A. COURSE DESCRIPTION

Credits: 2
Lecture Hours/Week: 1
Lab Hours/Week: 2
Prerequisites: None
MnTC Goals: None

General Shop Practices teaches shop procedures, and safe shop administration in the Heavy Equipment and Diesel Shop. Safety in the use of hand tools, electric tools, and other equipment used by the technician are covered. The Minnesota Right-to-Know Law is presented. Shop procedures are covered with emphasis on safety and personal protection equipment. Emergency first aid procedures are covered.

B. OUTLINE OF MAJOR CONTENT AREAS

1. Shop Safety Practices
   A. Eye protection
   B. Foot protection
   C. Head protection

2. Minnesota Right-to-Know Law

3. Mechanic tool usage
   A. Tool identification
   B. Appropriate tool use
   C. Safe tool handling

4. Shop Skills
   A. Equipment operation
      1. Hydraulic press
      2. Steam cleaner
      3. Drill press
      4. Grinders
      5. Overhead cranes
      6. Forklift
   B. Repair techniques

C. LEARNING OUTCOMES (General)

1. Students will use hand, electric, hydraulic and air tools.
2. Students will use lifting equipment.
3. Students will use fluid pressure testing equipment.
4. Students will exhibit safety and follow mandated federal regulations.
5. Students will describe functions of the dealership service department; explain department goals and procedures.

D. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

E. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus
F. SPECIAL INFORMATION

HCC COMPETENCIES MET:
Working Productively & Cooperatively
Communicating Clearly & Effectively
Thinking Creatively & Critically
Civic/Social Responsibility

STUDENT CONTRIBUTIONS:
The student is expected to
1. attend all lectures.
2. participate in class activities.
3. participate in class discussions.
4. hand in outside assignments when due.
5. ask questions if he/she does not understand any part of the instructions or procedures.

STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.

ADDITIONAL INFORMATION:
Minnesota Right-to-Know handouts, instructor handouts, safety dvds, and lecture notes are materials used. Material Safety Data Sheets are available for reference.

Curriculum Committee Approval Date: March 5, 2019

AASC APPROVAL DATE: March 20,2019
REVIEW DATE: March 2024