JEFFERSON COLLEGE
COURSE SYLLABUS

AUT 258
AUTOMOTIVE INDUSTRY
MANAGEMENT FUNDAMENTALS
2 Credit Hours

Prepared by
Gary Boyher

Career and Technical Education
Mary Beth Ottinger, Business and Technical Education Division Chair
AUT 258 Automotive Industry Management Fundamentals

I. CATALOG DESCRIPTION

A. Prerequisites: Reading Proficiency, AUT120 Automotive Engines II, MTH105 Technical Math

B. 2 semester 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/ASSESSMENT MEASURES

<table>
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<tr>
<th>Devise a job search plan</th>
<th>Student will use techniques from the class to develop a plan for a job search that will help them attain their employment goals</th>
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<tr>
<td>Demonstrate proper interview technique</td>
<td>Student will develop interview skills by conducting practice interviews with other students and participate in a video taped interview to be reviewed and critiqued</td>
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<tr>
<td>Develop a plan to start a new automotive business</td>
<td>Student will work with a small group to develop a strategic plan for an automotive shop.</td>
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<tr>
<td>Demonstrate an understanding of what is required to start an automotive business</td>
<td>Student will work in a small group to write a business plan</td>
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III. COURSE OUTLINE WITH UNIT OBJECTIVES

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. METHODS OF INSTRUCTION
   A. Lecture
   B. Classroom exercises
   C. Group discussions
   D. Group presentations
   E. Group projects

V. REQUIRED TEXTBOOKS
   None

VI. ADA AA STATEMENT
   Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 3169).

VII. 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/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84).

VIII. ATTENDANCE STATEMENT
   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. Student’s grade will also be based on participation in class and attendance.