

## PARTS TECHNICIAN APPRENTICESHIP COURSE SUMMARIES

### **COURSE PTA3400: MATERIAL HANDLING**

Students develop knowledge, skills and attitudes in the areas of material handling, receiving, stocking and staging techniques.

*Prerequisite: PTA3900: Apprenticeship Safety*

### **COURSE PTA3405: STORAGE & PACKING**

Students develop knowledge, skills and attitudes in the areas of material storage; picking and issuing freight; and the proper process for packing goods.

*Prerequisites: PTA3900: Apprenticeship Safety, PTA3400: Material Handling*

### **COURSE PTA3410: SHIPPING & RETURNS**

Students develop knowledge, skills and attitudes in the areas of shipping products, dealing with product returns and ensuring adequate stock maintenance.

*Prerequisites: PTA3900: Apprenticeship Safety, PTA3400: Material Handling*

### **COURSE PTA3415: MERCHANDISING**

Students develop knowledge, skills and attitudes in the areas of merchandising, material handling equipment and the use of catalogues.

*Prerequisites: PTA3900: Apprenticeship Safety, PTA3400: Material Handling, PTA3405: Storage & Packing, PTA3410: Shipping & Returns*

### **COURSE PTA3420: MEASUREMENT & STOCK**

Students develop knowledge, skills and attitudes in doing measurement calculations and using measurement tools; identifying standard stock items; and identifying consumables.

*Prerequisite: PTA3900: Apprenticeship Safety*

### **COURSE PTA3425: ELECTRICAL BASICS**

Students develop knowledge, skills and attitudes around electrical fundamentals, electrical circuits and battery fundamentals.

*Prerequisite: PTA3900: Apprenticeship Safety*

### **COURSE PTA3430: SUSPENSION & WHEELS**

Students learn about the operation and components of bearings, seals and suspension systems and about wheels, tires and hubs.

*Prerequisite: PTA3900: Apprenticeship Safety*

### **COURSE PTA3435: STEERING & BRAKES**

Students learn about steering systems and hydraulic drum and disc brake systems, electric brakes, and antilock brake systems.

*Prerequisite: PTA3900: Apprenticeship Safety*

### **COURSE PTA3440: COMMUNICATION**

Students develop knowledge, skills and attitudes in verbal and written communication.

*Prerequisite: PTA3900: Apprenticeship Safety*

**COURSE PTA3445: CUSTOMER SERVICE**

Students develop knowledge, skills and attitudes in conflict resolution, customer service and sales techniques.

*Prerequisite: PTA3440: Communication, PTA3900: Apprenticeship Safety*

**COURSE PTA3450: PTA PRACTICUM A**

Students, on the work site, continue to develop and refine those competencies developed in related career and technology studies (CTS) occupational areas, previous practicums and other experiences.

*Prerequisite: None*

**COURSE PTA3455: PTA PRACTICUM B**

Students, on the work site, continue to develop and refine those competencies developed in related career and technology studies (CTS) occupational areas, previous practicums and other experiences.

*Prerequisite: None*

**COURSE PTA3460: PTA PRACTICUM C**

Students, on the work site, continue to develop and refine those competencies developed in related career and technology studies (CTS) occupational areas, previous practicums and other experiences.

*Prerequisite: None*

**COURSE PTA3465: PTA PRACTICUM D**

Students, on the work site, continue to develop and refine those competencies developed in related career and technology studies (CTS) occupational areas, previous practicums and other experiences.

*Prerequisite: None*

**COURSE PTA3900: APPRENTICESHIP SAFETY**

Students develop knowledge, skills and attitudes in the practice of workshop health and safety, communication and career planning.

*Prerequisite: None*