Program: General Mechanics

Generic Employability Skills

- **Communication Skills**
  - understand and speak the language of the trade/occupation
  - listen, read, write and speak effectively in work settings
- **Technical Skills**
  - use technology, tools and information systems effectively
  - access and apply skills required in specific fields
- **Thinking Skills**
  - solve problems and make appropriate decisions
  - understand and solve problems involving mathematics and/or logic
- **Personal Management Skills**
  - display:
    - confidence and self-esteem
    - honesty, integrity and personal ethics
    - positive attitude toward learning and personal health
    - initiative, energy and persistence to get the job done
    - creativity and flexibility
    - accountability for actions taken
    - recognition of and respect for diversity and individual differences
- **Teamwork Skills**
  - respect the thoughts and opinions of others in the group
  - use “give and take” to achieve group results
- **Computer Skills**
  - keyboard efficiency
  - perform tasks requiring knowledge of specific software package (name software)
  - perform complex data or text entry requiring in-depth knowledge of a software package
  - performs tasks using Internet
- **Languages Spoken/Written Fluently**

Program Specific Skills

- Automotive shop safety and procedures
- Operate service equipment - wheel balancer, vehicle lifting equipment
- Use automotive hand tools and measurement instruments
- Identify and use fastners
- Use service manuals
- Use CD ROM information systems
- Perform service procedures - lube, oil and filter; cooling system; wheels and tires; ignition system; electrical system; fuel system; brake system; drive line
- Perform diagnostic procedures - engine mechanical condition, computer control systems, emission control systems
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____