COURSE OUTLINE: MPF102 - MOT POWER INFO TECH

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Course Code: Title	MPF102: MOTIVE POWER INFORMATION TECHNOLOGY
Program Number: Name	4041: AUTOMOTIVE REPAIR 4044: MOT POWER ADV REPAIR
Department:	MOTIVE POWER
Semesters/Terms:	20F
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 access to fill an entry level position in the automotive, Truck Coach or Heavy Equipment fields. Fundamental personal computer components and operation will be covered.
Total Credits:	2
Hours/Week:	3
Total Hours:	24
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**4041 - AUTOMOTIVE REPAIR** VLO 1 Identify basic motive power system problems by using critical thinking skills and strategies and by applying fundamental knowledge of motor vehicle operation, components, and their interrelationships. VLO 9 Communicate information effectively, credibly, and accurately by producing supporting documentation to appropriate standards. VLO 10 Use information technology and computer skills to access data concerning repair procedures and manufacturer's updates. VLO 11 Prepare logs, records, and documentation to appropriate standards. **4044 - MOT POWER ADV REPAIR** VLO 10 Communicate information effectively, credibly, and accurately by producing supporting documentation to appropriate standards. VLO 11 Use information technology and computer skills to support work in a motive power environment. VLO 12 Prepare, support, maintain, and communicate data from log, record, and documentation systems. VLO 14 Assist in quality-control and quality-assurance programs and procedures. VLO 16 Complete all assigned work in compliance with occupational, health, safety, and environmental law; established policies and procedures; codes and regulations; and

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	in accordance with ethical principles.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	EVALUATION PROCESS/GRADING SYSTEM: 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.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Use information technology and computer skills to access data concerning repair procedures and manufacturers` updates.	1.1 Use computer hardware and applications to access, exchange, store, retrieve, process, organize, and present repair information and produce technical documents. 1.2 Research OEM and aftermarket service information. 1.3 Use a variety of search engines to find manufacturers` service bulletins and updates
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Prepare logs, records, and documentation to appropriate standards.	2.1 Prepare technical documentation such as maintenance schedules. 2.2 Interpret and use information from technical manuals

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		2.3 Prepare installation records 2.4 Document the testing of equipment and systems 2.5 Edit a work order 2.6 Contribute to recording inventory
	Course Outcome 3	**Learning Objectives for Course Outcome 3**
	3. Computer Fundamentals	3.1 Identify components in a personal computer 3.2 Identify commonly used file extensions 3.3 Cut, copy and paste commands 3.4 Convert files to different formats 3.5 Communicate through online learning systems

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	80%
In class projects and quizzes	20%

Date: September 2, 2020

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.