



Locally Developed Courses

Autobody Repair

For the 2023-2024 School Year

Introduction to the Autobody Repair Course Sequence

Subject: Career and Technology Studies - Discipline: Mechanics

Courses in this sequence are designed to teach occupational knowledge and skills for entry-level positions in {list of career options} by developing employability competencies that relate to all career paths.

- In the 10-level course, students are provided opportunities for *exploration* of, and *orientation* toward, an occupational grouping in a single career field.
- In the 20-level courses, students progress from *orientation* toward *preparation*; and
- In the 30-level courses, students are involved in *preparation* for direct job entry.
- All courses focus on developing career awareness, safety standards and knowledge of tools, equipment and materials related to the industry.

These occupational courses may be offered in a variety of learning environments that range from a classroom in a school to a business/industry work site. The courses offer a balance between school-based and work-based learning that provides options for students to enter the workplace or to pursue post-secondary education or training.

Goals

Students in Occupational Courses will:

- identify standards determined by the workplace for the academic and occupational competencies considered necessary for success
- demonstrate practical applications through on and off campus experiences/community partnerships
- experience career development to assist them in exploring careers, assessing their career skills and developing a career-focused portfolio
- develop interpersonal skills to ensure respect, support and cooperation with others
- develop safety awareness and habits to ensure a safe working environment.

Student Need

Grade 10 courses provide opportunities for the exploration of, and orientation toward, an occupational grouping in a single career field. In Grade 11 courses, the students progress from orientation toward preparation; and in Grade 12 courses, students are involved in preparation for direct job entry.

During the orientation stage, students will:

- link personal interests and competencies to career interests
- focus on groups of related occupations, based on career interests
- be exposed to a variety of working environments
- build upon and enhance their development of basic essential and employability skills.

During the preparation stage, students will:

- focus on specific occupations or occupational components
- continue to link personal interests and competencies to career interests
- continue to develop the basic essential and employability skills required for direct entry into the workplace in the occupational pathway(s) of interest

Courses in the Autobody Repair Course Sequence

Autobody Repair 15 (LDC1869)

Provides opportunities for *exploration* of, and *orientation* toward Autobody Repair.

Facilities: a paint booth; infrastructure for appropriate venting and air flow; appropriate storage facilities for oxyacetylene and oxygen; and appropriate storage facilities for hand tools and electrical tools.

Equipment: various hand tools as standard and appropriate for an autobody repair shop; infrastructure for appropriate venting and air flow; and appropriate Personal Protective Devices required in an autobody repair shop.

Health and Safety: risks and hazards of an autobody repair shop need to be considered. The Risk Management Strategy requires adherence to Alberta Education's Guide to Health and Safety in Career and Technology Studies (CTS).

Prerequisites: None

Versions Available: (Each version must be locally approved by Board Motion prior to offering to students.)

Credit Level	First School Year	Last School Year
5	2023-2024	2026-2027

Autobody Repair 25 (LDC2869)

This course focuses on *preparation* for Autobody Repair.

Facilities: a paint booth; infrastructure for appropriate venting and air flow; appropriate storage facilities for oxyacetylene and oxygen; and appropriate storage facilities for hand tools and electrical tools.

Equipment: various hand tools as standard and appropriate for an autobody repair shop; infrastructure for appropriate venting and air flow; and appropriate Personal Protective Devices required in an autobody repair shop.

Health and Safety: risks and hazards of an autobody repair shop need to be considered. The Risk Management Strategy requires adherence to Alberta Education's Guide to Health and Safety in Career and Technology Studies (CTS).

Prerequisites:

- All of the following:
 - Autobody Repair 15 (LDC1869)

Versions Available: (Each version must be locally approved by Board Motion prior to offering to students.)

Credit Level	First School Year	Last School Year
5	2023-2024	2026-2027

Autobody Repair 35 (LDC3869)

This course focuses on *preparation for* a job in Autobody Repair.

Facilities: a paint booth; infrastructure for appropriate venting and air flow; appropriate storage facilities for oxyacetylene and oxygen; and appropriate storage facilities for hand tools and electrical tools.

Equipment: various hand tools as standard and appropriate for an autobody repair shop; infrastructure for appropriate venting and air flow; and appropriate Personal Protective Devices required in an autobody repair shop.

Health and Safety: risks and hazards of an autobody repair shop need to be considered. The Risk Management Strategy requires adherence to Alberta Education's Guide to Health and Safety in Career and Technology Studies (CTS).

Prerequisites:

- All of the following:
 - Autobody Repair 25 (LDC2869)

Versions Available: (Each version must be locally approved by Board Motion prior to offering to students.)

