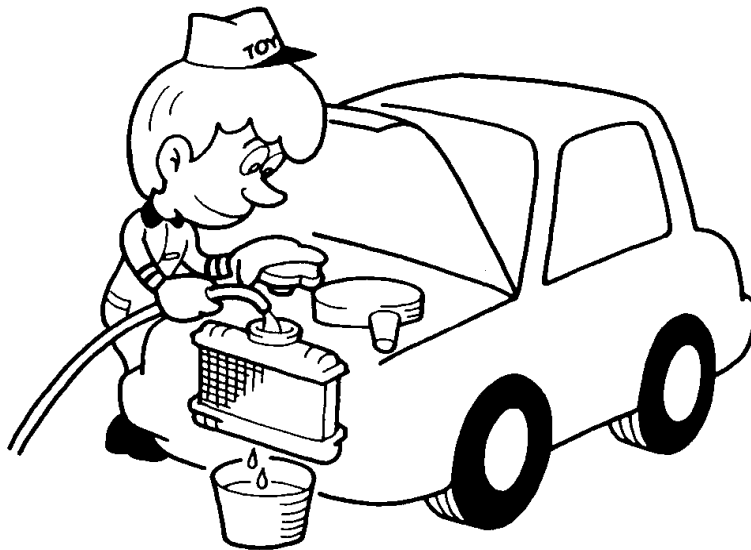


Program Guide for

T-TEN

TOYOTA TECHNICAL EDUCATION NETWORK

at Skyline College



**T-TEN IS A SPECIAL PROGRAM OFFERED BY THE
SKYLINE COLLEGE AUTOMOTIVE TECHNOLOGY DEPARTMENT
3300 COLLEGE DRIVE, SAN BRUNO CALIFORNIA 94066-1698
(650) 738 - 4440**

Revised 1998

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

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TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

TOYOTA TECHNICAL EDUCATION NETWORK

Toyota advanced automotive technology provides customers with vehicles that are responsive, safe, economical and satisfying to own. With its numerous benefits and advantages, advanced technology also brings new challenges such as the need for professional technicians who possess a wide range of skills, technical knowledge, and an academic foundation for life-learning.

Being a good mechanic is no longer enough. Today a technician must possess advanced skills in math, English, communications and electronics, in addition to the ability to diagnose complex problems.

The Toyota Technical Education Network (T-TEN) was founded by Toyota Motor Sales, USA, Inc., in 1986. T-TEN is a partnership for automotive education composed of Toyota dealerships, leading educational institutions throughout the United States, and selected students who recognize the need for state-of-the-art automotive education. This recognition by students, coupled with Toyota support in the form of special service tools, equipment, vehicles, technical publications, advanced curricula and financial assistance, results in a uniquely successful program of automotive technology and vocational training.

Students from participating T-TEN training schools are identified by Toyota or Lexus dealers and the T-TEN school, based on their technical skills and problem-solving abilities. These young men and women then receive training and assistance that can help them on their way to rewarding and profitable careers within a Toyota or Lexus dealership. Students are trained on Toyota and Lexus products, with advanced automotive theory, practical classroom application and direct dealership experience working alongside professional Toyota or Lexus technicians. With thirty high schools now participating in the Network as feeder schools, over seventeen hundred students have graduated from the fifty-eight T-TEN schools.

As technology advances, Toyota will continue to lead in adapting new technologies for the benefit of its customers. T-TEN provides a pool of proven, qualified and talented entry-level technicians trained to meet the growing demands of Toyota and Lexus dealership service departments and academically prepared to continue their life-long technical training. With this commitment to customer satisfaction, everyone wins: the customer, the dealership, the community, Toyota, Lexus, and most importantly, the student.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

THE T-TEN PROGRAM AT SKYLINE COLLEGE

The Toyota Technical Education Network (T-TEN) program at Skyline College is designed to provide entry-level technicians for Toyota and Lexus dealerships who have the basic training, tools and A.S.E. certifications necessary to begin working in the automotive trade. Course work in the program will be applicable to all union and industry apprenticeship standards and requirements.

Students can graduate from this program with a certificate or associated degree in the Toyota Technical Education Network. Students are provided the opportunity of at least one summer internship working in a sponsoring Toyota or Lexus dealership. Graduates can also receive advanced apprenticeship standing at a sponsoring Toyota or Lexus dealership. Scholarships are awarded to those who qualify. A major advantage of this program is the expanded, in-depth training in the areas of electrical, electronics, computer and emission control. The program provides extensive hands-on training in testing and diagnosis of real problems on late-model vehicles. Students wear dealership uniforms, use time cards, use repair orders, and use inspection forms, all of which contribute to building professionalism towards the automotive industry.

Only students enrolled in either the morning or afternoon Automotive Technology program* at Skyline College, or those already employed by a Toyota or Lexus dealership are eligible for the T-TEN program. Skyline College and Toyota or Lexus dealerships will then select students to participate as T-TEN students. (*Note: The Automotive Technology program is open to all students who meet the standard Automotive Technology Department's entry requirements.)

THE SKYLINE TRAINING FACILITY

Skyline College is a fully accredited community college located in San Bruno, California. Skyline is one of three T-TEN training facilities in Northern California. Skyline's Automotive Program is fully A.S.E./N.A.T.E.F. and B.A.R. certified, and each instructor is Toyota factory trained as well as A.S.E. and B.A.R. certified. Skyline's Automotive Department is a well equipped, modern facility using latest technology and diagnostic procedures and equipment. It has a complete line of Toyota repair manuals, Toyota special service tools, and a large training fleet of Toyota vehicles. Skyline College is the only automotive training facility in the S.F. Bay Area that is fully authorized by Toyota Motor Sales, U.S.A., Inc., and Toyota Motor Sales, U.S.A., Inc., San Francisco Region, for specific Toyota training.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

THE DEALER INTERNSHIP - COOPERATIVE EDUCATION

A Cooperative Education Experience (internship) of a minimum of 640 hours of employment in a Toyota or Lexus dealership is a program requirement. Under the supervision of a Toyota or Lexus Master Technician, students are given an opportunity to apply classroom knowledge and refine technical skills. This real work experience is invaluable in creating a firm foundation for students to achieve their goals.

