



Prepares Students for College and Careers

▲ ASE Certification

COURSE CODES:

▲ROP 67027 ▲WUHSD 8040 ▲ERUSD 00000 ▲State (CALPADS) 8532

Course Leads to: Post-Secondary Education, certification, & employment
Industry Sector: Transportation **Career Pathway:** Systems Diagnostics, Service, and Repair - 221
Classroom Hours: 180 **Course Level:** Capstone
Work Based Learning: 180 (optional)
Textbook/Curriculum: CDX, ShopKey Pro, All Data

POST-SECONDARY EDUCATION	INDUSTRY CERTIFICATIONS	EMPLOYMENT
Articulation with College No Dual Enrollment with College No UC Approved a-g elective credit No COLLEGE MAJORS Electrical Engineering Technology Engineering Technology Heating, Ventilation, Air-Conditioning, and Refrigeration Technology Mechanical Engineering Industrial and Product Design Robotics Technology	ASE Student Certification, SP2 NEXT STEPS Post-Secondary Automotive Program Employment	Related Careers (O*NET) 49-3023.02 Automotive Specialty Technicians 49-3023.01 Automotive Master Mechanics 49-9071.00 Maintenance and Repair Workers, General 49-3023.00 Automotive Service Technicians and Mechanics 49-3023.01 Automotive Master Mechanics

Prerequisites:

Successful completion of Automotive Technology I and/or Automotive Technology II. Instructor approval needed to enroll.

Course Description:

The ASE Student Certification program is specially designed to evaluate and certify students who are near the end of their studies in the areas of Automotive Technology. The National Institute for Automotive Service Excellence (ASE) developed the exams in partnership with Automotive Youth Educational Systems (AYES), National Automotive Technicians Education Foundation (NATEF), and SkillsUSA. The testing program's independent assessment is a particularly valuable tool for instructors and administrators who are working to respond to today's increasing demands for measurable outcomes and accountability. For students, ASE Student Certification can be thought of as the first step in building a career as a service professional by providing them with their first industry-recognized certification through ASE.

The student needs to pass one or more of the student certification exams. Upon successful completion of an exam, the school prints the certificate, has it signed by the school principal or proctor for validation, and then awards it to the student. Student certification is valid for two years from the date the exam was taken. All tests are administered at the school through a secure computer-based testing (CBT) platform delivered via the Internet. A proctor, who is a staff person other than an automotive instructor, enables the exam for students and monitors their test sessions.

Integrated throughout the course are standards for Career Ready Practice and Academic Content Standards which include: appropriate technical skills, industry vocabulary and academic knowledge; communication skills; career planning; applied technology; critical thinking and problem solving; personal health and financial literacy; citizenship, integrity, ethical leadership and effective management; work productively while integrating cultural and global competence; creativity and innovation; reliable research strategies, and environment, social and economic impacts of decisions.

COURSE OUTLINE

I. ORIENTATION

- A. Introduce course and facilities
- B. Discuss syllabus and major objectives
- C. Explain attendance, grading, classroom procedures, code of conduct
- D. Complete course safety requirements/test
- E. Evening of Excellence Essay

II. MAINTENANCE AND LIGHT REPAIR

ENGINE REPAIR

A. General

1. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
2. Verify operation of the instrument panel engine warning indicators
3. Inspect engine assembly for fuel, oil, coolant, and other leaks; determine necessary action
4. Install engine covers using gaskets, seals, and sealers as required
5. Remove and replace timing belt; verify correct camshaft timing
6. Perform common fastener and thread repair, to include: remove broken bolt, restore internal and external threads, and repair internal threads with thread insert
7. Identify hybrid vehicle internal combustion engine service precautions

B. Cylinder Head and Valve Train

1. Adjust valves (mechanical or hydraulic lifters)

C. Lubrication and Cooling Systems

1. Perform cooling system pressure and dye tests to identify leaks; check coolant condition and level; inspect and test radiator, pressure cap, coolant recovery tank, and heater core; determine necessary action
2. Inspect, replace, and adjust drive belts, tensioners, and pulleys; check pulley and belt alignment
3. Remove, inspect, and replace thermostat and gasket/seal
4. Inspect and test coolant; drain and recover coolant; flush and refill cooling system with recommended coolant; bleed air as required
2. 5. Perform engine oil and filter change

AUTOMATIC TRANSMISSION AND TRANSAXLE

A. General

1. Research applicable vehicle and service information, fluid type, vehicle service history, service precautions, and technical service bulletins
2. Check fluid level in a transmission or a transaxle equipped with a dip-stick
3. Check fluid level in a transmission or a transaxle not equipped with a dip-stick
4. Check transmission fluid condition; check for leaks

B. In-Vehicle Transmission/Transaxle

1. Inspect, adjust, and replace external manual valve shift linkage, transmission range sensor/switch, and park/neutral position switch
2. Inspect for leakage at external seals, gaskets, and bushings
3. Inspect power train mounts
4. Drain and replace fluid and filter(s)

C. Off-Vehicle Transmission and Transaxle

1. Describe the operational characteristics of a continuously variable transmission (CVT)
2. Describe the operational characteristics of a hybrid vehicle drive train

MANUAL DRIVE TRAIN AND AXLES

A. General

1. Research applicable vehicle and service information, fluid type, vehicle service history, service precautions, and technical service bulletins
2. Drain and refill manual transmission/transaxle and final drive unit
3. Check fluid condition; check for leaks

B. Clutch

1. Check and adjust clutch master cylinder fluid level
2. Check for system leaks

C. Transmission/Transaxle

1. Describe the operational characteristics of an electronically-controlled manual transmission/transaxle

COURSE OUTLINE

D. Drive Shaft, Half Shafts, Universal and Constant-Velocity (CV) Joints

1. Inspect, remove, and replace front wheel drive (FWD) bearings, hubs, and seals
2. Inspect, service, and replace shafts, yokes, boots, and universal/CV joints

E. Differential Case Assembly

1. Clean and inspect differential housing; check for leaks; inspect housing vent
2. Check and adjust differential housing fluid level
3. Drain and refill differential housing

F. Drive Axles

1. Inspect and replace drive axle wheel studs

G. Four-wheel Drive/All-wheel Drive

1. Inspect front-wheel bearings and locking hubs
2. Check for leaks at drive assembly seals; check vents; check lube level

SUSPENSION AND STEERING SYSTEMS

A. General

1. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
2. Disable and enable supplemental restraint system (SRS)

