

Course Objectives/Course Outline
Spokane Community College

Course Title: Practical Shop Procedures

Prefix and Course Number: HEQ 261

Course Learning Outcomes:

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

- Analyze and implement repair orders
- Explain employee responsibilities
- Explain the proper operation of a lift truck
- Describe how to set up a preventative maintenance plan
- Describe the steps necessary to discover the root cause of a failure
- Describe the construction and steering geometry
- Explain the operation of a typical air brake system
- Repair and maintain a variety of clutches

Course Outline

- I. Shop Procedures
 - A. Repair Orders
 - B. Time Cards
 - C. Employee Responsibilities
 - D. Overhead Crane Safety
 - 1. Lifting Chains/Slings/Spreader Bars
- II. Fork Lift Safety
 - A. Operator Certification
- III. Maintenance and Inspection
 - A. DOT Annual Truck Inspection
 - B. Routine Maintenance
 - C. Lube Sampling
- IV. Failure Analysis
 - A. Discovering The Root Cause
- V. Power Steering And Suspension
 - A. Operation
 - B. Inspection
 - C. Service
 - D. Testing
- IV. Clutches/Brakes
 - A. Types
 - B. Review system operation
 - C. Adjustment