

SAN DIEGO COMMUNITY COLLEGE
CONTINUING EDUCATION CENTERS
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

AUTO 414

COURSE TITLE

BASIC UPHOLSTERY SKILLS

TYPE OF COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This is an open-entry/exit, competency based course providing training and hands-on experience for entry-level employment in the automotive, furniture and related upholstery industries. Practical instruction is conducted in a real world business environment with tools and equipment used in the industry today. Competency standards are approved by the industry advisory board. (FT)

LECTURE HOURS

50

LABORATORY HOURS

200

ADVISORY

NONE

RECOMMENDED SKILL LEVEL

Eighth grade reading level, ability to communicate effectively in the English language and knowledge of general math skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To provide practical instruction for the various upholstery trades in layout, fabrication, and installation of seat upholstery, carpets, headliners, convertible tops, door panels, arm rests, pleating and diamond or button tufting. Including the operation of and preventive maintenance of power sewing machines, power equipment. The student will be made aware of the various types of upholstery materials and designs. Instruction will take place in a simulated work environment, enabling the student to become familiar with ethical business practices, customer relations, written and oral communication skills required in upholstery industry.

COURSE OBJECTIVES

Upon successful completion of the course the student will be able to demonstrate their ability to:

1. Adhere to all safety requirements for the upholstery shop.
2. Identify upholstery hand and power tools.
3. Effectively measure and identify fasteners.
4. Identify various materials and layout patterns.
5. Prepare a job application.
6. Correctly fill out a repair order.
7. Communicate with customers and other students.
8. Show ethical standards as required by the upholstery industry.
9. Operate sewing machines and produce upholstery seams.
10. Sew beading, curves, square corners and zipper inserts.
11. Layout, shape and sew seat cushion covers.
12. Install front seat covers.
13. Install carpeting in vehicles.
14. Fabricate and install vinyl tops.
15. Layout and install headliners.
16. Install a convertible top.
17. Design and sew a dust cover.

SECTION II

COURSE CONTENT AND SCOPE

All modules of the program contain the following:

1. Safety
2. Introduction
3. Orientation
4. Demonstration

NOTE: Next to each module's sub-heading is a code to identify the Competency Task contained in the Students Learning Guide.

Math Review for the course may include: addition, subtraction, multiplication and division of whole numbers; fractions and decimals; linear measurements; the metric system; simple algebraic expressions; degrees and angles; volume measure; weight and mass.

MODULE I 100 Hrs. **ORIENTATION AND SAFETY**

1. Shop and Classroom Safety (A-1)
2. Upholstery Tools (A-2)
3. Measuring Devices and Fasteners (A-3)
4. Materials and Patterns (A-4)
5. Industry and Job Orientation (A-5)

MODULE II 150 Hrs. **SEWING SKILLS**

1. Seams (B-1)
2. Various Sewing Techniques (B-2)
3. Cushions (B-3)
4. Cushion Covers (B-4)

APPROPRIATE READINGS

Industry related publications such as *Re-Upholstery* monthly magazine.

WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to:

1. Completing assigned reports.
2. Providing written answers to assigned questions; quizzes, research or special reports.
3. Performing arithmetic calculations as assigned; estimating materials and labor on work orders.
4. Completing repair orders.
5. Completing a job application and resume.

OUTSIDE ASSIGNMENTS

Students are expected to spend a minimal of one hour per day outside the classroom in practice and preparation for each day's assignment. Appropriate assignments may include, but are not limited to:

1. Appropriate Reading
2. Preparing Research Reports
3. Preparing Appropriate Writing Assignments
4. Studying as Needed To Perform Successfully In Class
5. Study Handouts and Student Learning Guides

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Students will perform analysis and evaluation of reading and/or classroom materials and utilize this analysis in classroom discussions, writing assignments, and in performing laboratory activities. Students must select and use appropriate methods and materials needed to complete laboratory assignments.

EVALUATION

A student's grade will be based on multiple measures of performance. The assessment will measure the development of independent critical thinking skills and will include evaluation of the students ability to:

1. Perform the manipulative skills of the craft, to industry standards. (Competency based performance test standards with 100% accuracy)
2. Apply theory to laboratory assignment. (Student must use problem solving techniques)
3. Perform on written, oral, or practical examinations.
4. Contribute to class discussion.
5. Maintain attendance per current policy.

Satisfactory completion of the course requires completion of a culminating activity, which may include, but is not limited to, one of the following:

1. Written report
2. Classroom presentation
3. Research project
4. Industry involvement

The culminating activity will require the student to use the new skills that he/she acquired during the course.

The student will receive an evaluation at the end of each module or when requested by student. A grade point average of 2.0 or letter grade of C or better must be achieved for satisfactory completion.

BASIC UPHOLSTERY SKILLS

PAGE 3

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Classroom lectures, demonstrations, laboratory, audio-visual presentations and computer assisted instruction, group and individual instruction, field trips, job shadowing and internships may be utilized.

TEXTS AND SUPPLIES

CBE Automotive Upholstery Student's Learning Guide, SDCCD,
Tape Measure
Note Book, Pens, & Pencils

PREPARED BY: Ray Ramirez DATE: July, 1982

REVISED BY: Ernest S Romero DATE: 06/26/03

REVISED BY: Ernest S Romero/Edward G Nugent DATE: February 20, 2007

REVISED BY: Instructional Services, SLOs added DATE: March 8, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Centers Catalog.

REFERENCES

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Centers Catalog