Within the dealership, students learn the importance of becoming members of the dealership team, while developing pride in their workmanship. They experience the satisfaction that comes from meeting the needs of the customers and providing the highest degree of customer satisfaction. The income received from this experience helps defray the cost of their education.

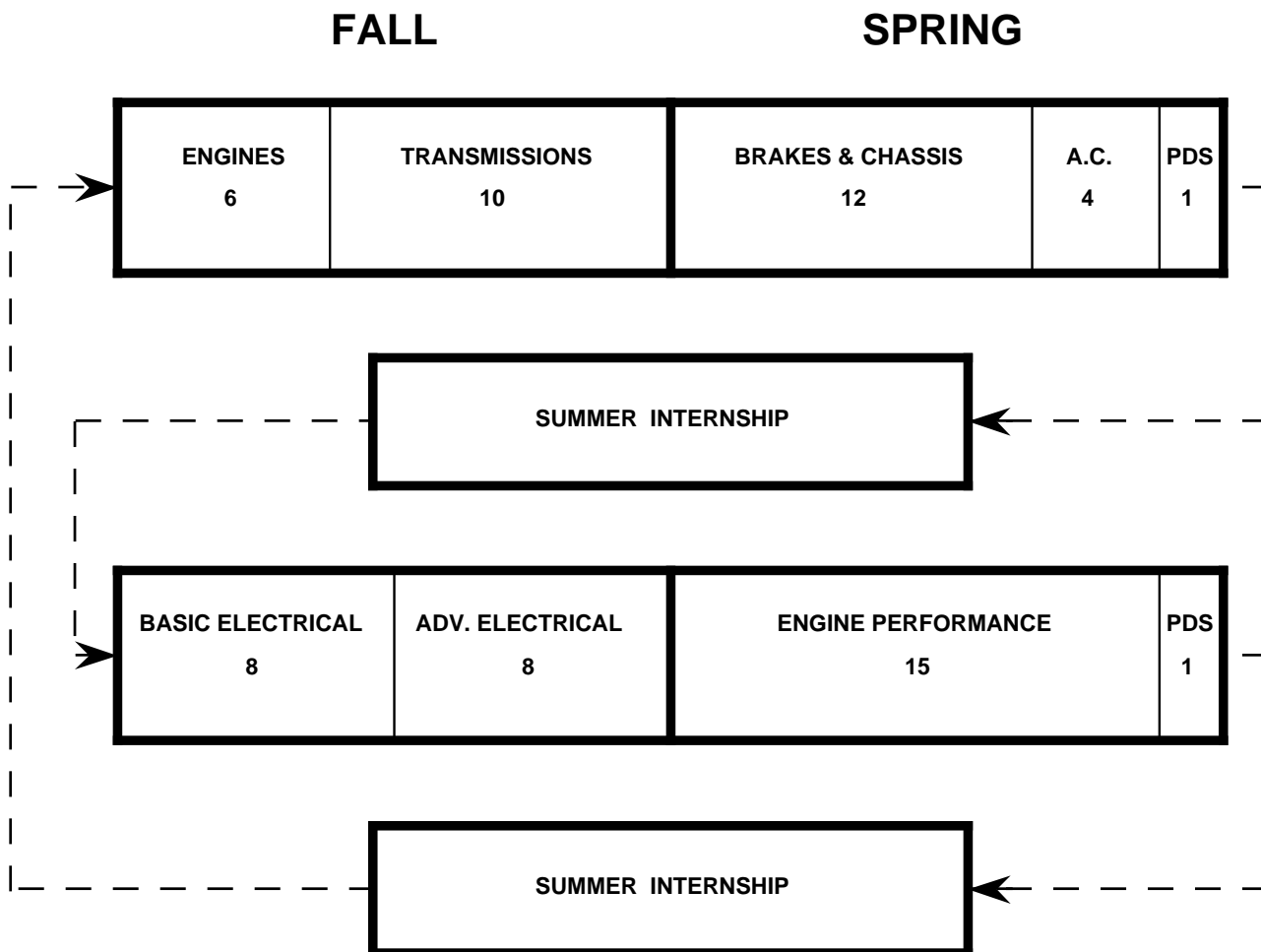
The Cooperative Education experience provides students with an opportunity to enhance technical skills and understand the technician's role in customer satisfaction. Students will begin the transition from school to the work environment through practical application of skills learned in class. The Cooperative Education experience will provide the feedback necessary for maximum effectiveness of both the school and T-TEN program.

DEALER INTERNSHIP SCHEDULE

Students will spend their first summer vacation working as interns at a sponsoring Toyota or Lexus dealership. Upon successful completion of the first summer work internship, a second summer work internship at a Toyota or Lexus dealership is offered. However, both the Toyota or Lexus dealership and the student (intern) may wish to continue the internship during the normal school year. Students can intern year round if internships are available.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

TRAINING SCHEDULE FLOW CHART - AFTERNOON



ENGINES

1. ENGINE THEORY
2. ADJUSTMENTS
3. REPAIRS
4. COOLING SYS.

TRANSMISSION

1. CLUTCH
2. MANUAL TRANS
3. DIFFERENTIAL
4. AUTO TRANS

BRAKES & CHASSIS

1. BRAKE SYSTEMS
2. ALIGNMENT & TIRES
3. STEERING
4. SUSPENSION

AIR CONDITIONING

1. COOLING
2. HEATING
3. BASIC A.C.
4. A.C. DIAGNOSTIC

P.D.S.

