**Basic Competencies**

| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **PARTICIPATE IN WORKPLACE COMMUNICATION** | | | | | | | |
| Module Title | **PARTICIPATING IN WORKPLACE COMMUNICATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Obtain and convey**  **workplace information** | | | 1.1 Effective verbal and nonverbal communication  1.2 Different modes of communication  1.3 Medium of communication in the workplace  1.4 Organizational policies  1.5 Communication procedures and systems  1.6 Lines of Communication  1.7 Technology relevant to the enterprise and the individual’s work responsibilities  1.8 Workplace etiquette | | | CBLM and Powerpoint presentation via Canvas, Participation and Communication in Workplace  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 2. **Perform duties following**  **workplace instructions** | | | 2.1 Effective verbal and non-verbal communication  2.2 Different modes of communication  2.3 Medium of communication in the workplace  2.4 Organizational/ Workplace policies  2.5 Communication procedures and systems  2.6 Lines of communication  2.7 Technology relevant to the enterprise and the individual’s work responsibilities  2.8 Effective questioning techniques (clarifying and probing)  2.9 Workplace etiquette | | | CBLM and Powerpoint presentation via Canvas, Participation and Communication in Workplace  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 3. **Complete relevant**  **work-related documents** | | | 3.1 Effective verbal and non-verbal communication  3.2 Different modes of communication  3.3 Workplace forms and documents  3.4 Organizational/ Workplace policies  3.5 Communication procedures and systems  3.6 Technology relevant to the enterprise and the individual’s work responsibilities | | | CBLM and Powerpoint presentation via Canvas, Participation and Communication in Workplace  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |

| **eLearning Infrastructure Requirement** | | **Name of the Application** |
| --- | --- | --- |
|  | (/ ) LMS: | CANVAS |
|  | Or Others:  ( / ) application that provide access to the digital content and any shared resources anywhere, anytime | CANVAS, GOOGLE DRIVE |
|  | ( / ) application that allows communication between trainers and peers synchronous and asynchronous; and | ZOOM, CANVAS, GOOGLE DRIVE, FACEBOOK MESSENGER |
|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **WORK IN TEAM ENVIRONMENT** | | | | | | | |
| Module Title | **WORKING IN TEAM ENVIRONMENT** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Describe team role**  **and scope** | | | 1.1 Group structure  1.2 Group development  1.3 Sources of information | | | CBLM and Powerpoint presentation via Canvas, Team Work Process  <https://go.mpdconline.com/GO/GO_301_01.pdf>  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |
| LO 2. **Identify one’s role**  **and responsibility**  **within a team** | | | 2.1 Team roles and objectives  2.2 Team structure and parameters 2.3 Team development  2.4 Sources of information | | | CBLM and Powerpoint presentation via Canvas, Team Work Process  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |
| LO 3. **Work as a team**  **member** | | | 3.1 Communication Process  3.2 Workplace communication protocol  3.3 Team planning and decision making  3.4 Team thinking  3.5 Team roles  3.6 Process of team development  3.7 Workplace context | | | CBLM and Powerpoint presentation via Canvas, Team Work Process  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS** | | | | | | | |
| Module Title | **SOLVING/ADDRESSING GENERAL WORKPLACE PROBLEMS** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Identify routine problems** | | | 1.1 Current industry hardware and software products and services  1.2 Industry maintenance, service and helpdesk practices, processes and procedures  1.3 Industry standard diagnostic tools  1.4 Malfunctions and resolutions | | | CBLM and Powerpoint presentation via Canvas, Identify routine problems  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |
| LO 2. **Look for solutions to routine problems** | | | 2.1 Current industry hardware and software products and services  2.2 Industry service and helpdesk practices, processes and procedures  Following manuals | | | CBLM and Powerpoint presentation via Canvas, Finding Applicable Solution for Workplace Problem  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |
| LO 3. **Recommend solutions to problems** | | | 3.1 Standard procedures  3.2 Documentation produce | | | CBLM and Powerpoint presentation via Canvas, Application of Solution to the Workplace Problem  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **DEVELOP CAREER AND LIFE DECISIONS** | | | | | | | |
| Module Title | **DEVELOPING CAREER AND LIFE DECISIONS** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Manage one’s emotion** | | | 1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self management strategies according to Robert Kelley)  1.2 Enablers and barriers in achieving personal and career goals  1.3 Techniques in handling negative emotions and unpleasant situations in the workplace such as frustration, anger, worry, anxiety, etc. | | | CBLM and Powerpoint presentation via Canvas, DEVELOPING CAREER AND LIFE DECISIONS  https://gltnhs-tle.weebly.com/lesson-25.html | | |
| LO 2. **Develop reflective practice** | | | 2.1 Basic SWOT analysis  2.2 Strategies to improve one’s attitude in the workplace  2.3 Gibbs’ Reflective Cycle/Model (Description, | | | CBLM and Powerpoint presentation via Canvas, DEVELOPING CAREER AND LIFE DECISIONS  https://gltnhs-tle.weebly.com/lesson-25.html | | |
| LO 3. B**oost self confidence and**  **develop self regulation** | | | 3.1 Four components of self-regulation based on SelfRegulation Theory (SRT)  3.2 Personality development concepts  3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psychospiritual concepts) | | | CBLM and Powerpoint presentation via Canvas, DEVELOPING CAREER AND LIFE DECISIONS  https://gltnhs-tle.weebly.com/lesson-25.html | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **CONTRIBUTE TO WORKPLACE INNOVATION** | | | | | | | |
| Module Title | **CONTRIBUTING TO WORKPLACE INNOVATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Identify opportunities to do things better** | | | 1.1 Roles of individuals in suggesting and making improvements.  1.2 Positive impacts and challenges in innovation.  1.3 Types of changes and responsibility.  1.4 Seven habits of highly effective people. | | | CBLM and Powerpoint presentation via Canvas, Contribution of innovation in workplace  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |
| LO 2. **Discuss and develop ideas with**  **others** | | | 2.1 Roles of individuals in suggesting and making improvements  2.2 Positive impacts and challenges in innovation  2.3 Types of changes and responsibility.  2.4 Seven habits of highly effective people | | | CBLM and Powerpoint presentation via Canvas, Contribution of innovation in workplace  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |
| LO 3. **Integrate ideas for**  **change in the workplace** | | | 3.1 Roles of individuals in suggesting and making improvements  3.2 Positive impacts and challenges in innovation  3.3 Types of changes and responsibility  3.4 Seven habits of highly effective people  3.5 Basic research skills | | | CBLM and Powerpoint presentation via Canvas, Contribution of innovation in workplace  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **PRESENT RELEVANT INFORMATION** | | | | | | | |
| Module Title | **PRESENTING RELEVANT INFORMATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Gather data/ information** | | | 1.1 Organisational protocols  1.2 Confidentiality  1.3 Accuracy  1.4 Business mathematics and statistics 1.5 Data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences  1.7 Legislation, policy and procedures relating to the conduct of evaluations  1.8 Organisational values, ethics and codes of conduct | | | CBLM and Powerpoint presentation via Canvas, Presenting Data/ Information  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |
| LO 2. **Assess gathered data/ information** | | | 2.1 Business mathematics and statistics  2.2 Data analysis techniques/ procedures  2.3 Reporting requirements to a range of audiences  2.4 Legislation, policy and procedures relating to the conduct of evaluations 2.5 Organisational values, ethics and codes of conduct | | | CBLM and Powerpoint presentation via Canvas, Presenting Data/ Information  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |
| LO 3. **Record and present information** | | | 3.1 Data analysis techniques/ procedures  3.2 Reporting requirements to a range of audiences  3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organisational values, ethics and codes of conduct | | | CBLM and Powerpoint presentation via Canvas, Presenting Data/ Information  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES** | | | | | | | |
| Module Title | **PRACTICING OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Identify OSH compliance**  **requirements** | | | 1.1 OSH preventive and control requirements  1.2 Hierarchy of Controls  1.3 Hazard Prevention and Control  1.4 General OSH principles  1.5 Work standards and procedures  1.6 Safe handling procedures of tools, equipment and materials  1.7 Standard emergency plan and procedures in the workplace | | | CBLM and Powerpoint presentation via Canvas, Safety and Health Protocols  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 2. **Prepare OSH requirements for**  **compliance** | | | 2.1 Resources necessary to execute hierarchy of controls  2.2 General OSH principles  2.3 Work standards and procedures 2.4 Safe handling procedures of tools, equipment and materials  2.5 Different OSH control measures | | | CBLM and Powerpoint presentation via Canvas, Safety and Health Protocols  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 3. **Perform tasks in accordance with relevant OSH policies and procedures** | | | 3.1 OSH work standards  3.2 Industry related work activities 3.3 General OSH principles  3.4 OSH Violations Non-compliance work activities | | | CBLM and Powerpoint presentation via Canvas, Safety and Health Protocols  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
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| Unit of Competency | **EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE** | | | | | | | |
| Module Title | **EXERCISING EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1.  **Identify the efficiency and effectiveness of resource utilization** | | | 1.1 Importance of Environmental Literacy 1.2 Environmental Work Procedures  1.3 Waste Minimization 1.4 Efficient Energy Consumptions | | | CBLM and Powerpoint presentation via Canvas, Efficiency and Effectiveness of Workplace Practices  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 2. **Determine causes of inefficiency and/or ineffectiveness of resource utilization** | | | 2.1 Causes of environmental inefficiencies and ineffective-ness | | | CBLM and Powerpoint presentation via Canvas, Efficiency and Effectiveness of Workplace Practices  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 3. **Convey inefficient and ineffective environmental practices** | | | 3.1 Appropriate Personnel to address the environmental hazards  3.2 Environmental corrective actions | | | CBLM and Powerpoint presentation via Canvas, Efficiency and Effectiveness of Workplace Practices  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |

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| Course | **AUTOMOTIVE SERVICING NC II** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE** | | | | | | | |
| Module Title | **PRACTICING ENTREPRENEURIAL SKILLS IN THE WORKPLACE** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1.  **Apply entrepreneurial workplace best practices** | | | 1.1 Workplace best practices, policies and criteria  1.2 Resource utilization  1.3 Ways in fostering entrepreneurial attitudes:   * Patience * Honesty * Quality Consciousness * Safety Consciousness * Resourcefulness | | | CBLM and Powerpoint presentation via Canvas, Entrepreneurial Strategies  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 2. **Communicate entrepreneurial workplace best practices** | | | 2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes:   * Patience * Honesty * Quality consciousness * Safety Consciousness * Resourcefulness | | | CBLM and Powerpoint presentation via Canvas, Entrepreneurial Communication Techniques  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 3. **Implement cost effective operations** | | | 3.1 Optimization of workplace resources  3.2 5S procedures and concepts  3.3 Criteria for cost effectiveness  3.4 Workplace productivity  3.5 Impact of entrepreneurial mindset to workplace productivity  3.6 Ways in fostering entrepreneurial attitudes:  Quality consciousness  Safety consciousness | | | CBLM and Powerpoint presentation via Canvas, Application of Entrepreneurial Operations  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |

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**Common Competencies**

| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **VALIDATE VEHICLE SPECIFICATION** | | | | | | | |
| Module Title | **VALIDATING VEHICLE SPECIFICATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Check body type of the vehicle** | | | * Kind of vehicle - Aerodynamics - Vehicle Dynamics - Body shapes - Powertrain - Major dimensions * Vehicle specifications - Vehicle performance - Weight & Measurements * Automotive history * Documentation/ Accomplishing checklist * Resources information - Bulletin - Shop manual * OSHS * PPEs Attitude: Patience Attention to details * Identifying kind of vehicle, dimensions, weight, body shape, and powertrain * Accomplishing checklist * Estimating visually dimensions and masses * Utilizing resource information * Wearing PPEs * Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Vehicle Specifications  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 2. **Check vehicle engine type** | | | * Principles of internal combustions * Principles of Electricity and motors * History of engines * Hybrid technology * Resources information - Bulletin - Shop manual * Identifying engine type, parts & components * Identifying fuel systems or energy systems * Utilizing resource information | | | CBLM and Powerpoint presentation via Canvas, Vehicle Specifications  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 3. **Check vehicle specifications** | | | * Fundamentals of Automotive engineering: - Understanding of power & torque - Gear Ratios - Vehicle Regulations - Knowledge of vehicle performance - Knowledge in Vehicle manufacturing process - * Knowledge of vehicle use - Automotive history * Knowledge in specifications * Reading of brochure, owner’s manuals * Reading of Resources information - Bulletin - Shop manual * Reading vehicle reference materials * Conducting vehicle inspection for modification and conversion * Comparing actual vehicle and specification sheets * Utilizing resource information | | | CBLM and Powerpoint presentation via Canvas, Vehicle Specifications  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |
| LO 4. **Complete validation of vehicle**  **specification** | | | * Reporting to immediate superior * Documentation/ Accomplishing checklist * Attitude: Accuracy * Verifying vehicle ownership * Accomplishing dealers check sheet * Reporting skills | | | CBLM and Powerpoint presentation via Canvas, Vehicle Specifications  https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting\_Better/Quality\_Management/AssetPDF/Bulletin%20EQM%2089%20-%205S.PDF | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **MOVE AND POSITION VEHICLE** | | | | | | | |
| Module Title | **MOVING AND POSITIONING VEHICLE** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare vehicle for**  **operation** | | | * Revolutions per minute during idle * Manual, automatic and CVT Transmission * Vehicle parts, components and functions * Inspection procedures * Owner’s manual Safety procedures * Performing Cockpit Drill Conducting Vehicle Multi point inspection Starting the engine Using owner’s manual | | | CBLM and Powerpoint presentation via Canvas, Moving and Positioning Vehicle  <https://go.mpdconline.com/GO/GO_301_01.pdf>  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |
| LO 2. **Position vehicle** | | | * Skills in positioning vehicle * Vehicle positioning estimation skill * Identifying workshop signs and markings | | | CBLM and Powerpoint presentation via Canvas, Moving and Positioning Vehicle  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |
| LO 3. **Park and stop the**  **vehicle** | | | * Vehicle positioning estimation skills * Identifying parking signs and markings | | | CBLM and Powerpoint presentation via Canvas, Moving and Positioning Vehicle  https://www.scribd.com/document/414357433/2-Move-and-Position-Vehicle-FINAL | | |

