

JEFFERSON COLLEGE

COURSE SYLLABUS

AUT258

AUTOMOTIVE INDUSTRY MANAGEMENT FUNDAMENTALS

2 Credit Hours

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Revised by: Gerard Uhls
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AUT258 Automotive Industry Management Fundamentals

I. CATALOGUE DESCRIPTION

- A. Pre-requisite: Reading Proficiency
MTH105 Industrial Math
- B. 2 Credit Hours
- C. Automotive Industry Management Fundamentals teaches the fundamentals of running an automotive business. This course concentrates on the duties of a manager and the fundamentals of forming an automotive business. (F)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Devise a job search plan	Classroom Discussions Lectures Classroom Exercises Written Tests
Demonstrate proper interview technique	Classroom Discussions Lectures Classroom Exercises Written Tests
Develop a plan to start a new automotive business	Classroom Discussions Lectures Classroom Exercises Written Tests
Demonstrate an understanding of what is required to start an automotive business	Classroom Discussions Lectures Classroom Exercises Written Tests

III. OUTLINE OF TOPICS

The emphasis in this course is helping students to develop skills required to become shop owners/managers. These will include handling employees, developing pay scales, providing a positive work place, and developing a strategy for a successful and profitable business.

- A. Develop Job Search Techniques
 1. Use internet sources to aid in job search
 2. Develop a short and long term career goal

- B. Develop Interview Techniques
 - 1. Build a professional profile
 - 2. Learn about non-verbal communication

- C. Develop a Business Plan
 - 1. Design an automotive business
 - 2. Write a business plan

IV. METHOD(S) OF INSTRUCTION

- A. Lectures
- B. Classroom Exercises
- C. Group Discussions
- D. Group Presentations
- E. Group Projects

V. REQUIRED TEXTBOOK(S)

None

VI. REQUIRED MATERIALS

None

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

- | | | |
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| A. | Classroom Discussions | 25% |
| B. | Lectures | 25% |
| C. | Classroom Exercises | 25% |
| D. | Written Tests | 25% |

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website <http://www.jeffco.edu>).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.