B. Related Suspension and Steering Service

1. Inspect rack and pinion steering gear inner tie rod ends (sockets) and bellows boots
2. Determine proper power steering fluid type; inspect fluid level and condition
3. Flush, fill, and bleed power steering system
4. Inspect for power steering fluid leakage; determine necessary action
5. Remove, inspect, replace, and adjust power steering pump drive belt
6. Inspect and replace power steering hoses and fittings
7. Replace power steering pump filter(s)
8. Inspect pitman arm, relay (centerlink/intermediate) rod, idler arm and mountings, and steering linkage damper
9. Inspect tie rod ends (sockets), tie rod sleeves, and clamps
10. Inspect upper and lower control arms, bushings, and shafts
11. Inspect and replace rebound and jounce bumpers
12. Inspect track bar, strut rods/radius arms, and related mounts and bushings
13. Inspect upper and lower ball joints (with or without wear indicators)
14. Inspect suspension system coil springs and spring insulators (silencers)
15. Inspect suspension system torsion bars and mounts
16. Inspect and replace front stabilizer bar (sway bar) bushings, brackets, and links
17. Inspect strut cartridge or assembly
18. Inspect front strut bearing and mount
19. Inspect rear suspension system lateral links/arms (track bars), control (trailing) arms
20. Inspect rear suspension system leaf spring(s), spring insulators (silencers), shackles, brackets, bushings, center pins/bolts, and mounts
21. Inspect, remove, and replace shock absorbers; inspect mounts and bushings
22. Inspect electric power-assisted steering
23. Identify hybrid vehicle power steering system electrical circuits and safety precautions
24. Describe the function of the power steering pressure switch

C. Wheel Alignment

1. Perform pre-alignment inspection and measure vehicle ride height; determine necessary action

D. Wheels and Tires

1. Inspect tire condition; identify tire wear patterns; check for correct size and application (load and speed ratings) and adjust air pressure; determine necessary action
2. Rotate tires according to manufacturer's recommendations
3. Dismount, inspect, and remount tire on wheel; balance wheel and tire assembly (static and dynamic)
4. Dismount, inspect, and remount tire on wheel equipped with tire pressure monitoring system sensor
5. Inspect tire and wheel assembly for air loss; perform necessary action
6. Repair tire using internal patch
7. Identify and test tire pressure monitoring systems (indirect and direct) for operation; verify operation of instrument panel lamps

COURSE OUTLINE

8. Demonstrate knowledge of steps required to remove and replace sensors in a tire pressure monitoring system

BRAKES

A. General

1. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
2. Describe procedure for performing a road test to check brake system operation, including an anti-lock brake system (ABS)

B. Hydraulic System

1. Measure brake pedal height, travel, and free play (as applicable); determine necessary action
2. Check master cylinder for external leaks and proper operation
3. Inspect brake lines, flexible hoses, and fittings for leaks, dents, kinks, rust, cracks, bulging, wear, loose fittings and supports; determine necessary action
4. Select, handle, store, and fill brake fluids to proper level
5. Identify components of brake warning light system
6. Bleed and/or flush brake system
7. Test brake fluid for contamination

C. Drum Brakes

1. Remove, clean, inspect, and measure brake drum diameter; determine necessary action
2. Refinish brake drum and measure final drum diameter; compare with specifications
3. Remove, clean, and inspect brake shoes, springs, pins, clips, levers, adjusters/self-adjusters, other related brake hardware, and backing support plates; lubricate and reassemble
4. Inspect wheel cylinders for leaks and proper operation; remove and replace as needed
5. Pre-adjust brake shoes and parking brake; install brake drums or drum/hub assemblies and wheel bearings; make final checks and adjustments
6. Install wheel and torque lug nuts

D. Disc Brakes

1. Remove and clean caliper assembly; inspect for leaks and damage/wear to caliper housing; determine necessary action
2. Clean and inspect caliper mounting and slides/pins for proper operation, wear, and damage; determine necessary action
3. Remove, inspect, and replace pads and retaining hardware; determine necessary action
4. Lubricate and reinstall caliper, pads, and related hardware; seat pads and inspect for leaks
5. Clean and inspect rotor, measure rotor thickness, thickness variation, and lateral runout; determine necessary action
6. Remove and reinstall rotor
7. Refinish rotor on vehicle; measure final rotor thickness and compare with specifications
8. Refinish rotor off vehicle; measure final rotor thickness and compare with specifications
9. Retract and re-adjust caliper piston on an integral parking brake system
10. Check brake pad wear indicator; determine necessary action
11. Describe importance of operating vehicle to burnish/break-in replacement brake pads according to manufacturer's recommendations

E. Power-Assist Units

1. Check brake pedal travel with, and without, engine running to verify proper power booster operation
2. Check vacuum supply (manifold or auxiliary pump) to vacuum-type power booster

F. Miscellaneous (Wheel Bearings, Parking Brakes, Electrical, Etc.)

1. Remove, clean, inspect, repack, and install wheel bearings; replace seals; install hub and adjust bearings
2. Check parking brake cables and components for wear, binding, and corrosion; clean, lubricate, adjust or replace as needed
3. Check parking brake operation and parking brake indicator light system operation; determine necessary action
4. Check operation of brake stop light system
5. Replace wheel bearing and race

G. Electronic Brakes, and Traction and Stability Control Systems

COURSE OUTLINE

1. Identify traction control/vehicle stability control system components
2. Describe the operation of a regenerative braking system

ELECTRICAL/ELECTRONIC SYSTEMS

A. General

1. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
2. Demonstrate knowledge of electrical/electronic series, parallel, and series-parallel circuits using principles of electricity (Ohm's Law).
3. Use wiring diagrams to trace electrical/electronic circuits
4. Demonstrate proper use of a digital multimeter (DMM) when measuring source voltage, voltage drop (including grounds), current flow, and resistance
5. Demonstrate knowledge of the causes and effects from shorts, grounds, opens, and resistance problems in electrical/electronic circuits
6. Check operation of electrical circuits with a test light
7. Check operation of electrical circuits with fused jumper wires
8. Measure key-off battery drain (parasitic draw)
9. Inspect and test fusible links, circuit breakers, and fuses; determine necessary action
10. Perform solder repair of electrical wiring
11. Replace electrical connectors and terminal ends

B. Battery Service

1. Perform battery state-of-charge test; determine necessary action
2. Confirm proper battery capacity for vehicle application; perform battery capacity test; determine necessary action
3. Maintain or restore electronic memory functions
4. Inspect and clean battery; fill battery cells; check battery cables, connectors, clamps, and hold-downs
5. Perform slow/fast battery charge according to manufacturer's recommendations
6. Jump-start vehicle using jumper cables and a booster battery or an auxiliary power supply
7. Identify high-voltage circuits of electric or hybrid electric vehicle and related safety precautions
8. Identify electronic modules, security systems, radios, and other accessories that require reinitialization or code entry after reconnecting vehicle battery
9. Identify hybrid vehicle auxiliary (12v) battery service, repair, and test procedures

C. Starting System

1. Perform starter current draw test; determine necessary action
2. Perform starter circuit voltage drop tests; determine necessary action
3. Inspect and test starter relays and solenoids; determine necessary action
4. Remove and install starter in a vehicle
5. Inspect and test switches, connectors, and wires of starter control circuits; determine necessary action

