

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: Work Practices

CODE NO. : MPF103 **SEMESTER:** ONE

PROGRAM: Motive Power Technician – Advanced Repair
Motive Power Fundamentals
- Automotive Repair
- Heavy Equipment & Truck Repair

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DATE: September 2016 **PREVIOUS OUTLINE DATED:** May 2016

APPROVED: *“Corey Meunier”* May 2016
CHAIR

TOTAL CREDITS: SIX

PREREQUISITE(S): None

HOURS/WEEK: TWELVE

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For additional information, please contact Corey Meunier, Chair
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I. COURSE DESCRIPTION:

Upon successful completion of this course, the student will be able to describe the legal responsibilities of employees and employers relating to safe work practices and the protection of the environment. They will also learn the proper operation of hoisting, jacking, lifting, rigging, and blocking equipment according to the manufacturer's recommendations. Students will be able to use precision measuring tools, perform fastening device installation and removal and use proper hand tools including electric and pneumatic for the required task to be completed. The student will also identify Motive Power equipment types. The student will be able to set pressures, light and cut/heat steel with an oxygen/acetylene torch following current safety practices and following manufactures recommendations.

Students will be required to follow proper safety procedures when performing the above tasks according to both Sault College Motive Power Department Standards and Vehicle Manufacturers safety regulations and specifications.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. *Use the correct safety and environmental practices associated in an automotive shop.***Potential Elements of the Performance:**

- List the safety equipment required to operate a motive power shop
- Describe the potential dangers associated with in the motive power repair industry
- Describe the rights and responsibilities of the employer and employees under the Occupational Health and Safety Act. (OHSA).
- Outline the proper procedures to defuse potentially hazardous situations in the work place
- Exhibit knowledge and understanding of the WHMIS Safety Act
- Demonstrate proper use of cleaning equipment
- Explain the laws and proper handling of air conditioning refrigerants
- Fire Safety
- Proper Personal Protective Safety Equipment
- Outline Hybrid safety guidelines and precautions
- Be able to identify potential safety hazards in a motive power environment:
 - electrical hazards
 - proper ventilation
 - glove requirements
 - slipping hazards
 - tripping hazards
 - lifting techniques
 - eye hazards
 - hearing hazards
 - rings and jewelry

2. *Demonstrate the use of proper jacking and lifting equipment used in the motive power industry.*

Potential Elements of the Performance:

Demonstrate the proper method of raising and lowering vehicles using hoists, fork lifts, jacks, blocking and safety stands.

- Use safety stands and jacks
- Perform vehicle placement and movement
- Find the lifting points
- Outline equipment maintenance
- State lifting capacities of hoisting equipment
- Use adaptors & extensions
- Describe types of hoists and lifting equipment
- Operate safety locks and releases
- Position vehicle / wheel chocks
- Check overhead environment
- Verify correct engagement of lift points
- Verify balance
- Verify correct use of safety locks

3. *Identify and safely use hand and power tools common to the motive power industry.*

Potential Elements of the Performance:

Perform the following metal working operations:

- verify thread strengths and torque requirements for wet and dry
- repair damaged threads
 - free seized threads, remove broken studs / cap screws
 - install helicoils and keenserts
 - apply thread locker and anti-seize
- perform metal working tasks related to
 - drilling
 - tapping
 - hack sawing
 - filing
- Identify hand and power tools used the repair of motive power vehicles and equipment.
- Perform component removal and installation using proper tools.

4. Define the purpose and fundamentals of fasteners and tightening procedures

Potential Elements of the Performance:

- identify fastener grades and applications
- demonstrate the ability to identify SAE vrs SI
- explain tensile, yield, shear strength and how they differ
- choose the proper grade pitch threads per inch for the job being performed
- explain the factors that affect torque such as thread condition, lubrication, temperature and fastener composition

5. Demonstrate a working knowledge of the purpose, construction, principals of operation, and calibration of precision and non-precision measuring tools

Potential Elements of the Performance:

- metric and imperial measurements and conversions
- demonstrate use of micrometers (inside and outside)
- use small hole gauges, calipers. Verniers and telescoping gauges
- measure brake drums with metric and imperial drum gauges
- apply torque wrenches to the trade (click, dial, and beam)

6. Upon successful completion, the student will be able to operate heating and cutting equipment following manufacturers' recommendations, government regulations, and safe work practices.