1. PDI
2. MAINT.
3. INSPEC.

BASIC ELECTRICAL

1. ELEC. PRINCIPLES
2. BATTERIES
3. WIRING DIAGRAMS
4. STARTING SYS.
5. CHARGING SYS.
6. LIGHTING SYS.

ADV. ELECTRICAL

1. ELEC. PRINCIPLES
2. BODY ELECTRICAL
3. INSTRUMENTATION
4. IGNITION SYSTEMS
5. BASIC COMPUTERS
6. A.B.S. & E.C.T.

ENGINE PERFORMANCE

1. ENGINE THEORY
2. FUEL SYSTEMS
3. EMISSION CONTROL
4. FEED-BACK FUEL SYSTEMS
5. ADV. COMPUTER CONTROL
6. DRIVEABILITY DIAGNOSIS

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

TRAINING SCHEDULE

T-TEN students follow the same curriculum as all other students in the morning or afternoon Automotive Technology Programs. Several entry points allow students to enter the program at several different times during the year rather than the traditional Fall and Spring start dates.

Morning automotive program instruction involves six school semesters over a three-year period, totaling 2,160 hours. Students attend classes four days per week, five hours per day (Monday through Thursday, 8 a.m. to 1 p.m., excluding holidays, semester recesses, and other school vacations). The training schedule for courses is flexible so students can select what is best for them.

Afternoon automotive program instruction involves four school semesters over a two-year period, totaling 1,440 hours. Students attend classes four days per week, five hours per day (Monday through Thursday, 1 p.m. to 6 p.m., excluding holidays, semester recesses, and other school vacations). The training schedule for the afternoon program is outlined on the following page.

TRAINING GROUPS

The T-TEN Program includes two groups, and dealerships can select students from any group. Each group has its own advantages, so the needs of the dealership will determine which group is most appropriate for that dealership.

GROUP A

These students are taught 80% specific Toyota technology and 20% generic technology. This group meets Monday through Thursday in *the afternoon*, and *this is a two-year program* totaling 1,440 hours.

GROUP B

These students are taught 40% specific Toyota technology and 60% generic automotive technology. This group meets in *the morning*, Monday through Thursday, and *this is a three-year program* totaling 2,160 hours.

TOYOTA TECHNICAL EDUCATION NETWORK

AT SKYLINE COLLEGE

TRAINING COURSE DESCRIPTIONS FOR THE AFTERNOON PROGRAM

A706 TOYOTA ENGINES

Engine design and operation including basic measuring, inspection, diagnosis, and repair. Primary emphasis will be on diagnosis and valve train repair.

A707 TOYOTA TRANSMISSIONS

Power-trains, to include clutches, manual and automatic transmissions and transaxles, and differentials. Primary emphasis on testing, diagnosis, and repair.

A725 TOYOTA BRAKE & CHASSIS

Mechanical and hydraulic brake systems, steering and suspension systems, tires, and wheel alignment. Emphasis on system operation, diagnosis, adjustment, testing, repair.

A727 TOYOTA AIR CONDITIONING

Automotive climate controls and components. Principles of heating and air conditioning and the engine cooling system will be discussed. The course covers system evacuating, recycling and recharging of the air conditioning system, with emphasis on testing, diagnosis, and repair.

A728 TOYOTA ADVANCE ELECTRICAL

Automotive electronics, body electrical, instrumentation, ignition systems, and basic engine computer controls. Primary emphasis on testing, diagnosis, and repair.

A729 TOYOTA ENGINE PERFORMANCE

This course involves the basic study of carburetion, fuel injection, feed back fuel systems, emission control, advanced computer control, and driveability diagnostics. Emphasis will be on testing, diagnosis, and repair.

A730 JAPANESE BASIC ELECTRICAL

Electrical fundamentals, automotive batteries, wiring diagrams, starting and charging systems, and lighting systems. Primary emphasis on testing, diagnosis, and repair.

A743 PRE-DELIVERY SERVICE

Automotive pre-delivery service (PDS) and routine service procedures to include mirror installation, lubrication and other basic service procedures.

NOTE: All courses will help prepare students for California State License and Automotive Service Excellence (A.S.E.) Examinations.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

AUTOMOTIVE CERTIFICATES

1. **Toyota Engine and Drive Train Technology**

Auto 706 Toyota Engines.....	5.0 units
Auto 707 Toyota Transmissions.....	10.0 units
2. **Toyota Brake, Chassis, and Air Conditioning Technology**

Auto 725 Toyota Brake and Chassis.....	11.0 units
Auto 727 Toyota Air Conditioning.....	4.0 units
3. **Toyota Electrical Technology**

Auto 713 Automotive Electricity and Electronics.	10.0 units
or	
Auto 730 Japanese Basic Electrical.....	8.0 units
Auto 728 Toyota Advanced Electrical.....	7.0 units
4. **Toyota Engine Performance Technology**

Auto 729 Toyota Engine Performance.....	14.5 units
-----------------------------------------	------------

ASSOCIATE DEGREE OPTION

1. **Required courses for a A.S. Degree in Toyota Technical Education Network***

Auto 713 Automotive Electricity and Electronics.....	10.0 units
or	
Auto 730 Japanese Basic Electrical.....	8.0 units
Auto 728 Toyota Advanced Electrical.....	7.0 units
*15-17 units required	
2. **A.S. Degree Automotive Selective in Toyota Technical Education Network***

Auto 706 Toyota Engines.....	5.0 units
Auto 707 Toyota Transmissions.....	10.0 units
Auto 725 Toyota Brake and Chassis.....	11.0 units
Auto 727 Toyota Air Conditioning.....	4.0 units
Auto 729 Toyota Engine Performance.....	14.5 units
*25 units required	
3. **General Education for A.S. Degree in Toyota Technical Education Network***

General Education is the part of an educational program which includes a selection of courses from the following areas: American History, Natural Sciences, Humanities, Social Sciences, Language and Rationality, and Personal Development. Minimum of 24 semester units of G.E. is required.