D. Charging System

1. Perform charging system output test; determine necessary action
2. Inspect, adjust, or replace generator (alternator) drive belts; check pulleys and tensioners for wear; check pulley and belt alignment
3. Remove, inspect, and re-install generator (alternator)
4. Perform charging circuit voltage drop tests; determine necessary action

E. Lighting Systems

1. Inspect interior and exterior lamps and sockets including headlights and auxiliary lights
 1. (Fog lights/driving lights); replace as needed
 2. Aim headlights
 3. Identify system voltage and safety precautions associated with high-intensity discharge headlights

F. Accessories

1. Disable and enable airbag system for vehicle service; verify indicator lamp operation
2. Remove and reinstall door panel
3. Describe the operation of keyless entry/remote-start systems
4. Verify operation of instrument panel gauges and warning/indicator lights; reset maintenance indicators
5. Verify windshield wiper and washer operation; replace wiper blades

HEATING AND AIR CONDITIONING

A. General

COURSE OUTLINE

1. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
2. Identify vehicle's A/C components

B. Refrigeration System Components

1. Inspect and replace A/C compressor drive belts, pulleys, and tensioners; determine necessary action
2. Identify hybrid vehicle A/C system electrical circuits and the service/safety precautions
3. Inspect A/C condenser for airflow restrictions; determine necessary action

C. Heating, Ventilation, and Engine Cooling Systems

1. Inspect engine cooling and heater systems hoses; perform necessary action

D. Operating Systems and Related Controls

1. Inspect A/C-heater ducts, doors, hoses, cabin filters, and outlets; perform necessary action
2. Identify the source of A/C system odors

ENGINE PERFORMANCE

A. General

1. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
2. Perform engine absolute (vacuum/boost) manifold pressure tests; determine necessary action
3. Perform cylinder power balance test; determine necessary action
4. Perform cylinder cranking and running compression tests; determine necessary action
5. Perform cylinder leakage test; determine necessary action
6. Verify engine operating temperature
7. Remove and replace spark plugs; inspect secondary ignition components for wear and damage

B. Computerized Engine Controls

1. Retrieve and record diagnostic trouble codes, OBD monitor status, and freeze frame data; clear codes when applicable
2. Describe the importance of operating all OBDII monitors for repair verification

C. Fuel, Air Induction, and Exhaust Systems

1. Replace fuel filter(s)
2. Inspect, service, or replace air filters, filter housings, and intake duct work
3. Inspect integrity of the exhaust manifold, exhaust pipes, muffler(s), catalytic converter(s), resonator(s), tail pipe(s), and heat shields; determine necessary action
4. Inspect condition of exhaust system hangers, brackets, clamps, and heat shields; repair or replace as needed
5. Check and refill diesel exhaust fluid (DEF)

D. Emissions Control Systems

1. Inspect, test, and service positive crankcase ventilation (PCV) filter/breather cap, valve, tubes, orifices, and hoses; perform necessary action

REQUIRED SUPPLEMENTAL TASKS

A. Shop and Personal Safety

1. Identify general shop safety rules and procedures
2. Utilize safe procedures for handling of tools and equipment
3. Identify and use proper placement of floor jacks and jack stands
4. Identify and use proper procedures for safe lift operation
5. Utilize proper ventilation procedures for working within the lab/shop area
6. Identify marked safety areas
7. Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extinguishers and other fire safety equipment
8. Identify the location and use of eye wash stations
9. Identify the location of the posted evacuation routes
10. Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/ shop activities
11. Identify and wear appropriate clothing for lab/shop activities
12. Secure hair and jewelry for lab/shop activities
13. Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits

COURSE OUTLINE

14. Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HID) lamps, ignition systems, injection systems, etc.)
15. Locate and demonstrate knowledge of material safety data sheets (MSDS)

B. Tools and Equipment

1. Identify tools and their usage in automotive applications
2. Identify standard and metric designation
3. Demonstrate safe handling and use of appropriate tools
4. Demonstrate proper cleaning, storage, and maintenance of tools and equipment
5. Demonstrate proper use of precision-measuring tools (i.e. micrometer, dial-indicator, and dial-caliper)

C. Preparing Vehicle for Service

1. Identify information needed and the service requested on a repair order
2. Identify purpose and demonstrate proper use of fender covers, mats
3. Demonstrate use of the three Cs (concern, cause, and correction)
4. Review vehicle service history
5. Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction

D. Preparing Vehicle for Customer

1. Ensure vehicle is prepared to return to customer per school/company policy (floor mats, steering wheel cover, etc.)

III. AUTOMOBILE SERVICE TECHNOLOGY

ENGINE REPAIR

A. Engine Diagnosis; Removal and Reinstallation (R & R)

1. Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction
2. Research applicable vehicle and service information, such as internal engine operation, vehicle service history, service precautions, and technical service bulletins
3. Verify operation of the instrument panel engine warning indicators
4. Inspect engine assembly for fuel, oil, coolant, and other leaks; determine necessary action
5. Install engine covers using gaskets, seals, and sealers as required
6. Remove and replace timing belt; verify correct camshaft timing
7. Perform common fastener and thread repair, to include: remove broken bolt, restore internal and external threads, and repair internal threads with thread insert
8. Inspect, remove and replace engine mounts
9. Identify hybrid vehicle internal combustion engine service precautions

B. Cylinder Head and Valve Train Diagnosis and Repair

1. Remove cylinder head; inspect gasket condition; install cylinder head and gasket; tighten according to manufacturer's specifications and procedures
2. Clean and visually inspect a cylinder head for cracks; check gasket surface areas for warpage and surface finish; check passage condition
3. Inspect pushrods, rocker arms, rocker arm pivots and shafts for wear, bending, cracks, looseness, and blocked oil passages (orifices); determine necessary action
4. Adjust valves (mechanical or hydraulic lifters)
5. Inspect and replace camshaft and drive belt/chain; includes checking drive gear wear and backlash, end play, sprocket and chain wear, overhead cam drive sprocket(s), drive belt(s), belt tension, tensioners, camshaft reluctor ring/tone-wheel, and valve timing components; verify correct camshaft timing
6. Establish camshaft position sensor indexing

C. Engine Block Assembly Diagnosis and Repair

1. Remove, inspect, or replace crankshaft vibration damper (harmonic balancer)

D. Lubrication and Cooling Systems Diagnosis and Repair

1. Perform cooling system pressure and dye tests to identify leaks; check coolant condition and level; inspect and test radiator, pressure cap, coolant recovery tank, and heater core; determine necessary action
2. Identify causes of engine overheating
3. Inspect, replace, and adjust drive belts, tensioners, and pulleys; check pulley and belt alignment

