

INTRODUCTION TO AUTOMOTIVE SERVICE: FUNDAMENTAL CONCEPTS 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

UNIT 1 — Preparing for Careers in Automotive Service

- _____ 1. Discuss the outlook for automotive service careers.
- _____ 2. Describe the work of automotive service technicians.
- _____ 3. List sources for learning about job openings.
- _____ 4. List the skills that employers want.
- _____ 5. List the skills that the automotive service technician must have.
- _____ 6. Explore the NATEF web site. (Assignment Sheet 1)
- _____ 7. List characteristics of a good employee.
- _____ 8. List reasons people lose jobs.
- _____ 9. State guidelines for communicating a positive work ethic.
- _____ 10. Respond to scenarios involving ethical conflicts. (Assignment Sheet 2)
- _____ 11. State ways to achieve a more positive attitude.
- _____ 12. Analyze work situations to determine the importance of employee attitudes. (Assignment Sheet 3)
- _____ 13. Evaluate your attitude toward work. (Assignment Sheet 4)
- _____ 14. Describe how to treat a customer.
- _____ 15. Identify proper ways to greet customers. (Assignment Sheet 5)

UNIT 2 — Understanding Workplace Safety and Health

- _____ 1. Distinguish among federal agencies that regulate work practices in the automotive service workplace.
- _____ 2. Explain the role of OSHA in workplace health and safety.
- _____ 3. State the responsibilities of employees according to OSHA.
- _____ 4. Research an OSHA standard online that applies to automotive service. (Assignment Sheet 1)
- _____ 5. Name common safety violations and fire hazards in the workplace.
- _____ 6. State guidelines for personal safety.
- _____ 7. Properly lift an object. (Job Sheet 1)
- _____ 8. Interpret the safety color code.
- _____ 9. State guidelines for maintaining a safe work area.
- _____ 10. State general safety guidelines for working with vehicles.
- _____ 11. List safety rules for working with automotive batteries.
- _____ 12. Describe ways of extinguishing a fire.
- _____ 13. Distinguish among the basic classes of fires.
- _____ 14. Use a fire extinguisher. (Job Sheet 2)
- _____ 15. List characteristics of a hazardous material.
- _____ 16. Identify examples of hazardous materials and waste products common to the automotive service workplace.
- _____ 17. Distinguish among ways that hazardous materials can enter the body.
- _____ 18. Describe the federal Hazard Communication Standard.
- _____ 19. Interpret the hazard warning system used to classify hazards.
- _____ 20. State guidelines for working with flammable materials and toxic substances.
- _____ 21. Use a material safety data sheet. (Assignment Sheet 2)

UNIT 3 — Developing Basic First Aid Skills

- _____ 1. Identify sources of accidents and possible injuries in the automotive service workplace.
- _____ 2. Identify types of injuries caused by accidents.
- _____ 3. State guidelines for responding to accidents and emergencies.
- _____ 4. Explain the legal aspects of first aid.
- _____ 5. Complete statements about first aid kits.
- _____ 6. State guidelines to reduce disease transmission when providing first aid.
- _____ 7. State guidelines for providing first aid for cuts.
- _____ 8. State guidelines for providing first aid for an eye injury.
- _____ 9. Distinguish among signs and symptoms of sprains and fractures.
- _____ 10. State guidelines for providing first aid in response to a poisonous or chemical substance.
- _____ 11. Identify signs and symptoms of a heart attack.
- _____ 12. List methods of controlling a nosebleed.
- _____ 13. Determine basic first aid measures for given emergency situations. (Assignment Sheet)

Date/Initials

UNIT 4 — Recognizing Vehicle Systems and Designs

- _____ 1. Distinguish among vehicle systems.
- _____ 2. Explain the basic operation of a vehicle.
- _____ 3. Recognize components of a brake system.
- _____ 4. Recognize components of a steering system.
- _____ 5. Recognize components of a suspension system.
- _____ 6. Explain how automotive engines are classified.
- _____ 7. Distinguish among the functions of engine systems.
- _____ 8. Identify front-wheel drive, rear-wheel drive, and all/four-wheel drive.
- _____ 9. Recognize components of a heating, ventilation, and air conditioning (HVAC) system.
- _____ 10. Describe the functions of the basic components of a computer system.
- _____ 11. List common automotive computers (microprocessors).
- _____ 12. Identify systems and designs on a vehicle. (Assignment Sheet)

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.