Automotive Service Advisor  
“Career Pathway”

High School Component  
*The high school component is designed be completed at any high school named in the grant*

- **(9th Grade)**
  - Complete K-16 Bridge matriculation **“Activity”**
  - Concurrent enrollment “Service Advisor” survey **“Course”** (1 Unit VVC credit)
    - Survey Course will be administered by a VVC instructor using the Immersive classrooms platform.
  - Google E-Portfolio Creation **“Activity”**
    - Course to include the creation of a Google E-portfolio that will provide skills tracking, activity highlights and all student projects throughout the Pathway. The E-portfolio will morph in composition and content throughout program and will culminate at the end of Pathway as an E-Resume.

- **(10th Grade)**
  - Articulated **“Course”** (2 Unit VVC credit)
    - 1 semester “Intern Skills and Success Course” (1 unit)
      - Course would include preparatory skills to intern in a professional workplace, and a minor internship experience.
    - 1 semester (BET101) Beginning Typing (1 unit)
  - **K-16 Bridge “Activity”**
    - Career Assessment Review
      - Students will complete career assessments to expand their career profile and check for continued interest and whether they are on track.
    - Continued evaluation of On/Off track status of students as measured within My Mentor 2.0. This will be accomplished by direct input from high school SIS.
• Evaluation of two year, four year and trade school options through the MM2 ClearPath system.

• (11th grade)
  o **Articulated “Course”** (3 Units VVC credit)
    ▪ Community Outreach
    ▪ Course will include how to organise and conduct a community service event and would include conducting a minimum of two events.
    ▪ Compulsory event #1 (K-8 Outreach project) high school pathway students will conduct an educational outreach event designed to familiarise and expose K-8 students to future employment possibilities, planned with assistance of the high school site advisor.
    ▪ Compulsory event #2 Community Outreach event to be conducted with direct interaction with the public and planned with assistance of the high school site advisor.

• **K-16 Bridge Career Pathway Evaluation “Activity”**

• Career Assessment Review
  Students will complete career assessments to expand their career profile and check for continued interest and whether they are on track.

• Continued evaluation of On/Off track status of students as measured within My Mentor 2.0. This will be accomplished by direct input from high school SIS.

• Evaluation of two year, four year and trade school options through the MM2 ClearPath system.

• Student to be pre-assessed as part of the K16 Bridge Process for college readiness and the possible need for remediation through Bridge college placement prep programs their senior year.

• (12th Grade)
  o **Concurrent Enrollment “Course”** (3 Units VVC credit)
    ▪ Auto77 Service Advising and Shop Management.
      ▪ This course will be instructed using the immersive classrooms. This will be the capstone activity of the high school pathway. This course will be taught by the instructor at VVC who will be their mentor and primary content instructor once they arrive at VVC. This will allow them to experience a full college course while in their familiar high school environment thereby easing their transition to
college. This course will also introduce them to college level teaching modalities such as Blackboard.

- **NCRC Workkeys Certification “Activity”**
- **Complete K16 Bridge Senior Steps program “Activity”**
  - Student will be fully matriculated into VVC
  - Students preliminary ed plan will include complete career profile
  - EPortfolio will include Academic, Career and Assessment testing data.

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**College Component**

*Students will enter VVC for completion of this pathway*

- **Employability Seminar Series “Activity”**
  - Professional dress and grooming seminar
  - Professional conduct and behavior seminar
  - ”Highly Manageable Employee” seminar
  - Interview skills seminar
  - Employment persistence seminar

- **Community Service Related to Public Engagement “Activity”** (24 Hours)
  - The student will participate in 24 hours of activity in addition to the planning and arrangements necessary to prepare for the student planned activities. The activities provided below are examples.

  - **“Service Station Day” or AAA Service Outreach Day:** A full day of working on a gas station island providing quick and efficient basic “Full Serve” gas station activities while simultaneously engaging customers in polite and cheerful small talk. This will sharpen basic automotive skills and will expose students to a large cross section of society and their diverse communication styles.

  - **“Jess Ranch Community Center Event”**: A full day of working outside the Jess Ranch Community Center providing “Full Serve”
gas station activities. This will sharpen basic automotive skills and will expose students to communication opportunities with the older population.

- **Internship at a new car franchised dealership “Activity” (80 Hours)**
  - Student may be able to get course credit for this activity if enrolled in Auto-138

- **Mandatory “Course” Completions** (can be used to fulfill certification and degree requirements)
  - Auto 138 Cooperative Education
  - Auto-50 Introduction to Automotive
  - Auto-77 Service Writing and Shop Management
  - Auto-77L Service Writing and Shop Management Lab
  - Auto77.1 Automotive Leadership and Team Building
  - Auto77.2 Automotive Safety Training for Managers
  - CMST-106 Interpersonal Communications
  - CMST-109 Public Speaking
  - BET-101 Beginning Typing

- **Required VVC “Certifications and Degrees”**
- Sp2 Safety & Environmental Training Certification Program
  - Mechanical Safety
  - Mechanical Pollution Prevention
  - Collision Safety
  - Collision Pollution Prevention
  - Land That Job: Interview Skills for Automotive Students
  - Supervisors Course

- **Employability Seminar “Certifications”**
  - Professional dress and grooming certification
  - Professional conduct and behavior certification
  - Interview skills certification seminar
  - “Highly Manageable Employee” certification
  - Employment persistence certification

- **Automotive Service Excellence (ASE) “Certification”**
  - "Service Advisor" C1 Certification

- **Automotive Service Management Occupational “Certificate” (VVC)**

- **Associate In Science Automotive Technology “Degree” (VVC)**

- **RAMP UP Pathway Capstone Presentation “Certification”**