

Course Outline of Record

1. Course Code: AUTO-325
2.
  - a. Long Course Title: Automotive Express Service
  - b. Short Course Title: EXPRESS SERVICE
3.
  - a. Catalog Course Description:
 

This course provides lecture/laboratory activities performing common services on today’s automobile generally performed at a “quick service station”. These activities include proper fluid inspection, fluid services on serviceable systems, tire inspection and rotations, minor brake inspections, courtesy services, and customer service.
  - b. Class Schedule Course Description:
 

This class provides understanding and practice including hands-on experience performing basic automotive maintenance services, required by entry-level technicians in an automotive quick service facility atmosphere. Designed for students seeking entry level employment in the automotive field.
  - c. Semester Cycle (if applicable): *N/A*
  - d. Name of Approved Program(s):
    - AUTOMOTIVE QUICK SERVICE Certificate of Completion
4. Total Units: 0      Total Semester Hrs: 24.00  
 Lecture Units: 0      Semester Lecture Hrs: 10.00  
 Lab Units: 0      Semester Lab Hrs: 14.00  
 Class Size Maximum: 21      Allow Audit: Yes  
 Repeatability Noncredit - Unlimited  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
 

*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)*

 Advisory: ESLN 310A  
 Advisory: AUTO 304
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.) N/A*
7. Entrance Skills: *Before entering the course students must be able:*
  - a.

Students must be able to speak and read basic English.

    - ESLN 310A - Comprehend simple statements and questions in the simple present tense, the present continuous tense and the simple past tense of the verb ‘be’ using previously studied vocabulary
    - ESLN 310A - Demonstrate understanding of how to fill out simple forms
    - ESLN 310A - Use simple statements and questions in the simple present tense, the present continuous tense and the simple past tense of the verb ‘be’ using previously studied vocabulary
  - b.

Determine measurement specifications.

    - AUTO 304 - Compare measurement specification, analyze actual measurements compared to manufacture specification
8. Course Content and Scope:

Lecture:

1. Under the hood inspections procedures
2. Explanation of fluids, serviceable components
4. Locate manufacturer service specifications in order to rationalize if actual reading are within service limits.
5. Tire information
7. Basic brake inspection procedures

Lab: *(if the "Lab Hours" is greater than zero this is required)*

1. Under the hood inspections
  1. Fluid inspections
  1. Fluid services/exchanges
  1. Service information identification
  1. Tire pressure check/adjust
  1. Tire rotation
  1. Basic brake inspection

9. Course Student Learning Outcomes:

1. Appraise serviceable components condition
2. Demonstrate importance of a correct repair order
3. Demonstrate appropriate interactions regarding customer service

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Demonstrate proper shop safety
- b. Properly identifying vehicle specifications
- c. Locating vehicle components
- d. Service vehicle fluids when applicable
- e. Correctly adjust tire pressure and rotate tires
- f. Proper inspection of hoses and drive belts
- g. Illustrate the importance of proper maintenance of vehicles

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Demonstration, Repetition/Practice
- b. Discussion
- c. Distance Education
- d. Individualized Study
- e. Laboratory
- f. Lecture
- g. Observation
- h. Participation
- i. Role Playing
- j. Self-exploration
- k. Technology-based instruction

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

# AUTO 325-Automotive Express Service

In Class Hours: 24.00

Outside Class Hours: 20.00

a. In-class Assignments

Assignments may include:

1. End of class notebook including lecture notes, handout, projects
2. Presentation
3. Role play and interaction between fellow students and or instructor
4. SP2 safety tests.
5. Participation in discussion related to topic of lecture.
6. Review and discuss vehicle maintenance procedures, understand of the importance of maintaining vehicles, personal safety, shop safety and other activities evaluated by the instructor during lab time.

b. Out-of-class Assignments

Out of class assignments:

1. Completion of SP2 safety tests.
2. Assigned readings and written summaries from selected instructor handouts.
3. Written summaries and analysis of assigned websites/research information.
4. Must complete a course project.
5. Students must keep a notebook of all course materials including homework, class notes, handouts, and class project and team activities. The notebook must be organized including in-class notes, handouts and extra-credit assignments.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Written homework
- Reading reports
- Self-paced testing
- Laboratory projects
- Presentations/student demonstration observations
- Product/project development evaluation
- Self/peer assessment and portfolio evaluation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student preparation
- Oral and practical examination

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

IO - Critical Thinking and Communication

Summarize, analyze, and interpret oral and written texts, with the ability to identify assumptions and differentiate fact from opinion.

PO-SSS Self-Awareness, Self-Understanding, and Self-Advocacy  
self knowledge.

Develop realistic goals.

Recognize that knowledge is the key to self-advocacy.

Teach the people around them.

16. Comparable Transfer Course

**University System**

**Campus**

**Course Number**

**Course Title**

**Catalog Year**

17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

<b>Material or Item</b>	<b>Cost Per Unit</b>	<b>Total Cost</b>
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19. Provide Reasons for the Substantial Modifications or New Course:

This course will prepare the student for employment in the automotive field.

20. a. Cross-Listed Course (Enter Course Code): *N/A*  
 b. Replacement Course (Enter original Course Code): *N/A*

21. Grading Method (choose one): Pass/No Pass Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000581666
- b. T.O.P. Code [CB03]: 94800.00 - Automotive Technology
- c. Credit Status [CB04]: N - Noncredit
- d. Course Transfer Status [CB05]: C = Non-Transferable
- e. Basic Skills Status [CB08]: 2N = Not basic skills course
- f. Vocational Status [CB09]: Possibly Occupational
- g. Course Classification [CB11]: J - Workforce Preparation Enhanced Funding
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: J - Workforce Preparation
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): AUTOMOTIVE QUICK SERVICE

*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

23. Enrollment - Estimate Enrollment

First Year: 40  
 Third Year: 120

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
- b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

*N/A*

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

*N/A*

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

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28. Originator Dorothy Anderson Origination Date 08/02/16