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|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **UTILIZE AUTOMOTIVE TOOLS** | | | | | | | |
| Module Title | **UTILIZING AUTOMOTIVE TOOLS** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare automotive tools** | | | * Understanding power to size ratio * Leverage * Types of power tools and hand tools Uses of automotive power tools and hand tools * Defects and damages of automotive tools and attachments * Handling of tools * Interpretation of contents of users manuals * Safety procedures * Wearing of PPE * Identifying defects or damages of tools before use * Knowledgeable in proper handling of tools * Identifying tools required for the job * Inspecting the area where power tools will be used. | | | CBLM and Powerpoint presentation via Canvas, Appropriate Handling and Use of Tools  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |
| LO 2. **Use automotive tools** | | | * Use of automotive tools * Application of Torque and pressure * Unit conversion of torque * English and metric system * Types of hand tools * Types of power tools * Fundamentals of automotive hand tools and power tools * Interpretation of contents of users manuals * OSHS * Resources information - Bulletin - Shop manual * Analytical skills * Technical literacy * Mounting attachments to automotive tools * Connecting power tools to power sources * Operating power tools * Utilizing hand tools * Wearing PPEs * Applying safety practices * Following manuals | | | CBLM and Powerpoint presentation via Canvas, Appropriate Handling and Use of Tools  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |
| LO 3. **Maintain automotive tools** | | | * Different types of power tools and hand tools * Techniques in tool Arrangement * Fundamentals of automotive tools * Cleaning of automotive tools * Labeling and arranging of power tools and hand tools * Safety practices Procedures in maintaining of power tools and hand tools * Tagging of damaged/worn power tools and hand tools * Reporting damage power tools and hand tools * Proper disposal of damaged tools Proper disposal of chemicals used for cleaning * OSHS * Environmental law and regulations * 5S of good housekeeping * 3Rs | | | CBLM and Powerpoint presentation via Canvas, Appropriate Handling and Use of Tools  https://uniortools.com/files/assets/Uploads/Catalogues/ac-619697-eng.pdf | | |

