



**Individualized Training Program**  
**Automotive Technology**

Student: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Cell#: \_\_\_\_\_  
 Email: \_\_\_\_\_

Teacher: \_\_\_\_\_  
 Teacher Phone#: \_\_\_\_\_  
 Industry Partner: \_\_\_\_\_

**Check when Student has demonstrated competence.**

CLASSROOM	ON-THE-JOB
<p><b>CAREER DEVELOPMENT (10)</b>                      Career Planning                      Goal Setting                      Job Search and Applications                      Resume and Job Correspondence                      Job Interviewing and Follow-up                      Employment Testing</p>	<p><b>CAREER DEVELOPMENT (10)</b>                      _____ Job Interviewing and Follow-up                      _____ Employment Testing                      _____ New Employee Orientation                      _____ Job Application                      _____ Positive Work Habits                      _____ Professional Image (Dress code)                      _____                      _____</p>
<p><b>GENERAL EMPLOYABILITY (15)</b>                      Listening, Speaking and Reading                      Oral and Written Communication                      Capitalization, Abbreviations and Numbers                      Punctuation                      Spelling, Vocabulary and Grammar                      Whole Number Math and Dollar Amounts                      Decimals and Fractions                      Measurement, Tables and Counting                      Computer Awareness                      Telephone Skills                      Working with People                      Decision Making and Problem Solving                      Economic Concepts                      Personal Goal Setting                      Importance of Customer Service                      Dealing with Irate People                      Professional Image                      Positive Self Esteem                      Verify Pay Stub</p>	<p><b>GENERAL EMPLOYABILITY (15)</b>                      _____ Listening, Speaking and Reading                      _____ Oral and Written Communication                      _____ Capitalization, Abbreviations and Numbers                      _____ Punctuation                      _____ Spelling, Vocabulary and Grammar                      _____ Whole Number Math and Dollar Amounts                      _____ Decimals and Fractions                      _____ Measurement, Tables and Counting                      _____ Computer Awareness                      _____ Telephone Skills                      _____ Working with People                      _____ Decision Making and Problem Solving                      _____ Economic Concepts                      _____ Personal Goal Setting                      _____ Importance of Customer Service                      _____ Dealing with Irate People                      _____ Professional Image                      _____ Positive Self Esteem                      _____ Verify Pay Stub                      _____                      _____</p>
<p><b>AUTO SHOP OPERATIONS (60)</b>                      Health and Safety Precautions                      Shop Procedures and Operations                      Auto Terminology and Car Identification                      Tool Identification and Care                      Appropriate Work Habits and Attitudes                      Job Getting, Keeping, Leaving Skills                      Basic Automotive Systems                      The Advantage of an Excellent Driving Record</p>	<p><b>AUTO SHOP OPERATIONS (60)</b>                      _____ Health and Safety Precautions                      _____ Shop Procedures and Operations                      _____ Auto Terminology and Car Identification                      _____ Tool Identification and Care                      _____ Appropriate Work Habits and Attitudes                      _____ The Advantage of an Excellent Driving Record                      _____ Bar Standards                      _____ Hazardous Materials Handling                      _____                      _____</p>

Check when Student has demonstrated competence.

CLASSROOM	ON-THE-JOB
<p><b>AUTO BRAKES (20)</b>            Drum Brakes            Disc Brakes            Resurfacing Drums and Rotors            Master Cylinders and Wheel Cylinders</p>	<p><b>AUTO BRAKES (40)</b>  <input type="checkbox"/> Remove and Replace Drum Brakes  <input type="checkbox"/> Remove and Replace Disc Brakes  <input type="checkbox"/> Resurfacing Drums and Rotors  <input type="checkbox"/> Remove and Replace Master and Wheel Cylinders            _____            _____</p>
<p><b>AUTO FRONT-END ALIGNMENT/REPAIR (30)</b>            Camber            Caster            Toe-in            Diagnosis            Tire and Wheel Balance</p>	<p><b>AUTO FRONT-END ALIGNMENT/REPAIR (30)</b>  <input type="checkbox"/> Remove and Replace Wheels and Tires  <input type="checkbox"/> Set Toe-in, Camber, Caster  <input type="checkbox"/> Tire and Wheel Balance            _____            _____</p>
<p><b>VEHICLE INSPECTION (30)</b>            Tires            Batteries            Brakes            Steering and Suspension            Exterior            Safety Lights            Windshield Wipers            Engine            Fluid Levels            Belts            Hoses            Exhaust System</p>	<p><b>VEHICLE INSPECTION (60)</b>  <input type="checkbox"/> Inspect tire tread, pressure and tire wear.  <input type="checkbox"/> Check voltage, secure battery tie-downs and conduct a charge/discharge load test  <input type="checkbox"/> Examine the power steering belt, power steering fluid level, power steering pump and check for fluid leaks  <input type="checkbox"/> Complete exterior inspection  <input type="checkbox"/> Inspect headlights brake lights, hazard lights and turn signals  <input type="checkbox"/> Examine the windshield and wiper blades  <input type="checkbox"/> Engine inspection for leaks, damage and maintenance check will be completed  <input type="checkbox"/> Check oil levels, coolant levels and washer fluid levels  <input type="checkbox"/> Inspect the belt operations  <input type="checkbox"/> Check hoses for leaks and other issues  <input type="checkbox"/> Examine the exhaust manifold, catalytic converter, tailpipes and muffler for damage, cracks and leaks</p>
<p><b>AUTO PARTS (30)</b>            Catalogs            Pricing            Ordering            Stock Inventory Control</p>	<p><b>AUTO PARTS (60)</b>  <input type="checkbox"/> Catalogs  <input type="checkbox"/> Pricing  <input type="checkbox"/> Ordering  <input type="checkbox"/> Stock Inventory Control  <input type="checkbox"/> Cashiering  <input type="checkbox"/> Computer Operation  <input type="checkbox"/> Customer Service            _____            _____</p>
<p><b>AUTO LUBRICATION SERVICE (60)</b>            Engine Service            Transmission Service            Wheel Bearing Service            Chassis Lubrication Service            Use of Charts and Manuals</p>	<p><b>AUTO LUBRICATION SERVICE (60)</b>  <input type="checkbox"/> Engine Service  <input type="checkbox"/> Transmission Service  <input type="checkbox"/> Wheel Bearing Service  <input type="checkbox"/> Chassis Lubrication Service  <input type="checkbox"/> Use of Charts and Manuals  <input type="checkbox"/> Remove and Replace Oil and Filter            _____            _____</p>