



COURSE OUTLINE

Course Name: Technical Information and Documentation

Course Number: ARPT 1180

Number of Credits: 1.0

Effective Date: January 2019

Course Description:

Students will learn to locate and interpret vehicle information, technical manuals and bulletins and to interpret work orders. Additionally, this course focusses on Provincial environmental safety legislation pertaining to the auto refinishing industry.

School or Centre:

School of Trades, Technology & Design

Year of Study:

1st Year Post-secondary

Course History:

New Course

Name of Replacing Course (if applicable):

Course Pre-requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Instructional Strategies:

Instructional strategies include: Lectures, demonstrations, case studies, group work, individual work, field trips, and project work in an authentic shop environment.

Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Locate and interpret vehicle information
2. Access technical manuals and bulletins
3. Interpret information in manuals and bulletins
4. Identify environmental regulations
5. Interpret safety regulations as they apply to refinishing procedures
6. Complete documentation for safety and environmental compliance
7. Describe repair documentation
8. Describe insurance claim processes in BC
9. Interpret trade terminology found on work orders and estimates

Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

1. Use safety equipment to maintain a safe work environment
2. Maintain tools and spray equipment to ensure top performance, safety and environmental compliance
3. Use documentation to interpret vehicle information, ensure safety, environmental compliance, and work accuracy
4. Plan work by performing work inspections and organizing production schedules to ensure timely workflow
5. Prepare vehicle surfaces for refinishing according to sub-straight condition and manufacturers' recommendations
6. Apply repair and corrosion protection materials to manufacturers' specifications
7. Use equipment in the refinishing process according to manufacturers' recommendations
8. Perform pre-delivery tasks to ensure vehicle is restored to pre-accident condition
9. Describe the importance of and processes for journey person upgrading to stay abreast of future trends and technological changes

Evaluation/Grading System

| Grading System | Specify if 'Other': | Specify Passing Grade: |
|----------------|---------------------|------------------------|
| Percentages | | 70% |

Components and Weighting of the Assessment/Evaluation Plan:

| Type | Percentage | Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%): |
|---------------|------------|--|
| Quizzes/Tests | 15 | Formative theory (quizzes and assignments) |
| Exam | 20 | Summative theory |
| Assignments | 50 | Practical assignments (preparation, task completion, cleanup, document writing, etc.) |
| Participation | 15 | Active participation and teamwork |
| | | |
| | | |
| Total | | 100 |

Learning Environment/Type

| Instruction Type | Hours Per Instruction Type | Comments |
|-----------------------------------|----------------------------|-----------|
| J - Classroom/Online (Mixed Mode) | 15 | |
| K - Shop/Teaching Kitchen | 10 | |
| | | |
| | | |
| | | |
| Total | | 25 |

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics:

I-CAR DAM01 Vehicle Identification, Estimation Systems, And Terminology
10001 Environmental Safety

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about/governance--policies/policies/>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

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| Approved by Curriculum Committee: | September 18, 2018 | Approved by Education Council: | October 9, 2018 |
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