

Brevard Adult & Community Education Automotive Program



Handbook 2023-2024

Administrative Office

1225 Clearlake Rd.

Cocoa, Florida 32922

(321) 633-3660

www.brevardschools.org/ACE

Lorri Benjamin, Director of Adult & Community Education

From the Director of Brevard Adult & Community Education

I am pleased to be the Director of Adult and Community Education for Brevard Public Schools. I want to take this opportunity to welcome you to our Automotive Service Technology programs.

Brevard Adult and Community Education is a place where adult learners can continue or re-imagine a new beginning by acquiring new skill sets that will focus on their individual academic and work force goals.

This handbook was written specifically for the Automotive Service Technology 1 and 2 programs. As you begin your new career, you should become thoroughly familiar with the expectations and requirements of this career field and how to become successful.

The Automotive Service Technology program has been developed to provide you with a quality education and the practical skills needed to build your successful future. Upon the completion of the Automotive Service Technology 1 and 2 program, you are another step closer to achieving a career in the automotive repair industry. The Brevard Adult & Community Education staff are here and available to help you find your greatest potential in your chosen path.

Sincerely,

Lorri Benjamin

Director of Brevard Adult & Community Education

Brevard Public Schools Brevard Adult & Community Education

Administrative Office/ Cocoa Campus

1225 Clearlake Rd.
Cocoa, FL 32922
321-633-3660

Melbourne Campus

1362 S. Babcock St
Melbourne FL 32901
321-952-5977

Titusville Campus

1311 US 1
Bld. #6
Titusville FL 32796
321-264-3088

Extension Campus

Satellite High School
Automotive Program
300 Scorpion Ct.
Satellite Beach, FL 32937

Mission Statement

Brevard Adult & Community Education will provide an open door to a quality education for all adult learners and those in the community that seek skills to enhance their lives.

Vision Statement

To provide opportunity and remove barriers that lead to educational goals and workforce opportunity.

Our Belief

Education is the key to success.

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Program Description

This program helps prepare students for employment in the automotive mechanics' field. The student will learn how to appropriately diagnose automotive issues and repair them according to the automotive specifications. These services range from basic automotive maintenance to the latest computer-controlled units.

Program Courses Overview

Automotive Service Technology 1			
OCP	Course Number	Course Title	Length
A	AER0014	Automobile Services Assistor	300 hours
B	AER0418	Automotive Brake System Technician	150 hours
C	AER0453	Automobile Suspension and Steering Technician	150 hours
D	AER0360	Automotive Electrical/Electronic System Technician	300 hours
E	AER0110	Engine Repair Technician	150 hours
Total			1050 hours

Automotive Service Technology 2			
OCP	Course Number	Course Title	Length
A	AER0503	Automotive Engine Performance Technician	300 hours
B	AER0257	Automatic Transmission and Transaxle Technician	150 hours
C	AER0274	Manual Drivetrain and Axle Technician	150 hours
D	AER0172	Automotive Heating and Air Conditioning Technician	150 hours
Total			750 hours

ASE Certifications Available

- Automotive Services Assistor
- Brake Systems
- Suspension and Steering
- Electrical/ Electrical Systems
- Engine Repair

Uniforms

The uniform for the automotive program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class. ** Students will receive an invoice for Automotive shirt order after orientation.

Tools

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

Textbooks

Textbooks can be purchased at BACE Cocoa Campus. The purchase includes the following: Modern Automotive Technology hardcover textbook 10th edition, Modern Automotive Technology Shop Manual, and the Modern Automotive Technology Workbook.

Schedule

Mondays, Tuesday, Wednesday and Thursday, 5:00 pm -8:30 pm

Location:

Satellite High School
300 Scorpion Ct
Satellite Beach, FL 32937
Building 20, Room 105
321- 799 – 2000

ADMISSION REQUIREMENTS

Adult students and those over the age of 16 who have left formal secondary education may enroll in Brevard Adult & Community Education Career Certificate programs. Students entering 9th grade prior to the 2003-2004 school year or from an out of state school must take the TABE test and meet the minimum standards for their selected program. Students entering 9th grade in 2003 - 2004 or after and earning a standard High School diploma are exempt from the TABE as well as students with an AA degree or higher from a higher education institution. An official transcript is required. FS1008.30, 1004.91

Application Procedures

Brevard Public Schools does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin. Students aged 16 years old and older with the goal of learning a technical skill offered by Brevard Adult & Community Education are encouraged to apply. (Minor students should refer to the Administrative Office for admission criteria). All programs are subject to availability.

