**Course Description:** Skill development in communications, sales, and merchandising of auto parts to vehicle owners and repair technicians with emphasis on Component and vehicle systems knowledge, customer relations, communication, sales, and merchandising skills. Preparation for the ASE P2 Parts Specialist test.

**Text, References and Supplies:** Instructor’s handouts, TBA, Students must provide his/her safety glasses. Notebook, 3-prong folder, and small calculator are suggested

**Course Goals/Objectives:** Upon successful completion of course students will have acquired skills in the following areas:
1. General operations
2. Customer Relations
3. Vehicle systems Knowledge
4. Terminology Used
5. Identification of Components
6. Basic Operations of Components
7. Measurements
8. Parts Testing
9. Vehicle Identification
10. Workplace Safety
11. Pricing calculations
12. Parts manuals
13. Computerized Automotive Programs
14. Fluid Specifications
15. Inventory Management Basics

**Student Contributions and Class Policies:**
1. Student/Participant must sign, date and turn in (as intention of compliance) a copy of AUTOMOTIVE TECHNOLOGY POLICIES AND PROCEDURES.
2. Exhibit mature professional behavior
3. Participate in class discussions
4. Abide by Midland College Policies
5. Maintain a Positive Attitude
6. Adhere to College attendance rules

**Evaluation of Students:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section test.</td>
<td>40%</td>
</tr>
<tr>
<td>Labs</td>
<td>30%</td>
</tr>
<tr>
<td>Attendance, Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
</tbody>
</table>
MIDLAND COLLEGE
SYLLABUS
VHPA 1341
Auto Parts Counter Sales

Course Schedule: This class meets for 2 lecture hours and 4 lab hours per week.

SCANS Information: SCANS skills are taught and/or reinforced in automotive courses. The student must locate, read, interpret and understand instruction information and direction materials. The participant must communicate thoughts, ideas and information through verbal and written mediums. Practical arithmetic and mathematics will apply continually throughout automotive technology training. Listening, interpreting, and responding to verbal communications and instructions as well as speaking in response to questioning will be a daily involvement. Thinking, reasoning, visualizing and problem solving are required assets to the automotive technician. The student/participant must display responsibility, self management and honesty.

Instructor Information:

Administrative Information: Curt Pervier, Applied Technology Dean
Lisa Tanner, Applied Technology Division Secretary
(432) 685-4676
Fax: (432) 685-6472

Students should feel free to contact the instructor at any time. Appointments are encouraged for advising and planning the most appropriate or beneficial course work.

Federal Statement
Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

90 and above A
80 to 89    B
70 to 79    C
60 to 69    D
59 and lower F