



# Parts Management Technician - Certificate

## PLAR Candidate Guide

### Copyright

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### Prior learning credit options at Saskatchewan Polytechnic

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See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

### How to navigate this document

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This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

### Contents of this guide

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This guide contains the following specific PLAR information and tools for this program

- A. [PLAR fees](#)
- B. [PLAR eligibility and options](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for this program](#)
- E. [PLAR contact person](#)
- F. [Self-assessing course outlines](#)

## A. PLAR fees

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Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

## B. PLAR eligibility and options

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To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

### Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (pre-requisite) or at the same time (co-requisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with co-requisites.

### Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

## C. Dates when PLAR assessment is available

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PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

**All PLAR assessments must be completed by June 15 of each academic year.**

## D. Special directions for this program

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1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. **Apply** for admission to the program. See [directions](#) for applying.
5. **Register** for PLAR at Registration Services once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
6. **Finalize** a detailed Assessment Plan with your assigned assessor.
7. **Complete** assessment before your PLAR registration expires.

## E. PLAR contact person

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Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

**David Mervold, Program Head**  
Saskatchewan Polytechnic, Campus  
Phone: 306 – 659 - 4869  
Email: [mervoldd@saskpolytech.ca](mailto:mervoldd@saskpolytech.ca)

## F. Self assessing course outlines

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Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
<a href="#">COAP 194</a>	Inventory Software	
<a href="#">MATE 190</a>	Materials Handling and Equipment	
<a href="#">MGMT 189</a>	Managerial Skills	
<a href="#">PART 178</a>	Parts Workplace Skills	
<a href="#">PART 179</a>	Parts Marketing Essentials	
<a href="#">PART 191</a>	Introduction to the Parts and Warehousing Trades	
<a href="#">PART 192</a>	Tools and Measuring	
<a href="#">PART 193</a>	Engine Systems 1	
<a href="#">PART 194</a>	Parts Information Systems	
<a href="#">PART 195</a>	Electrical Parts 1	
<a href="#">PART 196</a>	Parts Facilities	
<a href="#">PART 197</a>	Parts Documentation	
<a href="#">PART 198</a>	Parts Warehousing	

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>Delivered by another department/program</b>
<a href="#"><u>PART 199</u></a>	Inventory Audit	
<a href="#"><u>PART 287</u></a>	Hydraulic Parts	
<a href="#"><u>PART 288</u></a>	Engine Parts 1	
<a href="#"><u>PART 289</u></a>	Vehicle System Parts	
<a href="#"><u>PART 291</u></a>	Drivetrain Components	
<a href="#"><u>PART 292</u></a>	Standard Inventory	
<a href="#"><u>PART 293</u></a>	Engine Systems 2	
<a href="#"><u>PART 294</u></a>	Automotive and Truck Wholegoods	
<a href="#"><u>PART 295</u></a>	Electrical Parts 2	
<a href="#"><u>PART 296</u></a>	Agricultural and Industrial Wholegoods	
<a href="#"><u>PART 298</u></a>	Engine Parts 2	
<a href="#"><u>PART 299</u></a>	Inventory Control	
<a href="#"><u>WORK 198</u></a>	Work Experience	

**COAP 194 - Inventory Software**

You will become familiar with the programs used by Parts Department computer systems.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Discuss software programs used by parts department.			
2. Discuss business systems.			
3. Discuss the use of electronic parts catalogues.			

## MATE 190 - Materials Handling and Equipment

You will study typical practices and procedures for material movement in a warehouse or parts distribution facility. You will focus on design, space usage, equipment requirements, and the theory and practical operations on a variety of mobile powered equipment.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Identify materials handling equipment.			
2. Discuss facility layouts.			
3. Describe inventory handling practices.			
4. Compare operational facility layouts.			
5. Discuss safety requirements.			
6. Demonstrate safe use of materials handling equipment.			

## MGMT 189 - Managerial Skills

You will focus on the goals, functions and roles of management. You will focus on team building, leadership, and management principles. You will identify essential and employability skills that will enable success in the workplace.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the roles and function of management.			
2. Describe principles of leadership.			
3. Discuss team building for work groups.			
4. Identify time and resource management skills.			
5. Evaluate problem solving skills.			
6. Describe essential and employability skills.			
7. Examine change management.			

