### **Instructional/Task Analysis**

Related Information: What the Student Should Know

## Application: What the Student Should Be Able to Do

### Unit 1: Basic Workplace Safety and First-Aid Skills

- Definitions of terms associated with workplace safety and first aid
- 2 Facts about OSHA's role in workplace health and safety
- 3. Purposes of a material safety data sheet
- 4. Ways hazardous materials can enter the body
- 5. Applications for the colors used in the federal safety color code
- 6. Statements about general workplace safety rules
- 7. Guidelines for maintaining a safe work area
- 8. Guidelines for dressing safely on the job
- 9. Guidelines for lifting and moving items safely
- Guidelines for preventing slips, trips, and falls
- 11. Guidelines for preventing electrical shock
- 12. Guidelines for preventing fire and fire spread
- 13. Guidelines for using flammable materials and toxic substances
- 14. Guidelines for using shop tools and machines
- 15. General safety guidelines for operating and repairing power product equipment
- 16. Guidelines for working with batteries
- 17. General steps for handling any emergency situation
- 18. Basic first-aid procedures for various emergency situations

- 19. Interpret material safety data sheets
- Interpret portable fire-extinguisher symbols
- 21. Determine correct workplace safety practices
- 22. Determine basic first-aid measures for emergency situations
- 23. Lift and move a heavy object
- 24. Operate a fire extinguisher
- 25. Handle and store flammable materials and toxic substances

### **Instructional/Task Analysis**

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#### **Unit 2: Common Hand Tools**

- 1. Basic hand tools
- 2. Types of standard gauges
- 3. Standard service tools

4. Use tool catalogs to determine the cost of a quality hand-tool set

#### **Unit 3: Common Hand Tools**

- Definitions of terms associated with common fasteners
- Methods used for holding threaded fasteners in place
- Methods used to remove seized or broken fasteners
- 4. Methods used to repair damaged threads
- 5. Identify threaded fasteners by their characteristics
- 6. Select correct threaded fasteners for specific applications
- 7. Select correct nonthreaded fasteners for specific applications
- 8. Remove seized fasteners
- 9. Rethread damaged fasteners
- 10. Rethread tapped holes

#### **Unit 4: Related Math and Measuring**

- Definitions of terms associated with math and measuring
- 2. Place values of a whole number
- 3. Types of fractions
- 4. Place values of a decimal number
- Values of prefixes associated with metric measurement
- 6. Add whole numbers
- 7. Subtract whole numbers
- 8. Multiply whole numbers
- 9. Divide whole numbers
- 10. Reduce fractions to lowest terms
- Convert mixed numbers to improper fractions and improper fractions to mixed numbers
- 12. Add fractions
- 13. Subtract fractions
- 14. Add decimal numbers
- 15. Subtract decimal numbers
- 16. Multiply decimal numbers
- 17. Divide decimal numbers
- 18. Calculate correct amount of change due
- 19. Convert fractions to decimals
- 20. Read U.S. customary and metric rules

## Related Information: What the Student Should Know

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### **Unit 4: Related Math and Measuring (continued)**

- 21. Use telescoping gauges
- 22. Use a dial caliper
- 23. Use a dial indicator

### **Unit 5: Reference Materials**

- Definitions of terms associated with power product equipment
- Types of reference materials and their descriptions
- 3. Interpret illustrations used in power product equipment reference materials
- 4. Interpret graphs used in power product equipment reference materials
- 5. Interpret diagrams used in power product equipment reference materials
- 6. Interpret tables used in power product equipment reference materials
- 7. Use reference materials to answer specific questions

#### **Unit 6: Basic Engine Principles**

- Definitions of terms associated with basic engine principles
- 2. The purpose of an internal combustion engine
- 3. The basic parts of an internal combustion engine
- 4. Descriptions of the basic parts of an internal combustion engine
- 5. Types of energy and their descriptions
- 6. Classifications of forms of energy (kinetic or potential)
- 7. Characteristics of energy and motion
- 8. Definitions of types of motion
- 9. Descriptions of the stages in the process by which an internal combustion engine converts chemical energy into rotary motion
- Descriptions of the events in the combustion cycle of an internal combustion engine

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### Unit 6: Basic Engine Principles (continued)

- 11. Purposes of the equipment components that receive energy from the crankshaft
- 12. Calculate work
- 13. Calculate power
- 14. Calculate torque
- 15. Calculate engine displacement
- 16. Calculate compression ratio

#### **Unit 7: Engine Design and Identification**

- Definitions of terms associated with engine design and identification
- 2. Characteristics used to identify engines
- 3. Purposes of the major systems of an internal combustion engine
- 4. Major components of a two-stroke cycle engine
- 5. Major components of a four-stroke cycle engine
- Descriptions of the combustion cycle of a two-stroke-cycle engine and a four-strokecycle engine
- 7. Design characteristics of two-stroke cycle engines and four-stroke-cycle engines
- 8. Parts of a crankshaft
- 9. Parts of a piston and connecting-rod assembly

- 10. Classify engine designs by their valve and cylinder arrangements
- 11. Interpret model and other code numbers used to identify engines
- 12. Complete an engine information form for various two-stroke-cycle engines
- 13. Complete an engine information form for various four-stroke-cycle engines

### **Unit 8: Engine Operation**

- Definitions of terms associated with the operation of a two-stroke-cycle engine
- 2. Principles of operation of a two strokecycle engine
- Types of pistons commonly used in twostroke-cycle engines
- 4. Descriptions of types of valves commonly used in two-stroke-cycle engines
- 5. Component-design factors that determine timing on a two-stroke cycle engine

# Related Information: What the Student Should Know

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### **Unit 8: Engine Operation (continued)**

- 6. Descriptions of types of scavenging designs used on two-stroke-cycle engines
- 7 Descriptions of exhaust-system component-design factors used to control scavenging on two-stroke cycle engines
- 8. Definitions of terms associated with the operation of a four-stroke-cycle engine
- 9. Principles of operation of a four-stroke cycle engine
- 10. Principles of cam operation
- 11. Basic parts of the valves used in fourstroke-cycle engines
- 12. Definitions of types of valve actuators used in four-stroke-cycle engines
- 13. Principles of valve timing and overlap on a four-stroke-cycle engine

- 14. Analyze the operation of two-stroke cycle engines
- 15. Analyze the operation of four-stroke cycle engines

#### Unit 9: Parts Management, Inventory Control, and Service Orders

- Definitions of terms associated with parts management, inventory control, and service orders
- 2. Reasons for implementing a partsmanagement system
- 3. Types of information found in parts catalogs
- 4. Publications used for identifying parts numbers
- 5. Descriptions of types of catalog prices
- Guidelines for maintaining good inventory control
- 7. Reasons for using standard time/rate tables

- 8. Interpret information from parts catalogs and price lists
- 9. Interpret information from time/rate tables
- 10. Complete a service order
- 11. Use a microfiche system to obtain parts information
- 12. Use a computer system to obtain parts information
- 13. Take a physical inventory of power product equipment parts