



# COURSE OUTLINE

**Please save a copy onto your computer before filling in the form**

**Course Name:** Component Handling

**Department Head/Coordinator:** David Cross

**Effective Date:** January 2016

<b>School or Centre:</b>	<b>Department:</b>	
School of Transportation Trades	Auto Collision Repair and Refinishing	
<b>Course History:</b>	<b>Year of Study:</b>	
New Course	1st Year Post-secondary	
<b>Name of Replacing Course (if applicable):</b>	<b>Course Number:</b>	ACRD 1125
	<b>Number of Credits:</b>	1.0

**Course Pre-requisites (if applicable):**

**Course Co-requisites (if applicable):**

**PLAR (Prior Learning Assessment & Recognition)**  No  Yes (details below):

**Course Description:**

Students identify a repair order/estimate sheet, remove all vehicle interior and exterior components and work safely around various vehicle operating systems.

**Note to instructors:** An instructional strategy is an approach that an instructor uses to achieve the learning outcomes (e.g., lecture, case study, video, group work).

### **Instructional Strategies:**

Instructional strategies include: Lectures, demonstrations, case studies, assigned homework, group work, individual work, field trips, and project work in an authentic shop environment.

### **Course Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. Explain estimate sheets and their purpose.
2. Explain estimate sheet repair procedures and times.
3. Write a refinishing estimate
4. Describe work orders
5. Explain the method used to organize materials
6. Describe the skills required to communicate with others
7. Identify automotive fastening devices
8. Trim component masking and removal procedures
9. Describe when to remove or mask vehicle trim
10. Describe how to safely handle computer and electrical components
11. Describe the procedure used to disconnect a battery
12. Demonstrate how to disconnect a battery
13. Describe the components of a cooling and air conditioning system
14. Describe the function of each component of the cooling and air conditioning system
15. Describe safety and environmental issues related to each system
16. Perform a safety inspection
17. Describe the vehicle propane and natural gas systems
18. Explain storage and use of propane in the vehicle
19. Explain safety procedures to use in the spray booth and bake oven
20. Describe vehicle wheel types and their fasteners
21. Explain safe jacking techniques
22. Describe correct torque wrench use
23. Safely remove and replace vehicle wheels

### **Program Learning Outcomes:**

Upon completion of this program, graduates will be able to:

1. Apply the skills and knowledge necessary to perform at an apprentice level automotive refinishing, automotive glass or automotive collision technician to provincial standards;
2. Evaluate completed repairs for consistency, accuracy and quality according to industry specifications and standards;
3. Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles;
4. Practice professional etiquette and personal hygiene while performing repairs;
5. Work effectively as a team member while performing repairs.

**Evaluation/Grading System** *(Click on drop down box arrows to see list of options)*

Grading System	Specify if 'Other':	Specify Passing Grade:
Percentages		70%

**Components and Weighting of the Assessment/Evaluation Plan:** *(Click on drop down box arrows to see list of options)*

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Assignments	25	Quizzes and Assignments (formative - theory)
Exam	20	Theory exam (summative - theory)
Project	30	Practical assignments (preparation, task completion, cleanup, document writing-service report etc.)
Other	25	Observable active participation and team work
	<b>Total</b>	<b>100</b>

**Learning Environment/Type** *(Select all that are used within the course)*

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	12.5	
K - Shop/Teaching Kitchen	12.5	
<b>Enter Total Hours</b>	<b>25</b>	

**Resource Material(s):**

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

**Course Topics and Sequence Covered:**

1. Estimate Sheets and Repair Orders
2. Removing Versus Masking Trim
3. Precautions with Electrical Components
4. Cooling and Air Conditioning (A/C) Systems
5. Dangers of Alternate Fuels
6. Wheel Removal and Replacement

## **VCC Education and Education Support Policies**

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about-vcc/policies/index.cfm>

To find out how this course transfers, visit the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

### **FOR COMMITTEE USE ONLY**

<b>Date Approved by Education Council:</b>		<b>Date Approved by VCC Board (if applicable):</b>	
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