



# SYLLABUS

## Automotive Technology: CIP 47.0604 2024-2025

Mr. Michael Guckes - [mguckes@steelcentertech.com](mailto:mguckes@steelcentertech.com)  
412.469.3200 x2537

Mr. Joseph Pace - [jpace@steelcentertech.com](mailto:jpace@steelcentertech.com)  
412.469.2300 x 2513

**Program Description:** An instructional program that prepares students to gain basic knowledge in the repair and maintenance of today's cars and light trucks. The students will utilize repair manuals, computer textbooks, and computerized equipment to diagnose, troubleshoot and repair malfunctions within a vehicle's many operating systems. Obtainment of a PA Vehicle Safety Inspection and Emissions certification is emphasized in the senior year.

### Primary Resources:

Automotive Technology: A system Approach- 7th Edition

Service Repair Info: *ALLDATA Repair*. Web. 16 Nov. 2015.  
<<http://repair.edu.alldata.com/>>

Service Repair Info: Pro demand  
<<https://www.prodemand.com/#|||||||/Home>>

Note: Students will not be assigned "take-home" copies of the course textbook. It is offered through the Steel Center Home page as an electronic version only.

### Secondary Resources:

*Lift it Right Safety Materials Fusion*

*Straight Talk about Motor Oil. Valvoline Oil. Textbook*

"Safety Matters. Don't Leave It to Chance." *S/P2 Safety & Pollution Prevention Training*. Web. Textbook

Ford Ace Training for High School Students

**Daily Required Materials/Items:**

- Be in class on time and ready to learn.
- Notebook and a writing utensil.
- Work uniform, work boots and safety glasses.

**Assessment and Evaluation:**

All forms of assessment will be graded using Steel Center's grading system: 90 – 100% A

80 – 89% B

70 – 79% C

60 – 69% D

< 59% E/F

Incomplete I

**Measures of Achievement:**

**Work Ethics (Daily) Grade** – this grade accounts for 34% of the student's total nine-week grade. It is based on safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The grade range is 0 – 10.

**Skills (Task) Grade** – this grade accounts for 33% of the student's total nine-week grade. It consists of the evaluation and recording of lab activities that students are assigned each marking period. The grade range is 0 – 10.

**Knowledge (Test/Assignment) Grade** – this grade accounts for 33% of the student's total nine-week grade. This grade will include, but not limited to, homework assignments, written assessments/assignments, presentations, quizzes, tests, mid-term and final exams and research activities.

**Assignments/Timeline:**

- Quizzes/tests are assigned throughout the year and throughout units to measure understanding.
- NOCTI testing will be taken during the senior year which is comprised of both a practical and theory portion.

**Other Grading Factors:**

- Be respectful, only one person talks at a time
- Be attentive and move safely in the classroom/lab
- Be ready for work by dressing appropriately
- Lock your valuables in your locker
- Electronic devices may only be used with permission from the teacher to take pictures of projects or participate in learning activities

**Classroom/Shop Rules: Consequences (in no particular order):**

1. Be **P**rompt 1. Verbal warning and/or points deducted
2. Be **P**repared from daily grade
3. Be **P**olite 2. Parental contact and point deduction
4. Be **P**roductive 3. Office referral and point deduction
5. **P**lus, follow school rules 4. Parent/teacher conference
6. **P**unch in and out on your timesheet daily 5. Deduction from daily points

**STEEL CENTER for CTE  
AUTOMOTIVE TECHNOLOGY  
Mr. GUCKES / Mr. PACE  
SYLLABUS AND PROGRAM RULES  
ACKNOWLEDGEMENT SHEET**

FOR STUDENT:

With my signature, I acknowledge that I am fully aware of the rules, procedures, and expectations for my CTE program of study. I understand that my signature indicates awareness and not necessarily approval.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

FOR PARENT/GUARDIAN:

With my signature, I acknowledge that I am fully aware of the rules, procedures, and expectations for my son's or daughter's CTE program of study. I understand that my signature indicates awareness and not necessarily approval.

Parent/Guardian signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This document shall be filed and maintained by program instructors. Unsigned or unreturned signature sheets are noted and filed accordingly.