



**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>CAREER DEVELOPMENT (10) Career Planning Goal Setting Job Search and Applications Resume and Job Correspondence Job Interviewing and Follow-up Employment Testing</p>	<p>CAREER DEVELOPMENT (10) ___ Job Interviewing and Follow-up ___ Employment Testing ___ New Employee Orientation ___ Job Application ___ Positive Work Habits ___ Professional Image (Dress code) _____ _____</p>
<p>GENERAL EMPLOYABILITY (15) 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>GENERAL EMPLOYABILITY (15) ___ 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>AUTO SHOP OPERATIONS (60) 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>AUTO SHOP OPERATIONS (60) ___ 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>AUTO BRAKES (20) Drum Brakes Disc Brakes Resurfacing Drums and Rotors Master Cylinders and Wheel Cylinders</p>	<p>AUTO BRAKES (40) <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>AUTO FRONT-END ALIGNMENT/REPAIR (30) Camber Caster Toe-in Diagnosis Tire and Wheel Balance</p>	<p>AUTO FRONT-END ALIGNMENT/REPAIR (30) <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>VEHICLE INSPECTION (30) Tires Batteries Brakes Steering and Suspension Exterior Safety Lights Windshield Wipers Engine Fluid Levels Belts Hoses Exhaust System</p>	<p>VEHICLE INSPECTION (60) <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>AUTO PARTS (30) Catalogs Pricing Ordering Stock Inventory Control</p>	<p>AUTO PARTS (60) <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>AUTO LUBRICATION SERVICE (60) Engine Service Transmission Service Wheel Bearing Service Chassis Lubrication Service Use of Charts and Manuals</p>	<p>AUTO LUBRICATION SERVICE (60) <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>