

Course Objectives/Course Outline
Spokane Community College

Course Title: Shop Procedures
Prefix and Course Number: ABF 211

Course Learning Outcomes:

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

- Demonstrate safety precautions and procedures for personal safety in the body shop
- Demonstrate safety precautions and procedures specific to hydraulic equipment
- Demonstrate safety precautions and procedures specific to operation of automotive hoists
- Demonstrate basic fire prevention and evacuation procedures

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