

AUTO 307: AUTOMOTIVE REPAIR FACILITY ORIENTATION

New Course Proposal

Date Submitted: Thu, 23 Jan 2020 00:18:47 GMT

Originator

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Co-Contributor(s)

Name(s)

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Justification / Rationale

This noncredit course is aimed at providing workforce training and an educational pathway for students interested in pursuing a career in the Automotive industry. It is included in the Automotive Essentials Certificate of Completion that provides the knowledge and skills required for a successful entry-level position in an automotive shop.

Effective Term

Spring 2021

Credit Status

Noncredit

Subject

AUTO - Automotive Technology

Course Number

307

Full Course Title

Automotive Repair Facility Orientation

Short Title

AUTO FACILITY

Discipline

Disciplines List

Automotive Technology

Modality

Face-to-Face

Catalog Description

This course provides theory and hands-on experience of orientation procedures and required entry-level skills representative of someone newly hired by an automotive service facility. A uniform is required for this course.

Schedule Description

This course provides theory and hands-on experience of orientation procedures and required entry-level skills representative of someone newly hired by an automotive service facility. A uniform is required for this course. Prerequisite: AUTO 306 Advisory: AUTO 301

Non-credit Hours

18

Lecture Units

0

Lab Units

0

In-class Hours

9

Out-of-class Hours

9

Total Course Units

0

Total Semester Hours

18

Override Description

Noncredit override

Prerequisite Course(s)

AUTO 306

Required Text and Other Instructional Materials**Resource Type**

Web/Other

Year

2020

Description

Service facility's orientation manual.

Class Size Maximum

21

Entrance Skills

Identify major automotive components.

Requisite Course Objectives

AUTO 301-Identify major automotive components.

Entrance Skills

Perform an engine oil and filter change.

Requisite Course Objectives

AUTO 306-Complete work order to include customer information, vehicle identifying. information, customer concern, related service history, cause, and correction.

AUTO 306-Locate and use paper and electronic information.

AUTO 306-Perform oil and filter change.

Course Content

1. Service facility safety orientation.
2. Service facility repair information orientation.
3. Service facility repair order orientation.
4. Service facility web training.

Course Objectives

Objectives	
Objective 1	Comply with all service facility safety requirements.
Objective 2	Complete work order in accordance with service facility procedures.
Objective 3	Perform engine oil and filter change in accordance with service facility procedures.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Perform engine oil and filter change in accordance with service facility procedures.
Outcome 2	Demonstrate ability to work with a team in given service facility environment while maintaining shop safety and professionalism.
Outcome 3	Complete one service facility new employee web course.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Laboratory	Student will participate in engine oil and filter change.
Discussion	Student will participate in classroom discussions.
Demonstration, Repetition/Practice	Each student will demonstrate their ability to correctly perform a given task not limited to laboratory assignments, research projects, interactive role-play and group activities.
Technology-based instruction	Diagnostic equipment based activities.
Lecture	Each class is half lecture covering multiple aspects of course content.
Collaborative/Team	Student will work in a team setting while performing engine oil and filter change, researching information and group based activities.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Reading reports	Turned in by report, written, presentation, however, the student is required to research information pertaining to the assignment	Out of Class Only
Student participation/contribution	Student will work in a team setting while performing lab activities	In and Out of Class
Tests/Quizzes/Examinations	Used to evaluate students' knowledge and understanding of the information presented. Examples of these are not limited to quizzes, exams, presentations, research, or projects.	In and Out of Class
Group activity participation/observation	Student will be observed activities in lab, group activities, information research, collaborative assignments, and other activities assigned.	In and Out of Class
Presentations/student demonstration observations	Student may participate in role play activities, reports, and possibly be required to do a visual presentation.	Out of Class Only
Laboratory projects	Student will participate in lab based activities to complete their NATEF standards job sheets	In Class Only
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

Assignments
Other In-class Assignments

1. Review service facility's orientation documentation.
2. Participation in discussion in engine oil and filter change in accordance with service facility's procedures.

3. Students must keep a notebook of all course materials including homework, class notes, handouts, class project and team activities. The notebook must be organized by chapter, in-class notes, handouts and extra-credit assignments. The note book will be evaluated after the half-way point and graded at the end of the course.
4. Review of service facility web-based training modules.

Other Out-of-class Assignments

1. Readings from service facility's orientation documentation.
2. Homework from required text: multiple-choice questions, fill in the blank and essay questions to be graded each session.
3. Completion of any specific service facility safety training.
4. Assigned readings and written summaries from selected instructor handouts.
5. Written summaries and analysis of assigned websites.
6. Students must keep a notebook of all course materials including homework, class notes, handouts, class project and team activities. The notebook must be organized by chapter, in-class notes, handouts and extra-credit assignments. The note book will be evaluated after the half-way point and graded at the end of the course.
7. Service facility web-based training modules.

Grade Methods

Pass/No Pass Only

MIS Course Data**CIP Code**

47.0604 - Automobile/Automotive Mechanics Technology/Technician.

TOP Code

094800 - Automotive Technology

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Other Non-credit Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Short-Term Vocational

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Not applicable

Support Course Status

Course is not a support course

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

Noncredit courses are repeatable until students achieve the objectives and outcomes of the course.

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

3/19/2020

Academic Senate Approval Date

3/26/2020

Board of Trustees Approval Date

5/15/2020

Chancellor's Office Approval Date

7/02/2020

Course Control Number

CCC000618743

Programs referencing this course

Automotive Oil Change Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=325/>)