COURSE OUTLINE

4. Inspect and test coolant; drain and recover coolant; flush and refill cooling system with recommended coolant; bleed air as required
5. Inspect, remove, and replace water pump
6. Remove and replace radiator
7. Remove, inspect, and replace thermostat and gasket/seal
8. Inspect and test fan(s) (electrical or mechanical), fan clutch, fan shroud, and air dams
9. Perform oil pressure tests; determine necessary action
10. Perform engine oil and filter change
11. Inspect auxiliary coolers; determine necessary action
12. 12. Inspect, test, and replace oil temperature and pressure switches and sensors

AUTOMATIC TRANSMISSION AND TRANSAXLE

A. Transmission and Transaxle Diagnosis

1. Identify and interpret transmission/transaxle concern, differentiate between engine performance and transmission/transaxle concerns; determine necessary action
2. Research applicable vehicle and service information fluid type, vehicle service history, service precautions, and technical service bulletins
3. Diagnose fluid loss and condition concerns; determine necessary action
4. Check fluid level in a transmission or a transaxle equipped with a dip-stick
5. Check fluid level in a transmission or a transaxle not equipped with a dip-stick
6. Perform stall test; determine necessary action
7. Perform lock-up converter system tests; determine necessary action
8. Diagnose transmission/transaxle gear reduction/multiplication concerns using driving, driven, and held member (power flow) principles
9. Diagnose pressure concerns in a transmission using hydraulic principles (Pascal's Law).

B. In-Vehicle Transmission/Transaxle Maintenance and Repair

1. Inspect, adjust, and replace external manual valve shift linkage, transmission range sensor/switch, and park/neutral position switch
2. Inspect for leakage; replace external seals, gaskets, and bushings
3. Inspect, test, adjust, repair, or replace electrical/electronic components and circuits including computers, solenoids, sensors, relays, terminals, connectors, switches, and harnesses
4. Drain and replace fluid and filter(s)
5. Inspect powertrain mounts

C. Off-Vehicle Transmission and Transaxle Repair

1. Remove and reinstall transmission/transaxle and torque converter; inspect engine core plugs, rear crankshaft seal, dowel pins, dowel pin holes, and mating surfaces
2. Inspect, leak test, and flush or replace transmission/transaxle oil cooler, lines, and fittings
3. Inspect converter flex (drive) plate, converter attaching bolts, converter pilot, converter pump drive surfaces, converter end play, and crankshaft pilot bore
4. Describe the operational characteristics of a continuously variable transmission (CVT)
5. Describe the operational characteristics of a hybrid vehicle drive train

MANUAL DRIVE TRAIN AND AXLES

A. Drive Train Diagnosis

1. Identify and interpret drive train concerns; determine necessary action
2. Research applicable vehicle and service information, fluid type, vehicle service history, service precautions, and technical service bulletins
3. Check fluid condition; check for leaks; determine necessary action
4. Drain and refill manual transmission/transaxle and final drive unit

B. Clutch Diagnosis and Repair

1. Diagnose clutch noise, binding, slippage, pulsation, and chatter; determine necessary action
2. Inspect clutch pedal linkage, cables, automatic adjuster mechanisms, brackets, bushings, pivots, and springs; perform necessary action
3. Inspect and replace clutch pressure plate assembly, clutch disc, release (throw-out) bearing and linkage, and pilot bearing/bushing (as applicable)
4. Bleed clutch hydraulic system
5. Check and adjust clutch master cylinder fluid level; check for leaks
6. Inspect flywheel and ring gear for wear and cracks; determine necessary action

COURSE OUTLINE

7. Measure flywheel runout and crankshaft end play; determine necessary action

C. Transmission/Transaxle Diagnosis and Repair

1. Inspect, adjust, and reinstall shift linkages, brackets, bushings, cables, pivots, and levers
2. Describe the operational characteristics of an electronically-controlled manual transmission/transaxle

D. Drive Shaft and Half Shaft, Universal and Constant-Velocity (CV) Joint Diagnosis and Repair

1. Diagnose constant-velocity (CV) joint noise and vibration concerns; determine necessary action
2. Diagnose universal joint noise and vibration concerns; perform necessary action
3. Inspect, remove, and replace front wheel drive (FWD) bearings, hubs, and seals
4. Inspect, service, and replace shafts, yokes, boots, and universal/CV joints
5. Check shaft balance and phasing; measure shaft runout; measure and adjust driveline angles

E. Drive Axle Diagnosis and Repair; Ring and Pinion Gears and Differential Case Assembly

1. Clean and inspect differential housing; check for leaks; inspect housing vent
2. Check and adjust differential housing fluid level
3. Drain and refill differential housing
4. Inspect and replace companion flange and pinion seal; measure companion flange runout

F. Drive Axles

1. Inspect and replace drive axle wheel studs
2. Remove and replace drive axle shafts
3. Inspect and replace drive axle shaft seals, bearings, and retainers
4. Measure drive axle flange runout and shaft end play; determine necessary action

G. Four-wheel Drive/All-wheel Drive Component Diagnosis and Repair

1. Inspect, adjust, and repair shifting controls (mechanical, electrical, and vacuum), bushings, mounts, levers, and brackets
2. Inspect front-wheel bearings and locking hubs; perform necessary action(s)
3. Check for leaks at drive assembly seals; check vents; check lube level
4. Identify concerns related to variations in tire circumference and/or final drive ratios

SUSPENSION AND STEERING

A. General

1. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins

B. Steering Systems Diagnosis and Repair

1. Disable and enable supplemental restraint system (SRS)
2. Remove and replace steering wheel; center/time supplemental restraint system (SRS) coil (clock spring).
3. Diagnose steering column noises, looseness, and binding concerns (including tilt mechanisms); determine necessary action
4. Diagnose power steering gear (non-rack and pinion) binding, uneven turning effort, looseness, hard steering, and noise concerns; determine necessary action
5. Diagnose power steering gear (rack and pinion) binding, uneven turning effort, looseness, hard steering, and noise concerns; determine necessary action
6. Inspect steering shaft universal-joint(s), flexible coupling(s), collapsible column, lock cylinder mechanism, and steering wheel; perform necessary action
7. Remove and replace rack and pinion steering gear; inspect mounting bushings and brackets
8. Inspect rack and pinion steering gear inner tie rod ends (sockets) and bellows boots; replace as needed
9. Determine proper power steering fluid type; inspect fluid level and condition
10. Flush, fill, and bleed power steering system
11. Inspect for power steering fluid leakage; determine necessary action
12. Remove, inspect, replace, and adjust power steering pump drive belt
13. Remove and reinstall power steering pump
14. Remove and reinstall press fit power steering pump pulley; check pulley and belt alignment
15. Inspect and replace power steering hoses and fittings
16. Replace power steering pump filter(s)
17. Inspect and replace pitman arm, relay (centerlink/intermediate) rod, idler arm and mountings, and steering linkage damper
18. Inspect, replace, and adjust tie rod ends (sockets), tie rod sleeves, and clamps