Potential Elements of the Performance:

- oxy-fuel gases
- eye, face, hand, foot, and clothing protection
- set-up, ignition, and shutdown sequence
- cylinder handling/storage
- fire prevention
- combustible material (eg. Butane lighter risks)
- flashback
- backfire
- removing damaged or broken fasteners
- using heat to free seized fasteners
- cylinders
- identification features
- pressure regulator
- manual valves
- gauges and hoses
- cutting attachments
- tips
- cutting metals
- heating

- torch body
- heating tips
- flashback arresters
- equipment set-up, ignition, and shutdown sequence
 - oxygen and acetylene pressure settings
 - ignition procedures
 - select heating and cutting tips
 - observe tip angle, travel speed, and gap
 - demonstrate awareness of potential damage from heating or cutting to surrounding materials
 - identify potential risks for altering metallurgical properties
 - perform appropriate pressure settings, ignition, and flame adjustments for specific heating and cutting tasks
 - remove damaged fasteners
 - heating and removing procedures of seized fasteners

7. ***Identify various types and styles of equipment utilized in the Motive Power Industry.***

Potential Elements of the Performance:

- Complete assigned project

III. TOPICS:

1. Shop Safety
2. Hoisting and Lifting
3. Hand and Power Tools
4. Fasteners
5. Precision Measuring Tools
6. Oxy-Fuel Processes
7. Motive Power Equipment Identification

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems
Jones & Bartlett Learning CDX Automotive – ISBN: 978-1-284-04116-3**

Title: Automotive Technology: A Systems Approach

Edition: 3rd Canadian Ed.

Author: Erjavec

Publisher: Thomson Nelson Learning Canada

Pens, pencils, calculator, 3-ring binder
4 – colour pen or coloured pencils, or high-lighters
Blue, Red, Yellow and green are required.
Pocket flashlight and a pocket magnet

The following items are mandatory in the Shop:

- CSA approved steel toe boots (high top)
- CSA approved safety glasses
- Approved coveralls

V. EVALUATION PROCESS/GRADING SYSTEM:

The final grade for this course will be based on the results of classroom, assignments and shop evaluations weighed as indicated:

- Classroom – 40% of the final grade is comprised of term tests
- Assignments – 10% of the final grade is comprised of a number of technical reports
- Shop – 50% of the final grade is comprised of attendance, punctuality, preparedness, student ability, work organization and general attitude

(Student will be given notice of test and assignment dates in advance)

NOTE: All assignments will be in typed format. NO hand written assignments will be accepted.

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.

A Department Attendance Policy will be discussed.

It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.

**Cell phones are not allowed
in the classrooms or shop areas during class time.**

VII. COURSE OUTLINE ADDENDUM:

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

**COURSE OUTLINE ADDENDUM**

1. Course Outline Amendments:
The faculty member reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.
2. Retention of Course Outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

3. Prior Learning Assessment:

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 Key Dates Calendar 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. Student Services can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

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

4. Student Portal:

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 announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more is available. Go to <https://my.saultcollege.ca>.

5. Communication:

The College considers **Desire2Learn (D2L)** 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 this Learning Management System (LMS) communication tool.

6. Accessibility Services:

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 the Accessibility Services office. Call Ext. 2703 or email studentsupport@saultcollege.ca so that support services can be arranged for you.

7. Audio and Video Recording 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. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

8. Academic Dishonesty:
Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

9. Tuition Default:
Students who have defaulted on the payment of tuition) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

