

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Work Practices

CODE NO. : AST 601 **LEVEL:** 1

PROGRAM: AUTOMOTIVE SERVICE TECHNICIAN
APPRENTICESHIP (6067)

AUTHOR: Dan Tregonning

DATE: June 08 **PREVIOUS OUTLINE DATED:**

APPROVED:

“Corey Meunier”
CHAIR

DATE

TOTAL CREDITS:

PREREQUISITE(S):

HOURS/WEEK:

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For additional information, please contact Corey Meunier, Chair
School of Technology & Skilled Trades
(705) 759-2554, Ext. 2610

I. COURSE DESCRIPTION:

In this course, the student will demonstrate the ability to identify types and purpose of fasteners including tightening procedures. The student will be introduced to bearings, seals and sealants and the purpose of each. The student will demonstrate a working knowledge of the purpose, construction, principles of operation, and calibration of precision and non-precision measuring tools.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. *Define the purpose and fundamentals of fasteners and tightening procedures*Potential Elements of the Performance:

- identify fastener grades and applications
- demonstrate the ability to identify SAE vrs SI
- explain tensile, yield, shear strength and how they differ
- choose the proper grade pitch threads per inch for the job being performed
- explain the factors that affect torque such as thread condition, lubrication, temperature and fastener composition
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2. *Describe the construction, types, styles and application of the following fasteners*Potential Elements of the Performance:

- choose the proper nut and bolt for the task to be performed
- identify the proper application of studs
- use thread sealants ,adhesives and other locking devices
- demonstrate the proper application of a helicoil

3. *Explain the principals of operation of fasteners and tightening procedures*Potential Elements of the Performance:

- explain the purpose of torque to yield bolts and cap screws
- identify the effects on torque with wet, dry and clean threads
- demonstrate helicoil repair procedures

4. *Perform installation and removal procedures for fasteners following manufactures recommendations*

Potential Elements of the Performance:

- verify thread strengths and torque requirements for wet and dry
- install helicoils and locking devices
- perform metal work practices including drilling, tapping, hack sawing and filing

5. *Demonstrate the purpose, construction, principals of operation, inspection and testing of bearings, seals and sealants*

Potential Elements of the Performance

- define the purpose and fundamentals of bearings, seals and sealants
- describe the construction, composition, types, styles and application of bearings, seals and sealants
- explain the principals of operation of bearings, seals and sealants
- perform inspection and testing procedures of bearings seals and sealants

6. *Demonstrate a working knowledge of the purpose, construction, principals of operation, and calibration of precision and non-precision measuring tools*

Potential Elements of the Performance:

- metric and imperial measurements and conversions
- demonstrate use of micrometers (inside, outside, depth)
- use small hole gauges, calipers. Verniers and telescoping gauges
- apply torque wrenches to the trade (click, dial, and beam)

7. *Apply a working knowledge and safe operating principals for the use of oxyacetylene when cutting and heating*

Potential Elements of the Performance

- be aware of protection devices for eyes, face, hands, and clothing
- demonstrate setup and shut down sequence as well as cylinder handling
- explain fire prevention and use of butane lighters
- beware of the dangers in welding on flammable containers

8. *Demonstrate a working knowledge of the use of a personal computer.*

Potential Elements of the Performance

- define the introduction to the personal computer
- identify components device names and designations
- perform hard and floppy data retention
- create a word processed document
- access trade related information
- access internet including browsing and file downloading

III. TOPICS:

1. Fasteners and Tightening Procedures
2. Construction and application of Fasteners
3. Tightening Procedures of Fasteners
4. Removal of broken Fasteners
5. Seals and Sealants
6. Measuring Tools
7. Oxyacetylene Heating and Cutting
8. Applied Computer Skills

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Automotive Technology – Text & Workbook

Pens, pencils, calculator, 3-ring binder

*shop coat or coveralls

*CSA approved steel toe boots (high top)

*CSA approved safety glasses

*these items mandatory for shop

V. EVALUATION PROCESS/GRADING SYSTEM:

The final grade for this course will be based on the results of classroom, assignments and shop evaluations weighed as indicated:

- Classroom – 60% of the final grade is comprised of term tests
- Assignments – 10% of the final grade is comprised of a number of technical reports
- Shop – 30% of the final grade is comprised of attendance, punctuality, preparedness, student ability, work organization and general attitude

(Student will be given notice of test and assignment dates in advance)

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. ADVANCE CREDIT TRANSFER:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.