



# AUTO 1131: Employability Skills

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## EFFECTIVE DATE

## DEPARTMENT

Automotive Service Technician  
**DESCRIPTION**

This course covers effective methods of shop management and recycling programs. Topics include the career path of an automotive technician, the use of trade terminology, effective methods for shop management, and the use of written reports. This course is part of the full-time Automotive Service Technician Foundation Program.

## CREDITS

1.0

## YEAR OF STUDY

1st Year Post-secondary

## PREREQUISITES

None

## COREQUISITES

None

## COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Describe the hierarchy of control within an automotive repair shop
- Describe shop efficiency and shop management methods
- Describe recycling programs
- Explain the importance of learning and using correct trade terminology
- Use and maintain record keeping
- Use written reports including service, instruction and technical nature

## PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

## HOURS

Lecture: 13

Other: 12

## INSTRUCTIONAL STRATEGIES

Classroom activities are lectures, demonstrations, audio-visual presentations and exercises. Practical experience takes place in an active shop setting. The extensive workshop experience provides reinforcement of theoretical concepts, develops hand skills, and familiarity with repair procedures, electronic equipment and standard safety procedures. All modules are designed to enable the student to work independently and in groups.

## GRADING SYSTEM

Letter Grade (A-F)

## PASSING GRADE

B-

## EVALUATION PLAN

Type	Percentage	Assessment activity
Quizzes/Tests	34	Students are given multiple choice quizzes and tests throughout the course to assess their theoretical knowledge
Lab Work	66	Practical knowledge and skills are evaluated in the shop while students are working on training aids and customer vehicles.
Lab Work		

## COURSE TOPICS

- Hierarchy control and management of an automotive repair shop
- Trade terminology
- Recycling programs
- Record keeping
- Written reports

## LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:  
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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