

## **Mission Valley ROP Basic Car Care Syllabus**

Course Title: Basic Car Care

Course Code/Section #:

Units of Credit: 5

Meeting Times: Monday thru Friday, 1 class period, 1 Semester

Instructor Name: Kurt Shadbolt

Location/Room #: James Logan High School-Automotive Building #106

Office Hours: 7:40 AM thru 3:30 PM Monday thru Friday

Contact Info: kshadbolt@nhusd.k12.ca.us (510) 471-2520 ext 60338

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### **Course Description:**

This course addresses the three primary areas of concern for the average car owner: first, the basics of various automotive systems; second, basic automotive maintenance; and third, the financial concerns of owning the automobile. This last area also touches on some of the buying, leasing and insurance considerations for actual or potential ownership of a car. The lab activities covered include under hood checks, safety inspections and emergency procedures. This course is an excellent program for anyone interested in owning and operating a vehicle.

### **Prerequisites:**

None

### **Course Objectives:**

Perform owner related vehicle inspections and maintenance in the following areas:

Engine (Fluids, filters)

Power-train (Fluids, filters)

Electrical (Bulbs, fuses, battery, wiper blades)

Chassis (Lubrication, tires)

Emergency Procedures (Tire changes)

### **Required Text, Material, Tools, and Resources:**

All course text, handouts and tools will be provided by the instructor for use while enrolled in the course.

The Car Care Book 3<sup>rd</sup> Edition, Ron Haffner, Thomson / Delmar Learning

Industry developed handouts and materials

Instructor developed handouts and materials

It is expected that students come to class prepared each day with the following items:

Pen #2 pencil note paper issued safety glasses appropriate attire

**Teaching Modalities:**

Lecture      Group Discussion      Projects      Reading Assignments  
Oral Questioning      Multi-Media      Hands-on Practice      Demonstration  
Team Learning      Simulations

**Grading Policy:**

Homework, Tests and Quizzes:

A= 100-90    B= 89-80    C= 79-70    D= 69-60    F= 59-below

Practical:

- 1: Exposure to the task that involves hands-on assistance
- 2: Completion of the task correctly with some assistance and instruction
- 3: Completion of the task correctly without help or instruction, unless the nature of the job requires help
- 4: Completion of the task correctly without help or instruction

Professionalism:

All students begin with 100 points; deductions for attendance, safety, work ethic and participation issues.

Overall Course Grades:

A= 100-90    B= 89-80    C= 79-70    D= 69-60    F= 59-below

Overall Course Grade Break-Down:

40% Theory (Finals, Mid-term, Quizzes, Homework)

40% Practical (Shop Based Finals, Mid-term, Specific Tasks)

20% Professionalism (Attendance, Safety, Work Ethic, Participation)

**Weekly Assignment Schedule**

Course Schedule:

Students will be advised of the schedule of planned classroom topics, shop days, quizzes / tests, and homework assignments. This schedule should be used for informational purposes only and can be changed at any time.

Late Work:

Students returning from an excused absence are expected to turn in assignments on the first day of return to class; failure to do so will result in the assignment being scored as late.

Late work will have the earned grade reduce by 1 grade level per day late

Make-Up Work:

Is available to students who have missed class / shop assignments due to an excused absence and are responsible for contacting the instructor to receive the materials or schedule time for shop work or test / quiz make-up.

**Attendance Policy:**

Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day.

Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP class multiple times, you will lose units of credit and your grade will be adversely affected. Be advised that credits are earned by attendance only and cannot be made up.

Students must arrive on time to class. Talking on a cell phone or having personal conversation outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate.

Perfect attendance certificates will only be issued to students who have no absences or tardies. There are no exceptions.

**Additional Policies and Procedures of the Classroom:**

Students are expected to adhere to all existing James Logan High School policies while attending the Automotive Training Programs and to contribute to a safe and productive learning environment. Any students whose actions place themselves or other students at risk or negatively impact the learning opportunities for others will face disciplinary actions and possible removal from the program.

All classes strive to prepare students for adult life by teaching skills and behaviors that will be valued in the workplace. The following expectations are stressed and graded in class:

- ❖ **Attendance:** Be here on time each day, prepared to work, dressed appropriately
- ❖ **Respect:** Use appropriate language, be honest and truthful, be respectful of peers and adults
- ❖ **Safety:** Follow safety rules and procedures, keep work area orderly
- ❖ **Responsibility:** Complete work on time, follow directions, use resources to answer questions, ask for help when needed, contribute to class discussion
- ❖ **Quality:** Show determination to complete tasks, be consistent in quality, focus on the task at hand
- ❖ **Team:** Work as a productive team member in a variety of roles, communicate in a sensitive way

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

No food or drinks will be allowed in the automotive building, including classroom and shop. Students violating this policy will receive one warning.

Students completing this course with a grade of “C” or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course.”

**In-Class Events:** Visitors from industry, post secondary educational institutions and other areas related to course objectives may visit the class from time to time. Course related field trips may be planned and any associated costs would be notified in advance.

**INFORMATION  
AND  
PERMISSION LETTER**

I, \_\_\_\_\_ have read and understand the policies and procedures which includes the grading and attendance policies and the safety rules for the Automotive Training Program and agree to abide by them.

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STUDENT SIGNATURE

DATE

Students will be given instruction and demonstration on the safe and proper use of all the tools, equipment and materials used in the automotive service technology training facility which are common to the automobile service industry along with safe procedures for working on vehicles in the shop. If you would like a list of the tools, equipment and materials used in the shop or a copy of the MSDS (Material Safety Data Sheet) for those materials, please let the instructor know. Students are expected to read, understand and follow all safety rules pertaining to operation and use of tools and equipment and proper handling and storage of any hazardous materials found in the shop such as lubricants, brake fluid, solvents, antifreeze, and oil soaked rags and absorbents. The purpose of this letter is to inform you about the policies and procedures for the operation of the shop. If you have any questions feel free to call the instructor (Kurt Shadbolt) at 510-471-2520 x 60338.

As the parent or guardian of \_\_\_\_\_ I understand that he/she will be working with tools, equipment and materials that are common to the automotive service industry as well as completing live work on vehicles in the shop. I have read and understand the policies and procedures for the Automotive Training Program and grant permission for my son/daughter to participate in the class.

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PARENT OR GAURDIAN SIGNATURE

DATE

**Emergency Contact Information**

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Name of emergency contact

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Emergency phone number

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Name of alternate emergency contact

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Alternate emergency phone number