I. INTRODUCTION

A. A study of shop safety rules, basic shop tools, and test equipment.

B. Shop Safety and Procedures (DEMR 1401) is a required course for the completion of a two year Associate of Applied Science degree in Diesel Engine Mechanic and Repairer or a Level I or Level II certificate of completion in the Diesel Technician Program.

C. This course is occupationally related and serves as a preparation for a career in the Diesel Service and Repair field.

D. Prerequisites: There are no Prerequisites for this Course.

E. Alphanumeric coding used throughout this module book denotes integration of SCANS occupational competencies (C1, etc.) and Foundation skills (F1, etc.).

II. LEARNING OUTCOMES

Upon successful completion of this course, Shop Safety and Procedures, the student will:

A. Use a Computer. (C8)

B. Set Goals and Prepare a Job Application. (C7)

C. Prepare a Résumé (C7)

D. Perform Basic First Aid. (C19)

E. Correctly Use and Dispose of Hazardous Materials. (C18)

F. Use Human Protective Equipment. (C19)

G. Name the Classes of Fires and Explain Them. (C7)

H. Use a Fire Extinguisher. (C18)

I. Use Customary and Metric Measuring Systems. (C18)(F3) (F4)
J. Identify and use precision measuring devices. (C18)
K. Identify and use basic hand tools. (C18)
L. Identify and use common power tools. (C18)
M. Identify and describe the use of special purpose and diagnostic tools. (C18)
N. Identify and describe the uses of various fasteners and assembly devices. (C18)
O. Perform soldering operations. (C19)
P. Identify and describe the uses of the components of Mechanical power transmission. (C18)
Q. Identify and describe the uses of various gaskets, sealants and seals. (C18)
R. Use diesel engine and components cleaning methods and equipment. (C19)
S. Use terms related to the diesel service trade. (C19).
T. Prepare work requests related to the diesel service trade. (C19)

III. INSTRUCTIONAL MATERIALS
A. Instructional materials for this course may be found at www.ctcd.edu/books
B. Supplemental Reading: As assigned by the instructor.
C. Audio-visual aids: See resource list at end of this module book.
D. Other instructional material: as selected by the instructor.

IV. COURSE REQUIREMENTS
A. This course is being taught in a self-paced mode. It differs from the traditional college course in that you are allowed to work on your own and at your own speed within limitation. This course is 96 clock hours in length. The student may set his/her own schedule within the time frame the course is offered. You must attend class on the days and at the times you selected when you enrolled in the course.
You will have an assigned instructor. If at any time you do not understand a reading assignment, audio visual presentation or lab work, ask your instructor for assistance. He is there for you!

This module book is designed to inform you of the sequence in which this course will be presented. You must follow this sequence and you must do what the module book says. It contains reading assignments, written assignments, audio visual presentations and lab assignments that you must complete or watch. Written assignments will be turned in as directed by the instructor. Late assignments will not be accepted. You must let your instructor know when you are ready to do a learning activity, performance exam or take a scheduled exam.

B. The student must take notes when viewing DVD’s, CD’s, or videos. Exams may be taken from audio visual aids, reading and lab assignments. If instructor notes or handouts are given to you, you must study them, exams may be taken from these notes also.

C. The instructor may give written assignments or “pop” quizzes as he deems necessary.

D. Performance Exams:
   Each student will clean all tools and equipment that they use and properly store them and clean their work area after the completion of each task.

   All lab work will be completed on an individual basis. The student will receive a “pass” or “fail” on the task. Students who fail to complete a task correctly to industry standards must repeat the task. The instructor will date and initial each performance exam task as it is satisfactorily completed.

E. The following is part of the course requirements: Each student will assist in lab clean-up at the close of the evening classes and will assist in unloading and storing supply shipments. Failure to do so will result in a failure to complete all course requirements and the student could receive an “N” for the course.

F. There will be ten (10) written examinations in this course (9 module/unit exams and an exit exam). Written exams must be completed before taking the performance exam for each module. The exit exam is a comprehensive exam that covers the entire course. Certificate students must score 70% on the exit exam. Certificate students will be allowed to take the exit exam a maximum of three (3) times. Failure to achieve a 70% score on the exit exam in three (3) tries will result in an "N" for the course and the student must retake the course.

