

Course Objectives/Course Outline
Spokane Community College

Course Title: Shop Procedures

Prefix and Course Number: ABF 111

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Demonstrate and practice safety precautions and procedures for personal safety in the body shop environment.
- Demonstrate specific safety precautions and procedures relating to the use of hydraulic straightening equipment.
- Demonstrate safe and efficient use of manual and powered hand tools.
- Identify common hazardous materials disposal procedures.
- Demonstrate ability to prepare a vehicle for body repair.
- Demonstrate proper procedure to raise and lower vehicles on a hoist.
- Demonstrate proper procedure to raise a vehicle with a floor jack, and properly support with stands.

Course Outline:

I. Safety

- A. Personal safety equipment.
- B. Identification of hazardous conditions, and materials.
- C. Fire prevention & evacuation procedures
- D. Hand tool safety.
- E. Air tool safety.
- F. Hydraulic equipment safety.

II. Equipment

- A. Identification of common body repair equipment.
- B. Function and uses of equipment.
- C. Basic equipment maintenance

III. Shop procedures

- A. Overview of body shop work flow.
- B. Technician responsibilities
- C. Vehicle preparation
- D. Customer service
- E. Documentation and record keeping
- F. Parts and material ordering and tracking