

#453(A)

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ON**

**COURSE OUTLINE**

**COURSE TITLE: WORK PRACTICES & PROCEDURES**

**CODE NO.: MVM010 SEMESTER: 36 Weeks**

**PROGRAM: MOTOR VEHICLE TECHNICIAN**

**AUTHORS: Dan Tregonning/Steve Kent**

**DATE: August 1994 PREVIOUS OUTLINE DATED: August 1993**

**APPROVED:** \_\_\_\_\_  
Dean, School of Technical Trades Date

P<sup>!</sup>i MAY 03 1995

COURSE NAME: APPLIED WORK PRACTICES & PROCEDURES MVMOIO

PREREQUISITE(S):

**I. PHILOSOPHY/GOALS:**

This course will stress the basics of the automotive trade and give the student comparable knowledge of a basic level apprentice.

**II. STUDENT PERFORMANCE OBJECTIVES:**

Upon successful completion of this course the student will have the basic knowledge of shop procedures, tools, safety and air conditioning.

**III. TOPICS TO BE COVERED:**

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1. Shop Practices

- a) Identify potential health and safety hazards.
- b) Identify emergency safety equipment and their handling procedures.
- c) Identify desirable shop keeping practices.

2. Hand Tools and Power Tools

- a) Identify, select, use and service hand and power tools required for the service and repair of automotive equipment.

3. Measuring Tools

- a) Identify, select, use and maintain measuring devices required for the service and repair of automotive equipment and chassis.

**4. Cutting Tools**

- a) Perform cutting, drilling, resurfacing, reaming, grinding, boring, honing, knurling and threading operations required for the reconditioning of equipment, components and assemblies.

5. Shop Equipment

- a) Identify, select, use and maintain shop equipment required for the service and repair of motive power equipment.
- b) Demonstrate a working knowledge of vehicle operating and parking procedures.

6. Fastening and Locking Peyfoffi

- a) Demonstrate a working knowledge of fastening and locking devices.

**7. Sealing Devices**

- a) Demonstrate a working knowledge of sealing devices.

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**8. Shop Systems A Business Practices**

- a) **Write** up a repair order including warranty repairs
- b) Demonstrate a working knowledge of accessing service information.
- c) Develop fundamental diagnostic skills for troubleshooting applied work practice problems.
- d) Demonstrate a working knowledge of the communication process.
- e) Demonstrate a working knowledge of the fundamental principles of customer relations.

**9. Air Conditioning**

- a) Demonstrate a working knowledge of the fundamental operating principles of the automobile air conditioning system.
- b) Demonstrate a working knowledge of safe work practices in the service of air conditioning system.
- c) Demonstrate a working knowledge of the testing of air conditioning systems.
- d) Service a basic mobile air conditioning system.
- e) Demonstrate a working knowledge of the removal and replacement of air conditioning components.

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**V. EVALUATION METHODS:**

- . random tests & quizzes
- . weekly tests
- . shop practices
- . attendance

**VI. REQUIRED STUDENT RESOURCES**

- . TEXT (Supplied by College)
- . Coveralls
- . Safety Glasses - C.S.A. Approved
- . Regulation Safety Boots - C.S.A. Approved - Min. 6"

**VII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY BOOK SECTIONS:**

**VIII. SPECIAL NOTES**