G. The student must complete the written assignments to receive a grade. Written assignments for each unit will be turned into the instructor prior to starting performance exams for that module.
H. If you have special needs because of learning disabilities or other kinds of disabilities, please feel free to discuss this with the instructor. The instructor will attempt to meet your needs with the assistance of counselors, tutors (Project Mainstream), and the assistance of the Disabilities Services Office. Program/course integrity will not be sacrificed. Students must meet all course requirements.

**GRADING**

Students will be graded using the standard Skills Center "Pass-Fail" system used for self-paced programs. To satisfactorily complete the written exams, the student must score 80% on tests (except the exit exam, 70%). Students who fail to make the 80% on any exam (except the exit exam) must retake the exam. The current test re-take policy will apply to all certificate students. The student must satisfactorily complete all written and performance exams to receive a passing grade ("P").

V. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE COURSE INSTRUCTOR

A. **Course Withdrawal:** It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F”, “N”, “FN”, or “XN” for nonattendance.

B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. **Incomplete Grade:** The College catalog states, “An incomplete grade ("IP") may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course. Prior approval from the instructor is required before the grade of “IP” for
Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and a “N” for the course.

D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. American’s With Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Absence from the class may be unavoidable in some situations. These include illness, military/civilian job requirements, or a death in the immediate family. Documentation is required in the case of excused absences for job requirements. Excuses will be on company letterhead stationary signed by the immediate supervisor stating the reason for the absence for civilian jobs. Excuses for military personnel must be signed by the 1st Sergeant or the Company Commander. NOTE: This does not apply to VA, VA/Voc, or Financial Aid students. There are no excused absences for these students. Talk to your funding agency if you have questions.

Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
VI. FIRST CLASS MEETING

A. The instructor will introduce the course and show the student the textbook.

B. The instructor will verify the class roster/enrollment form:

C. The instructor will have the student read and sign the course requirements sheet.

D. The instructor will discuss the following topics with the student:

1. Course requirements, objectives and how the course works
2. Policy letters
3. Student handouts
4. Laboratory Learning Activities and lab work (Learning Activities, Performance exams, competency profile)
5. Exam, grading, reading and written assignments.
6. Absences
7. Shop/classroom cleanup–tools
8. Dress code
9. Parking
10. Sign-in computer
11. Course outline/fact sheets/student handouts
12. Hazardous communications/MSDS information
13. Shop safety
COURSE OUTLINE OR SEQUENCE

I. Module 1401-01: The Working World

A. Time:
   Certificate Student: 11 Clock Hours
   Degree Student: 2 Week

B. Module Learning Outcomes: Upon completion of this module the student will:
   1. Use a computer. (C8)
   2. Set goals and prepare a job application. (C7)
   3. Prepare a résumé (C7)

C. Read Fact Sheet 1401-01-01, on Goals.

D. Read Fact Sheet 1401-01-02, on Job Applications.

E. Read Fact Sheet 1401-01-03, on Résumés.

F. Read Chapter 1 in Resource DEMR1401-01 (Textbook).

G. See your instructor and ask him to explain any part of the reading assignment you do not understand.

H. View resource 1401-02, Ten Rules for Success, Getting along on the Job
   View resource 1401-03, Work Place Stress
   View resource 1401-13, Preventing Work place Violence

I. Complete the Learning Activities listed below for this module.
   1. Complete worksheet 1401-01-01
   2. Complete worksheet 1401-01-02
   3. Complete worksheet 1401-01-03

J. Review for Module 1401-01 Written exam: Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

K. Module 1401-01 Written exam: (See your instructor)

L. Critique Module 1401-01 Written exam: (See your instructor)

M. Performance Exam 1401-01: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the performance exam for this module. (See your instructor)
N. Certificate students should complete this module by the end of the 11th clock hour. Degree students should complete this module by the end of the 2nd week.

