



CAREER AND TECHNICAL EDUCATION

AUTO BODY REPAIR

**CTE COURSE SYLLABUS**

Connect with WSWHE BOCES





# AUTO BODY REPAIR

<b>Course Description:</b>	Auto Body Repair is a hands-on program that offers students instruction in the areas of Automotive Paint and Refinishing and Non-Structural Damage. The National Automotive Technician Education Foundation has certified the program as an Automotive Service Excellence (ASE) training center. Students apply their knowledge and skills in the state-of-the-art paint booth and mixing room, and use the latest technology in our on-site shop.		
<b>Prerequisites:</b>	None		
<b>1 Year/2 Years:</b>	2 Years		
<b>Location:</b>	F. Donald Myers Education Center		
<b>Course Objective:</b>	The Auto Body Repair Program prepares students for entry-level employment in the auto body industry and to be able to achieve Automotive Service Excellence (ASE) NA3SA Student Certification after they have met all requirements. Students are also prepared and encouraged to continue their education and training at post-secondary institutions and industry supported training centers.		
<b>Course Topic Outline:</b>	<table><tr><td><ul style="list-style-type: none"><li>• Auto Body and Auto Collision Careers</li><li>• Auto Body Construction</li><li>• Measuring and Mixing</li><li>• Auto Body Hand and Power Tools</li><li>• Raising and Supporting Vehicles</li><li>• Safety</li><li>• Shop Operations</li><li>• Portfolio</li><li>• Technology Literacy</li><li>• Work Readiness Skills</li><li>• English Language Arts</li><li>• Technical Math</li><li>• Career and Financial Management</li></ul></td><td><b>Automotive Service Excellence (ASE) Coursework</b><ol style="list-style-type: none"><li>1. Painting and Refinishing<ul style="list-style-type: none"><li>• Safety precautions</li><li>• Surface preparation</li><li>• Spray gun and related equipment operation</li><li>• Paint mixing, matching, and applying</li><li>• Paint defects - causes and cures</li><li>• Final detail</li></ul></li><li>2. Non-Structural Analysis and Damage Repair<ul style="list-style-type: none"><li>• Preparation</li><li>• Outer body panel repairs, replacements, and adjustments</li><li>• Metal finishing and body filling</li><li>• Moveable glass and hardware</li><li>• Metal types, welding and cutting</li></ul></li></ol></td></tr></table>	<ul style="list-style-type: none"><li>• Auto Body and Auto Collision Careers</li><li>• Auto Body Construction</li><li>• Measuring and Mixing</li><li>• Auto Body Hand and Power Tools</li><li>• Raising and Supporting Vehicles</li><li>• Safety</li><li>• Shop Operations</li><li>• Portfolio</li><li>• Technology Literacy</li><li>• Work Readiness Skills</li><li>• English Language Arts</li><li>• Technical Math</li><li>• Career and Financial Management</li></ul>	<b>Automotive Service Excellence (ASE) Coursework</b> <ol style="list-style-type: none"><li>1. Painting and Refinishing<ul style="list-style-type: none"><li>• Safety precautions</li><li>• Surface preparation</li><li>• Spray gun and related equipment operation</li><li>• Paint mixing, matching, and applying</li><li>• Paint defects - causes and cures</li><li>• Final detail</li></ul></li><li>2. Non-Structural Analysis and Damage Repair<ul style="list-style-type: none"><li>• Preparation</li><li>• Outer body panel repairs, replacements, and adjustments</li><li>• Metal finishing and body filling</li><li>• Moveable glass and hardware</li><li>• Metal types, welding and cutting</li></ul></li></ol>
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<b>Student Course Requirements:</b>	Class participation, keep good notes, positive attitude and good attendance		
<b>Textbooks/ Materials Resources:</b>	Auto Collision Repair & Refinishing - Third Edition, I-CAR Education Foundation, Auto Collision Technology, Auto Body Repair News		
<b>Assessments/ Technical Assessments:</b>	End of program - I-CAR written and performance technical assessment throughout program - Oral Questions, Written Tests, Performance Exams, Portfolio, ASE NA3SA end of program testing		
<b>Grading System:</b>	Quizzes 20%   Projects 35%   In-Class Assignments 20%   Tests 20%   Homework/Journal 5%		

# The future of career success starts here.

## Attendance & Class Participation:

The WSWHE BOCES has an attendance policy that requires students to miss no more than 18 days across the school year. For those times when it is necessary to be absent, a written note from the parent/guardian will be expected the next class day. More specifically, students are expected to participate fully in the classroom and laboratory. Good attendance is mandatory for a student to be successful in the Auto Body Program.

