

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: Stephen Kent

DATE: June 09

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 The Natural Environment, 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:

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.

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.

Prior Learning Assessment:

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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

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

Disability Services:

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

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*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