II. Module 1401-02: Basic First Aid

A. Time
Certificate student: 10 clock hours
Degree student: 2 weeks

B. Module Learning Outcomes: Upon completion of this module the student will:

1. Perform basic first aid. (C19)

C. Read Fact Sheet 1401-02-01, on First-Aid for Major Emergencies.

D. Read Fact Sheet 1401-02-02, on Common Emergencies.

E. Read Chapter 2, pgs 24-35 stop at “Hazardous Materials and WHMIS” in Resource DEMR 1401-01. (Textbook)

F. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

G. View audio visuals: (See your instructor)

1. Resource DEMR 1401-16, “Basic First Aid”
2. Resource DEMR 1401-14, “Back Safety”
3. Resource DEMR 1401-17, “Eye Safety”

H. See your instructor and ask him if there is any other information that should be viewed or read that pertains to this module.

I. Complete the Learning Activities listed below for this module.

1. Complete the worksheet 1401-02-01

J. Review for Module 1401-02 Written exam: Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

K. Module 1401-02 Written exam: (See your instructor)

L. Critique Module 1401-02 Written exam: (See your instructor)
M. Performance Exam 1401-02: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the Performance Exam for this module (See your instructor)

N. Certificate students should complete this module by the end of the 21st clock hour. Degree students should complete this module by the end of the 4th week.

III. Module 1401-03: Hazard Communication and Shop Safety

A. Time:
Certificate student: 12 clock hours
Degree student: 1 week

B. Module Learning Outcomes: Upon completion of this module the student will:

1. Correctly use and dispose of Hazardous Materials. (C18)
2. Use Human Protection Equipment. (C19)
3. Use a computer. (C8)

C. Read Fact Sheet 1401-03-01 to learn about the Occupational Safety and Health Act.

D. Read Fact Sheet 1401-03-02 to learn about Hazard Communications.

E. Read Chapter 2, pgs. 35-36 (“Hazardous Materials and WHMIS”) in Resource DEMR 1401-01. (Textbook)

F. Read Fact Sheet 1401-03-03 to learn about The Safety Factor.

G. Read Fact Sheet 1401-03-04 to learn about Shop Safety.

H. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

I. View audio visuals: (See your instructor)

2. Resource DEMR 1401-21, “Right to Know for Automotive Service Facilities”

J. See your instructor and ask him if there is any other information that should be viewed or read that pertains to this module.

K. Complete the Laboratory Learning Activities listed below for this module.
1. Complete Worksheet 1401-03-01
2. Complete Worksheet 1401-03-02
3. Complete Worksheet 1401-03-03
4. Complete Worksheet 1401-03-04
5. Complete Worksheet 1401-03-05

L. Review for Module 1401-03 Written exam. Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

M. Module 1401-03 Written exam: (See your instructor)

N. Critique Module 1401-03 Written exam: (See your instructor)

O. Performance exam 1401-03: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the Performance Exam for this module (See your instructor).

P. Certificate students should complete this module by the end of the 33rd clock hour. Degree students should complete this module by the end of the 5th week.

IV. Module 1401-04: Classes of Fires and Fire Extinguishers

A. Time
   Certificate student: 4 clock hours
   Degree student: 1 week

B. Module Learning Outcomes: Upon completion of this module the student will:

   1. Name the classes of fires and explain them. (C7)
   2. Use a fire extinguisher. (C18)

C. Read Fact Sheet 1401-04-01, on Fire Safety.

D. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

E. View audio visuals:

F. See your instructor and ask him if there is any other information that should be viewed or read that pertains to this module.

G. Complete the Learning Activities listed below for this module.
1. Complete Worksheet 1401-04-01

H. Review for Module 1401-04 Written exam: Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

I. Module 1401-04 Written exam: (See your instructor)

J. Critique module 1401-04 Written exam: (See your instructor)

K. Performance exam module 1401-04: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the Performance Exam for this module (See your instructor).

L. Certificate students should complete this module by the end of the 37th clock hour. Degree students should complete this module by the end of the 6th week.

