

PALOMR COLLEGE  
COURSE OUTLINE OF RECORD FOR  
DEGREE CREDIT COURSE

Transfer course     A.A. degree applicable course

(check all that apply)

COURSE NUMBER AND TITLE: AP WE 110 Work Experience

UNIT VALUE: 1-4

MINIMUM NUMBER OF SEMESTER HOURS: 75-300

**BASIC SKILLS REQUIREMENTS:**

Appropriate language and computational skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** Indentured apprentice to a designated Joint Apprenticeship and Training Committee.

**COREQUISITE:** None.

**RECOMMENDED PREPARATION:** None.

**SCOPE OF COURSE:**

On-the-job experience for the duration of the apprenticeship period.

**SPECIFIC COURSE OBJECTIVES:**

The student will be able to:

1. Analyze problems and enhance employment skills in actual working conditions.
2. Compare career goals through application of classroom theory to "real work experiences."
3. Describe basic elements of their assigned positions.
4. Enhance interpersonal skills through supervised practice.
5. Apply principles of Management by Objectives (MBO).
6. Evaluate experiences for future job applications and resumes.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

Course Example - Automotive

| Work Processes to be learned:                          | Approx. Hours |
|--|---------------|
| A. Tires, springs and wheels                           | 250           |
| B. Frames, suspension and steering gears               | 750           |
| C. Brakes, rear axles and universal joints             | 1000          |
| D. Clutches and Transmissions (manual and automatic)   | 1250          |
| E. Engines   | 1500          |
| F. Cooling, lubrication and fuel systems               | 500           |
| G. Electric systems, batteries, lights and accessories | 875           |
| H. Starting motors and charging systems                | 250           |
| I. Tune-Up and electronic testing equipment            | 750           |
| J. Heaters and air conditioning                        | 375           |
| K. Miscellaneous                                       | 500           |
| Total  | 8000          |

**Work Processes:**

- I. Servicing
  - A. Adjust valves, belts and headlights, replacing of parts and accessories as needed.
  - B. Servicing cooling system.
  - C. Checking and replacing freeze plugs. 1000
- II. Tune-up
  - A. Inspection and repair of ignition system.
  - B. Adjusting carburetor.
  - C. Timing engine and replacing parts as needed.
  - D. Electronic and computer component diagnosis and replacement.
  - E. Emission system service. 1000
- III. Exhaust System
  - A. Remove and replace mufflers, exhaust pipes and manifold gaskets. 300
- IV. Brake System
  - A. Inspection and adjustment of braking system.
  - B. Replacing worn brake parts.
  - C. Servicing hydraulic system. 600
- V. Tires and Wheels
  - A. Inspecting and rotating tires.
  - B. Mounting or repairing tires.
  - C. Wheel Balancing. 500

VI. Lubrication

- A. Lubricating chassis, packing wheel bearing.
- B. Changing oil in engine and filter, crankcase oil, service transmission or transaxle and differential.

Total 600  
4000

**REQUIRED READING:**

Apprenticeship Agreement. State of California, latest revision.

Company and/or operations manuals. Prepared by individual company/employer.

Division of Apprenticeship Standards, latest revision.

**SUGGESTED READING:**

Supt. of Documents. Occupational Outlook Handbook. Washington, D.C.: Published annually.

Supt. of Documents. Occupational Outlook Quarterly. Washington, D.C.: Published quarterly.

**REQUIRED WRITING:**

Record work objectives/work processes in ledger on a daily basis. Write a summary of objectives accomplished for each six months and turn in to coordinator/committee.

**OUTSIDE ASSIGNMENTS:**

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Attend local union meetings on a monthly basis. Attend local apprenticeship meetings every four to six months for advancements. Attend company sponsored and GMAC schools to upgrade skills. Read company standards on repair and installation on work processes. Read union standards on repair and installation with journey person, coordinator or apprenticeship committee.

**INSTRUCTIONAL METHODOLOGY:**

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes \_\_\_\_\_ No  X

If yes, check all that apply. (See guidelines for preparation for definitions.)

- telecourse
- mediated instruction
- computer assisted instruction

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

The student is graded on a CR/NCR basis. Student must satisfactorily complete the following criteria:

1. 300 hours of work experience each semester documented in "Pink Book."
2. Completion of 72 hours of related instruction per semester.
3. Verified statements of work objectives.
4. Meet with committee (management, labor, state and school) as cited.

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DIFICIENT GRADE?**

Yes  X  No \_\_\_\_\_ Number of times course may be taken for credit:  4 .

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161-C

**CONTACT PERSON:** Director, Vocational Programs, Ext. 2286