| **eLearning Infrastructure Requirement** | | **Name of the Application** |
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|  | (/ ) LMS: | CANVAS |
|  | Or Others:  ( / ) application that provide access to the digital content and any shared resources anywhere, anytime | CANVAS, GOOGLE DRIVE |
|  | ( / ) application that allows communication between trainers and peers synchronous and asynchronous; and | ZOOM, CANVAS, GOOGLE DRIVE, FACEBOOK MESSENGER |
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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PERFORM MENSURATION AND CALCULATION** | | | | | | | |
| Module Title | **PERFORMING MENSURATION AND CALCULATION** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Select measuring instruments** | | | * Category of measuring instruments * Types and uses of measuring instruments * Shapes and Dimensions * Use of user’s manual * Workshop procedures in reporting defective instruments * Characteristics of defective measuring instruments * Procedure in preparing report * OSHS in calibrating measuring instruments * Calibration of measuring tools Inspection of measuring tools * Segregation and reporting of defective measuring instruments | | | CBLM and Powerpoint presentation via Canvas, Mensuration and Calculation  https://gltnhs-tle.weebly.com/lesson-25.html | | |
| LO 2. **Carry out measurements and calculation** | | | * Formulas for volume, areas, perimeters of plane and geometric figures * Different automotive measuring instruments * Calculation & measurement * Four fundamental operation Linear measurement * Dimensions * Unit conversion * Ratio and proportion * Handling of measuring instruments * Tools’ limit of accuracy * OSHS * PPEs | | | CBLM and Powerpoint presentation via Canvas, Mensuration and Calculation  https://gltnhs-tle.weebly.com/lesson-25.html | | |
| LO 3. **Maintain measuring instruments** | | | * Types of measuring instruments and their uses * Safe handling procedures in using measuring instruments * Four fundamental operation of mathematics * Formula for volume, area, perimeter and other geometric figures 5S of good housekeeping * Waste management * Storing of measuring instruments * OSHS | | | CBLM and Powerpoint presentation via Canvas, Mensuration and Calculation  https://gltnhs-tle.weebly.com/lesson-25.html | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **UTILIZE WORKSHOP FACILITIES AND EQUIPMENT** | | | | | | | |
| Module Title | **UTILIZING WORKSHOP FACILITIES AND EQUIPMENT** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Perform pre operation activities** | | | * Different areas of automotive service facilities. * Preparation procedures of automotive service facilities * Different equipment in the automotive service facilities * Preparation procedures of automotive equipment * Minor repairs of automotive equipment * Report of defective equipment * Reporting procedures for defective equipment * OSHS practices related to the preparation of facilities and equipment * Workshop facilities and equipment | | | CBLM and Powerpoint presentation via Canvas, How To Utilize Workshop Facilities And Equipment  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |
| LO 2. **Use facilities and equipment** | | | * Operate Equipment * Identify facilities required for task * Evaluate equipment operation * Inspect facility functionalities * OSHS practices related to operation of facilities and equipment * Manuals in utilizing facility and equipment * Monitoring procedure of equipment’s performance * Evaluate equipment operation * Inspection of facility functionalities | | | CBLM and Powerpoint presentation via Canvas, How To Utilize Workshop Facilities And Equipment  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |
| LO 3. **Conduct post operative activities** | | | * Restoring workshop facilities properly * 5S of Good housekeeping * 3Rs/ * Waste segregation and disposal * Restoration of the facilities * Maintenance and storage of   Equipment   * OSHS * Preparation of report | | | CBLM and Powerpoint presentation via Canvas, How To Utilize Workshop Facilities And Equipment  https://www.govinfo.gov/content/pkg/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616/pdf/GOVPUB-C13-cf59bfd968610eb932c445d5d7030616.pdf | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PREPARE SERVICING PARTS AND CONSUMABLES** | | | | | | | |
| Module Title | **PREPARING SERVICING PARTS AND CONSUMABLES** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Identify parts and consumables** | | | * Job requirements * Safety practices * Understanding manuals * Hazardous parts and consumables * Solid waste management act (RA 6969) * Wearing of PPE’s * OSHS Proper storage of materials * Chemical contents of consumables * Composition of consumables * Quality of parts and consumables * Computation for quantity of parts and consumables * Vehicle specifications * Identifying Part no. * Awareness in part number * Updated type of parts and consumables | | | CBLM and Powerpoint presentation via Canvas, Automotive Parts and Consumables  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |
| LO 2. **Retrieve and withdraw parts and**  **consumables** | | | * Job requirements * Safety practices * Understanding manuals * Hazardous parts and consumables * Solid waste management act s(RA 6969) * Wearing of PPE’s * Updated types of parts & consumables for proper usage | | | CBLM and Powerpoint presentation via Canvas, Automotive Parts and Consumables  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |
| LO 3. **Complete work process** | | | * Labeling and segregation of used parts and consumables * Job requirements * Safety practices 3Rs * Solid waste management act (RA 6969) * Wearing of PPE’s | | | CBLM and Powerpoint presentation via Canvas, Automotive Parts and Consumables  Chapter 20 Tools, Consumables and Spare Parts - High ...http://www.highspeed-rail.org | | |

