

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: APPLIED WORK PRACTICES I

CODE NO. PTC600 **SEMESTER:** ONE

PROGRAM: PARTS TECHNICIAN - BASIC

AUTHOR: JAMIE SCHMIDT/DEREK CASHMORE

DATE: September 2011 **PREVIOUS OUTLINE DATED:** September 2010

APPROVED: *“Corey Meunier”*
CHAIR **DATE**

TOTAL CREDITS: SIX

PREREQUISITE(S): NIL

HOURS/WEEK:

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For additional information, please contact Corey Meunier, Chair

School of Technology & Skilled Trades

(705) 759-2554, Ext. 2610

I. COURSE DESCRIPTION:

The applied work practices course provides a student with fundamentals in business practices, mathematical calculations, word processing, safe working practices and restraint systems.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Shop SafetyPotential Elements of the Performance:

- Safe Work Practices
- WHMIS
- Repair and Storage Liens Act
- Occupational Health and Safety
- WSIB
- Fundamentals of Fire Prevention

2. Applied CalculationsPotential Elements of the Performance:

- Perform mathematical calculations related to the trade

3. Applied Computer SkillsPotential Elements of the Performance:

- Define the history, purpose and functions of personal computer components, software management and file structure.
- Create letters and reports.

4. Safety restraint systemsPotential Elements of the Performance:

- Define the function, construction, styles and applications of safety restraint systems. Perform inspection of safety restraint systems.

III. TOPICS:

1. Shop safety
2. Applied Calculations
3. Applied Computer Skills
4. Restraint systems

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**V. EVALUATION PROCESS/GRADING SYSTEM:***Online assignments 100%*

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
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.

VII. COURSE OUTLINE ADDENDUM:

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