Credit Level	First School Year	Last School Year
5	2023-2024	2026-2027

Curriculum Outline

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
1	Topic Students will develop Employability Competencies for Managing Transitions throughout the learning process and demonstrate them in daily life and the workplace.	✓	✓	✓
1.1	General Outcome Students will develop an awareness of how learning contributes to personal success.	✓		
1.1.1	Specific Outcome Students will identify learning preferences and strengths and apply learning styles and strategies appropriate to the situation.	✓		
1.1.2	Specific Outcome Students will set learning goals and identify how formal/informal learning can help them achieve goals.	✓		
1.1.3	Specific Outcome Students will develop an awareness of senior high school courses and work experience and identify educational possibilities; e.g., Registered Apprenticeship Program (RAP), Green Certificate, Career and Technology Studies (CTS) and Career Internship.	✓		
1.2	General Outcome Students will apply their abilities and interests toward achieving learning goals.		✓	
1.2.1	Specific Outcome Students will relate learning preferences and strengths to formal and informal learning opportunities and identify post-secondary opportunities within the related field.		✓	
1.2.2	Specific Outcome Students will assess learning goals and current competencies, identify competencies needing development and identify and prioritize learning goals.		✓	
1.2.3	Specific Outcome Students will create a pathway of senior high school courses to reflect learning goals.		✓	
1.2.4	Specific Outcome Students will identify educational possibilities; e.g., Registered Apprenticeship Program (RAP), Green Certificate, Career and Technology Studies (CTS) and Career Internship.		✓	
1.3	General Outcome Students will consistently demonstrate personal discovery and continuous learning.			✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
1.3.1	<p>Specific Outcome Students will identify learning opportunities related to learning goals, commitments and resources; e.g.,</p> <ul style="list-style-type: none"> • identify opportunities for further education/training • locate needed financial support systems • locate needed personal support systems 			✓
1.3.2	<p>Specific Outcome Students will practise what has been learned to build competence and confidence and evaluate the application of competencies to learning goals.</p>			✓
1.3.3	<p>Specific Outcome Students will create a plan that demonstrates continuous learning; e.g.,</p> <ul style="list-style-type: none"> • analyze requirements for graduation and for further education/training • modify a learning plan to reflect requirements and opportunities. 			✓
1.4	<p>General Outcome Students will develop an ability to manage change effectively.</p>	✓		
1.4.1	<p>Specific Outcome Students will identify available support resources and assess potential barriers.</p>	✓		
1.4.2	<p>Specific Outcome Students will prepare an action plan to proactively respond to a particular change or challenge.</p>	✓		
1.5	<p>General Outcome Students will practise the skills and abilities needed to manage change.</p>		✓	
1.5.1	<p>Specific Outcome Students will identify goals, responsibilities and commitments.</p>		✓	
1.5.2	<p>Specific Outcome Students will assess and reflect on the success of an action plan; e.g.,</p> <ul style="list-style-type: none"> • create alternative choices to deal with unexpected change • identify stressors in personal environments that they can and cannot change 		✓	
1.5.3	<p>Specific Outcome Students will identify the need for personal support and create an inventory of available personal and community sources of support.</p>		✓	
1.6	<p>General Outcome Students will manage change effectively to support their goals.</p>			✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
1.6.1	Specific Outcome Students will prioritize and assign resources to meet commitments and goals.			✓
1.6.2	Specific Outcome Students will prioritize commitments and goals to achieve a balanced lifestyle.			✓
1.6.3	Specific Outcome Students will redefine an action plan as situations change; e.g., <ul style="list-style-type: none"> • use adaptive strategies • redefine personal goals • select personal coping mechanisms 			✓
1.6.4	Specific Outcome Students will access available and appropriate sources of support.			✓
1.6.5	Specific Outcome Students will access available and appropriate sources of support.			✓
1.7	General Outcome Students will explore and discover personal aptitudes and interests related to occupational opportunities.	✓		
1.7.1	Specific Outcome Students will create an inventory of personal competencies, interests, goals and work preferences and link this inventory to career options.	✓		
1.7.2	Specific Outcome Students will identify sources of support for investigating and finding work; e.g., Alberta Learning Information Service (ALIS) Web site.	✓		
1.7.3	Specific Outcome Students will describe how work contributes to individual goals.	✓		
1.7.4	Specific Outcome Students will explore the workplace through community partnerships and identify employer and employee expectations, rights and responsibilities.	✓		
1.8	General Outcome Students will orient themselves toward an occupation that reflects their personal aptitudes and interests.		✓	
1.8.1	Specific Outcome Students will assess work preferences and nonpreferences (e.g., indoor, outdoor, shift work), assess life/work options and outline career goals and paths.		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
1.8.2	Specific Outcome Students will work in and seek out a variety of roles and responsibilities.		✓	
1.8.3	Specific Outcome Students will measure and celebrate personal contributions to workplace goals; e.g., paid, unpaid or volunteer work.		✓	
1.8.4	Specific Outcome Students will orient themselves to the workplace through community partnerships and assess personal performance in terms of workplace expectations.		✓	
1.9	General Outcome Students will prepare themselves for entry-level employment in an occupation that reflects their personal aptitudes and interests.			✓
1.9.1	Specific Outcome Students will analyze elements of job satisfaction; e.g., recognition, environment, pay, benefits, prestige.			✓
1.9.2	Specific Outcome Students will build personal career paths and networks.			✓
1.9.3	Specific Outcome Students will analyze how work contributes to societal and economic needs and a sense of responsibility.			✓
1.9.4	Specific Outcome Students will prepare for employment through community partnership activities and organize and complete specific job tasks effectively and efficiently.			✓
2	Topic Students will develop Employability Competencies for Personal Management throughout the learning process and demonstrate them in daily life and the workplace.	✓	✓	✓
2.1	General Outcome Students will develop self-esteem, confidence and the ability to set personal goals and priorities.	✓		
2.1.1	Specific Outcome Students will identify personal characteristics, strengths and talents and establish an action plan to build on them.	✓		
2.1.2	Specific Outcome Students will recognize the use of strengths and talents to achieve goals.	✓		
2.1.3	Specific Outcome Students will identify acceptable and appropriate behaviours and present themselves to suit an activity or role; e.g., body language, grooming, clothing, manners.	✓		

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
2.1.4	Specific Outcome Students will describe personal beliefs about what is right and wrong and assess the consequences of ethical/unethical behaviours.	✓		
2.2	General Outcome Students will increase their self-esteem and confidence and enhance their ability to set personal goals and priorities.		✓	
2.2.1	Specific Outcome Students will re-evaluate an action plan to develop strengths and talents.		✓	
2.2.2	Specific Outcome Students will use strengths and talents to achieve personal goals.		✓	
2.2.3	Specific Outcome Students will clarify acceptable and appropriate behaviours for specific activities and roles.		✓	
2.2.4	Specific Outcome Students will act ethically in personal, community and workplace contexts and accept the consequences of their actions.		✓	
2.3	General Outcome Students will exhibit self-esteem and confidence through the achievement of personal goals.			✓
2.3.1	Specific Outcome Students will continue to create a long-term self-development plan in which they consider accomplishments and redefine self-development goals.			✓
2.3.2	Specific Outcome Students will demonstrate entry-level self-presentation appropriate to the activity and role.			✓
2.3.3	Specific Outcome Students will maintain a high standard of personal ethics when interacting with others.			✓
2.4	General Outcome Students will identify and understand the risks associated with occupational activities.	✓		
2.4.1	Specific Outcome Students will identify current health and safety procedures; e.g., at home, at school, in the community and in the workplace.	✓		
2.4.2	Specific Outcome Students will identify risks that could impact themselves and others and identify hazards in the work environment; e.g., chemical, physical, biological and ergonomic.	✓		
2.4.3	Specific Outcome Students will identify a potential emergency situation and develop strategies for personal emergency responses.	✓		