*Number of total units required for an A.S. degree is determined by the student's placement on the Math/English placement exam.

***TOYOTA TECHNICAL EDUCATION NETWORK
AT SKYLINE COLLEGE***

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TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

DEALERSHIP BENEFITS

Dealerships can select from a pool of competent pre-screened applicants for open positions. T-TEN training ensures that entry-level technicians have the necessary A.S.E. certifications and Toyota certified training needed for today's complex vehicles. Customer satisfaction, employee retention, and reduced dealer training costs are additional dealership benefits of the T-TEN training program.

DEALER TRAINING COURSE CREDIT

Toyota course credit is granted by Toyota Motor Sales, U.S.A., Inc., to sponsored T-TEN students for basic Toyota Master Training Courses taken at approved T-TEN schools when taught by Toyota certified instructors.

Sponsored T-TEN students receive Toyota course credit in the Corporate Training & Tracking system for successfully completed courses. Toyota courses eligible for credit are: Toyota Regional training classes 261, 301, 452, 552, 622, 652, 750, & 850. Credit is transferred to the sponsoring dealership's records and fulfills technician certification requirements. The student's time-in-service with Toyota starts from the date of enrollment at the T-TEN school.

DEALER INTERNSHIPS

A dealer internship for a minimum 640 hours of employment in a Toyota or Lexus dealership is a requirement of the program. The dealership will place an intern under the supervision of a Toyota or Lexus Master Technician, thus allowing students the opportunity to apply classroom knowledge and refine technical skills.

DEALER RESPONSIBILITIES

1. Provide T-TEN interns with a productive learning environment.
2. Place T-TEN interns under the supervision of a Master Technician.
3. Work with the T-TEN program advisor to set obtainable goals for the intern.
4. Provide T-TEN program advisor feedback on the performance of the intern.
5. Participate in T-TEN advisory council and regional meetings.
6. Provide T-TEN program advisor used and warranty replacement parts as requested.
7. Allow T-TEN interns to attend the T-TEN training facility while classes are in session.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

TRAINING GROUP SELECTION

Due to the tremendous demand for T-TEN student interns in the dealerships, Skyline College has had to revise the T-TEN program to provide maximum flexibility. The program now includes two groups, and Service Managers have a larger pool of qualified students to from which to select. Each group has its own advantages, so the needs of the dealership will determine which group is most appropriate for that dealership.

GROUP A

These students are taught 80% specific Toyota technology and 20% generic technology. This groups meets Monday through Thursday in *the afternoon*, and *this is a two-year program* totaling 1,440 hours. Students in this group would be available to work morning hours.

GROUP B

These students are taught 40% specific Toyota technology and 60% generic automotive technology. This groups meets in *the morning*, Monday through Thursday, and *this is a three-year program* totaling 2,160 hours. Students in this group would be available to work afternoon hours. Many T-TEN schools from around the country use this format of instruction.

TRAINING GROUP BENEFITS

1. Students from any of the two groups listed above can qualify as T-TEN students.
2. Students from either group can qualify to receive Toyota training credit for Toyota regional training classes, such as: #262, #301, #452, #552, #622, #652, #750, and #850.
3. Dealerships can have multiple T-TEN students, both during morning and afternoon hours.
4. Students from group B would be excellent for dealerships with more than one car line, express lubes, or those in need of entry-level technicians.

***TOYOTA TECHNICAL EDUCATION NETWORK
AT SKYLINE COLLEGE***

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TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

STUDENT SELECTION

Only students enrolled in Skyline's Automotive Technology program or those already employed by a Toyota or Lexus dealership are eligible for the T-TEN program. Skyline College and Toyota or Lexus dealerships will then select students to participate as T-TEN students. The Automotive Technology program is open to all students who meet the standard Automotive Technology Department's entry requirements. These requirements include appropriate scores on the College math and English placement tests and one year of automotive training or experience, or completion of Skyline's Auto 710 course. Students must demonstrate both mechanical aptitude and academic competence.

STUDENT ELIGIBILITY

1. Eighteen (18) years of age or older by the time of the Toyota or Lexus dealer sponsorship.
2. Valid California driver's license with good driving record.
3. High school graduate or equivalent.
4. Completion of college admission and program academic requirements.
5. Sponsorship by a Toyota or Lexus dealer. (May be arranged through the College.)
6. Enrolled in either the morning or afternoon Automotive Technology Programs at Skyline College, or already employed by a Toyota or Lexus dealership.

