

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY  
AUT 100 - INTRODUCTION TO AUTOMOTIVE SHOP PRACTICES (2 CR.)**

**Course Description**

Introduces shop practices for automotive laboratory and shop safety, identification and use of hand tools, general power equipment and maintenance of automotive shop. Explains basic operation procedures of standard shop equipment. Presents Occupational Safety and Health Act standards pertaining to the automotive field. Lecture 2 hours per week.

**General Course Purpose**

This course is a study of the automotive laboratory with emphasis on shop safety, identification, use of hand tools, general power equipment, and maintenance of an automotive shop. The student will be introduced to Occupational Safety and Health Act standards. The student will learn to identify hand tools, their proper application, and care. The latest power equipment will be explained and demonstrated to the student during periods of demonstration. The student will also be introduced to the sources of specifications and maintenance procedures and how they are used.

**Course Prerequisites/Corequisites**

The ability to read, write, and speak the English language. AUT 100 is necessary and recommended before automotive and collision classes are attempted.

**Course Objectives**

Upon completion of this course, the student should be able to:

- Understand personnel, job, and shop safety requirements
- Become familiar with OSHA, EPA and "Right to Know" requirements
- Show a basic knowledge of laboratory operation and organization
- Demonstrate the proper care and use of common technician hand tools, power equipment, and standard automotive shop equipment

**Major Topics to be Included**

- Personnel, job, and shop safety
- Automotive shop lifts, racks, and stands
- Basic hand, electric, pneumatic, and special purpose tools
- Cleaning equipment operation and use
- Automotive specifications, maintenance procedures and their use
- Environmental issues and practices related to hazardous materials and shop waste disposal