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
2.4.4	Specific Outcome Students will identify sources of support when taking risks in their personal lives and in the workplace; e.g., entrepreneurship.	✓		
2.5	General Outcome Students will understand risks and be accountable for their actions.		✓	
2.5.1	Specific Outcome Students will follow health and safety procedures; e.g., at home, at school, in the community and in the workplace.		✓	
2.5.2	Specific Outcome Students will identify potential hazards, take corrective action and develop and practise action plans to ensure safety.		✓	
2.5.3	Specific Outcome Students will practise personal emergency responses.		✓	
2.5.4	Specific Outcome Students will assess their comfort level with, and the consequences of, taking risks.		✓	
2.6	General Outcome Students will manage risks to achieve both personal and workplace goals.			✓
2.6.1	Specific Outcome Students will maintain health and safety procedures; e.g., at home, at school, in the community and in the workplace.			✓
2.6.2	Specific Outcome Students will monitor success in reducing the impact of hazards on themselves and others.			✓
2.6.3	Specific Outcome Students will demonstrate concern for the safety of others by exhibiting appropriate behaviour in the workplace.			✓
2.6.4	Specific Outcome Students will work with others to respond to emergencies.			✓
2.6.5	Specific Outcome Students will take planned risks to contribute to personal growth.			✓
3	Topic Students will develop Employability Competencies for Working with Others throughout the learning process and demonstrate them in daily life and the workplace.	✓	✓	✓
3.1	General Outcome Students will develop communication skills and strategies in an occupational context.	✓		

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
3.1.1	<p>Specific Outcome Students will demonstrate appropriate communication strategies for communicating thoughts and feelings; e.g.,</p> <ul style="list-style-type: none"> • listen without interrupting • contribute to be heard • disagree courteously • accept conflicting opinions • use appropriate language and body language 	✓		
3.1.2	<p>Specific Outcome Students will develop awareness of verbal and nonverbal communication strategies.</p>	✓		
3.1.3	<p>Specific Outcome Students will improve their ability to communicate by working with others.</p>	✓		
3.1.4	<p>Specific Outcome Students will communicate common goals and expectations to improve their team's ability to achieve goals.</p>	✓		
3.1.5	<p>Specific Outcome Students will identify causes of conflict.</p>	✓		
3.2	<p>General Outcome Students will practise effective communication skills and strategies in an occupational context.</p>		✓	
3.2.1	<p>Specific Outcome Students will assess the effectiveness of communication strategies used to communicate thoughts and feelings; e.g.,</p> <ul style="list-style-type: none"> • listen without interrupting • contribute to be heard • disagree courteously • accept conflicting opinions • use appropriate body language 		✓	
3.2.2	<p>Specific Outcome Students will assess verbal and nonverbal communication strategies.</p>		✓	
3.2.3	<p>Specific Outcome Students will apply social norms to build specific relationships.</p>		✓	
3.2.4	<p>Specific Outcome Students will demonstrate the ability to accept praise and/or criticism.</p>		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
3.3	General Outcome Students will model effective communication skills and strategies in the home, school, community and workplace.			✓
3.3.1	Specific Outcome Students will communicate thoughts and feelings appropriately; e.g., <ul style="list-style-type: none"> • listen without interrupting • contribute to be heard • disagree courteously • accept conflicting opinions • use appropriate body language 			✓
3.3.2	Specific Outcome Students will maintain a balance between speaking, listening and responding.			✓
3.3.3	Specific Outcome Students will work together to achieve goals.			✓
3.3.4	Specific Outcome Students will demonstrate the ability to deal constructively with conflict.			✓
3.4	General Outcome Students will demonstrate respect for the thoughts and opinions of others in the group.	✓		
3.4.1	Specific Outcome Students will identify commonly accepted courteous behaviour.	✓		
3.4.2	Specific Outcome Students will assess and respect how their personal values and beliefs differ from those of others and how those beliefs impact personal behaviour.	✓		
3.4.3	Specific Outcome Students will identify the value of volunteering in community activities; e.g., charity work, community car wash.	✓		
3.5	General Outcome Students will demonstrate the ability to understand and work within the culture of a group.		✓	
3.5.1	Specific Outcome Students will interact with others in a courteous manner.		✓	
3.5.2	Specific Outcome Students will accommodate the beliefs of others in work and personal environments and show respect for differences in beliefs, abilities, etiquette and styles of interaction.		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
3.5.3	Specific Outcome Students will identify opportunities for participation in community growth.		✓	
3.6	General Outcome Students will promote equity in work and community endeavours.			✓
3.6.1	Specific Outcome Students will demonstrate and model courteous behaviour in daily interactions.			✓
3.6.2	Specific Outcome Students will demonstrate respect for others and a shared understanding of diverse beliefs, etiquette and styles of interaction.			✓
3.6.3	Specific Outcome Students will assess their personal contribution to community growth.			✓
3.7	General Outcome Students will demonstrate positive effort and behaviour toward achieving a group's goals.	✓		
3.7.1	Specific Outcome Students will identify team goals.	✓		
3.7.2	Specific Outcome Students will work independently and with others to support team goals; e.g., <ul style="list-style-type: none"> • generate ideas • assess resources • contribute abilities and interests • monitor progress • share responsibility for completion of a task 	✓		
3.7.3	Specific Outcome Students will establish short- and long-term team goals.	✓		
3.8	General Outcome Students will plan and make decisions with others.		✓	
3.8.1	Specific Outcome Students will participate effectively as group members; e.g., <ul style="list-style-type: none"> • generate ideas • assess resources • contribute abilities and interests • monitor progress • share responsibility for completion of a task 		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
3.8.2	Specific Outcome Students will assume various roles within a group; e.g., leadership.		✓	
3.8.3	Specific Outcome Students will clarify the expected outcomes of teamwork.		✓	
3.9	General Outcome Students will demonstrate the ability to complete tasks in a team environment.			✓
3.9.1	Specific Outcome Students will assess the effectiveness of group and personal contributions; e.g., <ul style="list-style-type: none"> • generate ideas • assess resources • contribute abilities and interests • monitor progress • share responsibility for completion of a task 			✓
3.9.2	Specific Outcome Students will expand their abilities to contribute to team goals.			✓
4	Topic Students will develop and demonstrate the Occupational Competencies for Achieving Results to succeed in a specific occupation or career.	✓	✓	✓
4.1	General Outcome Students will explore a variety of occupations within Autobody Repair career environment.	✓		
4.1.1	Specific Outcome Students will identify local opportunities within Autobody Repair	✓		
4.1.2	Specific Outcome Students will define and recognize entrepreneurship as a potential career path.	✓		
4.1.3	Specific Outcome Students will research employment information; e.g., duties, working conditions, personal characteristics, education, salary.	✓		