STUDENT RESPONSIBILITIES

1. Maintain academic standards ('B' grade or higher) and adhere to all academic policies.
2. Maintain regular attendance and participate in all educational activities.
3. Provide sponsoring dealership with productive employment.
4. Be responsible for program costs: tuition, books, tools, uniform, and parking fees.
5. Purchase required tools and have them available during classes or internship.
6. Obtain a minimum of (4) A.S.E. Auto Technician certifications prior to graduation.
7. Submit a monthly student-technician time sheet of work hours at the dealership.
8. Comply with all aspects of the Toyota-Student Sponsorship Agreement.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

STUDENT INTERNSHIPS

A Cooperative Education Experience (an internship) of a minimum 640 hours of paid employment in a Toyota or Lexus dealership is a requirement for the program. The dealership will place interns under the supervision of a Toyota Master Technician, thus allowing students the opportunity to apply classroom knowledge and refine technical skills. Student interns will be employees of the Toyota or Lexus dealership and will perform all duties as such. Students will be placed under the guidance of the T-TEN program advisor. The advisor will assist students in determining and completing learning objectives.

GRADUATION REQUIREMENTS

1. Must have a Toyota or Lexus dealership sponsor at time of graduation.
2. Must have a successful Toyota or Lexus dealership internship (work experience) totaling at least 640 hours.
3. Must maintain 'B' grade or higher in each automotive course.
4. Must obtain a minimum of 4 A.S.E. Auto Technician certifications prior to completion of automotive course work.

Note: Graduates can receive Toyota Certified Training Program credit for eight Toyota factory training courses: 261, 301, 452, 552, 622, 652, 750, & 850

STUDENT SCHOLARSHIPS

1. Tuition assistance scholarships can be awarded to dealer-sponsored T-TEN students. The amount varies based upon financial need and outstanding academic achievement. Tuition assistance scholarships are handled on a case by case basis.
2. A minimum grade of 'B'(3.0) or higher in each automotive course is required to be eligible for Toyota scholarships.
3. A.S.E. examination fee scholarships are awarded to sponsored T-TEN students.
4. Snap-on Tool scholarships are awarded to graduating T-TEN students from Toyota upon successful completion of the program.
5. Sponsored students may be eligible for all scholarships available only if all T-TEN automotive training courses are completed.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

PROGRAM COSTS

TUITION: California Resident (at least one year) = 16 semester units @ \$13 per unit, totals \$208 each semester, plus a \$12 health fee.

Non-California Resident or Foreign Student (F-1 Visa) = \$123 per unit for each unit enrolled, plus a \$12 health fee.

TOOLS: Students must obtain a basic set of automotive tools. Unless the student already has tools, the cost of these tools is approximately \$2,000 which is spread out over the entire two-year program. The required tools are listed in this booklet beginning on page 18.

BOOKS: Students must purchase books and supplies for their classes, which total approximately \$125 each semester.

UNIFORM: Students are required to purchase a uniform and work shoes, which total approximately \$70 for the entire program.

PARKING: Students who wish to park on campus must purchase a \$20 parking permit each semester.

FINANCIAL AID

Skyline College's Financial Aid Program provides assistance to help eligible students cover their educational costs. To be considered for financial aid, students must complete a two-step application process through the Financial Aid Office, (Building 1, Room 1205). Complete information can be obtained by calling 650-738-4236, Monday through Friday.

POLICY OF NON-DISCRIMINATION

Skyline College is dedicated to equal opportunity regardless of sex, race, color, religion, national origin, or handicap in its admission and enrollment practices, student services, student activities, financial aid, and employment.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

NOTICE OF DISCLAIMER

Toyota Motor Sales, U.S.A., Inc., Toyota or Lexus dealerships and Skyline College make no claims or guarantees about accepting students into the Automotive T-TEN program or employment at a Toyota or Lexus dealership. Toyota or Lexus's sponsorship is limited to providing the college with Toyota or Lexus training vehicles, materials, special tools, and instructor training.

PHONE NUMBERS FOR ASSISTANCE

1. Automotive Counselor, Eric Larson.....	(650) 738-4292
2. Admissions Office.....	(650) 738-4252
3. Financial Aid Office.....	(650) 738-4236
4. Placement Testing Office.....	(650) 738-4164
5. T-TEN Program Coordinator, Kevin Sullivan.....	(650) 738-4440

HOW TO APPLY

Contact **Kevin R. Sullivan, Skyline College T-TEN Coordinator: (650) 738-4440**

Mail the completed application to: **Skyline College Admissions Office, 3300 College Drive, San Bruno, CA 94066.**

Follow these steps to ensure that your application is complete:

1. Take the required college Math/English placement exam.
2. Obtain the Math/English exam results prior to sending in your application.
3. Provide proof of automotive experience or training, see application.
4. Include a copy of your California Driver's License.
5. Submit a letter of recommendation from the sponsoring Toyota or Lexus Dealership (only if you are employed by a Toyota or Lexus dealership; see notice below).
6. Mail completed application along with items listed above prior to deadline listed on the application.

IMPORTANCE NOTICE!

If you are applying to the T-TEN program and are currently employed at a Toyota or Lexus Dealership, you must contact the T-TEN coordinator at (650) 738-4440 and identify your dealership before sending in your application.

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

Required Tool Sets*

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3.	Engine / Transmission Supplement Set.....	Page	20
4.	Electrical Supplement Set.....	Page	21
5.	Engine Performance Supplement Set.....	Page	21

Recommended Tool Sets*

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7.	Pre-Delivery Service Supplement Set.....	Page	22
8.	Air Conditioning/Cooling Supplement Set.....	Page	22

***NOTE:**

1. Students are required to obtain a basic set of automotive tools for the program. If all tool sets are purchased, the cost is approximately \$2,000 over the entire two-year program.
2. All courses require students to have the Basic Tool Set, an appropriate tool storage box, and depending, upon the course in which the student is enrolled, the appropriate supplement tool set.
3. Recommend Tool Sets are optional. They are not required but highly recommended for those students seeking an internship in a dealership.
4. All tools must be of professional quality. Acceptable quality tools include: OTC, Craftsman, Mac, S&K, Proto, Snap-On, Matco, and other high quality products.