**PART 178 - Parts Workplace Skills**

You will learn valuable workplace skills including job exploration, explore essential and employability skills, customer service, business communication methods, workplace behaviors and responsibilities, coaching, mentoring, and conflict resolution.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explore job search related documents.			
2. Examine essential workplace procedures.			
3. Discuss customer communication skills.			
4. Explain workplace conflict resolution.			
5. Describe workplace mentoring.			



**PART 179 - Parts Marketing Essentials**

You will explore topics related to creating and launching quality sales and marketing programs. Learn helpful new tricks and tips to identify your target markets and effectively showcase everything you and your business have to offer.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the target markets.			
2. Describe marketing methods.			
3. Choosing effective marketing and product promotion.			
4. Demonstrate personal selling techniques.			
5. Compare merchandising methods and parts marketing.			

**PART 191 - Introduction to the Parts and Warehousing Trades**

You will study the history of the program and the reason for trained parts people in the industry, examining the different types of dealership and aftermarket parts distribution networks. Occupational Health and Safety (OH&S), personal and shop safety, fire safety and worksafe policies and procedures will be covered.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the types of distribution networks.			
2. Identify the duties and responsibilities of parts department personnel.			
3. Recognize safe working practices and safety equipment.			
4. Explain fire safety.			

**PART 192 - Tools and Measuring**

You will learn how to identify and use hand tools, power tools and measuring equipment.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain the different types of hand tools.			
2. Explain the different types of power tools.			
3. Identify measuring tools and equipment.			
4. Demonstrate measuring tool use and operation.			

**PART 193 - Engine Systems 1**

Your studies will focus on the components of all the systems that are associated with the engine (including fuel, emissions, and lubrication systems).

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the parts and function of the emissions system			
2. Describe the parts and function of the fuel system			
3. Describe the parts and function of the intake system			
4. Describe the parts and function of the exhaust system			
5. Explain the different types of instruments and their function			

**PART 194 - Parts Information Systems**

You will learn the different methods of locating and identifying components. These include printed materials, microfiche and computer technology.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify tools used to locate parts information.			
2. Describe the components of the different systems.			
3. Discuss the parts pricing structures.			
4. Demonstrate alternative methods for locating parts.			
5. Explain the needs to use electronic parts information systems.			

**PART 195 - Electrical Parts 1**

You will study the fundamentals of electricity and learn how to identify the components of circuits found on a vehicle.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the basic fundamentals of electricity and electronics.			
2. Explain battery types and functions.			
3. Describe charging system components and functions.			
4. Identify chassis wiring.			

**PART 196 - Parts Facilities**

You will learn how to set up and/or organize a parts area. The course covers building design, storage areas and binning systems.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the required areas of a parts facility.			
2. Describe the supplemental areas of a parts facility.			
3. Explain various types of binning systems.			
4. Prepare a layout of a parts department.			

**PART 197 - Parts Documentation**

You will become familiar with the various transactions that occur in a parts department. This includes point-of-sale documentation and forms used for other functions.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain the different point of sale documentation.			
2. Discuss the purpose and required information on a work order.			
3. Prepare a parts order form.			
4. Describe procedures when handling warranties.			



**PART 198 - Parts Warehousing**

Your studies will cover the history of warehousing, transportation systems, shipping and receiving and transportation of various products.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine the history of warehousing.			
2. Explain shipping methods and procedures.			
3. Demonstrate the skills required to prepare a shipment.			
4. Explain receiving procedures and practices.			
5. Examine parts return policies.			
6. Describe different types of claims.			
7. Demonstrate the procedures for completing shipping and receiving forms.			

**PART 199 - Inventory Audit**

You will learn the requirements and procedures for doing an inventory count.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the reasons for a physical inventory.			
2. Describe inventory procedures.			
3. Describe parts binning methods.			

**PART 287 - Hydraulic Parts**

You will study the principles of hydraulics, identification, and operation of hydraulic components.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify basic hydraulic principles.			
2. Identify hydraulic system components.			
3. Describe hydraulic system circuits.			
4. Discuss hydraulic system operation.			
5. Explain hydraulic steering systems.			
6. Discuss hydrostatic drive systems.			

