COURSE NUMBER: FMC 160 Fall-Year 1

Student Name _____

CO-OP I TASK LIST

Upon completion of a task, the student should enter the date of completion and an authorized employee of the dealership must then validate that the task has been successfully completed by initialing next to the date.

Basic Automotive Servicing Tasks

1. Use shop manual to find a specific repair procedure for vehicle. _____
2. Perform a complete lube, oil, and filter change. _____
3. Perform automatic transmission fluid and filter change. _____
4. Perform a cooling system drain and refill. _____
5. Perform a cooling system performance check. _____
6. Perform a new car set-up, including completion of the necessary forms. _____
7. Replace front brake pads. _____
8. Replace rear brake shoes. _____
9. Machine brake drum and rotor. _____
10. Dismount, inspect, remount and balance tire and wheel assembly. _____
11. Perform recommended tire rotation. _____
12. Perform Pennsylvania state inspection service. _____
13. Perform headlight adjustment with headlight aiming equipment. _____
14. Perform used car safety inspection, and complete necessary forms. _____
15. Perform EEC tests using IDS. _____
16. Demonstrate OASIS and publication use on QCDealer.com. _____
17. Bulb replacement. _____
18. Windshield wiper R and I. _____
19. Audio system/radio R and I and reset stations. _____
20. Door panel R and I. _____

Electrical System Tasks

1. Check applied voltage drops in electrical circuits using digital voltmeters; determine needed repair. _____
2. Check current flow in electrical circuits and components using an ammeter; determine needed repairs. _____
3. Check continuity and resistance in electrical circuits and components using a digital ohmmeter; determine needed repair. _____
4. Check electrical circuits using jumper wires; determine needed repairs (horns, lights). _____
5. Inspect, test, and replace fusible links, circuit breakers, and fuses. _____

Battery Concerns

1. Diagnose the cause(s) of abnormal battery drain; determine needed repairs _____
2. Inspect, clean, fill, and replace battery. _____
3. Perform battery capacity (load, high-rate discharge) test; determine needed service. _____
4. Maintain or restore electronic memory functions. _____
5. Recharge a weak or dead battery. _____
6. Inspect and clean battery posts and cable ends. _____
7. Jump-start a vehicle using battery cables or power supply. _____

Starting System Concerns

1. Perform starter current draw test; determine needed repairs. _____
2. Perform starter circuit voltage drop test; determine. _____
3. Remove, bench test and replace/reinstall starter. _____

Charging System Concerns

1. Diagnose charging system problems that cause an undercharge, no charge, or an overcharge condition. _____
2. Inspect and adjust alternator drive belts; replace as needed. _____
3. Perform charging system output test; determine needed repairs. _____
4. Perform charging circuit voltage drop tests; determine needed repairs. _____
5. Remove and replace/reinstall alternator. _____

Ignition System Concerns

1. Perform cylinder power balance tests. _____
2. Remove distributor, R&I stator, reinstall distributor. _____
3. Check and adjust ignition timing. _____

For the following skills use wiring diagrams to determine needed electrical circuit repairs and diagnose the cause of poor, intermittent, or no:

- courtesy light operation _____
- stoplight operation _____
- back-up light operation _____
- horn(s) operation _____
- rear window defogger operation _____
- electric door and hatch/trunk lock operation _____
- turn signal operation _____
- power seat operation _____
- power window operation _____
- power lock operation _____
- power side mirror operation _____
- air bag system _____
- speed control system _____
- windshield wiper system _____
- window washer system _____
- fuel gauge _____
- oil pressure gauge _____
- coolant temperature gauge _____
- headlight circuit _____
- tail lamp circuit _____
- parking lamp circuit _____