TOYOTA TECHNICAL EDUCATION NETWORK

AT SKYLINE COLLEGE

BASIC TOOL SET*

<u>Snap-On #</u>	<u>Description of Tool or Set</u>	<u>Quantity</u>
206AFX	3/8" Dr Extension Set	1
212FSMY	3/8" Dr Sockets Std Metric 8-19mm 6pt	1
212SFSMy	3/8" Dr Sockets Deep Metric 8-19mm 6pt	1
F723A	3/8" Ratchet Quick Release	1
F831	3/8" Ratchet (flex)	1
FU8A	3/8" Universal Joint	1
BF620B	Rubber Mallet No. 2	1
HBD16	Dead Blow Ball Peen Hammer - 16oz.	1
CF157A	Oval Pocket Mirror	1
CSA12B	Scraper 1" Straight	1
ECF200A	Maglight Flashlight (2-D cell)	1
OEXM240B	Combination Wrench 24mm	1
OEXM713B	Combination Wrench Set 10-22mm	1
OEXM80B	Combination Wrench 8mm	1
PL400	Plier Set (diag, needle, slip joint, channel)	1
ASA204AY	Mini Pick Set (yellow)	1
PPC708	Punch and Chisel Set	1
SDD204O	Pocket Screwdriver	1
SDDX80Y	Screwdriver Set-5 flat / 3 philips (yellow)	1
SPB24A	Pry Bar 24"	1
FB335	Feeler Gauge Set .002"-.030"	1
GAM2A	Metric / U.S. Steel Rule (150mm/6)	1
GA296	Tire Inflator Chuck	1
YA106	Tire Air Pressure Gauge	1
QJR2100E	3/8" Dr Torque Wrench 15-100 lb ft	1
A2	Adaptor 3/8" to 1/2"	1

*Note: In addition to the above tool set, students are also required to furnish an appropriate size tool roll cab or top chest.

TOYOTA TECHNICAL EDUCATION NETWORK

AT SKYLINE COLLEGE

BRAKE SUPPLEMENT SET

<u>Snap-On #</u>	<u>Description of Tool or Set</u>	<u>Quantity</u>
AD12	Adjustable Wrench 12"	1
BT17A	Brake Retainer Spring Tool	1
HL120P	Adjustable Joint Pliers (20")	1
GCP10	Dust Cap Puller	1
RXFMS1012B	Flarenut Wrench 10-12mm	1
RXFMS1314B	Flarenut Wrench 13-14mm	1
S6112	Brake Bleeder Wrench (8-10mm)	1
YA105	Seal Puller	1
GA599	Tire Tread Depth Gauge	1
GA427A	10' Measuring Tape (U.S./Metric)	1

ENGINE / TRANSMISSION SUPPLEMENT SET

<u>Snap-On #</u>	<u>Description of Tool or Set</u>	<u>Quantity</u>
206FSUM	3/8" Dr Sockets Metric Std 6pt Univ. Set 10-17	1
FSUM19	3/8" Dr Socket Metric Std 6pt Universal 19mm	1
FX36	3/8" Extension 36"	1
A265	Socket Rail	1
A272A	Socket Clips 3/8"	1
FAMXS10	10mm Hex Head Socket 3/8" Drive	1
SAM10A	10mm Hex Head Socket 1/2" Drive	1
JT13	Blow Gun Rubber Tip	1

TOYOTA TECHNICAL EDUCATION NETWORK

AT SKYLINE COLLEGE

ELECTRICAL SUPPLEMENT SET

<u>Snap-On #</u>	<u>Description of Tool or Set</u>	<u>Quantity</u>
107ATMPB	1/4" Dr General Service Set	1
113STMMY	1/4" Deep Sockets Metric 4-15mm 6pt	1
113TMMY	1/4" Std Sockets Metric 4-15mm 6pt	1
BB4C	Battery Hydrometer	1
BTC3	Battery Terminal Brush	1
CT4E	12v Test Light	1
ECF110A	Mini Maglight Flashlight (2AAcell)	1
MT301A	Jumper Wire Set - Assorted Lengths	1
MT302A	Remote Starter Switch	1
SSDMR4BY	Ratcheting Screwdriver (yellow)	1
A177A	Trim Pad Remover	1
PWC13	Wire Striper	1

ENGINE PERFORMANCE SUPPLEMENT SET

<u>Snap-On #</u>	<u>Description of Tool or Set</u>	<u>Quantity</u>
FB300A	Bent Blade Feeler Gauge	1
FB316B	Ignition Feeler Gauge	1
GA461B	Spark Plug Gapper	1
S9706KFUA	Spark Plug Socket Univ 13/16"	1
S9704KFUA	Spark Plug Socket Univ 5/8"	1
TMUSM10	1/4" Std Swival Socket Metric 10mm 6pt	1
TMUSM12	1/4" Std Swival Socket Metric 12mm 6pt	1
TMUSM14	1/4" Std Swival Socket Metric 14mm 6pt	1
SVT270P	Vacuum Pump	1
THX312	Vacuum Plug Kit - various sizes	1
YA8339	Injector Test Noid	1