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.1.4	<p>Specific Outcome Students will identify workplace protocols, procedures and standards of conduct; e.g.,</p> <ul style="list-style-type: none"> • clean the entire work area, return tools to designated areas, minimize the waste of materials • identify related health and sanitation standards • display punctuality and come prepared for classroom and Autobody Repair workplace activities • treat the Autobody Repair area with care and with attention to potential workplace health and safety risks 	✓		
4.2	<p>General Outcome Students will orient themselves toward an occupation within the Autobody Repair career environment.</p>		✓	
4.2.1	<p>Specific Outcome Students will identify entry-level competencies.</p>		✓	
4.2.2	<p>Specific Outcome Students will identify post-secondary opportunities.</p>		✓	
4.2.3	<p>Specific Outcome Students will recognize entrepreneurial opportunities within the industry.</p>		✓	
4.2.4	<p>Specific Outcome Students will introduce themselves to local business/industry operations.</p>		✓	
4.2.5	<p>Specific Outcome Students will match their personal interests to their job search; e.g.,</p> <ul style="list-style-type: none"> • identify sources of support for investigating and finding work • describe entry-level requirements • recognize potential career ladders. 		✓	
4.2.6	<p>Specific Outcome Students will develop workplace protocols, procedures and standards of conduct; e.g.,</p> <ul style="list-style-type: none"> • demonstrate appropriate work habits • use safe and sanitary practices • demonstrate pride in themselves • demonstrate pride in their work performance • show respect for others • respect the property of others 		✓	
4.3	<p>General Outcome Students will prepare for entry-level employment within Autobody Repair career environment.</p>			✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.3.1	<p>Specific Outcome Students will assess entry-level competencies.</p>			✓
4.3.2	<p>Specific Outcome Students will recognize opportunities for further education/training.</p>			✓
4.3.3	<p>Specific Outcome Students will select post-secondary opportunities.</p>			✓
4.3.4	<p>Specific Outcome Students will identify local entrepreneurs.</p>			✓
4.3.5	<p>Specific Outcome Students will establish contacts with local businesses/industries.</p>			✓
4.3.6	<p>Specific Outcome Students will present marketable skills and strengths; e.g.,</p> <ul style="list-style-type: none"> • write a letter of application • prepare a résumé • complete application forms • identify contacts and references • collect evidence of competencies in a portfolio. 			✓
4.3.7	<p>Specific Outcome Students will demonstrate workplace protocols, procedures and standards of conduct; e.g.,</p> <ul style="list-style-type: none"> • demonstrate appropriate work habits • demonstrate effective human relations techniques in the workplace • practise safety in the workplace • demonstrate acceptable verbal and nonverbal communication skills • practise personal and public hygiene procedures • demonstrate entry-level competency in the use of tools and equipment • use supplies correctly • follow good storage practices 			✓
4.4	<p>General Outcome Students will develop safe workplace practices and procedures.</p>	✓		