COURSE OUTLINE

19. Identify hybrid vehicle power steering system electrical circuits and safety precautions

C. Suspension Systems Diagnosis and Repair

1. Diagnose short and long arm suspension system noises, body sway, and uneven ride height concerns; determine necessary action
2. Diagnose strut suspension system noises, body sway, and uneven ride height concerns; determine necessary action
3. Inspect, remove and install upper and lower control arms, bushings, shafts, and rebound bumpers
4. Inspect, remove and install strut rods and bushings
5. Inspect, remove and install upper and/or lower ball joints (with or without wear indicators)
6. Inspect, remove and install steering knuckle assemblies
7. Inspect, remove and install short and long arm suspension system coil springs and spring insulators.
8. Inspect, remove and install torsion bars and mounts
9. Inspect, remove and install front stabilizer bar (sway bar) bushings, brackets, and links
10. Inspect, remove and install strut cartridge or assembly, strut coil spring, insulators (silencers), and upper strut bearing mount
11. Inspect, remove and install track bar, strut rods/radius arms, and related mounts and bushings
12. Inspect rear suspension system leaf spring(s), bushings, center pins/bolts, and mounts
13. Inspect electric power-assisted steering

D. Related Suspension and Steering Service

1. Inspect, remove, and replace shock absorbers; inspect mounts and bushings
2. Remove, inspect, and service or replace front and rear wheel bearings
3. Describe the function of the power steering pressure switch

E. Wheel Alignment Diagnosis, Adjustment, and Repair

1. Diagnose vehicle wander, drift, pull, hard steering, bump steer, memory steer, torque steer, and steering return concerns; determine necessary action
2. Perform prealignment inspection and measure vehicle ride height; perform necessary action
3. Prepare vehicle for wheel alignment on alignment machine; perform four-wheel alignment by checking and adjusting front and rear wheel caster, camber; and toe as required; center steering wheel
4. Check toe-out-on-turns (turning radius); determine necessary action
5. Check SAI (steering axis inclination) and included angle; determine necessary action
6. Check rear wheel thrust angle; determine necessary action
7. Check for front wheel setback; determine necessary action
8. Check front and/or rear cradle (subframe) alignment; determine necessary action

F. Wheels and Tires Diagnosis and Repair

1. Inspect tire condition; identify tire wear patterns; check for correct tire size and application (load and speed ratings) and adjust air pressure; determine necessary action
2. Diagnose wheel/tire vibration, shimmy, and noise; determine necessary action
3. Rotate tires according to manufacturer's recommendations
4. Measure wheel, tire, axle flange, and hub runout; determine necessary action
5. Diagnose tire pull problems; determine necessary action
6. Dismount, inspect, and remount tire on wheel; balance wheel and tire assembly (static and dynamic)
7. Dismount, inspect, and remount tire on wheel equipped with tire pressure monitoring system sensor
8. Inspect tire and wheel assembly for air loss; perform necessary action
9. Repair tire using internal patch
10. Identify and test tire pressure monitoring system (indirect and direct) for operation; verify operation of instrument panel lamps
11. Demonstrate knowledge of steps required to remove and replace sensors in a tire pressure monitoring system

BRAKES

A. General: Brake Systems Diagnosis

1. Identify and interpret brake system concerns; determine necessary action.
2. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
3. Describe procedure for performing a road test to check brake system operation; including an anti-lock brake system (ABS)

B. Hydraulic System Diagnosis and Repair

COURSE OUTLINE

1. Diagnose pressure concerns in the brake system using hydraulic principles (Pascal's Law)
2. Measure brake pedal height, travel, and free play (as applicable); determine necessary action
3. Check master cylinder for internal/external leaks and proper operation; determine necessary action
4. Remove, bench bleed, and reinstall master cylinders
5. Diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; determine necessary action
6. Inspect brake lines, flexible hoses, and fittings for leaks, dents, kinks, rust, cracks, bulging, and wear; check for loose fittings and supports; determine necessary action
7. Replace brake lines, hoses, fittings, and supports
8. Fabricate brake lines using proper material and flaring procedures (double flare and ISO types)
9. Select, handle, store, and fill brake fluids to proper level
10. Inspect, test, and/or replace components of brake warning light system
11. Identify components of brake warning light system
12. Bleed and/or flush brake system
13. Test brake fluid for contamination

C. Drum Brake Diagnosis and Repair

1. Diagnose poor stopping, noise, vibration, pulling, grabbing, dragging or pedal pulsation concerns; determine necessary action
2. Remove, clean, inspect, and measure brake drum diameter; determine necessary action
3. Refinish brake drum and measure final drum diameter; compare with specifications
4. Remove, clean, and inspect brake shoes, springs, pins, clips, levers, adjusters/ self-adjusters, other related brake hardware, and backing support plates; lubricate and reassemble
5. Inspect wheel cylinders for leaks and proper operation; remove and replace as needed
6. Pre-adjust brake shoes and parking brake; install brake drums or drum/hub assemblies and wheel bearings; perform final checks and adjustments
7. Install wheel and torque lug nuts

D. Disc Brake Diagnosis and Repair

1. Diagnose poor stopping, noise, vibration, pulling, grabbing, dragging, or pulsation concerns; determine necessary action
2. Remove and clean caliper assembly; inspect for leaks and damage/wear to caliper housing; determine necessary action
3. Clean and inspect caliper mounting and slides/pins for proper operation, wear, and damage; determine necessary action
4. Remove, inspect, and replace pads and retaining hardware; determine necessary action
5. Lubricate and reinstall caliper, pads, and related hardware; seat pads and inspect for leaks
6. Clean and inspect rotor; measure rotor thickness, thickness variation, and lateral runout; determine necessary action
7. Remove and reinstall rotor
8. Refinish rotor on vehicle; measure final rotor thickness and compare with specifications
9. Refinish rotor off vehicle; measure final rotor thickness and compare with specifications
10. Retract and re-adjust caliper piston on an integrated parking brake system
11. Check brake pad wear indicator; determine necessary action
12. Describe importance of operating vehicle to burnish/break-in replacement brake pads according to manufacturer's recommendations

E. Power-Assist Units Diagnosis and Repair

1. Check brake pedal travel with, and without, engine running to verify proper power booster operation.
2. Check vacuum supply (manifold or auxiliary pump) to vacuum-type power booster
3. Inspect vacuum-type power booster unit for leaks; inspect the check-valve for proper operation; determine necessary action
4. Inspect and test hydraulically-assisted power brake system for leaks and proper operation; determine necessary action
5. Measure and adjust master cylinder pushrod length

F. Miscellaneous (Wheel Bearings, Parking Brakes, Electrical, Etc.) Diagnosis and Repair

1. Diagnose wheel bearing noises, wheel shimmy, and vibration concerns; determine necessary action.
2. Remove, clean, inspect, repack, and install wheel bearings; replace seals; install hub and adjust bearings.

