

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
- Convert files to different formats
- Communicate through online learning systems

III. TOPICS:

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

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- No textbooks are required.
- Recommend a 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	<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.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

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.**

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.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.