



ADULT EDUCATION program plan

Knox Technical Center – District IRN#051144 Automotive Technician

Knox Technical Center
Adult Education at KCCC
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Web Site: www.knoxtechnicalcenter.com
School Office Hours: Mon-Thurs 8:00am – 7:00pm
Fri 8:00am – 4:00pm

I. GENERAL INFORMATION

- A. Mission Statement: Our mission is to provide cutting edge programs that prepare adults with career and life-long learning skills.
- B. Vision Statement: Prepare students for success.
- C.

<u>Program Coordinator</u> Mike Creighton 740.393.2933, ext. 1114 mcreighton@knoxcc.org	<u>Adult Education Director</u> Jane Marlow 740.393.2933, ext. 1106 jmarlow@knoxcc.org
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- D. Disability Accommodations. Any learner needing special accommodation on the basis of any disability must advise the instructor at the beginning of class. All necessary accommodations will be made upon presentation of relevant certification, presented in a timely manner. Learners are also responsible for making contact with the Program Coordinator prior to the start of class. For detailed KCCC Bylaws & Policies pertaining to Reasonable Accommodation, see Section 2260.01-Section 504 – ADA Prohibition Against Discrimination Based on Disability located on the website at www.knoxcc.org.
- E. Equal Opportunity. It is the policy of the Knox County Career Center School District that employment, educational programs, and activities are provided without regard to race, color, national origin, sex or disability. Any learner with a disability should contact the program coordinator. The Board designates the Director as the Title VI, Title IX and Section 504 Coordinator.
- F. Title IV Eligibility. This program has been approved for Title IV funding (pending). Adult learners requesting information about financial assistance should contact Financial Aid Coordinator Sheryl Mickley.



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II. RATIONALE FOR PROGRAM

- Automotive technicians work in dealership service departments, private repair shops, and as entrepreneurs. They can also apply their knowledge as automotive parts suppliers.
- As of July 3, 2019, 161 automotive technician jobs within 60 miles of KTC were posted on the Ohio Means Jobs website (www.ohiomeansjobs.com).
- According to the Occupational Outlook Handbook Employment of automotive service technicians and mechanics is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. Job opportunities for qualified jobseekers should be good (www.bls.gov)
- As of July 3, 2019, O-Net states 235 automotive technician workers are currently needed in Ohio (www.onetonline.org).
- Knox Technical Center's short-term automotive technician classes have been offered for several years. Enrollment has been marginal; feedback indicates that the lack of financial aid and the absence of a national certification (Automotive Service Excellence) have been detriments to higher enrollment. These two issues are mitigated in the full-time career development program.
- The Advisory Committee consists of key professionals in the automotive service industry that steers and support the program.

III. PROGRAM DESCRIPTION

The 700-hour Automotive Technician program is a 42-week course designed to prepare learners for entry-level employment in the auto service industry. With practical hands-on training in a certified Automotive Service Excellence (ASE) laboratory, learners will experience every aspect of automobile service and repair, from brakes to sophisticated electronic systems.

The Knox Technical Center's Automotive Technician program is an entry-level program designed for learners with little to novice experience in the automotive service field, those who already work in the field and wish to enhance their skills, or those who simply wish to enter an automotive service career pathway.

The program content matches requirements as established by the National Automotive Technicians Education Foundation (NATEF). Qualified students will be eligible to sit for ASE examination in up to eight specialties and two electives upon graduation. Content areas include:

1. Brakes (A5)
2. Electrical/electronic systems (A6)
3. Engine performance (A8)
4. Suspension and steering (A4)
5. Heating and cooling (A7)
6. Manual drive train & axle(A3)
7. Engine repair (A1)
8. Automatic transmission/transaxle (A2)
9. Maintenance and Light Repair
10. Automobile Service Technology



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IV. PROGRAM GOALS

- Present sound fundamental skills required to pass ASE certification exams.
- Provide entry-level knowledge and skills for automotive repair and service in eight content areas.
- Offer learning situations relevant to the local labor market whereby adults can learn new skills compatible with their interests and aptitudes.
- Offer quality, career-oriented instruction utilizing modern teaching techniques and applications.
- Graduate prepared and competent automotive technicians with good work habits and strong customer service skills.

V. PROGRAM OUTCOMES

After the completion of the Automotive Technician Program, a learner will be able to:

- Locate and use current reference and training materials from accepted industry publications and resources;
- Demonstrate the ability to write work orders and warranty reports, including information regarding problem resolution and the results of the work performed for the customer and manufacturer.
- Perform all diagnostic and repair tasks in accordance with manufacturer's recommended procedures and safety precautions as published.
- Use testing and measurement equipment and tools appropriate to the task.
- Demonstrate good work habits and strong customer service skills.
- Apply critical thinking and problem solving skills.

VI. CREDENTIALS

This program will prepare learners to pass the following certification exams:

- Automotive Service Excellence (ASE) in any of the nine skill areas for Automobile Technician (A1 through A8). Program focus will be on Brakes (A5), Electrical/Electronic Systems (A6), Engine Performance (A8), Suspension and Steering (A4) and Maintenance and Light Repair (G1). To become ASE certified, a student must pass one or more ASE tests and have at least two years of relevant full-time hands-on experience in automotive repair. If a candidate passes tests A1 through A8 and meets the experience requirement, he/she will earn the certificate of Master Automobile Technician. Students may receive credit for up to one year of the two-year work experience requirement by substituting relevant formal training in a post-high school training program. (ASE, 2011)



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VII. TARGET POPULATION

- Any person 18 years of age and older with high school diploma or GED.
- Any person interested in a career and/or career enhancement within an automotive repair or service facility, automotive parts supplier, or self-employment.

VIII. Minimum Enrollment Requirements Prior to Admission

- Valid driver's license
- Must be able to lift a minimum of 50 pounds
- Official High School Transcript/Diploma (in some cases) or GED
- Interview with the program coordinator
- Skills assessment (WorkKeys)
- Completed application form with a \$50 deposit

IX. PROGRAM MODEL

- A. 700 hours of instruction
 1. 228 hours of automotive theory: Mondays through Thursdays 5:00pm – 9:30pm.
 2. 472 hours of automotive laboratory: Mondays through Thursdays 5:00pm – 9:30pm.
 3. On-vehicle training throughout program.
- B. See Curriculum Map

X. ASSESSMENT STRATEGIES

- A. Pre-Assessment Skills Review
 - WorkKeys – scores must meet industry standards
- B. Throughout Program
 - Individual module testing – minimum passing score of 75%
- C. Graduation
 - Maintain a 75% or higher per quarter and overall
 - Maintain 90% attendance per quarter and overall
 - Successfully complete all course work

XI. EVALUATION PLAN TO DETERMINE PROGRAM EFFECTIVENESS

- Survey of graduates into automotive industry within six months of graduation to determine employment rate
- Learner evaluation of instructors halfway through program and at end of program
- Learner evaluation of course halfway through program and at end of program
- Meetings with Advisory Committee at least twice a year
- Meetings with Faculty on a regular basis