

Western Technical College

32404308 Automotive College Success and Study Skills

Course Outcome Summary

Course Information

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| Description | This course provides learners with strategies to develop skills for success in college. Learners will apply self-management techniques, explore resource management strategies, practice study skills and learn about ways to improve personal effectiveness. |
| Career Cluster | Transportation, Distribution and Logistics |
| Instructional Level | Technical Diploma Courses |
| Total Credits | 1 |
| Total Hours | 36 |

Textbooks

No textbook required.

Success Abilities

1. Cultivate Passion: Expand a Growth-Mindset
2. Cultivate Passion: Increase Self-Awareness
3. Live Responsibly: Foster Accountability
4. Refine Professionalism: Improve Critical Thinking
5. Refine Professionalism: Practice Effective Communication

Program Outcomes

1. Demonstrate professionalism appropriate for the auto service industry.

Course Competencies

1. **Explore the role time management/organization play in academic success and automotive career functions.**

Assessment Strategies

- 1.1. Reflection
- 1.2. Written Objective Test
- 1.3. Written Product

Criteria

You will know you are successful when:

- 1.1. you identify and reflect on time management related to your personal life.
- 1.2. you identify and reflect on time management related to the auto program and industry.

Learning Objectives

- 1.a. Identify priorities that require time.
- 1.b. Construct a daily time management plan.
- 1.c. Define procrastination.
- 1.d. Explore a long term plan for time management related to future education.
- 1.e. Explore automotive program expectations which reflect the values and requirements of the automotive service and repair industry.
- 1.f. Discuss automotive repair time management (i.e. labor guides and shop efficiency).

2. Explore technology utilized in the automotive career field.

Assessment Strategies

- 2.1. Demonstration
- 2.2. Written Objective Test
- 2.3. Skill Demonstration

Criteria

You will know you are successful when:

- 2.1. you identify and explore technology and electronic resources used in the program.
- 2.2. you define information literacy.
- 2.3. you explore electronic repair order system.
- 2.4. you discuss personal use of business technology during work hours.

Learning Objectives

- 2.a. Identify basic technology used at Western (Blackboard, email, online registration for courses, etc..)
- 2.b. Explore technology used in the automotive career field.
- 2.c. Define information literacy.
- 2.d. Identify electronic resources most often used in automotive career field.
- 2.e. Examine electronic repair orders.
- 2.f. Discuss personal use of business computers, personal phone use during working hours and dangers of posting work related information on open social networks.

3. Ascertain which learning style(s) and emotional intelligences are strengths and which study strategies best meet the needs of individual students.

Assessment Strategies

- 3.1. Written Product
- 3.2. Written Objective Test

Criteria

You will know you are successful when:

- 3.1. you identify learning styles and the benefits of collaborative learning.
- 3.2. you explore resources and strategies for success in the automotive career field.

Learning Objectives

- 3.a. Detail benefits of collaborative learning.
- 3.b. Identify your personal learning styles.
- 3.c. Explore strategies for success in the automotive career field related to your personal learning style.
- 3.d. Discuss resources available at Western for a student with learning disabilities.

4. Practice becoming a critical thinker.

Assessment Strategies

- 4.1. Written Objective Test
- 4.2. Written Product

Criteria

You will know you are successful when:

- 4.1. you describe critical thinking.
- 4.2. you explore logical fallacies and relevant sources.

Learning Objectives

- 4.a. Describe components of critical thinking.
- 4.b. Define logical fallacies.
- 4.c. Investigate relevance, authority and bias of sources.

5. Acquire focused listening skills and abbreviated note-taking techniques.

Assessment Strategies

- 5.1. Written Objective Test
- 5.2. Written Product

Criteria

You will know you are successful when:

- 5.1. you identify note taking systems and techniques.
- 5.2. you define expectations for being prepared for class, class participation and work completion.

Learning Objectives

- 5.a. Identify at least one note taking system.
- 5.b. Identify at least one note taking technique.
- 5.c. Define expectations in automotive education for being prepared for class.
- 5.d. Define expectations in automotive education for class participation.
- 5.e. Define expectations in automotive education for lab work and homework.

6. Demonstrate techniques for successful technical reading in content areas.

Assessment Strategies

- 6.1. Written Objective Test
- 6.2. Demonstration

Criteria

You will know you are successful when:

- 6.1. you identify and explore reading strategies.
- 6.2. you explore automotive service information technical reading.

Learning Objectives

- 6.a. Examine how to prepare for reading.
- 6.b. Explore reading strategies for questioning, interpreting and understanding.
- 6.c. Compare reading strategies for different types of text books.
- 6.d. Identify at least two strategies for improving reading in automotive education.
- 6.e. Discuss automotive service information technical reading examples.

7. Participate in effective communication applicable to the automotive career field.

Assessment Strategies

- 7.1. Demonstration
- 7.2. Written Objective Test

Criteria

You will know you are successful when:

- 7.1. you define expectations for work place communication.
- 7.2. you interpret repair order documentation.

Learning Objectives

- 7.a. Define expectations for communication for worker to worker.
- 7.b. Define expectations for communication for worker to supervisor.
- 7.c. Define expectations for communication for worker to customer.

7.d. Interpret the repair order for pertinent information (Condition, Cause and Correction).

8. Explore personal finance management.

Assessment Strategies

- 8.1. Written Objective Test
- 8.2. Written Product

Criteria

You will know you are successful when:

- 8.1. you examine budgets and credit.
- 8.2. you explore financial aid.
- 8.3. you explore working while attending school.

Learning Objectives

- 8.a. Describe a budget.
- 8.b. Explore financial aid (types, qualifiers for aid, etc..).
- 8.c. Discuss advantages and disadvantages of working during automotive education.
- 8.d. Examine wise use of credit.

9. Examine techniques for taking objective tests successfully.

Assessment Strategies

- 9.1. Demonstration
- 9.2. Written Objective Test

Criteria

You will know you are successful when:

- 9.1. you explore test prep and test taking strategies.
- 9.2. you explore ASE style test questions.
- 9.3. you examine automotive program testing and grade policy.

Learning Objectives

- 9.a. Investigate how to prepare for tests.
- 9.b. Identify strategies for understanding, remembering and studying.
- 9.c. Investigate ASC certification testing style.
- 9.d. Examine polices of automotive education related to academic honesty, misconduct, and minimal scores require for exams.

10. Explore self health and wellness strategies.

Assessment Strategies

- 10.1. Written Objective Test
- 10.2. Written Product

Criteria

You will know you are successful when:

- 10.1. you explore stress and healthy stress management.
- 10.2. you explore wellness strategies.
- 10.3. you explore substance abuse and related policies.

Learning Objectives

- 10.a. Define stress.
- 10.b. Identify healthy ways to manage stress.
- 10.c. Explore healthy strategies for nutrition, weight management and sexual health.
- 10.d. Explore substance abuse.
- 10.e. Define expectations related to substance abuse in the automotive career field.