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.4.1	<p>Specific Outcome Students will identify and demonstrate preventive measures to avoid accidents and injury to themselves and others during Autobody Repair; e.g.,</p> <ul style="list-style-type: none"> • identify safety device locations in the Autobody Repair shop or classroom; e.g. eyewash station, emergency shut-off, fire extinguisher, emergency exits, telephone • demonstrate the correct procedures for addressing injuries • identify the proper use of tools with regard to other classmates and Autobody Repair shop conditions • identify personal protective equipment (PPE); e.g. proper eyewear, proper footwear • demonstrate proper body position while at a work station • maintain a safe and clean work area • identify and practice the safe use of electrical equipment 	✓		
4.4.2	<p>Specific Outcome Students will demonstrate an understanding of the Workplace Hazardous Materials Information System (WHMIS) as it relates to Autobody Repair and identify WHMIS symbols, classes and labelling requirements.</p>	✓		
4.4.3	<p>Specific Outcome Students will recognize health and safety standards (codes) and governing bodies in the Autobody Repair industry.</p>	✓		
4.4.4	<p>Specific Outcome Students will identify health and safety hazards associated with Autobody Repair services and procedures.</p>	✓		
4.5	<p>General Outcome Students will demonstrate safe workplace practices and procedures.</p>		✓	
4.5.1	<p>Specific Outcome Students will identify safety device locations and procedures within the workplace environment.</p>		✓	
4.5.2	<p>Specific Outcome Students will demonstrate knowledge of, and the ability to access information about, Occupational Health and Safety (OHS) and the Workers' Compensation Board (WCB).</p>		✓	
4.5.3	<p>Specific Outcome Students will demonstrate knowledge of, and adherence to, safety rules that are specific to available tools, equipment and materials.</p>		✓	
4.5.4	<p>Specific Outcome Students will demonstrate knowledge of health hazards associated with the use of chemicals and materials and retrieve information on Material Safety Data Sheets (MSDS) using appropriate print and Internet resources.</p>		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.5.5	Specific Outcome Students will select and wear personal protective equipment (PPE) appropriate to the specific task.		✓	
4.5.6	Specific Outcome Students will demonstrate knowledge of environmental issues relating to the procedures for handling hazardous waste.		✓	
4.5.7	Specific Outcome Students will demonstrate an understanding of the Workplace Hazardous Materials Information System (WHMIS) as it relates to the Autobody Repair and identify WHMIS symbols, classes and labelling requirements.		✓	
4.6	General Outcome Students will demonstrate entry-level standards of safe workplace practices and procedures.			✓
4.6.1	Specific Outcome Students will identify and explain the use of safety devices within the workplace.			✓
4.6.2	Specific Outcome Students will demonstrate knowledge of, and the ability to access information about, Occupational Health and Safety (OHS) and the Workers' Compensation Board (WCB).			✓
4.6.3	Specific Outcome Students will demonstrate a prework and postwork hazard assessment.			✓
4.6.4	Specific Outcome Students will demonstrate knowledge of, and adherence to, safety rules that are specific to available tools, equipment and materials.			✓
4.6.5	Specific Outcome Students will demonstrate knowledge of health hazards associated with the use of chemicals and materials and retrieve information on Material Safety Data Sheets (MSDS) using appropriate print and Internet resources.			✓
4.6.6	Specific Outcome Students will model safety consciousness by selecting and wearing personal protective equipment (PPE) appropriate to the specific task.			✓
4.6.7	Specific Outcome Students will demonstrate knowledge of environmental issues relating to the procedures for handling hazardous waste.			✓
4.6.8	Specific Outcome Students will demonstrate an understanding of the Workplace Hazardous Materials Information System (WHMIS) as it relates to Autobody Repair and identify WHMIS symbols, classes and labelling requirements.			✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.7	General Outcome Students will be introduced to technology to develop a high-quality product or service.	✓		
4.7.1	Specific Outcome Students will explore new and emerging products and technological advances used in Autobody Repair.	✓		
4.8	General Outcome Students will develop an increased awareness of technology to develop a high-quality product or service.		✓	
4.8.1	Specific Outcome Students will identify new and emerging products and technological advances used in Autobody Repair.		✓	
4.9	General Outcome Students will use technology to develop a high-quality product or service.			✓
4.9.1	Specific Outcome Students will use new and emerging products and technological advances in auto mechanics; e.g., examine the effects of current technological advances in the Autobody Repair industry and explain the impact of current technology on the job descriptions of future Autobody Repair workers of this trade.			✓
4.10	General Outcome Products and Service: How can tools, equipment, materials and parts be used safely in an autobody shop in service of the customer? (Autobody Repair)	✓	✓	✓
4.10.1	Specific Outcome Identify, select, safely operate, maintain and store appropriate tools and equipment for the task, including: layout and measurement tools; autobody equipment, such as clamps and vices, floor jacks, sprayers, roll forming machine, bending brakes; hand tools, such as chisel, hacksaw, bolt cutter, tin snips, shears, hammers, dollies, spoons; power tools, such as grinders, sanders, drills, die grinders, air chisels, shears; power tools, such as sandblaster and grinder; hand and power sanding; materials for repair of tools and equipment	✓	✓	✓
4.10.2	Specific Outcome Identify materials used on autobody-related job sites, including: hardware items, such as nuts, bolts, washers, clips, snap rings, screws; fluids, such as fillers, thinners, paints, reducers; minimizing waste of materials through proper use; comparing ferrous and non-ferrous metals; body panels, frame, trim, interior hardware, moldings, glass	✓	✓	✓
4.10.3	Specific Outcome Adhere to proper disposal methods for different materials	✓	✓	✓
4.10.4	Specific Outcome Identify: various types of fasteners and their uses; metric and imperial threaded fasteners; the appropriate methods of replacing automobile external trim; the importance of correct alignment of automobile body parts and chart vehicle parts		✓	✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.10.5	Specific Outcome Identify and demonstrate the proper use of: wash primers; high solid primers; spot putties; abrasives in panel preparation; block sanding with guide coating; painted surface assessments to determine appropriate restoration procedures	✓	✓	✓
4.10.6	Specific Outcome Demonstrate the proper use of: power sanders; spot putties; abrasive materials; block sanding and guide coating; unit-welder in pulling out inaccessible dents; pick and file techniques; removal and replacement of automobile body panels; palm of hand as gauge to find low and high spots on surface		✓	✓
4.10.7	Specific Outcome Demonstrate the proper use of: hand and power sanding techniques; feather edging; wet and dry sanding primers; spot putties; jacks, jack stands, impact wrenches, torches, plasma arc and abrasive cutters to remove or replace parts; hand tools; mixing and application of fibreglass resins; application of plastic resins			✓
4.10.8	Specific Outcome Identify effective autobody repair client relationships and customer service	✓		
4.10.9	Specific Outcome Apply effective autobody repair client relationships and customer service		✓	
4.10.10	Specific Outcome Model effective autobody repair client relationships and customer service			✓
4.10.11	Specific Outcome Explore services needed, required or provided, including purchase and work orders	✓		
4.10.12	Specific Outcome Identify services needed, required or provided, including purchase and work orders		✓	
4.10.13	Specific Outcome Apply services needed, required or provided, including purchase and work orders			✓
4.11	General Outcome Perform Basic Welding Cutting Operations: What are safe basic welding cutting operations? (Autobody Repair)	✓	✓	✓
4.11.1	Specific Outcome Identify and describe safe work practices when metal forming and finishing in relation to: basic components of oxyacetylene welding stations; use, start-up and shut down of oxyacetylene welding equipment; basic competence in welding 18-20-gauge steel sheet metal in flat position; techniques for using welding rods; handling procedures for oxygen and acetylene; handling procedures for regulators and hoses; purge and leak test; tip installation; regulator and torch flame balancing and adjustment; metal heating; impact tools, drills, grinders, cutters, sheet metal brake and shear; hazards of body fillers; dent pullers, hammer and dolly	✓		

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.11.2	<p>Specific Outcome</p> <p>Apply safe work practices when metal forming and finishing in relation to: basic components of oxyacetylene welding stations; use, start-up and shut down of oxyacetylene welding equipment; basic competence in welding 18-20-gauge steel sheet metal in flat position; techniques for using welding rods; handling procedures for oxygen and acetylene; handling procedures for regulators and hoses; purge and leak test; tip installation; regulator and torch flame balancing and adjustment; metal heating; impact tools, drills, grinders, cutters, sheet metal brake and shear; hazards of body fillers; dent pullers, hammer and dolly</p>		✓	
4.11.3	<p>Specific Outcome</p> <p>Model safe work practices when metal forming and finishing in relation to: basic components of oxyacetylene welding stations; use, start-up and shut down of oxyacetylene welding equipment; basic competence in welding 18-20-gauge steel sheet metal in flat position; techniques for using welding rods; handling procedures for oxygen and acetylene; handling procedures for regulators and hoses; purge and leak test; tip installation; regulator and torch flame balancing and adjustment; metal heating; impact tools, drills, grinders, cutters, sheet metal brake and shear; hazards of body fillers; dent pullers, hammer and dolly</p>			✓
4.11.4	<p>Specific Outcome</p> <p>Describe and demonstrate safe work practices and technique when Gas Metal Arc Welding, GMAW, in relation to: basic components of a GMAW station and equipment; wire type, size and feed rate; current; shielding gas type and flow rate; prepare all surfaces to be welded; properly position metal for welding; identify precautions to take against electric shock, toxic fumes and radiant energy associated with GMAW; tack and weld components to gain competency; weld on light gauge tubing; basic skills of Metal Inert Gas, MIG, welder</p>	✓	✓	✓
4.11.5	<p>Specific Outcome</p> <p>Describe and demonstrate safe work practices and technique when welding in relation to: balancing the torch; weld beads across the plate; make light gauge fillet welds in the flat and horizontal positions; make a butt weld and lap weld in flat position using both welding techniques; metal shrinking and metal cutting techniques; applications of plasma cutters; applications of GMAW welders; use, care and maintenance of torches and tips; assemble, light and adjust cutting torch; maintain cutting torch and tips; select correct tip for planned activity to cut holes in metal plate, to cut and remove rivets and bolts; shut down cutting torch</p>		✓	
4.11.6	<p>Specific Outcome</p> <p>Perfect safe work practices and technique when welding in relation to: use of oxyacetylene welding equipment; weld in flat, horizontal and vertical positions; metal shrinking and metal cutting; advanced application of MIG welder safe handling procedures; basic skills of plasma cutters; use of GMAW equipment; corrective measures for malfunctioning GMAW equipment; maintenance required for wire drive systems and gun assemblies; advanced application of MIG welder</p>			✓
4.12	<p>General Outcome</p> <p>Masking and Painting: What are safe masking and painting techniques? (Autobody Repair)</p>	✓	✓	✓
4.12.1	<p>Specific Outcome</p> <p>Masking: Demonstrate basic techniques of masking and taping using appropriate materials</p>	✓		