COURSE OUTLINE

3. Check parking brake cables and components for wear, binding, and corrosion; clean, lubricate, adjust or replace as needed
4. Check parking brake operation and parking brake indicator light system operation; determine necessary action
5. Check operation of brake stop light system
6. Replace wheel bearing and race
7. Remove and reinstall sealed wheel bearing assembly

G. Electronic Brake, Traction and Stability Control Systems Diagnosis and Repair

1. Identify and inspect electronic brake control system components; determine necessary action
2. Identify traction control/vehicle stability control system components
3. Describe the operation of a regenerative braking system

ELECTRICAL/ELECTRONIC SYSTEMS

A. General: Electrical System Diagnosis

1. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
2. Demonstrate knowledge of electrical/electronic series, parallel, and series-parallel circuits using principles of electricity (Ohm's Law)
3. Demonstrate proper use of a digital multimeter (DMM) when measuring source voltage, voltage drop (including grounds), current flow and resistance.
4. Demonstrate knowledge of the causes and effects from shorts, grounds, opens, and resistance problems in electrical/electronic circuits
5. Check operation of electrical circuits with a test light
6. Check operation of electrical circuits with fused jumper wires
7. Use wiring diagrams during the diagnosis (troubleshooting) of electrical/electronic circuit problems
8. Diagnose the cause(s) of excessive key-off battery drain (parasitic draw); determine necessary action
9. Inspect and test fusible links, circuit breakers, and fuses; determine necessary action
10. Inspect and test switches, connectors, relays, solenoid solid state devices, and wires of electrical/electronic circuits; determine necessary action
11. Replace electrical connectors and terminal ends
12. Repair wiring harness
13. Perform solder repair of electrical wiring

B. Battery Diagnosis and Service

1. Perform battery state-of-charge test; determine necessary action
2. Confirm proper battery capacity for vehicle application; perform battery capacity test; determine necessary action
3. Maintain or restore electronic memory functions
4. Inspect and clean battery; fill battery cells; check battery cables, connectors, clamps, and hold-downs.
5. Perform slow/fast battery charge according to manufacturer's recommendations
6. Jump-start vehicle using jumper cables and a booster battery or an auxiliary power supply
7. Identify high-voltage circuits of electric or hybrid electric vehicle and related safety precautions
8. Identify electronic modules, security systems, radios, and other accessories that require reinitialization or code entry after reconnecting vehicle battery
9. Identify hybrid vehicle auxiliary (12v) battery service, repair, and test procedures

C. Starting System Diagnosis and Repair

1. Perform starter current draw tests; determine necessary action
2. Perform starter circuit voltage drop tests; determine necessary action
3. Inspect and test starter relays and solenoids; determine necessary action
4. Remove and install starter in a vehicle
5. Inspect and test switches, connectors, and wires of starter control circuits; determine necessary action
6. Differentiate between electrical and engine mechanical problems that cause a slowcrank or a no-crank condition

D. Charging System Diagnosis and Repair

1. Perform charging system output test; determine necessary action
2. Diagnose (troubleshoot) charging system for causes of undercharge, no-charge, or overcharge conditions

COURSE OUTLINE

3. Inspect, adjust, or replace generator (alternator) drive belts; check pulleys and tensioners for wear; check pulley and belt alignment
4. Remove, inspect, and re-install generator (alternator)
5. Perform charging circuit voltage drop tests; determine necessary action

E. Lighting Systems Diagnosis and Repair

1. Diagnose (troubleshoot) the causes of brighter-than-normal, intermittent, dim, or no light operation; determine necessary action
2. Inspect interior and exterior lamps and sockets including headlights and auxiliary lights (fog lights/driving lights); replace as needed
3. Aim headlights
4. Identify system voltage and safety precautions associated with high-intensity discharge headlights

F. Gauges, Warning Devices, and Driver Information Systems Diagnosis and Repair

1. Inspect and test gauges and gauge sending units for causes of abnormal gauge readings; determine necessary action
2. Diagnose (troubleshoot) the causes of incorrect operation of warning devices and other driver information systems; determine necessary action

G. Horn and Wiper/Washer Diagnosis and Repair

1. Diagnose (troubleshoot) causes of incorrect horn operation; perform necessary action
2. Diagnose (troubleshoot) causes of incorrect wiper operation; diagnose wiper speed control and park problems; perform necessary action
3. Diagnose (troubleshoot) windshield washer problems; perform necessary action

H. Accessories Diagnosis and Repair

1. Diagnose (troubleshoot) incorrect operation of motor-driven accessory circuits; determine necessary action
2. Diagnose (troubleshoot) incorrect electric lock operation (including remote keyless entry); determine necessary action
3. Diagnose (troubleshoot) incorrect operation of cruise control systems; determine necessary action
4. Diagnose (troubleshoot) supplemental restraint system (SRS) problems; determine necessary action
5. Disable and enable an airbag system for vehicle service; verify indicator lamp operation
6. Remove and reinstall door panel
7. Check for module communication errors (including CAN/BUS systems) using a scan tool
8. Describe the operation of keyless entry/remote-start systems
9. Verify operation of instrument panel gauges and warning/indicator lights; reset maintenance indicators
10. Verify windshield wiper and washer operation, replace wiper blades

HEATING AND AIR CONDITIONING

A. General: A/C System Diagnosis and Repair

1. Identify and interpret heating and air conditioning problems; determine necessary action
2. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
3. Performance test A/C system; identify problems
4. Identify abnormal operating noises in the A/C system; determine necessary action
5. Identify refrigerant type; select and connect proper gauge set; record temperature and pressure readings
6. Leak test A/C system; determine necessary action
7. Inspect condition of refrigerant oil removed from A/C system; determine necessary action
8. Determine recommended oil and oil capacity for system application
9. Using a scan tool, observe and record related HVAC data and trouble codes

B. Refrigeration System Component Diagnosis and Repair

1. Inspect and replace A/C compressor drive belts, pulleys, and tensioners; determine necessary action
2. Inspect, test, and/or replace A/C compressor clutch components and/or assembly; check compressor clutch air gap; adjust as needed
3. Remove, inspect, and reinstall A/C compressor and mountings; determine recommended oil quantity
4. Identify hybrid vehicle A/C system electrical circuits and service/safety precautions
5. Determine need for an additional A/C system filter; perform necessary action
6. Remove and inspect A/C system mufflers, hoses, lines, fittings, O-rings, seals, and service valves; perform necessary action

COURSE OUTLINE

7. Inspect A/C condenser for airflow restrictions; perform necessary action
8. Remove, inspect, and reinstall receiver/drier or accumulator/drier; determine recommended oil quantity
9. Remove, inspect, and install expansion valve or orifice (expansion) tube
10. Inspect evaporator housing water drain; perform necessary action