1. Students register for a pre-enrollment advisement meeting with Brevard Adult & Community Education (BACE) staff.
2. Submit application and all associated paperwork including transcripts and/or diplomas.
3. Provide proof of Florida residency to receive in-state tuition rates. Two forms of identification are required.
4. Submit the applicable tuition and fees. Students needing financial assistance should contact the Administrative Office who will direct students to agency funding sources.
5. Students accepted into Brevard Adult & Community Education programs will be required to attend a mandatory orientation. BACE expectations, policies and procedures as well as the code of conduct will be discussed.

Test of Adult Basic Education (TABE)

The State of Florida Department of Education requires that adult students who enroll in post-secondary Career and Technical Education programs take the Test of Adult Basic Education (TABE). Florida Statute requires students to be tested within 6 weeks of admission into the program of study. The State of Florida has established minimum scores in reading, language, and math which are required for completion of the program. The minimum standards may be found on the program description flyers for each program. Students who do not meet the minimum standards will be referred to Applied Academics for Adult Education (AAAE) for assistance in meeting the required standard.

Students who are exempt from TABE:

- Students enrolled in a Career and Technical Certificate program that is less than 450 clock hours.
- Students who have received an Associate in Applied Science degree or higher from a nationally accredited college or foreign university.
- Students who are exempt from the college entry-level examination per SBE Rule 6A-10.0315.

- Students who have successfully completed developmental education in the subject area.
- Students who have earned a college English or math credit at a C or higher: minimum of REA 1105 (TABE Reading subtest only); ENC 1101 (TABE Reading and Language subtests); and MAT 1033 or equivalent or higher (TABE Math subtest).
- Students who entered 9th grade in a Florida public school in the 2003-2004 school year or later AND graduated from a Florida public high school with a standard high school diploma, or
- Students who serve as an active-duty member of any branch of the United States Armed Services
- Students who have passed all subtests of an accepted Common Placement Test within two years of entry into the program with continuous enrollment thereafter. Continuous enrollment is defined as enrollment in at least one credit course in both the fall and spring terms each academic year.
- Students who have earned a Florida Department of Education-approved license, must take the TABE but may be exempt from meeting the graduation TABE requirements.

Post-secondary students with a documented disability who are completing a post-secondary adult vocational program but have been unsuccessful in obtaining the designated basic skills exit criteria, may have this requirement waived based on District procedures and statutory authority. Assessment of student mastery of basic skills will conform to State Board of Education Rule 6A-10.040. Our policy states:

- Student will complete the TABE.
- Student will provide documentation of their disability that would impact their test performance.
- Brevard Adult & Community Education will make remediation available to the student through program instruction and/or AAAE (face to face instruction).
- Student will retake the TABE.
- If student with a documented testing disability does not meet minimum scores on the retest TABE, student will be exempt from meeting this completion requirement.

TABE minimum standards for Automotive Program

- To complete the Auto Services program, students must meet the minimum scores in math (627), language (584) and reading (576).

TUITION and FEES

All BACE courses are \$2.33 per program clock hour set by the Florida legislature for in-state tuition. The out of state tuition rate is \$9.32. There may be additional fees for each program – please refer to the program supply lists found at www.brevardschools.org/ACE for a breakdown of costs associated with each program. Fees are subject to change without notice.

The program’s tuition and lab fees are discussed during the enrollment period and are payable upon registration and have an approved payment plan. Certain programs require the purchase of supplies, insurance, tools, and uniforms.

Payments and Installments for program tuition are made at the time of registration at Brevard Adult & Community Education based at 1225 Clearlake Rd., Cocoa, FL 32922. Cash and money order are accepted forms of payment for most programs.