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

RECOMMENDED TOOL SETS

CHASSIS SUPPLEMENT SET

<u>Snap-On #</u>	<u>Description of Tool or Set</u>	<u>Quantity</u>
313TWMY	1/2" Dr Socket Set Metric Std (12-24mm)	1
S8	1/2" Dr Universal Joint	1
S836	1/2" Dr Flex-Ratchet	1
SN24B	1/2" Dr 24" Breaker Bar	1
Sx10	1/2" Dr 10" Extension	1
SX2	1/2" Dr 2" Extension	1
SX5	1/2" Dr 5" Extension	1
HBD40	Dead Blow Ball Peen Hammer - 40oz	1
SPB36Y	36" Pry Bar w/Handle (yellow)	1

PRE-DELIVERY SERVICE SUPPLEMENT SET

<u>Snap-On #</u>	<u>Description of Tool or Set</u>	<u>Quantity</u>
AT500D	1/2" Impact Air Gun	1
YA972	Protective Vinyl Boot for Air Gun above	1
315IMMY	1/2" Dr Impact Sockets Metric 10-24mm Std	1
IMX32B	Extension 3"	1
IMX62A	Extension 6"	1
A98M	1/2" Impact Flip-Socket (19-21mm)	1

AIR CONDITIONING SUPPLEMENT SET

<u>Snap-On #</u>	<u>Description of Tool or Set</u>	<u>Quantity</u>
ACT83	Thermometer	1
SVTS262	Cooling System Pressure Tester	1
TA38	Radiator Adaptor	1
TA39	Radiator Cap Adaptor	1
THX102	Anti-Freeze Tester	1

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

Internship Tracking

INTERNSHIP TRACKING REPORTS

1.	Internship Objective Agreement.....	Page	24
2.	Monthly Student Time Sheet.....	Page	24
3.	Monthly Student Evaluation.....	Page	24
4.	Monthly Student Academic Report Card.....	Page	24
5.	Student Sponsorship Agreement.....	Page	24

TRACKING REPORT FORMS

6.	Internship Objective Agreement Form.....	Page	25
7.	Monthly Student Time Sheet Form.....	Page	26
8.	Monthly Student Evaluation Form.....	Page	27
9.	Monthly Student Academic Report Form.....	Page	28
10.	Student Sponsorship Agreement Form.....	Page	29

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

STUDENT-DEALERSHIP INTERNSHIP OBJECTIVE AGREEMENT

The Student/Dealership Internship Objective Agreement will be used to outline learning objectives agreed upon by the student, service manager, and T-TEN program advisor. It should be completed within the first three weeks of a student's internship and should specify the responsibilities of the dealer and the student for the work to be accomplished during the internship period. At the conclusion of the internship period, the student will be evaluated by the dealership to determine if the objectives were met. Students who have set clear and obtainable goals become high-profit, long-term employees for the dealership.

MONTHLY STUDENT-TECHNICIAN TIME SHEET

A Monthly Student Technician Time Sheet report will be submitted by the student to the program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate from the program. No credit for cooperative education work experience will be given without signed verification of hours worked from the dealership.

MONTHLY STUDENT-TECHNICIAN EVALUATION

A Monthly Student Technician Evaluation form will be sent to the sponsoring dealership each month. This evaluation should be returned to the program advisor no later than the 15th of the following month. The evaluation will rate the intern's progress towards completion of the objectives. The dealership will discuss the evaluation with the student to determine if new objectives or modifications to existing objectives should be implemented. The evaluation will help the student to better understand strengths, weaknesses, and the direction his/her training should take.

MONTHLY STUDENT ACADEMIC REPORT

A Monthly Student Academic Report will be submitted by the student to his/her instructor at the end of each month. This evaluation will be filled out by the T-TEN instructor and sent to the sponsoring dealership each month and will outline a student's attendance and academic progress at school. This report will help the service manager to better understand the strengths and weaknesses of the intern.

STUDENT SPONSORSHIP AGREEMENT

AT-TEN Student Sponsorship Agreement will be completed by the student prior to receiving any Toyota or Lexus support. The purpose of the Sponsorship Agreement is to clearly define what is expected from the student to remain eligible for Toyota scholarships.

SKYLINE COLLEGE - COOPERATIVE EDUCATION
STUDENT / DEALERSHIP OBJECTIVE AGREEMENT

STUDENT: _____	SS#: _____
DEALERSHIP: _____	D CODE: _____
SERVICE MANAGER: _____	PERIOD: _____
PROGRAM NAME: T-TEN _____	SEC: AUTO 670 Work Exp _____

LEARNING OBJECTIVE #1

RATING

WHAT? _____

HOW? _____

EVALUATED HOW? _____

LEARNING OBJECTIVE #2

WHAT? _____

HOW? _____

EVALUATED HOW? _____

LEARNING OBJECTIVE #3

WHAT? _____

HOW? _____

EVALUATED HOW? _____

RATED BY: _____ DATE: _____

***** Rating: 1 = Accomplished Objective 2 = Made progress toward objective 3 = No significant progress toward objective *****

STUDENT'S SIGNATURE: _____	DATE: _____
SERVICE MANAGER'S: _____	DATE: _____
ADVISOR'S SIGNATURE: _____	DATE: _____

SKYLINE COLLEGE - COOPERATIVE EDUCATION
MONTHLY STUDENT-TECHNICIAN TIME SHEET

STUDENT: _____
 DEALERSHIP: _____
 SERVICE MANAGER: _____
 PROGRAM NAME: **T-TEN**

SS #: _____
 MONTH: _____
 SEM & YEAR: _____
 SEC: **Auto 670** Work Experience

WEEK #1		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #2		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #3		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #4		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #5		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

MONTHLY TOTAL	
Enter weekly totals to find total hours worked for this month.	
Week #1	
Week #2	
Week #3	
Week #4	
Week #5	
TOTAL FOR THE MONTH:	

Signatures below certify the above to be true and correct. Completion and accuracy of this report is the responsibility of the student. Return this report to your program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate the program. No credit for cooperative education work experience will not be given without signed verification of hours worked.