C. Heating, Ventilation, and Engine Cooling Systems Diagnosis and Repair

1. Inspect engine cooling and heater systems hoses; perform necessary action
2. Inspect and test heater control valve(s); perform necessary action

D. Operating Systems and Related Controls Diagnosis and Repair

1. Inspect and test A/C-heater blower motors, resistors, switches, relays, wiring, and protection devices; perform necessary action
2. Diagnose A/C compressor clutch control systems; determine necessary action
3. Diagnose malfunctions in the vacuum, mechanical, and electrical components and controls of the heating, ventilation, and A/C (HVAC) system; determine necessary action
4. Inspect and test A/C-heater control panel assembly; determine necessary action
5. Inspect and test A/C-heater control cables, motors, and linkages; perform necessary action
6. Inspect A/C-heater ducts, doors, hoses, cabin filters, and outlets; perform necessary action
7. Identify the source of A/C system odors
8. Check operation of automatic or semi-automatic heating, ventilation, and air conditioning
9. (HVAC) control systems; determine necessary action.

E. Refrigerant Recovery, Recycling, and Handling

1. Perform correct use and maintenance of refrigerant handling equipment according to equipment manufacturer's standards
2. Identify and recover A/C system refrigerant
3. Recycle, label, and store refrigerant
4. Evacuate and charge A/C system; add refrigerant oil as required

ENGINE PERFORMANCE

A. General: Engine Diagnosis

1. Identify and interpret engine performance concerns; determine necessary action
2. Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins
3. Diagnose abnormal engine noises or vibration concerns; determine necessary action
4. Diagnose abnormal exhaust color, odor, and sound; determine necessary action
5. Perform engine absolute (vacuum/boost) manifold pressure tests; determine necessary action
6. Perform cylinder power balance test; determine necessary action
7. Perform cylinder cranking and running compression tests; determine necessary action
8. Perform cylinder leakage test; determine necessary action
9. Diagnose engine mechanical, electrical, electronic, fuel, and ignition concerns; determine necessary action
10. Verify engine operating temperature; determine necessary action
11. Verify correct camshaft timing

B. Computerized Engine Controls Diagnosis and Repair

1. Retrieve and record diagnostic trouble codes, OBD monitor status, and freeze frame data; clear codes when applicable
2. Access and use service information to perform step-by-step (troubleshooting) diagnosis
3. Perform active tests of actuators using a scan tool; determine necessary action
4. Describe the importance of running all OBDII monitors for repair verification

C. Ignition System Diagnosis and Repair

1. Diagnose (troubleshoot) ignition system related problems such as no-starting, hard starting, engine misfire, poor drivability, spark knock, power loss, poor mileage, and emissions concerns; determine necessary action
2. Inspect and test crankshaft and camshaft position sensor(s); perform necessary action
3. Inspect, test, and/or replace ignition control module, powertrain/engine control module; reprogram as necessary
4. Remove and replace spark plugs; inspect secondary ignition components for wear and damage

D. Fuel, Air Induction, and Exhaust Systems Diagnosis and Repair

1. Check fuel for contaminants; determine necessary action

COURSE OUTLINE

2. Inspect and test fuel pumps and pump control systems for pressure, regulation, and volume; perform necessary action
3. Replace fuel filter(s)
4. Inspect, service, or replace air filters, filter housings, and intake duct work
5. Inspect throttle body, air induction system, intake manifold and gaskets for vacuum leaks and/or unmetered air
6. Inspect and test fuel injectors
7. Verify idle control operation
8. Inspect integrity of the exhaust manifold, exhaust pipes, muffler(s), catalytic converter(s), resonator(s), tail pipe(s), and heat shields; perform necessary action
9. Inspect condition of exhaust system hangers, brackets, clamps, and heat shields; repair or replace as needed
10. Perform exhaust system back-pressure test; determine necessary action
11. Check and refill diesel exhaust fluid (DEF)

E. Emissions Control Systems Diagnosis and Repair

1. Diagnose oil leaks, emissions, and drivability concerns caused by the positive crankcase ventilation (PCV) system; determine necessary action
2. Inspect, test, and service positive crankcase ventilation (PCV) filter/breather cap, valve, tubes, orifices, and hoses; perform necessary action
3. Diagnose emissions and drivability concerns caused by the exhaust gas recirculation (EGR) system; determine necessary action
4. Inspect, test, service, and replace components of the EGR system including tubing, exhaust passages, vacuum/pressure controls, filters, and hoses; perform necessary action
5. Inspect and test electrical/electronically-operated components and circuits of air injection systems; perform necessary action
6. Inspect and test catalytic converter efficiency
7. Inspect and test components and hoses of the evaporative emissions control system; perform necessary action
8. Interpret diagnostic trouble codes (DTCs) and scan tool data related to the emissions control systems; determine necessary action

SUPPLEMENTAL TASKS

A. Shop and Personal Safety

1. Identify general shop safety rules and procedures
2. Utilize safe procedures for handling of tools and equipment
3. Identify and use proper placement of floor jacks and jack stands
4. Identify and use proper procedures for safe lift operation
5. Utilize proper ventilation procedures for working within the lab/shop area
6. Identify marked safety areas
7. Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extinguishers and other fire safety equipment
8. Identify the location and use of eye wash stations
9. Identify the location of the posted evacuation routes
10. Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities
11. Identify and wear appropriate clothing for lab/shop activities
12. Secure hair and jewelry for lab/shop activities
13. Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits
14. Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HID) lamps, ignition systems, injection systems, etc.)
15. Locate and demonstrate knowledge of material safety data sheets (MSDS)

B. Tools and Equipment

1. Identify tools and their usage in automotive applications
2. Identify standard and metric designation
3. Demonstrate safe handling and use of appropriate tools
4. Demonstrate proper cleaning, storage, and maintenance of tools and equipment

COURSE OUTLINE

5. Demonstrate proper use of precision measuring tools (i.e. micrometer, dial-indicator, dial caliper)

GT – C. Preparing Vehicle for Service

1. Identify information needed and the service requested on a repair order
2. Identify purpose and demonstrate proper use of fender covers, mats
3. Demonstrate use of the three Cs (concern, cause, and correction)
4. Review vehicle service history
5. Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction

GT – D. Preparing Vehicle for Customer

1. Ensure vehicle is prepared to return to customer per school/company policy (floor mats, steering wheel cover, etc.)

ESSENTIAL STANDARDS AND KEY ASSIGNMENTS

INDUSTRY SECTOR: Transportation

ESSENTIAL PATHWAY STANDARD – C4.0

Perform and document maintenance procedures in accordance with the recommendations of the manufacturer.

KEY ASSIGNMENT

Using ShopKey or ALLDATA identify maintenance tables and create an estimate for scheduled maintenance.

