MOTORCYCLE TECHNICIAN PERSONNEL, SHOP, & ADMINISTRATIVE FUNCTIONS
Course Syllabus

Course Number: MOTO-0288  
OCAS Code: None  
Course Length: 90 Hours  
Career Cluster: Transportation, Distribution, and Logistics  
Career Pathway: Facility and Mobile Equipment Maintenance  
Career Major(s): Motorcycle and Watercraft Technician

Pre-requisite(s):  
Course Description: In this course students are provided with information and opportunities to identify, reflect, and apply effective strategies for a safe, efficient, and profitable operating motorcycle service center.


Course Objectives:  
A. Evaluate Your Potential as a Motorcycle Technician  
1. Good communication skills  
2. Good attendance  
3. Neat appearance  
4. Honest/ethical  
5. High self-esteem  
6. Flexible  
7. Goal-oriented  
8. Commitment  
9. Cooperative  
10. Initiative  
11. Responsible  
12. Positive attitude  
13. Self management  
14. Practice good shop organization and cleanliness  
15. Drug free/alcohol free

B. Job Placement Preparation  
1. Understand salary, wages, and benefits packages  
2. Complete an employment application  
3. Prepare a resume  
4. Complete an employment interview  
5. Complete a W-4 form  
6. Create an employment portfolio

C. Safety  
1. Explain the purpose for safety policies  
2. Describe the types of fire hazards found in the workplace  
3. Demonstrate safe use of personal protective equipment
4. Comply with company safety policies
5. Product liability
6. Shop liability

D. Apply Reading, Writing, and Math Skills
1. Apply reading and writing skills
2. Properly complete a repair order form
3. Utilize appropriate parts identification media
4. Utilize appropriate service identification media
5. Communicate with customer and/or supervisor to determine service requested
6. Maintain work records to account for parts and labor
7. Apply math skills
8. Apply mathematical operations involving whole numbers, fractions, decimals, percentages, mathematical word problems, formulas, ratios, etc., when necessary
   a. Addition
   b. Subtraction
   c. Multiplication
   d. Division

E. Identify Tools and Associated Safety
1. Hand tools
2. Major equipment
3. General shop tools
4. Practice tool safety
5. Explain the hazards associated with specific types of equipment and tools

F. Use Metric and American Measurements
1. Read a micrometer
2. Measure with a vernier caliper
3. Measure with a micrometer
4. Measure runout and verify timing with a dial indicator
5. Measure a cylinder bore with a telescoping gauge
6. Measure with a small bore gauge

G. Apply Customer Service Skills in a Motorcycle Repair Shop
1. Demonstrate effective interpersonal skills
2. Demonstrate a positive attitude
3. Demonstrate customer service skills
4. Utilize proper telephone techniques
5. Use job-related terminology, symbols, and abbreviations
6. Interpret and follow oral and written directions
7. Understand organization structure and employee roles

\[^{1} ODCTE, Motorcycle Technician Skills Standards, Duty A\]
Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment:
Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee, Rogers State University or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.