SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	Motive Power Information Technology		
CODE NO. :	MPF102	**SEMESTER:**	1
PROGRAM:	4041, 4044, 5085		
AUTHOR:	Jamie Schmidt		
DATE:	Sept 2009	**PREVIOUS OUTLINE DATED:**	
APPROVED:		*"Corey Meunier"* CHAIR	DATE
TOTAL CREDITS:	3		
PREREQUISITE(S):			
HOURS/WEEK:	3		

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I. COURSE DESCRIPTION:

This course is designed to provide you with the computer skills required to access trade related electronic service information, process information effectively, communicate on the web and produce documentation. Students will be introduced to variety 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 student will demonstrate the 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

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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:

Grade	Definition	*Grade Point Equivalent*
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.

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VI.   SPECIAL NOTES:

<u>Course Outline Amendments</u>:
The professor reserves the right to change the information contained in this
course outline depending on the needs of the learner and the availability of
resources.

<u>Retention of Course Outlines</u>:
It is the responsibility of the student to retain all course outlines for possible
future use in acquiring advanced standing at other postsecondary institutions.

<u>Prior Learning Assessment</u>**:**
Students who wish to apply for advance credit transfer (advanced standing)
should obtain an Application for Advance Credit from the program coordinator (or
the course coordinator regarding a general education transfer request) or
academic assistant. Students will be required to provide an unofficial transcript
and course outline related to the course in question. Please refer to the Student
Academic Calendar of Events for the deadline date by which application must be made
for advance standing.

Credit for prior learning will also be given upon successful completion of a
challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

<u>Disability Services</u>:
If you are a student with a disability (e.g. physical limitations, visual impairments,
hearing impairments, or learning disabilities), you are encouraged to discuss
required accommodations with your professor and/or the Disability Services
office. Visit Room E1101 or call Extension 2703 so that support services can be
arranged for you.

<u>Student Portal</u>:
The Sault College portal allows you to view all your student information in one
place. **mysaultcollege** gives you personalized access to online resources seven
days a week from your home or school computer. Single log-in access allows
you to see your personal and financial information, timetable, grades, records of
achievement, unofficial transcript, and outstanding obligations, in addition to
announcements, news, academic calendar of events, class cancellations, your
learning management system (LMS), and much more. Go to
https://my.saultcollege.ca.

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Communication:
The College considers **WebCT/LMS** as the primary channel of communication
for each course. Regularly checking this software platform is critical as it will
keep you directly connected with faculty and current course information.
Success in this course may be directly related to your willingness to take
advantage of the **Learning Management System** communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code
of Conduct*. A professor/instructor may assign a sanction as defined below, or
make recommendations to the Academic Chair for disposition of the matter. The
professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of
a lower grade with explanation, (iii) require additional academic assignments and
issue a lower grade upon completion to the maximum grade "C", (iv) make an
automatic assignment of a failing grade, (v) recommend to the Chair dismissal
from the course with the assignment of a failing grade. In order to protect
students from inadvertent plagiarism, to protect the copyright of the material
referenced, and to credit the author of the material, it is the policy of the
department to employ a documentation format for referencing source material.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek
permission of the faculty member before proceeding to record instruction. With
the exception of issues related to accommodations of disability, the decision to
approve or refuse the request is the responsibility of the faculty member.
Recorded classroom instruction will be used only for personal use and will not be
used for any other purpose. Recorded classroom instruction will be destroyed at
the end of the course. To ensure this, the student is required to return all copies
of recorded material to the faculty member by the last day of class in the
semester. Where the use of an electronic device has been approved, the
student agrees that materials recorded are for his/her use only, are not for
distribution, and are the sole property of the College.

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.**

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 too impair their effectiveness.

Electronic Classroom:

Food and drink are not permitted in C1070