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| Course | **AUTOMOTIVE SERVICING NC I** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **PREPARE VEHICLE FOR SERVICING AND RELEASING** | | | | | | | |
| Module Title | **PREPARING VEHICLE FOR SERVICING AND RELEASING** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( / ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Receive vehicle** | | | * Identification of basic vehicle components * Types of defects * Read & understand Job Order * Flat rate time Use of PPEs * Adherence to safety procedures * Vehicle checklist Work classification * Work bayTypes of defects * Read & understand Job Order * Flat rate time * Use of PPEs * Adherence to safety procedures * Vehicle checklist * Work classification Work bay | | | CBLM and Powerpoint presentation via Canvas, Process of Vehicle Servicing and Releasing  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 2. **Prepare vehicle for servicing** | | | * Familiarization on equipment & facilities * Time estimation of completion * Vehicle tagging * Types of protective covers * Setting-up of vehicle for lifting * Read & understand repair order * Use of PPEs * Use of safety gears * OSHS Adherence to safety procedures * Attitudes:   Patient Attention to details Honest Time Conscious | | | CBLM and Powerpoint presentation via Canvas, Process of Vehicle Servicing and Releasing  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |
| LO 3. **Prepare vehicle for releasing** | | | * Confirming job done * Performing quality checking * Coordinating transfer of vehicle to wash bay * Familiarization on equipment & facilities * Time estimation of completion * Vehicle tagging * Types of protective covers * Setting-up of vehicle for lifting * Read & understand repair order * Use of PPEs * Use of safety gears * OSHS Adherence to safety procedures * Attitudes:   Patient Attention to details Honest Time Conscious | | | CBLM and Powerpoint presentation via Canvas, Process of Vehicle Servicing and Releasing  ONLINE MODULE (PDF)  AUTOMOTIVE SERVICING - Deped-Bataan Http://www.deped bataan.com | | |

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**CORE COMPETENCIES**

| Course | **AUTOMOTIVE SERVICING NC II (ENGINE REPAIR)** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **DIAGNOSE AND REPAIR ENGINE COOLING AND LUBRICATION SYSTEM** | | | | | | | |
| Module Title | **DIAGNOSING AND REPAIRING ENGINE COOLING AND LUBRICATION SYSTEM** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **Learning Outcomes** | | | **Contents** | | | **Learning Resources** | | |
| LO 1. **Prepare to diagnose and repair engine cooling and**  **lubrication systems** | | | 1.1 Determining job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Sourcing and interpreting diagnostic information  1.4 Analyzing diagnostic options  1.5 Using troubleshooting guide  1.6 Identifying hazards  1.7 Managing risks  1.8 Selecting and checking tools, equipment and materials  1.9 Reporting defective and damaged tools and equipment  1.10 Checking and reporting the | | | CBLM and Powerpoint presentation via Canvas, Cooling and Lubrication System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose engine cooling and lubrication system** | | | 2.1 Interpreting information from manufacturer and workshop  literature  2.2 Interpreting gauges and  metric units of pressure and temperature  2.3 Performing diagnostic tests  2.4 Carrying out inspection  2.5 Comparing inspection results  2.6 Identifying faults and its causes  2.7 Reporting findings  2.8 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Cooling and Lubrication System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Repair engine cooling and lubrication system** | | | 3.1 Interpreting information from manufacturer and workshop  literature  3.2 Sourcing and interpreting repair information  3.3 Analyzing and selecting repair options  3.4 Selecting and checking repairing tools, equipment, and materials  3.5 Carrying out repairs and component replacements and adjustments  3.6 Carrying out post-repair testing  3.7 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Cooling and Lubrication System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 4. **Complete work processes** | | | 4.1 Conducting final inspection  4.2 Performing vehicle turn-over  4.3 Restoring work area  4.4 Managing wastes  4.5 Checking and storing tools and equipment  4.6 Accomplishing workplace documents | | | CBLM and Powerpoint presentation via Canvas, Cooling and Lubrication System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

