SAULT COLLEGE

COURSE OUTLINE

Course Title: Communication in Heavy Equipment

Code No.: HED 105

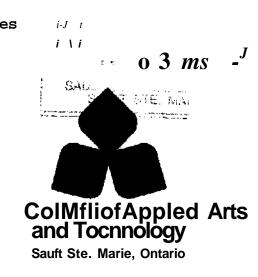**Programs** Heavy Equipment Diesel

Semesters 1st.

Dates August 1994

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**ColMfliofAppled Arts
and Tocnnology**

Sauft Ste. Marie, Ontario

Heavy Equipment Diesel
Communication in Heavy Equipment
HED 010

I PHILOSOPHY/GOAL:

The purpose of this course is to provide the student with a basic understanding of the inter-relationship between the development and use of the computer technology in modern heavy equipment industry. They will be able to define the need of computers in heavy equipment industries, to distinguish computer hardware and software and learn their functions. The student will be able to list and operate different types of software such as maintenance management system, word processor and data base programs found in most industrial and maintenance shops.

Broad topical areas such as computer history since 1940, computer in business communication, computer introduction, and some software programs found in heavy equipment industry will be covered in this course.

II STUDENT PERFORMANCE OBJECTIVES

Upon successful completion of this course the student will be able to:

1. Understand the development of computers since 1940.

2. Understand the importance and the need of computers in modern business.

3. identify the change in the method of managing and controlling a business cause by the introduction and the development of computer technology.

3. Identify the major hardware component of a personal computer system.

4. Identify some software found in Heavy Equipment shops.

5. Operate some software found in Heavy Equipment shops.

III TOPICS TO BE COVERED: Page

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IV LEARNING ACTIVITIES

Topic 1   Computer Introduct ion

1.1   Give a brief history of computers since 1940.

1.2   Define computer classifications.
            Main Frame
            Mini Computer (Network Systems)
            Micro Computers
            Laptop Computers.

1.3   Define what the computer can do for an industry or a
           maintenance shop.

1.4   Def ine the term "INPUT", "PROCESSING", "OUTPUT",
           "STORAGE".

1.5   Def ine the major computer hardware.

1.6   Define the most popular computer software.

1.7   Explain the funct ion and the need of storage diskettes.

1.8   Explain the funct ion and the need of a hard drive.

1.9   Explain the funct ion and the operation of D.O.S.

1.10   Explain and def ine the keyboard keys.

Topic 2   Computerized Maintenance Management System

2.1   Give an introduction of a maintenance management system.

2.2   Explain the main advantage of this system.

2.3   Explain and demonstrate how to log on in a computerized
           system.

2.4   Explain and demonstrate each function of the system using
           a computer and the appropriate software.

2.5   Explain and describe how to print out different reports.
            Work order
            Employee history
            Equipment history

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IV LEARNING ACTIVITIES

Topic 3   Computerized Word Processor Program

3.1   Give an introduction of "Word Perfect '* program.

3.2   Explain the main advantage of this program.

3.3   Explain and demonstrate how to log on in a computerized system.

3.4   Explain and demonstrate majors features of the program using a computer and the appropriate software.

3.5   Explain and demonstrate how to print out different types of documents.

V METHOD OF ASSESSMENT

Attendance will be taken at each class. The student will be evaluated through written assignments and exams at regular intervals, as well as through attendance and class participation.

Communication in Heavy Equipment assessment is based on regularly scheduled quizzes and assignments. Attendance and homework checks are recorded and used as an aid for counselling.

The following grades will be assigned.

A+ O907.)   (Numerical Equivalent 4.0) - Consistently Outstanding

A   (85-90%) (Numerical Equivalent 3.75) - Outstanding Achievement

B   (75-84*/.) (Numerical Equivalent 3.00) - Consistently Above
                                              Average Achievement

C   (65-747.) (Numerical Equivalent 2.00) - Satisfactory or
                                              Acceptable Achievement

R   (<657.) (Numerical Equivalent 0.00) - Repeat - Objectives of
                                              course not achieved and
                                              course must be repeated

    CR - Credit exemption

    X - A temporary grade, limited to situations with extenuating
         circumstances, giving a student additional time to
         complete course requirements.

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Your <u>Semester Grade</u> will be comprised of:

- Quiz and assignment average
- Class participation
- Attendance

A <u>65*/. Average of the total semester exams and assignments</u>, with consultation to your attendance record and to your class participation, must be achieved to receive a passing grade in the Communication in Heavy Equipment course.

Textbooks

There is no textbook that completely covers the course. Learning materials will be provided.

Student will be required to supply one 5 1/4" H.D. diskette.