Department:

Automotive Technology

Course Description:

This course is a continuation of AUT261 Auto Service Management and is designed to develop professional and personal skills. Emphasis will be placed on attendance, professional attitude, and laboratory behavior for the fourth semester of the program.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Identify safe handling and disposal of chemicals found in the shop.
2. Identify safe handling of hand tools.
3. Identify safe handling of power tools.
4. Identify safe use of protective clothing and equipment.
5. Identify the safe use of shop equipment.
6. Follow EPA and OSHA regulations.
7. Identify components of good customer relations.
8. Write accurate repair orders.
9. Estimate time and cost for job and order correct parts.
10. Obtain appropriate repair information from service manuals.
11. Practice clean and orderly work habits.
12. Identify basic functional operation of vehicle mechanical components.

Course Content:

A. Identifying Chemicals
B. EPA and OSHA Regulations
C. Basic Shop Operations
D. Estimating Time and Cost
E. Using a Service Manual
F. Career Opportunities in the Automotive Industry

Learning Assessments:

Assessments may include quizzes, tests, project work, demonstrations, observations, weekly assignments, and written papers.
Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.