

Mission Valley ROP
Auto Body & Refinishing 1 & 2 Syllabus
2024-2025

Instructor: Mr. Cimino

Phone: 510-657-1865 x15304

Class Time: Monday-Friday: 8:30 - 10:30 am
10:40 am - 12:00 pm
1:45 - 3:45 pm

Location: Mission Valley ROP Auto Body Shop, Building 3, Room 301

COURSE GOAL:

This course, Auto Body Repairs/Refinishing will enable participants to learn and develop transferable job and social skills across a wide variety of jobs within the auto industry and beyond. Not only will students learn the skills and terminology associated with the auto body repair industry, they will learn the lifelong social skills necessary in today's workforce. Members of this class will also learn the technicalities and use of body and paint equipment and materials, such as H.V.L.P. gravity feed spray guns, polishers, sanders, metal cutting devices, MIG welders, specialty tools, paints and repair materials. All participants will develop valuable working skills in a shop environment while demonstrating these skills on their own as well as donated vehicles. As class members build their self-confidence levels by achieving reachable goals both individually and by group efforts, they will be able to incorporate these productive working skills, teamwork, and learned technical skills to comfortably make wise decisions in their everyday lives. Concluding this course, participants should be able to make more informed lifelong decisions, be able to handle a work environment and acquire the technical skills to achieve employment as auto body technicians, detailing specialists, damage estimators, insurance claim adjusters and many other jobs within the community.

COURSE OBJECTIVE:

At the completion of this course, with appropriate study and practice the student will be able to acquire the following technical skills.

- Identify basic auto body tools and be able to use them correctly
- Spot weld using a MIG welder.
- Cut and remove body panels with a plasma cutter.
- Properly repair a damaged body panel.
- Identify the basic types of the many body fillers and their proper uses.
- Properly set-up, adjust and use an H.V.L.P. gravity fed spray gun.
- Properly refinish a body panel by mixing and applying primer, single stage or two stage paints. (Advanced students may get the opportunity to complete a total vehicle refinishing project).
- Proper color-sand, buff and polish.

GRADING POLICY:

Grading is based on Student Learning Outcomes (SLOS) proper work ethic, attendance, and student daily participation productivity of assignments and testing. Students who complete Auto Body Refinishing 2 with a grade of a “C+” or better are eligible for a certificate of completion.

ASSIGNMENTS AND TEST - 70%**ATTENDANCE - 30%****LETTER GRADES ARE AS FOLLOWS:**

A 90-100 %

B 80-90 %

C 70-80 %

D 60-70 %

F <60%

TESTING:

All tests will be given in class and will be completed individually.

MAKE-UP HOURS:

Make-up hours will be allowed only at the teacher’s discretion or at the MVROP main site in the make-up lab.

ATTENDANCE is very important, since this course is to prepare students for work. Excessive tardies/absences will affect students' learning, and overall grade.

Safety

Safety is our #1 priority. The Auto Body Shop has many hazardous situations. The student should attempt using the equipment only after receiving instructions from the instructor and PASSING the Shop Safety Exam. Each student must take and pass the safety test with a perfect score. There will be plenty of chances to get a perfect score on the safety test. If the student absolutely cannot pass the safety test, it will be strongly recommended they take a different class. The student must always be aware of any dangerous situations with respect for yourself, your classmates and equipment. In addition, there will be safety tests for specific equipment, which must also be passed with a perfect score. Any infraction of established safety rules may also result in dismissal or a negative affect to their grade.

- Long hair must be tied back and all jewelry removed before entering the shop.
- No headphones, no cell phones or other electronic devices are allowed in the shop or the classroom without instructor permission.
- Protective clothing (coveralls, shop coats, or other appropriate clothing), must be kept clean and in good repair.
- No open toe shoes or sandals, no shorts or tank tops. There are some lockers provided for storage if needed.
- Safety glasses are to be worn at ALL times while working in the auto shop and yard. This is NOT optional. Standard safety glasses and over-prescription glasses will be provided. You are allowed to provide your own glasses only if they are ANSI Z87/Z87+ rated.
- Cleanup At the end of class, each and every student is responsible for cleanup.
- All work is to stop when told to (last 20 min of the class.)
- The tools are to be cleaned and correctly put away in their respective places.
- The area where the student was working is to be cleaned.
- When all shop duties are completed, the students will return to the classroom, to their seats for dismissal
- Students are NOT to crowd around and line up at the door.
- Students will not be dismissed unless the shop is secure, all tools are returned, and all students are in their seats.

MVROP "SLO" SCHOOL LEARNING OUTCOMES

WORKPLACE BASIC SKILLS AND BEHAVIORS

- Apply skills learned in class
- Analyze information and make decisions
- Communicate verbally and in writing
- Work independently and as a team member in a diverse workplace
- Work reliably, responsibly, and ethically

CAREER TECHNICAL SKILLS

- Demonstrate occupational competencies
- Use appropriate technology
- Understand and practice occupational safety standards
- Demonstrate an awareness of how a business or industry functions

JOB EMPLOYMENT SKILLS

- Develop a plan to achieve career goals
- Use effective job search strategies
- Demonstrate an awareness of the importance of lifelong learning

Note: Student and Parent/Guardian **must** sign and return this page provided you understand the class syllabus.

I have read and agree to abide by the rules and regulations of the Auto Body Refinishing course as described in the above syllabus.

Parent signature_____Date:_____

Student signature_____Date:_____

Movie/Video Permission Slip

As a rule within our school system, we require permission from parents to screen certain films for your child during class hours. Throughout the year, we may show a variety of different movies or videos that supplement our curriculum, whose ratings may range from G to PG-13. Certain scenes can and will be omitted when deemed too graphic. We firmly believe that showing certain films will greatly enhance student understanding of the subject material, as well as provide an alternate (and entertaining) route for information absorption. Rest assured, however, that this viewing experience is not solely based upon entertainment, as in-class discussion and activities will relate the film back to the curriculum.

Thank you for your time and attention.

☐ Yes, I give my son/daughter permission to view curriculum and school appropriate full-length movies rated G to PG-13.

☐ No, I do not give my son/daughter permission to view curriculum and school appropriate full length movies. I understand alternate learning experiences will be provided for my child while the movie is being watched.

Parent Name: _____ Signature: _____

Student Name: _____ Date: _____