COURSE INFORMATION FORM

DISCIPLINE
Automotive Technology

COURSE TITLE
Introduction to Automotive Service

CR.HR  2  LECT HR.  1  LAB HR.  2  CLIN/INTERN HR.  ________  CLOCK HR.  ________

CATALOG DESCRIPTION

This is a required course for all persons taking an automotive technology course with a lab component. This course meets the requirements for COLL 100 for automotive students. This course will also cover items necessary for student success specific to automotive service.

PREREQUISITES

None.

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)

Upon completion of this course, the student will be able to:

1. Identify college resources necessary for student success.
2. Identify student rights and responsibilities within the college environment.
3. Identify factors and apply strategies that affect academic success on the college level.
4. Design an educational plan to meet academic, career, and personal goals.
5. Demonstrate behaviors and conduct appropriate for a college and/or professional setting.
6. Explain the role of diversity in college settings.
7. Demonstrate the cognitive and manipulative behaviors necessary to complete assigned tasks.
8. Describe and employ safe work habits, observing both personal safety and a concern for the safety of others.
9. Apply procedures needed to successfully perform service operations.
10. Employ effective behaviors necessary to successfully work with others.

GENERAL EDUCATION OUTCOMES (ESO)

Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

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<th>Outcomes</th>
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Revised 5/9/13
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

1. Students will demonstrate the knowledge necessary to obtain recognized certifications.
2. Students will demonstrate the knowledge and application of safety rules and regulations.
3. Students will exhibit professional behavior.
4. Students will be able to use mathematics as it pertains to the automotive technician.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes may be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Quizzes (1-10)
2. Tests (1-10)
3. Written assignments (1-10)
4. Small groups/class discussion (1-6)
5. Final project (1-6)
6. Written laboratory assignments (7-10)
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. College information resources
   A. E-college
      1. My MCCKC
      2. Blackboard
      3. E-mail
      4. Online databases
      5. Subject guides
   B. Campus services and resources (service and resource names vary by campus)
      1. Student development resources
         (a) Advising
         (b) Counseling
         (c) Employment/job services
         (d) ACCESS services
         (e) Campus Life and Leadership services
         (f) Other campus resources*
      2. Academic/learning resources
         (a) Library
         (b) Media lab
         (c) Computer labs
         (d) Academic/learning resources centers
         (e) Other campus resources*
      3. Financial aid services
         (a) Satisfactory academic progress
         (b) Grants
         (c) Scholarships
         (d) Loans
   C. Community and personal resources*

II. Student rights and responsibilities
   A. Student handbook
      1. E-mail
      2. Grievance policy
3. Privacy
4. Public safety
5. Sexual harassment
6. Student responsibilities
7. Student code of conduct

B. Catalog and schedule

C. College expectations
   1. Communication with college personnel
   2. College classroom and campus etiquette

III. Strategies for student success
A. Classroom strategies
   1. General study skills
   2. Critical thinking
   3. Test preparation

B. Personal strategies
   1. Time management
   2. Stress management
   3. Relationship management
   4. Financial literacy
      (a) Budgeting
      (b) Credit cards
      (c) Loan debt

IV. Purpose
A. Motivation
   1. External locus of control
   2. Internal locus of control

B. Goal setting
   1. Academic goals
      (a) Degree and/or certificate
      (b) Academic plan
   2. Career goals
   3. Personal goals

C. Career exploration
   1. Tools
   2. Techniques
   3. Assessments

V. Civility
A. Emotional intelligence
B. Self-awareness
C. Respect
D. Interdependence
VI. Diversity
   A. Appreciation versus tolerance
   B. Privilege

VII. Automotive lab orientation

VIII. Safety
   A. Lab safety
   B. Fire safety
   C. Personal protective equipment
      1. Eye protection
      2. Ear protection
      3. Appropriate clothing
      4. Hand protection
   D. Hand tool identification
   E. Hand tool safety
   F. Air operated tools
   G. Electrical operated tools
   H. Hoisting a car

IX. Service information
   A. Service manuals
   B. Electronic service information
   C. Flat rate manuals
   D. Repair orders

X. Thread repair
   A. Bolt extraction
   B. Thread chasers
   C. Tap and die
   D. Thread inserts

XI. Precision measuring introduction
   A. Measuring systems
   B. Micrometer usage
      1. Standard micrometers
      2. Metric micrometers
      3. Vernier scale
   C. Dial indicators

XII. Introduction to vehicle service
   A. Tire and wheel service introduction
      1. Lug nut orientation
      2. Lug nut torque
      3. Tire rotation

XIII. Introduction to fluid service