**PART 288 - Engine Parts 1**

Your studies will examine engine classifications and design. You will focus on identifying engine components and their function.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the principles of combustion			
2. Identify basic engine components			
3. Describe engine classifications			
4. Describe the principles of engine operation			

**PART 289 - Vehicle System Parts**

Your studies will cover suspension, steering and braking systems. You will focus on the principles of these systems as well as the components.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the components and principles of the suspension system.			
2. Describe the components and principles of the steering system.			
3. Describe the components and principles of the brake system.			
4. Discuss a variety of tires and vehicle ballasting.			
5. Identify the components of track systems.			

**PART 291 - Drivetrain Components**

You will study transmissions, differentials, final drives, clutches and converters, as well as drive lines. You will focus on the function of the parts and replacement parts available.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe axle and driveline parts.			
2. Discuss clutches and torque converters.			
3. Discuss transmissions and transaxles.			
4. Discuss differentials and final drives.			
5. Compare the different drive train systems.			

**PART 292 - Standard Inventory**

Your studies will focus on parts and products that are common to all types of parts operations. It will include fasteners, fittings, bearings, seals, belts, chains, couplers, and clutches. You will focus on the function and the replacement of these high-activity parts and products.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Discuss fasteners.			
2. Discuss fittings.			
3. Describe bearings and seals.			
4. Identify power transfer components.			
5. Discuss shaft couplers and clutches.			
6. Identify commonly stocked products.			

**PART 293 - Engine Systems 2**

You will study engine heating and cooling systems, air conditioning and lubrication systems. You will focus on the high-activity parts and the function of the components.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the cooling system.			
2. Describe the heating system.			
3. Describe the conditioning system.			
4. Describe the lubrication system.			
5. Discuss lubricants.			



**PART 294 - Automotive and Truck Wholegoods**

Your studies will focus on the areas that are common to the automotive, light truck, and heavy truck components of the parts industry. You will focus on body design, chassis components, operator features, and safety systems.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Co Requisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Discuss body structure design			
2. Identify chassis components			
3. Examine body styles and classifications			
4. Describe vehicle comfort and safety systems			
5. Discuss vehicle identification codes and labels			
6. Identify operator features and controls			
7. Compare parts supply systems			

**PART 295 - Electrical Parts 2**

You will study the internal components of the starting, ignition, lighting, horn, and accessories system circuits. You will focus on the function of the components as well as the replacement parts.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Co Requisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Explain the starting system.			
2. Explain the ignition system.			
3. Describe the horn, accessory, and light systems.			
4. Discuss advanced electrical systems.			

**PART 296 - Agricultural and Industrial Wholegoods**

You will learn about the equipment used in agricultural and industrial applications. You will focus on basic operation with special attention to the fast-wearing parts.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify types of agricultural equipment.			
2. Identify types of industrial equipment.			
3. Discuss the function of agricultural equipment.			
4. Discuss the function of industrial equipment.			
5. Describe the fast wearing components of agricultural equipment.			
6. Describe the fast wearing components of Industrial equipment.			
7. Compare agricultural and industrial parts supply systems.			

**PART 298 - Engine Parts 2**

You will study the function of all engine components and failure analysis.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss engine parts operation.			
2. Describe engine construction features.			
3. Examine engine parts failures.			
4. Describe engine repair procedures.			
5. Demonstrate the use of service information.			

**PART 299 - Inventory Control**

You will learn the management tools and control systems used to manage inventory.

**Credit unit(s):** 2.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify inventory ordering systems			
2. Discuss inventory monitoring tools			
3. Identify reasons for adjusting inventory			
4. Discuss parts activity			
5. Compare methods used to control inventory			

**WORK 198 - Work Experience**

This course will cover the practices and procedures for material movement in a warehouse or parts distribution facility with focus on theory and practical operations of various material handling equipment movement of material efficiently within the design and spatial requirements of the facility.

**Credit unit(s):** 0.0  
**Pre and Co Requisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify materials handling equipment.			
2. Discuss facility layouts.			
3. Describe inventory handling practices.			
4. Compare operational facility layouts.			
5. Discuss safety requirements.			
6. Demonstrate safe use of materials handling equipment.			