toe and heel shoes or boots (oil/slip resistant sole, safety toe preferred).
 2. All students will be required to wear safety glasses during lab sessions.
 3. All students will be required to wear pants or shorts that are primarily cotton.
 4. No loose clothing or jewelry are to be worn in the shop.
 5. All students will be trained in general safety before being allowed to work in the lab.
- ***All students will be given special training before operating automotive lifts, brake lathes, tire and wheel machines and other large equipment. Any student who has not completed such training will not be authorized to operate equipment.

If you have additional questions and/or comments, you may call the school at (843) 987-8107 ext. 635 to speak with the instructor or email Mr. Johnson at johnsonj@bjace.org .

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Please complete and return the section below digitally to johnsonj@bjace.org , by mail or in person to

Beaufort-Jasper Academy for Career Excellence
Attention: Joe Johnson
80 Lowcountry Dr.
Ridgeland, SC 29936

Thank you and I look forward to having another great year.

Sincerely,
Joe Johnson
Master ASE Certified
Automotive Technology Instructor
Beaufort Jasper A.C.E.

Student Name: _____ Academic Year: 2025/2026

By signing below, you acknowledge having read and understood the Automotive Technology Course Outline and Course Policies. Parents or guardians and students will be notified if any changes need to be made to the course policies.

Guardian/ Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____