



**I. COURSE DESCRIPTION:**

This course is designed to provide you with the basic computer skills required to access trade related electronic service information, process information effectively, communicate on the web and produce documentation. CICE students will be introduced to a variety of software applications commonly utilized in the Motive Power industry. Focus will be placed on researching information that a graduate will require to fill an entry level position in the automotive, Truck Coach or Heavy Equipment fields. Fundamental personal computer components and operation will be covered.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the CICE student, along with the assistance of a Learning Specialist, will demonstrate the basic ability to:

**1. Use information technology and computer skills to access data concerning repair procedures and manufacturers' updates.**Potential Elements of the Performance:

- Use computer hardware and applications to access, exchange, store, retrieve, process, organize, and present repair information and produce technical documents.
- Research OEM and aftermarket service information.
- Use a variety of search engines to find manufacturers' service bulletins and updates

**2. Prepare logs, records, and documentation to appropriate standards.**Potential Elements of the Performance:

- Prepare technical documentation such as maintenance schedules.
- interpret and use information from technical manuals
- prepare installation records
- document the testing of equipment and systems
- edit a work order
- contribute to recording inventory

**3. Computer Fundamentals**Potential Elements of the Performance:

- Identify components in a personal computer
- Identify commonly used file extensions
- Cut, copy and paste commands

**III. TOPICS:**

1. Electronic Service Information
2. Motive Power documentation
3. Computer fundamentals

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

*No text required, recommend USB flash drive for storing data*

**V. EVALUATION PROCESS/GRADING SYSTEM:**

*Assignments 80%*

*In class projects and quizzes 20%*

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**VI. SPECIAL NOTES:**Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. **It is the departmental policy that once the classroom door has enclosed, the learning process has begun. Late arrivers will not be granted admission to the room.**

**VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.

Safety:

**Eye, Face and Foot Personal Protection Equipment (PPE)**

Students are required to wear appropriate Personal Protection Equipment (PPE) in designated areas at all times. The designated areas for eye and foot protection in the Motive Power areas are: C1073 (Automotive), C1000, C1010, and C1040 (Truck/Coach and Heavy Equipment) and C1120 (Marine and Small Engines). Appropriate PPE must also be worn when facing hazards outside of these designated areas.

**Eye Protection:**

**All protective eye wear shall meet the requirements of:**

**C.S.A. - Z94.3 or A.N.S.I. - Z87.1 +.**

**Approved safety glasses (lens and frames) shall have side protection such as wrap around design or fixed side shields.**

The minimum acceptable eye protection is a spectacle (class 1A on chart Z94.3). Dark tinted spectacles will not be accepted for general indoor use. Additional eye and face protection is required for specific hazards. Chart Z94.3 outlines the appropriate PPE for specific hazards.

**Foot Protection:**

- 1. Boot height- minimum 5 ½” uppers, measured from the top of the sole.**
- 2. CSA Green Patch rating.**

Safety boots must be properly laced and not be worn or damaged as to impair their effectiveness.

Food and drink are not permitted in C1070

**CICE Modifications:****Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

**A. Tests may be modified in the following ways:**

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

**B. Tests will be written in CICE office with assistance from a Learning Specialist.*****The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

**C. Assignments may be modified in the following ways:**

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

***The Learning Specialist may:***

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

**D. Evaluation:**

Is reflective of modified learning outcomes.