Students will be dropped from the program if payments are not received by the first day of class. Non-payment of agreed upon payment plan installments will result in automatic withdrawal from the Automotive Service Technology program and all tuition paid to-date and fees will be forfeited. Class books shall be returned, or the cost of the book will be invoiced to the student at the stated purchase rate when the book agreement was signed. Re-entry into a Brevard Adult & Community Education Career Certificate program may be allowed if any outstanding amounts are paid.

Example of Payment Plan

Total Course Cost	Full Payment	Initial Down Payment	1st Installment Payment	2nd Installment Payment	3rd Installment Payment	4th Installment Payment
\$954.00	\$954.00	\$534.60	\$104.85	\$104.85	\$104.85	\$104.85

Total Initial Down Payment:

40% of In-State Tuition (\$2.33/clock hour) + Fees = (\$699.00 x 0.40) + \$255

Total Fees:

Student ID fee: \$5.00 when applicable
 Automotive Service Technology Book: Prices Vary

**Students will be invoiced for Automotive lab shirts after completing the shirt form at orientation.

Financial Aid

While Brevard Adult & Community Education does not offer financial aid, there may be community partners who could provide financial assistance. Please inquire during registration at our Administrative Office.

POLICIES and PROCEDURES

Attendance Policy

Brevard Adult & Community Education strives to provide the best educational opportunities possible to prepare students for their chosen occupation. **Students are to be on time and attend all classes**, consistent with attendance expectations in the workplace. Our attendance expectation is that students will be present 90% of the time. However, Brevard Adult & Community Education recognizes there may be times when students cannot attend school due to extreme circumstances. In that case the student must notify the instructor to inform them of their absence. In Florida, public technical centers are on a clock hour system and are required to have and adhere to an attendance policy. For postsecondary students, there are no excused or unexcused absences. You are present or you are absent. Time missed due to arriving late or leaving early count toward absences. Instructors will round up to the nearest quarter hour when recording tardiness or leaving early. Students whose attendance falls below 70% of the scheduled clock hours will have their situation reviewed with the possibility of being dismissed from the program. Students who are withdrawn due to excessive absences will not be entitled to reimbursements. Students must sit out the remainder of the session and may re-enroll in the next session with the Administrator's approval. If a student's attendance is between 70% and 79.9% of the scheduled clock hours at the end of a semester they will be placed on academic probation for the next semester. They will have until the end of the next semester to bring their attendance above the 80% threshold. Failure to achieve the 80% threshold by the semester end when on probation will result in withdrawal. A withdrawn student must wait until the next enrollment period to request to re-register. Only regularly scheduled class hours are reported for attendance.

Tardy Policy

Punctuality is crucial to student success in the classroom. If a student is late this will be reflected in their grade. If there are excessive tardiness, it will affect their program clock hours and will ultimately affect their final grade.

Re-Admission Policy

Students who withdraw or are administratively withdrawn due to a violation of the code of conduct or due to unsatisfactory academic progress, including, but not limited to unsatisfactory attendance, will not be re-admitted without approval by the Director of Brevard Adult & Community Education. Students who are administratively withdrawn and wish to be considered for readmission into the same program of study, must write an appeal letter to the Director of Brevard Adult & Community Education requesting readmission within seven (7) days of the notification of withdrawal. If approved for readmission, the Director of Brevard Adult & Community Education will be responsible for making the decision for the re-entry date. Students may be issued credit for hours earned as determined by the Director of Brevard Adult & Community Education.

Student Code of Conduct

BACE students are expected to adhere to the legal and ethical standards of the institution. BACE reserves the right to administratively withdraw students at any time for misconduct. Brevard Public School Student Code of Conduct.

English

https://www.brevardschools.org/site/handlers/filedownload.ashx?moduleinstanceid=6196&dataid=21332&FileName=2023_24%20Student%20Code%20of%20Conduct%20approved%208.8.23.pdf

Spanish

https://www.brevardschools.org/site/handlers/filedownload.ashx?moduleinstanceid=6196&dataid=98561&FileName=2023_24%20Spanish%20Student%20Code%20of%20Conduct%20approved%208.8.23.pdf

Academic Progress

Students must maintain an overall grade of 70 percent or higher in all attendance, theory, clinical and/or shop performance during each evaluation period and complete the minimum number of competencies within the pacing guide for each program for the evaluation period. Some programs have higher standards and students must adhere to these standards to make satisfactory academic progress.