STUDENT TECHNICIAN: _____
 SERVICE MANAGER: _____

DATE: _____
 DATE: _____

MONTHLY STUDENT-TECHNICIAN EVALUATION

STUDENT: _____ SS#: _____
 DEALERSHIP: _____ MONTH: _____
 SERVICE MANAGER: _____ DATES: _____
 PROGRAM NAME: _____ SEC: AUTO 670 Work Exp.

STUDENT'S WORK HABITS

Attitude:	Excellent	Satisfactory	Needs Improvement
Appearance:	Excellent	Satisfactory	Needs Improvement
Clean work habits:	Excellent	Satisfactory	Needs Improvement
Work organization:	Excellent	Satisfactory	Needs Improvement
Properly documents R/Os:	Excellent	Satisfactory	Needs Improvement
Follows shop procedures:	Excellent	Satisfactory	Needs Improvement
Absent from work:	Never	Seldom	Excessive
Late to work:	Never	Seldom	Excessive
Damages vehicles:	Never	Seldom	Excessive

STUDENT'S WORK ABILITY

Speed:	Excellent	Satisfactory	Needs Improvement
Accuracy:	Excellent	Satisfactory	Needs Improvement
Ability to up-sell:	Excellent	Satisfactory	Needs Improvement
Ability to follow instructions:	Excellent	Satisfactory	Needs Improvement
Ability to communicate:	Excellent	Satisfactory	Needs Improvement
Product knowledge:	Excellent	Satisfactory	Needs Improvement
Technical knowledge:	Excellent	Satisfactory	Needs Improvement
Has sufficient tools to work:	Excellent	Satisfactory	Needs Improvement
"Come-back" rate:	Low	Fair	High comeback rate

STUDENT'S WEAKNESS (an area or objective that you would like the student to focus on): _____

STUDENT'S RESPONSE OR COMMENTS: _____

STUDENT'S SIGNATURE: _____ DATE: _____

SERVICE MANAGER'S: _____ DATE: _____

ADVISOR'S SIGNATURE: _____ DATE: _____

White to Program Coordinator

Yellow to Service Manager

Pink to Student

SKYLINE COLLEGE - COOPERATIVE EDUCATION
MONTHLY STUDENT ACADEMIC REPORT

NAME: _____ COURSE: _____ MONTH: _____

DEALERSHIP: _____ DEALER CODE: _____

ATTENDANCE RECORD

Days Absent

Days Late

PERFORMANCE RECORD

	Satisfactory	Unsatisfactory
Academics	<input type="text"/>	<input type="text"/>
Lab	<input type="text"/>	<input type="text"/>
Attendance	<input type="text"/>	<input type="text"/>

One academic report will be sent to your dealership each month. This report is to be filled out and signed by the instructor and then returned to the service manager.

INSTRUCTOR'S COMMENTS: _____

STUDENT'S SIGNATURE: _____

DATE: _____

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

T-TEN STUDENT SPONSORSHIP AGREEMENT

OVERALL:

- A) All T-TEN students will receive a Skyline College T-TEN Program Guide which outlines the policies and requirements for graduation. Students are expected to thoroughly read the entire T-TEN program guide. It will be assumed that you have read and understand all information contained in the Program Guide.
- B) T-TEN students are to adhere to all policies outlined in the Program Guide.
- C) Employers will be notified on a regularly basis concerning the progress of their sponsored T-TEN student. This report will include academic performance, class participation, unprofessional attitude towards school, inability to work in a team, repeated failure to bring the necessary tools to school for lab exercises, repeated failure to wear a uniform to class, or failure to submit monthly time sheets.

ATTENDANCE:

- A) T-TEN students are to maintain regular attendance at work and school.
- B) Each T-TEN student must notify the instructor of any unavoidable absence or tardiness.
- C) Repeated absenteeism or tardiness can result in dismissal from the program.

COOPERATIVE EDUCATION / INTERNSHIPS:

- A) Students are required to submit a monthly time sheet by the 10th of each following month of hours worked in the dealership to the program advisor. The monthly time sheet is the responsibility of the student to complete, and it must be signed by the sponsoring dealership's Service Manager.
- B) Students are required each semester to enroll in Auto 670 Cooperative Education while enrolled in the T-TEN program. This includes summer sessions.
- C) Students are to select a minimum of three (3) internship objectives each semester.
- D) Students are required to meet with the Toyota co-op advisor, each week outside of class time to discuss internships progress.

PERFORMANCE:

- A) T-TEN students must maintain a 'B' grade or higher.
- B) T-TEN students are to have the necessary tools at both school and work.
- C) T-TEN students are to wear a clean, neat, and complete uniform to class.
- D) T-TEN students are encouraged to work with all faculty and students in a professional manner. Students will be expected to work as part of a team.

A.S.E. CERTIFICATION:

- A) T-TEN students are to obtain a minimum of four (4) A.S.E. certifications prior to graduation.
- B) T-TEN students should take at least one A.S.E. examination each semester. It is recommended that not more than two A.S.E. examinations be taken at one time.

I, _____, SS# _____ - _____, have read, understand, and agree to the above conditions. My signature below certifies that I agree to the described conditions and understand that failure to comply may affect my eligibility for Toyota Tuition and Tool scholarships.

STUDENT SIGNATURE: _____ **DATE:** _____

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Skyline College is part of the San Mateo County Community College District which also operates Canada College in Redwood City and College of San Mateo. This district and its colleges are governed by a five-member board of trustees elected at large for four-year terms by the county voters.

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