ESSENTIAL PATHWAY STANDARD – C6.0

Demonstrate the application, operation, maintenance, and diagnosis of engines, including but not limited to two- and four-stroke and supporting subsystems.

KEY ASSIGNMENT

Perform engine compression test and manifold vacuum test.

ESSENTIAL PATHWAY STANDARD – C7.0

Demonstrate the function, principles, and operation of electrical and electronic systems using manufacturer and industry standards.

KEY ASSIGNMENT

Display proper use and technology of DSOM or DMM.

ESSENTIAL PATHWAY STANDARD – C8.0

Demonstrate the function and principles of automotive drivetrain, steering and suspension, brake, and tire and wheel components and systems in accordance with national industry standards.

KEY ASSIGNMENT

Perform wheel alignment, disc brake service, mount, balance wheel and tire assembly.

<p>1. Apply appropriate technical skills and academic knowledge. Career-ready individuals readily access and use the knowledge and skills acquired through experience and education. They make connections between abstract concepts with real-world applications and recognize the value of academic preparation for solving problems, communicating with others, calculating measures, and performing other work-related practices.</p>
<p>2. Communicate clearly, effectively, and with reason. Career-ready individuals communicate thoughts, ideas, and action plans with clarity, using written, verbal, electronic, and/or visual methods. They are skilled at interacting with others: they are active listeners who speak clearly and with purpose, and they are comfortable with terminology that is common to workplace environments. Career-ready individuals consider the audience for their communication and prepare accordingly to ensure the desired outcome.</p>
<p>3. Develop an education and career plan aligned with personal goals. Career-ready individuals take personal ownership of their educational and career goals and manage their individual plan to attain these goals. They recognize the value of each step in the educational and experiential process, and they understand that nearly all career paths require ongoing education and experience to adapt to practices, procedures, and expectations of an ever-changing work environment. They seek counselors, mentors, and other experts to assist in the planning and execution of education and career plans.</p>
<p>4. Apply technology to enhance productivity. Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They understand the inherent risks—personal and organizational—of technology applications, and they take actions to prevent or mitigate these risks.</p>
<p>5. Utilize critical thinking to make sense of problems and persevere in solving them. Career-ready individuals recognize problems in the workplace, understand the nature of the problems, and devise effective plans to solve the problems. They thoughtfully investigate the root cause of a problem prior to introducing solutions. They carefully consider options to solve a problem and, once agreed upon, follow through to ensure the problem is resolved.</p>
<p>6. Practice personal health and understand financial literacy. Career-ready individuals understand the relationship between personal health and workplace performance. They contribute to their personal well-being through a healthy diet, regular exercise, and mental health activities. Career-ready individuals also understand that financial literacy leads to a secure future that enables career success.</p>
<p>7. Act as a responsible citizen in the workplace and the community. Career-ready individuals understand the obligations and responsibilities of being a member of a community and demonstrate this understanding every day through their interactions with others. They are aware of the impacts of their decisions on others and the environment around them, and they think about the short-term and long-term consequences of their actions. They are reliable and consistent in going beyond minimum expectations and in participating in activities that serve the greater good.</p>
<p>8. Model integrity, ethical leadership, and effective management. Career-ready individuals consistently act in ways that align with personal and community-held ideals and principles. They employ ethical behaviors and actions that positively influence others. They have a clear understanding of integrity and act on this understanding in every decision. They use a variety of means to positively impact the direction and actions of a team or organization, and they recognize the short-term and long-term effects that management’s actions and attitudes can have on productivity, morale, and organizational culture.</p>
<p>9. Work productively in teams while integrating cultural and global competence. Career-ready individuals contribute positively to every team, as both team leaders and team members. To avoid barriers to productive and positive interaction, they apply an awareness of cultural differences. They interact effectively and sensitively with all members of the team and find ways to increase the engagement and contribution of other members.</p>
<p>10. Demonstrate creativity and innovation. Career-ready individuals recommend ideas that solve problems in new and different ways and contribute to the improvement of the organization. They consider unconventional ideas and suggestions by others as solutions to issues, tasks, or problems. They discern which ideas and suggestions may have the greatest value. They seek new methods, practices, and ideas from a variety of sources and apply those ideas to their own workplace practices.</p>
<p>11. Employ valid and reliable research strategies. Career-ready individuals employ research practices to plan and carry out investigations, create solutions, and keep abreast of the most current findings related to workplace environments and practices. They use a reliable research process to search for new information and confirm the validity of sources when considering the use and adoption of external information or practices.</p>
<p>12. Understand the environmental, social, and economic impacts of decisions. Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact other people, organizations, the workplace, and the environment. They are aware of and utilize new technologies, understandings, procedures, and materials and adhere to regulations affecting the nature of their work. They are cognizant of impacts on the social condition, environment, workplace, and profitability of the organization.</p>

CTE ANCHOR STANDARDS—Common Core English Language Arts Alignment

1: Academics

Analyze and apply appropriate academic standards required for successful industry sector pathway completion leading to postsecondary education and employment. Refer to the industry sector alignment matrix for identification of standards. Note: alignment listed within each sector Anchor Standard

2: Communications Language Standard

Acquire and accurately use general academic and domain-specific words and phrases sufficient for reading, writing, speaking, and listening at the (career and college) readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression. LS 9-10, 11-12.6 Anchor Standard

3: Career Planning and Management Speaking and Listening Standard

Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source and noting any discrepancies among the data. SLS 11-12.2 Anchor Standard

4: Technology Writing Standard

Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments and information. WS 11-12.6 Anchor Standard

5: Problem Solving and Critical Thinking Writing Standard

Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem, narrow or broaden the inquiry when appropriate, and synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation. WS 11-12.7 Anchor Standard

6: Health and Safety Reading Standards for Science and Technical Subjects

Determine the meaning of symbols, key words, and other domain-specific words and phrases as they are used in a specific scientific or technical context. RSTS 9-10 11-12.4 Anchor Standard

7: Responsibility and Flexibility Speaking and Listening Standard

Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners, building on others' ideas and expressing their own clearly and persuasively. SLS 9-10 11-12.1 Anchor Standard

8: Ethics and Legal Responsibilities Speaking and Listening Standard

Respond thoughtfully to diverse perspectives; synthesize comments, claims, and evidence made on all sides of an issue; resolve contradictions when possible; and determine what additional information or research is required to deepen the investigation or complete the work. SLS 11-12.1d Anchor Standard

9: Leadership and Teamwork Speaking and Listening Standard

Work with peers to promote civil, democratic discussions and decision making; set clear goals and deadlines; and establish individual roles as needed. SLS 11-12.1b Anchor Standard

10: Technical Knowledge and Skills Writing Standard

Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information. WS 11-12.6 Anchor Standard

11: Demonstration and Application

Demonstrate and apply the knowledge and skills contained in the industry-sector anchor standards, pathway standards, and performance indicators in classroom, laboratory, and workplace settings, and the career technical student organization.