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.12.2	Specific Outcome Masking: Demonstrate basic techniques of masking and taping using appropriate materials		✓	
4.12.3	Specific Outcome Masking: Demonstrate advanced techniques of masking and taping using appropriate materials			✓
4.12.4	Specific Outcome Painting: When painting, explore: health hazards and environmental impacts of products used; PPE; WHMIS; refinishing materials and equipment	✓		
4.12.5	Specific Outcome Painting: When painting, apply: understanding of health hazards and environmental impacts of products used; PPE; WHMIS; refinishing materials and equipment		✓	
4.12.6	Specific Outcome Painting: When painting, model: understanding of health hazards and environmental impacts of products used; PPE; WHMIS; refinishing materials and equipment			✓
4.12.7	Specific Outcome Painting with Spray Guns: Identify parts of spray gun; Clean spray gun; Correctly apply spray finishes	✓		
4.12.8	Specific Outcome Painting: Apply an understanding of: top coats, solvents and additives; refinishing equipment accessories; spray gun types; paint selection; proper paint preparation procedure; spray finish and top coat preparation and graphic and air application techniques; troubleshoot basic application and spray gun problems; deficiency determination; final detailing		✓	
4.12.9	Specific Outcome Painting: Model an understanding of: top coats, solvents and additives; refinishing equipment accessories; spray gun types; paint selection; proper paint preparation procedure; spray finish and top coat preparation and graphic and air application techniques; troubleshoot basic application and spray gun problems; deficiency determination; final detailing			✓
4.12.10	Specific Outcome Painting: Apply: two or more of the following finishes: metallic, two-tone, base/clear coat, acrylic, enamel; a vehicle re-coat; knowledge of plates and code books; refinishing equipment			✓
4.13	General Outcome Collision Repair and Plastics Repair: What are safe collision repair and plastics repair techniques? (Autobody Repair)		✓	✓
4.13.1	Specific Outcome Collision Repair: Explore and identify: legal obligations; materials used in automobile fabrication; locations of paint codes on various models of automobiles; damaged parts and transmitted damage; tools used in frame alignment measurements; basic upper frame measurements; steps in preparing a repair estimate; preliminary repair procedures		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
4.13.2	Specific Outcome Collision Repair: Apply knowledge of: safety concerns with automobile frame alignment; automobile frames and wheel alignment; upper and lower measurements to determine frame damage; measurement charts to determine misalignment; computer programs to identify and assess damage; detailed repair estimates; body frame repair procedure			✓
4.13.3	Specific Outcome Plastics Repair: Apply knowledge of: plastics-specific hazards and safety precautions; various types of plastics; materials and method for repairing and/or refinishing plastic parts			✓
5	Topic Students will develop and demonstrate the Occupational Competencies for Ensuring Quality to succeed in a specific occupation or career.	✓	✓	✓
5.1	General Outcome Students will develop an understanding of the value of effective task management processes by applying knowledge and skills to simulated and actual work situations.	✓		
5.1.1	Specific Outcome Outcomes - Students will read and/or listen to instructions.	✓		
5.1.2	Specific Outcome Outcomes - Students will ask questions to clarify expected outcomes, procedures and timelines.	✓		
5.1.3	Specific Outcome Decision Making - Students will identify the parameters of the task.	✓		
5.1.4	Specific Outcome Decision Making - Students will generate and review alternative ideas and their consequences.	✓		
5.1.5	Specific Outcome Decision Making - Students will make a decision or select an idea.	✓		
5.1.6	Specific Outcome Planning - Students will identify the steps involved in managing a project.	✓		
5.1.7	Specific Outcome Planning - Students will prepare a sample project plan, including budget and timeline.	✓		
5.1.8	Specific Outcome Planning - Students will identify available tools, equipment and materials.	✓		
5.1.9	Specific Outcome Performance Standards - Students will identify expected standards for a product or service.	✓		