V. Module 1401-05: Measuring Systems

A. Time
   Certificate students: 5 clock hours
   Degree students: 1 week

B. Module Learning Outcomes: Upon completion of this module the student will:
   1. Use Customary and Metric Measuring Systems. (C18) (F3,4)

C. Read Fact Sheet 1401-05-01, on System of Measurements.

D. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

E. View Audio Visuas: (See your instructor)
   Resource 1401-11, “Customary Units of Measurements”, Basic College Mathematics DSMA 0300 Chapter 8 (Computer Program)
   Resource 1401-12,”The Metric System of Measurements”, Basic College Mathematics DSMA 0300 Chapter 9 (Computer Program)
   Resource DEMR 1401-22, “Metrics for Auto Mechanics”

F. See your instructor and ask him if there is any other information that should be viewed or read that pertains to this module.

G. Complete the Learning Activities listed below for this module.
   1. Complete worksheet 1401-05-01
H. Review for Module 1401-05 Written Exam: Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

I. Module 1401-05 Written exam: (See your instructor)

J. Critique module 1401-05 Written exam. (See your instructor)

K. Performance Exam module 1401-05: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the Performance Exam for this module (See your instructor).

L. Certificate students should complete this module by the end of the 47th clock hour. Degree students should complete this module by the end of the 8th week.

VII. Module 1401-06: Precision Measuring Devices.

A. Time
   Certificate students: 12 clock hours
   Degree students: 1 week

B. Module Learning Outcomes: Upon completion of this module the student will:
   1. Identify and use precision measuring devices. (C18)

C. Read Chapter 3 pg. 62-70, (“Measuring Tools”) in Resource DEMR 1401-01. (Textbook)

D. Read pgs. 1 - 31, and pgs. 36 - 37 in Resource DEMR 1401-28. (Textbook)

E. Read pgs. 49 - 56, in Resource DEMR 1401-28. (Textbook)

F. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

G. View Audio Visuals

H. See your instructor and ask him if there is any other information that should be viewed or read that pertains to this module.

I. Complete the Learning Activities listed below for this module.
   1. Complete Worksheet 1401-06-01
   2. Complete Worksheet 1401-06-02
3. Complete Worksheet 1401-06-03
4. Complete Worksheet 1401-06-04

J. Review for Module 1401-06 Written Exam: Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

K. Module 1401-06 Written exam: (See your instructor)

L. Critique module 1401-06 Written exam. (See your instructor)

M. Performance Exam module 1401-06: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the Performance Exam for this module. (See your instructor)

N. Certificate students should complete this module by the end of the 54th clock hour. Degree students should complete this module by the end of the 9th week.

VIII. Module 1401-07: Tools and Fasteners

A. Time: Certificate students: 25 clock hours
          Degree students: 3 week

B. Module Learning Outcomes: Upon completion of this module the student will:
   1. Identify and use basic hand tools. (C18)
   2. Identify and use common power tools. (C18)
   3. Identify and describe the use of special purpose and diagnostic tools. (C18)
   4. Identify and describe the uses of various fasteners and assembly devices. (C18)
   5. Perform soldering operations. (C19)
   6. Perform shop safety. (C19)

C. Read Chapter 3 pgs. 46-62 in Resource DEMR 1401-01. (Textbook)

D. Read Chapter 3 pgs. 76-85 (“Fasteners”) in Resource DEMR 1401-01. (Textbook)

E. Read Fact Sheet 1401-07-01, on Other Cutting Tools.

F. Read Fact Sheet 1401-07-02, on Bench Grinders.

G. Read Fact Sheet 1401-07-03, on Drill Press, Portable Drills and Drill Bits.

H. Read Fact Sheet 1401-07-04, on Taps.
I. Read Fact Sheet 1401-07-05, on Dies.

J. Read Fact Sheet 1401-07-06, on Lifting Devices.

K. Read Fact Sheet 1401-07-07, on Soldering Tools and Equipment.

L. Read Fact Sheet 1401-07-08, on Diagnostic Tools and Test Equipment.

M. Read Fact Sheet 1401-07-09, on Hydraulic Presses and Porta-Power.

N. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

O. View Audio Visuals.
   1. DEMR 1401-20, “Hand and Power Tools Explained”
   2. DEMR 1401-10, “Extracting Broken Fasteners”, “Threaded Fasteners”

P. See your instructor and ask him if there is any other information that should be viewed or read that pertains to this module.