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|  | ( / ) application that allows administration of assessment of learning outcomes | CANVAS |

| Course | **AUTOMOTIVE SERVICING NC II (ENGINE REPAIR)** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **DIAGNOSE AND REPAIR INTAKE AND EXHAUST SYSTEM** | | | | | | | |
| Module Title | **DIAGNOSING AND REPAIRING INTAKE AND EXHAUST SYSTEM** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare to diagnose and repair intake and exhaust system** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Sourcing and interpreting diagnostic information  1.4 Analyzing diagnostic options  1.5 Using troubleshooting guide  1.6 Identifying hazards  1.7 Managing risks  1.8 Selecting and checking tools, equipment and materials  1.9 Reporting defective and damaged tools and equipment  1.10 Checking and reporting the availability of materials | | | CBLM and Powerpoint presentation via Canvas, Intake and Exhaust System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose intake and exhaust system** | | | 2.1 Locating appropriate sources of information  2.2 Interpreting information from manufacturer and workshop  literature  2.3 Performing diagnostic tests  2.4 Carrying out inspection  2.5 Comparing inspection results  2.6 Identifying faults and its causes  2.7 Reporting findings  2.8 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Intake and Exhaust System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Repair intake and exhaust system** | | | 3.1 Interpreting information from manufacturer  and workshop literature  3.2 Sourcing and interpreting repair information  3.3 Analyzing and selecting repair options  3.4 Selecting and checking repair tools, equipment, and materials  3.5 Carrying out repairs and component replacements and adjustments  3.6 Carrying out post-repair testing | | | CBLM and Powerpoint presentation via Canvas, Intake and Exhaust System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 4. **Complete work processes** | | | 4.1 Conducting final inspection  4.2 Performing vehicle turn-over  4.3 Restoring work area  4.4 Managing wastes  4.5 Checking and storing tools and equipment  4.6 Accomplishing workplace documents | | | CBLM and Powerpoint presentation via Canvas, Intake and Exhaust System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

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| Course | **AUTOMOTIVE SERVICING NC II (ENGINE REPAIR)** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit of Competency | **DIAGNOSE AND OVERHAUL ENGINE MECHANICAL SYSTEM** | | | | | | | |
| Module Title | **DIAGNOSING AND OVERHAULING ENGINE MECHANICAL SYSTEM** | | | | | | | |
| **Module** | Check what modality will be applied. Multi modal is allowed. | | | | | | | |
| ( ) Full-online | | ( ) Blended online | | ( ) Distance Learning |  | |  |  |
| **LEARNING OUTCOMES** | | | **CONTENTS** | | | **LEARNING RESOURCES** | | |
| LO 1. **Prepare to diagnose engine mechanical system** | | | 1.1 Interpreting job requirements from workplace instructions  1.2 Clarifying instructions  1.3 Locating appropriate sources of information  1.4 Sourcing and interpreting diagnostic information  1.5 Analyzing diagnostic  symptoms  1.6 Using troubleshooting guide  1.7 Selecting and checking tools and equipment  1.8 Reporting non-serviceable tools and equipment  1.9 Checking and reporting the availability of materials  1.10 Applying safety practices | | | CBLM and Powerpoint presentation via Canvas, Overhauling Engine Mechanical System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 2. **Diagnose engine mechanical system** | | | 2.1 Interpreting information from manufacturer  and workshop  literature  2.2 Performing diagnostic tests  2.3 Inspecting engine mechanical system  2.4 Comparing inspection results for repair  recommendation  2.5 Identifying faults and its causes  2.6 Reporting and recommenda-  tions findings  2.7 Applying safety practices  2.8 Mensuration  skills  2.9 Applying arithmetic operations  2.10 Reporting diagnostic findings and make repair recommendations | | | CBLM and Powerpoint presentation via Canvas, Overhauling Engine Mechanical System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 3. **Repair engine mechanical system** | | | 3.1 Interpreting information from manufacturer and workshop  literature  3.2 Sourcing of information  3.3 Applying safety practices  3.4 Mensuration  skills  3.5 Applying arithmetic operations  3.6 Repairing engine mechanical system  3.7 Disassembling and assembling engine components  3.8 Performing post repair testing  3.9 Applying OSHS | | | CBLM and Powerpoint presentation via Canvas, Overhauling Engine Mechanical System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |
| LO 4. **Complete work processes** | | | 4.1 Interpreting information from manufacturer and workshop  literature  4.2 Selecting best tooling option for the work and sequence procedure to reduce time and material wastage  4.3 Conducting final inspection  4.4 Performing vehicle turn-over  4.5 Restoring work area  4.6 Managing wastes  4.7 Checking and storing tools and equipment  4.8 Wearing of PPEs  4.9 Applying safety practices  4.10 Accomplishing workplace documents | | | CBLM and Powerpoint presentation via Canvas, Overhauling Engine Mechanical System  Automotive Technician Training Book Level 1, TomDenton, 2015  Automotive Technician Training Book Level 2, TomDenton, 2015  Automotive Technician Training Book Level 3, TomDenton, 2015 | | |

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