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
5.1.10	Specific Outcome Performance Standards - Students will work to agreed quality standards and specifications.	✓		
5.1.11	Specific Outcome Performance Standards - Students will select and use appropriate tools and technology for a task or project.	✓		
5.1.12	Specific Outcome Evaluation - Students will identify opportunities for improving quality,	✓		
5.1.13	Specific Outcome Evaluation - Students will establish expectations and measures for improvements.	✓		
5.1.14	Specific Outcome Evaluation - Students will create evidence to support an understanding of task management and skill development for inclusion in a personal portfolio.	✓		
5.2	General Outcome Students will continue to develop an understanding of the value of effective task management processes by applying knowledge and skills to simulated and actual work situations.		✓	
5.2.1	Specific Outcome Outcomes - Students will read and/or listen to instructions.		✓	
5.2.2	Specific Outcome Outcomes - Students will ask questions to clarify expected outcomes, procedures and timelines.		✓	
5.2.3	Specific Outcome Decision Making - Students will identify the parameters of the task.		✓	
5.2.4	Specific Outcome Decision Making - Students will generate and review alternative ideas and their consequences.		✓	
5.2.5	Specific Outcome Decision Making - Students will make a decision or select an idea.		✓	
5.2.6	Specific Outcome Planning - Students will identify the steps involved in managing a project.		✓	
5.2.7	Specific Outcome Planning - Students will prepare a sample project plan, including budget and timeline.		✓	
5.2.8	Specific Outcome Planning - Students will make a decision or select an idea.		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
5.2.9	Specific Outcome Performance Standards - Students will identify expected standards for a product or service.		✓	
5.2.10	Specific Outcome Performance Standards - Students will work to agreed quality standards and specifications.		✓	
5.2.11	Specific Outcome Performance Standards - Students will select and use appropriate tools and technology for a task or project.		✓	
5.2.12	Specific Outcome Evaluation - Students will identify opportunities for improving quality.		✓	
5.2.13	Specific Outcome Evaluation - Students will establish expectations and measures for improvements.		✓	
5.2.14	Specific Outcome Evaluation - Students will create evidence to support an understanding of task management and skill development for inclusion in a personal portfolio.		✓	
5.3	General Outcome Students will demonstrate an understanding of the value of effective task management processes by applying knowledge and skills to simulated and actual work situations.			✓
5.3.1	Specific Outcome Outcomes - Students will read and/or listen to instructions.			✓
5.3.2	Specific Outcome Outcomes - Students will ask questions to clarify expected outcomes, procedures and timelines.			✓
5.3.3	Specific Outcome Decision Making - Students will identify the parameters of the task.			✓
5.3.4	Specific Outcome Decision Making - Students will generate and review alternative ideas and their consequences.			✓
5.3.5	Specific Outcome Decision Making - Students will make a decision or select an idea.			✓
5.3.6	Specific Outcome Planning - Students will identify the steps involved in managing a project.			✓
5.3.7	Specific Outcome Planning - Students will prepare a sample project plan, including budget and timeline.			✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
5.3.8	Specific Outcome Planning - Students will identify available tools, equipment and materials.			✓
5.3.9	Specific Outcome Performance Standards - Students will identify expected standards for a product or service.			✓
5.3.10	Specific Outcome Performance Standards - Students will work to agreed quality standards and specifications.			✓
5.3.11	Specific Outcome Performance Standards - Students will select and use appropriate tools and technology for a task or project.			✓
5.3.12	Specific Outcome Evaluation - Students will identify opportunities for improving quality.			✓
5.3.13	Specific Outcome Evaluation - Students will establish expectations and measures for improvements.			✓
5.3.14	Specific Outcome Evaluation - Students will create evidence to support an understanding of task management and skill development for inclusion in a personal portfolio.			✓
6	Topic Students will continue to develop Academic Competencies in Communication that provide a foundation for further learning.	✓	✓	✓
6.1	General Outcome Students will enhance their ability to listen, speak, read and write effectively.	✓		
6.1.1	Specific Outcome Students will read, view and interpret information presented in a variety of forms, including text, videos, graphs, charts, diagrams, manuals.	✓		
6.1.2	Specific Outcome Students will identify a purpose for writing.	✓		
6.1.3	Specific Outcome Students will print or write legibly, spell accurately and apply rules of grammar to construct text.	✓		
6.1.4	Specific Outcome Students will listen and ask questions to expand information and to appreciate the points of view of others.	✓		
6.2	General Outcome Students will demonstrate effective listening, speaking, reading and writing skills.		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
6.2.1	<p>Specific Outcome Students will read, view and interpret occupation-related materials; e.g.,</p> <ul style="list-style-type: none"> • use related occupational terms • identify occupation-related literature • interpret and follow written instructions 		✓	
6.2.2	<p>Specific Outcome Students will select and create a text format to suit a purpose and audience, e.g., forms, letters, reports, memos, résumé, and:</p> <ul style="list-style-type: none"> • describe uses of writing skills in related occupations • write a letter of inquiry • write a letter of thanks • complete job applications 		✓	
6.2.3	<p>Specific Outcome Students will listen and present information in a clear, concise manner; e.g.,</p> <ul style="list-style-type: none"> • listen attentively to organize and classify information and ideas • organize main ideas and key messages with clarity. 		✓	
6.3	<p>General Outcome Students will demonstrate effective listening, speaking, reading and writing skills to prepare for employment.</p>			✓
6.3.1	<p>Specific Outcome Students will read, view and interpret occupation-related materials for a specific purpose; e.g.,</p> <ul style="list-style-type: none"> • read related health and safety documents • read terms of employment documents • follow written instructions specific to an occupational area. 			✓
6.3.2	<p>Specific Outcome Students will create text for a specific purpose that clearly communicates information; e.g.,</p> <ul style="list-style-type: none"> • write a résumé • write a job description • submit job application forms 			✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
6.3.3	<p>Specific Outcome Students will communicate thoughts and ideas and listen to the thoughts and ideas of others to effectively complete a task; e.g.,</p> <ul style="list-style-type: none"> • follow oral instructions • give effective oral instructions when necessary. 			✓
7	<p>Topic Students will continue to develop Academic Competencies in Thinking that provide a foundation for further learning.</p>	✓	✓	✓
7.1	<p>General Outcome Students will develop problem-solving strategies.</p>	✓		
7.1.1	<p>Specific Outcome Students will identify and define, and ask relevant questions to clarify, the problem.</p>	✓		
7.1.2	<p>Specific Outcome Students will evaluate the results in terms of expected outcomes.</p>	✓		
7.2	<p>General Outcome Students will apply creative thinking skills to solve problems.</p>		✓	
7.2.1	<p>Specific Outcome Students will apply a problem-solving model to identify the problem/issue.</p>		✓	
7.2.2	<p>Specific Outcome Students will identify appropriate actions and develop several alternatives for each promising idea.</p>		✓	
7.2.3	<p>Specific Outcome Students will evaluate the results, in terms of expected outcomes related to the initial problem, and evaluate personal satisfaction with the outcome of the idea; e.g., product/process.</p>		✓	
7.3	<p>General Outcome Students will research information, use creative thinking skills and use effective problem-solving strategies to solve problems.</p>			✓
7.3.1	<p>Specific Outcome Students will demonstrate an effective problem-solving model; e.g.,</p> <ul style="list-style-type: none"> • identify the need for a solution to a problem/issue • identify why information is needed; e.g., make decisions, inform, persuade 			✓
7.3.2	<p>Specific Outcome Students will identify appropriate actions and select and apply information that meets their purposes and needs.</p>			✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
7.3.3	Specific Outcome Students will evaluate the results in terms of expected outcomes and assess the impact of information on their purpose and audience.			✓
8	Topic Students will continue to develop Academic Competencies in Numeracy that provide a foundation for further learning.	✓	✓	✓
8.1	General Outcome Students will understand the value of numeracy skills in the workplace.	✓		
8.1.1	Specific Outcome Students will apply arithmetic operations, e.g., addition, subtraction, multiplication or division, to whole numbers and decimals and use number operations when creating and solving money problems.	✓		
8.1.2	Specific Outcome Students will use calculators or computers, to perform calculations involving large and small numbers, when solving problems.	✓		
8.1.3	Specific Outcome Students will apply concepts of rate, ratio, percentage and proportion to solve problems in a meaningful context.	✓		
8.1.4	Specific Outcome Students will demonstrate a number sense for whole numbers 0 to 100 000 and explore proper fractions and decimals.	✓		
8.1.5	Specific Outcome Students will estimate, measure and compare, using decimal numbers and standard units of measure, to solve problems in everyday contexts; e.g., mass, length, volume, time, perimeter, surface area.	✓		
8.1.6	Specific Outcome Students will use metric and imperial units of measure.	✓		
8.2	General Outcome Students will apply mathematical concepts to solve occupational problems.		✓	
8.2.1	Specific Outcome Students will apply arithmetic operations, e.g., addition, subtraction, multiplication or division, to whole numbers and decimals and use number operations when creating and solving money problems.		✓	
8.2.2	Specific Outcome Students will use calculators or computers, to perform calculations involving large and small numbers, when solving problems.		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
8.2.3	Specific Outcome Students will apply concepts of rate, ratio, percentage and proportion to solve problems in a meaningful context.		✓	
8.2.4	Specific Outcome Students will demonstrate a number sense for whole numbers 0 to 100 000 and explore proper fractions and decimals.		✓	
8.2.5	Specific Outcome Students will estimate, measure and compare, using decimal numbers and standard units of measure, to solve problems in everyday contexts; e.g., mass, length, volume, time, perimeter, surface area.		✓	
8.2.6	Specific Outcome Students will use metric and imperial units of measure.		✓	
8.3	General Outcome Students will demonstrate mathematical operations to effectively solve problems in a meaningful context.			✓
8.3.1	Specific Outcome Students will apply arithmetic operations, e.g., addition, subtraction, multiplication or division, to whole numbers and decimals and use number operations when creating and solving money problems.			✓
8.3.2	Specific Outcome Students will use calculators or computers, to perform calculations involving large and small numbers, when solving problems.			✓
8.3.3	Specific Outcome Students will apply concepts of rate, ratio, percentage and proportion.			✓
8.3.4	Specific Outcome Students will demonstrate a number sense for whole numbers 0 to 100 000 and explore proper fractions and decimals.			✓
8.3.5	Specific Outcome Students will estimate, measure and compare, using decimal numbers and standard units of measure, to solve problems in everyday contexts; e.g., mass, length, volume, time, perimeter, surface area.			✓
8.3.6	Specific Outcome Students will use metric and imperial units of measure.			✓
9	Topic Students will continue to develop Academic Competencies in Information Technology that provide a foundation for further learning.	✓	✓	✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
9.1	General Outcome Students will familiarize themselves with the information technology used in daily workplace operation.	✓		
9.1.1	Specific Outcome Students will identify the most appropriate technology tool for the task; e.g., fax, e-mail, networks, telephone.	✓		
9.1.2	Specific Outcome Students will identify appropriate telephone operations, answer telephone calls appropriately, locate numbers and make telephone calls.	✓		
9.1.3	Specific Outcome Students will identify basic computer operations; e.g., <ul style="list-style-type: none"> • use basic keyboarding skills • store, organize and retrieve information correctly • locate and select information and ideas using appropriate technology and information systems; e.g., Internet • access, send and retrieve e-mail and attachments 	✓		
9.1.4	Specific Outcome Students will identify procedures for connecting and using audio, video and digital equipment.	✓		
9.1.5	Specific Outcome Students will identify procedures for sending and receiving faxes and setting up a fax machine.	✓		
9.1.6	Specific Outcome Students will identify procedures for copying and printing documents.	✓		
9.2	General Outcome Students will enhance their performance by using information technology to help complete tasks.		✓	
9.2.1	Specific Outcome Students will demonstrate appropriate language and etiquette when using information technology.		✓	
9.2.2	Specific Outcome Students will demonstrate appropriate telephone operations; e.g., answer telephone calls appropriately, locate numbers and make telephone calls.		✓	

