

Manhattan High School
Marta Barnett, Principal

317 West 52nd Street
NY, New York 10019

212-247-4307
Course Code RAFC5-03

AUTOMOTIVE CENTER SERVICE SPECIALIST

Manufacturing Technology Sequence:

Semester - I Introduction to Automotive Maintenance & Repair
Semester - II , OSHA, Steering & Tires

Customer Relations

Career and Financial Management is address throughout the course sequence.

E-Learning is used throughout the course sequence.

Path of Study could be switch based on students' progress.

B.SARNO Instructor

Course Objectives:

The Automotive Center Specialist course is intended to give you, the student, an introduction to the current state of technology in the industry. It is the intention of this course to prepare you either for immediate entry-level employment in the automotive industry or for further training on the post-secondary level.

1. Be conversant in the terminology of the field, tools, and equipment.
2. Be capable of setting up most other shop equipment.
3. Be capable of diagnosing the most common auto problems.
4. Be capable of repairing most common auto problems.
5. Be capable to make appropriate decisions on how and where to look for and pursue either career or Post-Secondary Career & Technical Education opportunities that will further your ability to achieve your career goals

Requirements of the Course:

Daily Class Participation

Maintain a Notebook

Quizzes at the end of the week

Mid-Term & Final Exams

Criteria for Evaluation (How your grade will be determined):

- ***Class Participation & Conduct***

To succeed in this course you will have to attend regularly. Your course grade will depend on your class work. Hence, if you are not in class you cannot be properly evaluated for that given day's work, in effect receiving a zero for that day. Each day you attend class, participate in the discussion, perform the required project work and other assignments provided by your instructor you will receive an automatic 8 out of 10 for the day. If you stand out for the day by asking a sharp question or doing an exceptional program on your computer you may receive a 9 or 10 instead. However, if you stand out by putting your head down or asking a question unrelated to the course or the topic at hand your grade will be lowered to any amount down to 0 for absolutely no participation at all.

Conduct is an important part of any classroom. In Automotive conduct is a major safety issue. Students that act up in a reckless manor will see their grade drop. Students must show the teacher his or her classmates and especially the program the up most respect. At the end of the marking period or semester your grades for each day's participation will be averaged.

- ***Class work & Project grades***

As you complete the required programs and projects each project will receive a grade. At the end of the marking period or semester your grades for each assignment will be averaged.

- ***Tests, Homework and Papers***

Throughout the semester you will be given occasional homework assignments, a research paper and several quizzes. At the end of the marking period or semester your grades for each quiz, homework assignment, research paper (counts as 3 grades) will be averaged.

- ***Mid-term & Final exams***

At the end of the marking period or semester your grades for your mid-term (counts as 2 grades) and final exam (counts as 3 grades) will be averaged.

- ***Evidence of Group Cooperation***

In your career your employer will judge you by, and your success and advancement will depend primarily on, the work that you do yourself. However, in most cases you will have to work with others either as a part of a production team or simply to receive and pass on the parts of the project that you are not immediately responsible for. How well you are able to interact with your peers, subordinates and superiors on the job will impact on both the compensation you receive and your ability to advance to a leadership position within your company. You will be evaluated for the ease with which

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you are able to work with your fellow students. Examples of your ability to explain how to accomplish a task to a fellow student will be averaged.

Costs Associated with the Course:

Other than the fundamental Notebook, Pen and Pencils required of all students there are no mandatory costs to the student for this course.

For Questions, Advice, Appeals or Complaints:

If an issue arises that is of concern to you regarding any number of instances such as: confusion over the coursework, a question concerning a grade, a personal problem affecting your ability to perform in class or any issue that is not specific to the immediate topic of the day, you are advised to do the following:

1. Request an appointment to meet with your teacher either before or after class in private. Discuss your issues and seek their suggestion for a resolution.
2. Call the School at 212-247-4307 and enter extension at the beginning of the school greeting and leave a message for your instructor. Be sure to leave a number or means of returning your call.
3. In the event that you do not feel your teacher was able to answer your question or resolve your complaint then, before or after class, you should seek a meeting with the assistant principal for your course. The assistant principal for the Automotive course is Mr. Otty. He can be found in room 423. If you are unable to find him in that office he can be reached by phone at extension.

I know you will find this course to be among the most interesting, perhaps challenging, even inspiring of the courses you have yet to take in your educational career. Good luck! Always keep in mind your instructor is there, not merely to instruct, but to advise and encourage your progress. Don't hesitate to discuss your needs and feelings with your instructor whenever you have a question or concern not merely about this course, but having to do with your college and career aspirations or school in general.