Grading Scale:

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = Below 60

Failure to make Satisfactory Academic Process may result in the student being withdrawn from the program.

Internet Usage Policy

Brevard Adult & Community Education Campuses adhere to the Brevard Public School Board Policy regarding internet usage which is displayed upon sign on to the district website.

Lab and Shop Safety

Safety and safe practices are of utmost importance at Brevard Adult Education Centers. You are expected to complete the shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. If you do not follow shop and lab safety rules you may be dismissed from the program.

Campus Safety and Security

BACE may utilize Deputies from the Brevard County Sheriff's office and/or local police department Officers to provide security. In the event of an emergency if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

In the event of an emergency, notify your instructor or administration immediately. Policies are in place, are provided to students at orientation and are clearly displayed in the program area. In extreme circumstances, call 911.

Driving/Parking

Parking is provided in designated areas for Brevard Adult & Community Education students. Parking in areas other than designated student parking lots is prohibited. The speed limit of 5 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.

All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

STUDENT RIGHTS and RESPONSIBILITIES

Statement of Nondiscrimination

It is the policy of the Brevard Public School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices.

Disability Disclosure

Students with disabilities must self-disclose the disability to the office of admissions. Students seeking accommodations must provide documentation which clearly illustrates the disability. If applicable, the BACE staff will meet with the instructor and discuss documented disability(s) and the appropriate accommodations.

Reasonable accommodations are made for students with disabilities in accordance with the Americans with Disabilities Act and section 504 of the Vocational Rehabilitation Act.

Family Educational Rights and Privacy Act (FERPA)

BACE complies with all aspects of the Family Educational and Privacy Act (FERPA). Student educational records are confidential and can only be discussed and/or viewed with the student. Students may authorize Brevard Public Schools to discuss their records with another individual or agency by signing the FERPA Compliant Request for student Records. The authorization for release and exchange of information can be obtained at:

<https://www.brevardschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1575&dataid=49529&FileName=8.%20Release%20of%20Information.pdf>

Grievance Procedure

In the event there is a grievance at the classroom level, the student should use the following guidelines.

1. Speak to the instructor in private about their concern.
2. If the grievance cannot be resolved at the classroom level, the student should submit the grievance in writing to the administrator on duty, program coordinator, or learning specialist. They will act as the liaison between the instructor and Brevard Adult Community & Education administration. A decision will be made within 5 days.
3. If the grievance cannot be resolved at that level, the student may present the grievance formally, in writing, to the Director of Brevard Adult & Community Education. The request should clearly state the problem you are experiencing, the actions that have been taken to resolve it, as well as your ideas as to what will be required to resolve the matter.
4. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days to the Brevard Public County School District, 2700 Judge Fran Jamieson Way, Viera, FL 32940. Grievances may also be registered with COE, (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350, 800-917-2081, www.council.org.

Senate Bill 524 – Sexually Violent Predators

Senate Bill 524 requires each Florida College System institution, state university and career center to inform students and employees at orientation of the Florida Department of Law Enforcement sexual predator and sexual offender registry website and toll-free telephone number.

The website can be located at <https://offender.fdle.state.fl.us/>

The toll-free telephone number is 1-888-357-7332.

Money-Back Guarantee

We are confident in the quality of our program, and we stand behind it. If you successfully complete one of our designated workforce programs and obtain the associated licensure and certifications but are unable to secure employment in the relevant occupation within six months, we offer a money-back guarantee. To be eligible, you must meet the following criteria:

- Maintain at least an 90% attendance rate.
- Seek employment services from our Career Services department (Career Source Brevard) and demonstrate active job search efforts.
- Pass all state and/or industry certifications required for employment within six months of program completion.
- Be legally eligible for employment in the U.S. and have no criminal background preventing employment in the career field.
- Be willing to travel or relocate for employment opportunities within the field.