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
9.2.3	<p>Specific Outcome Students will demonstrate basic computer operations to complete a task; e.g.,</p> <ul style="list-style-type: none"> • use basic keyboarding skills • store, organize and retrieve information correctly • locate and select information and ideas using appropriate technology and information systems; e.g., Internet • access, send and retrieve e-mail and attachments 		✓	
9.2.4	<p>Specific Outcome Students will demonstrate procedures for connecting and using audio, video and digital equipment.</p>		✓	
9.2.5	<p>Specific Outcome Students will demonstrate procedures for sending and receiving faxes and setting up a fax machine.</p>		✓	
9.3	<p>General Outcome Students will demonstrate the effective use of information technology to perform daily workplace operations.</p>			✓
9.3.1	<p>Specific Outcome Students will model and assume personal responsibility for the ethical use of information technologies.</p>			✓
9.3.2	<p>Specific Outcome Students will demonstrate appropriate telephone operations within the workplace; e.g., answer telephone calls appropriately, locate numbers and make telephone calls.</p>			✓
9.3.3	<p>Specific Outcome Students will use computer operations to assist in the completion of daily workplace operations; e.g.,</p> <ul style="list-style-type: none"> • use basic keyboarding skills • store, organize and retrieve information correctly • locate and select information and ideas using appropriate technology and information systems; e.g., Internet • access, send and retrieve e-mail and attachments 			✓
9.3.4	<p>Specific Outcome Students will demonstrate procedures for connecting and using audio, video and digital equipment</p>			✓
9.3.5	<p>Specific Outcome Students will demonstrate procedures for sending and receiving faxes and setting up a fax machine.</p>			✓

Curriculum Elements		Autobody Repair 15-5	Autobody Repair 25-5	Autobody Repair 35-5
9.3.6	Specific Outcome Students will demonstrate procedures for copying and printing documents.			✓