Q. Complete the Learning Activities listed below for this module.
   1. Complete Worksheet 1401-07-01
   2. Complete Worksheet 1401-07-02
   3. Complete Worksheet 1401-07-03
   4. Complete Worksheet 1401-07-04

R. Review for Module 1401-07 Written Exam: Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

S. Module 1401-07 Written exam: (See your instructor)

T. Critique module 1401-07 Written exam. (See your instructor)

U. Performance Exam module 1401-07: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the Performance Exam for this module (See your instructor).

V. Certificate students should complete this module by the end of the 74th clock hour. Degree students should complete this module by the end of the 12th week.

IX. Module 1401-08: Mechanical Power Transmission
A. Time
Certificate students: 10 clock hours
Degree students: 1 week

B. Module Learning Outcomes: Upon completion of this module the student will:
1. Identify and describe the uses of components of mechanical power transmission. (C18)
2. Identify and describe the use of various gaskets, sealants, and seals. (C18)

C. Read Fact Sheet 1401-08-01 on Bearings.

D. Read Fact Sheet 1401-08-02 on Gears.

E. Read Fact Sheet 1401-08-03 on Drive Belts and Pulleys.

F. Review Fact Sheet 1401-08-04 on Gaskets, Seals, and Sealants.

G. See your instructor and ask him to explain any part of the reading assignment that you do not understand.

H. View Audio Visuals:
1. DEMR 1401-23, “Seals, O-ring, Gaskets, Engine Sealing Seminar
2. DEMR 1401-27, “Mechanical Power Transmission”

I. See your instructor and ask him if there is any other information that should be viewed or read that pertains to this module.

J. Complete the Learning Activities listed below for this module.
1. Complete Worksheet 1401-08-01
2. Complete Worksheet 1401-08-02

K. Review for Module 1401-08 Written Exam: Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

L. Module 1401-08 Written exam: (See your instructor)

M. Critique module 1401-08 Written exam. (See your instructor)

N. Performance Exam module 1401-08: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the Performance Exam for this module (See your instructor).
O. Certificate students should complete this module by the end of the 79th clock hour. Degree students should complete this module by the end of the 13th week.

X. Module 1401-09: Cleaning Methods and Equipment

A. Time
   Certificate students: 5 clock hours
   Degree students: 1 week

B. Module Learning Outcomes: Upon completion of this module the student will:
   1. Use diesel Engine and component cleaning methods and equipment. (C19)
   2. Practice Shop Safety. (C19)

C. Read Fact Sheet 1401-09-01, on Cleaning Methods and Equipment.

D. Read Fact Sheet 1401-09-02, on Enviro-Equip Parts Washer.

E. See your instructor and ask him to explain any part of the reading assignment you do not understand.

F. View Audio Visuals: (See your instructor)
   There are no Audio Visuals for this module.

G. See your instructor and ask him if there is any other information that you should view or read that pertains to this module.

H. Complete the Learning Activities listed below for this module.
   1. Complete Worksheet 1401-09-01
   2. Complete Worksheet 1401-09-02

I. Review for Module 1401-09 Written Exam: Study all previous assignments in this module. See your instructor and ask him to explain any area that you do not understand.

J. Module 1401-09 Written exam: (See your instructor)

K. Critique module 1401-09 Written exam. (See your instructor)

L. Performance Exam module 1401-09: Refer to the Laboratory Learning Activities (Lab Sheet) in this module book and complete the Performance exam.

M. Certificate students should complete this module by the end of the 84th clock hour. Degree students should complete this module by the end of the 14th week.
XII. Module 1401-10: Exit Exam

A. Time
   Certificate students: 2 clock hours
   Degree students: 1 week

B. Module Learning Outcomes: Upon completion of this module the student will:

1. Complete the Exit Exam.

C. Review all previous assignments in this module.

D. See your instructor and ask him to explain anything that you do not understand pertaining to this course.

E. Module 1401-10 Written (Exit) exam: (See your instructor)

F. Critique module 1401-10 Written (Exit) exam. (See your instructor)

G. End of Course Critique and enrollment in the next course in the program (See your instructor).

H. Certificate students should complete this module by the end of the 96th clock hour. Degree students should complete this module by the end of the 16th week.