

INTRODUCTION TO AUTOMOTIVE SERVICE: FUNDAMENTAL SERVICE SKILLS PROFILE OF TRAINING MASTERY

Instructor _____

Date _____

Program _____	
Grade _____	School _____
Name _____ Soc. Sec. No. _____	
Address _____ Phone _____	
In Case of Emergency, Contact _____	
Address _____ Phone _____	
Allergies/Disabilities that might require special accommodation for training (please specify) _____	
<p>The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.</p>	

Date of Enrollment ____ - ____ - ____ Total Class Hours _____ Total Hours Absent _____

Date of Withdrawal ____ - ____ - ____ Total On-the-Job Training Hours _____ Total Hours Tardy _____

Date of Completion ____ - ____ - ____ Total Lab Hours _____

ON-THE-JOB TRAINING/WORK EXPERIENCE

_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer	Phone	
_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer	Phone	

Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



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SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials

Date/Initials

1. PROVIDING SERVICE UNDER THE HOOD

- _____ 1. Change the engine oil and filter. (Job Sheet 1)
- _____ 2. Maintain and restore electronic memory functions. (Job Sheet 2)
- _____ 3. Inspect, clean, fill, and replace a battery, battery cables, connectors, clamps, and hold-downs. (Job Sheet 3)
- _____ 4. Make a battery state-of-charge test. (Job Sheet 4)
- _____ 5. Make a battery capacity (load, high-rate discharge) test. (Job Sheet 5)
- _____ 6. Slow and fast charge a battery. (Job Sheet 6)
- _____ 7. Jump-start a vehicle with jumper cables and a booster battery or auxiliary power supply. (Job Sheet 7)
- _____ 8. Program an electric radio and clock. (Job Sheet 8)
- _____ 9. Inspect, replace, and adjust drive belts and pulleys. (Job Sheet 9)
- _____ 10. Inspect and replace engine cooling and heater system hoses. (Job Sheet 10)
- _____ 11. Inspect coolant and drain, flush, refill, and bleed the cooling system. (Job Sheet 11)
- _____ 12. Inspect, adjust, and replace generator (alternator) drive belts, pulleys, and tensioners. (Job Sheet 12)
- _____ 13. Replace fuses. (Job Sheet 13)
- _____ 14. Inspect, replace, and aim headlights/bulbs. (Job Sheet 14)

2. PROVIDING SERVICE ON AND UNDER THE VEHICLE

- _____ 1. Service an automatic transmission. (Job Sheet 1)
- _____ 2. Adjust wheel bearings. (Job Sheet 2)
- _____ 3. Remove, clean, inspect, pack, and install non-drive wheel bearings and replace seals. (Job Sheet 3)
- _____ 4. Recondition constant-velocity joints. (Job Sheet 4)
- _____ 5. Inspect and replace air shock absorbers. (Job Sheet 5)
- _____ 6. Remove, inspect, repair, and replace a tire on a wheel. (Job Sheet 6)
- _____ 7. Inflate tires to proper air pressure. (Job Sheet 7)
- _____ 8. Balance wheels. (Job Sheet 8)

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.