## Student Provided Material List:

Writing instruments, notebook, work clothes, work shoes

## Industry Certification:

Automotive Service Excellence (ASE) when student meets all requirements and passes the ASE examination in Paint and Refinishing, Auda Explore - Shop Link Estimator Training and Certification, SP2 Certification in Collision Safety, and SP2 Certification in Collision Pollution

## Articulation Agreements:

Each Career and Technical Education (CTE) program is geared to ready students for the world of work and for the rigors of post-secondary coursework. To that end, each program has worked with area colleges to obtain articulation agreements that allow for advance standing or the issuance of credit to those CTE students meeting all program requirements and articulation agreement standards. The colleges WSWHE BOCES has an articulation agreement with are:

- › Alfred State College
- › SUNY Canton
- › Morrisville State College
- › Universal Technical Institute

## Related Careers/ Post-Secondary Training:

Community College, State College, Technical School, Body Shop Apprentice Insurance Adjuster, Automobile Detailer, Auto Body Technician, Vehicle Refinisher, Estimator, Service Manager, Representative Distributor (sales, store, technician), Preparation or Disassemble Technician.

## ELA/Math Credit Integrated Academic Overview:

Each CTE program offered at the WSWHE BOCES has five (5) major curriculum elements that (acquire over a one year or two year period. Two (2) of the five (5) curriculum elements include English Language Arts and Mathematics. These program elements are taught using a co-teaching model, which teams the CTE subject experts and certified English and Math instructors. Topics in English and Math are tied to specific business and industry course content, which illustrates to students how academic material and business knowledge and skill relate to one another. English and Math elements are taught at the commencement level and meet NYS Standards for students to obtain one (1) credit for each over a two-year period. Program specifics are as follows:

Commencement Level Math. . . . . 54 hours/yr  
English Language Arts. . . . . 54 hours/yr  
1 credit = 108 hours

## Career & Financial Management Credit Overview:

Each CTE program offered at the WSWHE BOCES offers a Career & Financial Management credit to all students who successfully complete a CTE program. This curriculum element is comprised of two major parts; (A) Introduction to Occupations and (B) Nature of Industry. Part A is delivered through integrated class assignments, while Part B is automatically delivered due to the nature of CTE.

**Student Affiliated Organization:**

Skills USA

**National Technical Honor Society Nomination Requirements:**

- › Maintain a cumulative CTE average of 92% or higher based upon 1st & 2nd quarter grades.
- › Maintain a record of excellent attendance in CTE (9 days per year).
- › Plan to pursue a career in their field of training.
- › Maintain an outstanding record of employability skills as judged by the CTE instructor.
- › Nomination by the CTE instructor with no reservations.
- › Instructor nomination must include a yes answer to the following characteristics established by the national office: follows instructions, safety conscious, works well with others, is dependable, trustworthy, responsible, honest, takes pride in work, exhibits a good attitude, exhibits leadership, exhibits good citizenship.

**WBL Experiences/ Requirements:**

Each CTE program has a Work-Based Learning experience. This means that all students prior to the end of the second year are given the opportunity to be exposed to the operation of a business and specific job duties related to careers in their CTE area. This internship is designed to connect the skills and knowledge learned in the CTE classroom with the real world requirements of a business. Students must demonstrate good attendance, attitude, internship records, and work ethics, as well as respect for others and property.

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its programs and activities, including employment and admission as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Turina Parker and Ronald Black, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828. phone: (518) 746-3310, email: [tuparker@wswebooces.org](mailto:tuparker@wswebooces.org) or [rblack@wswebooces.org](mailto:rblack@wswebooces.org). Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)