

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: _____ Industrial Supervision

CODE NO.: MCK - 233 SEMESTER: J1fcrSe" F<rU\2L

PROGRAM: ___ Mechanical Engineering Technician - Machining_

AUTHOR: _____ Greg white_____

DATE: January 6 ' 95_ PREVIOUS OUTLINE DATED: _March '92
[Ind. Org. MCH-240)

APPROVED: TEAT c^PcjL^s^t^ qr'O I-I&

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COURSE NAME

MCH-233
CODE NO

TOTAL CREDITS THREE

PREREQUISITE(S):__Successful completion of ENG-105 or
equivalent

PHILOSOPHY/GOALS :

This course will introduce the participant to an array of the various topic areas which they will experience later on in their career. The student will be introduced to management areas which impact on people, profit, business and industry.

Upon successful completion of the program the student will be familiar with the various *~ypes of organizational structures, methods, styles and techniques. She 'he :=t:\ use this exposure and knowledge base in the future to determine wh^re valuarie tir⁰ v^uld be best spent.

The student should recognize that each topic area could easily be a course on its own, that this course is designed to rut the various toe; c -sreas in rorsoective and relationship.

The intent of this practical course is to provide the student with a general overview of industrial organization so chat they will be familiar with the relationships within the variou comoonenr.⁰. "his knowledge "is vital in prenarinc the students for f-jtur-i -areers in industrial organization.

In today's market, industry is demanding quality. To

be a basic introduction to StC ificj noma aer inmg quality, Pareto analysis, cause 3nd effect diagrams and histogram SPC
-~CIS.

II. STUDENT PERFORMANCE OBJECTIVES (OUTCOMES):

Upon successful completion of this course the student will:

- 1) uenne management' s reopens ii^x n ty in the Health a no sarety ^r^a, union/management relations, training and planning.
- f.) i^*rinonstrate che abixxty to use a variety 0l Quailcy **ara^--^^ent to^i^ applied to processes and or ^^iz sit ions
- 3)___ Demonstrate that they :=re capable of chairing a meeting following accepted business culture and pra:ti::es.

- 4)___Define the various types of organization structures in business and industry nationally and internationally.
- 5)___Define the various departments within an industrial organization and the role of the department relative to the structure of the organization.
- 5;___Define union/management relationships in terms of contracts, grievance procedures and employee representation.
- 7) Discuss the attributes and challenges of various computer integrated management/manufacturing (C.I.M.) technologies.
- 8)___Define management's role and responsibilities in today's business and industry.

TOPICS TO BE COVERED:

Approx±ma.tB Tim Frames*

- WHIMIS training course, including lockouts, health and safety committees, government law. (1 week)
- 2) __ 6.P.C. techniques to define quality, Pareto Analysis
.!;*31o(jrain5 . t - ,v~-±\j)
 - 3) protocol used in business meetings. (1 week)
 - 4)___Organizational structures (i.e.. sole proprietorship, public ownership, partnerships), Canadian business practices and procedures (2 weeks)
 - 5)___responsibilities of personal, sales, marketing, finance, engineering, Q.C., Q.A., traffic, shipping, production control, manufacturing, purchasing, health and safety and P. & D departments. (2 weeks)
 - 6)___contract implementation, grievance procedures, committee involvement, employee relations, management techniques. (2 weeks)

Industrial Supervision.

COURSE NAME

7) Modern management changes involving technologies in:

- J.I.T. (Just in Time)
- E. I. (Employee Involvement)
- T.Q.M. (Total Quality Management) - T.Q.C., S.P.C.
- Technologies (CAD, CAM, CAPP, MRP, IR^fs, etc.)

(2 weeks)

8) Management's responsibilities in

- loss management
- labour relations
- stress management
- time management
- labour force equity programs
- labour force training programs
- motivational skills
- problem solving skills
- planning for growth
- physical layout and expansion

(2 weeks)

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

Topic/Unit :

safety committees, government law.

Learning Activities:

- classroom lecture and discussion
- roleplay

Resources:

- college and federal government WHIMIS training guide
- lecture notes, overheads, supplementary handouts

Topic/Unit :

Learning Activities:

- classroom lectures based on OCAP manual
- view OCAP videos
- participate in roleplay and self-studies

Resources:

- CCAP Basic Statistical Process Control manual and accompanying videos
- lecture notes, overheads, supplementary handouts

Topic/Unit :

protocol used in business meetings.

Learning Activities:

- listen to lecture on "Robert's rules of Order"
- role play as chair, member, minute taker in discussions on other topic areas of course conducted as a business meeting.
- view various videos on topics within other course material for presentation.

Resources:

- Text - This meeting will come to order
- Various case studies from Canadian businesses
- lecture notes, overheads, supplementary handouts

Topic/Unit :

Organizational structure?.

Learning Activities:

- as a business meeting discuss various case studies demonstrating various business structures and practices.
- view various assigned videos
- discuss the "business section" of community and provincial newspapers.

Resources:

- Case studies as determined by the instructor
- various text, periodicals, newspapers, data bases
- lecture notes, overheads and supplementary handouts

Topic/Unit :

responsibilities of various departments within an organization.

Learning Activities:

- case studies
- teacher presentation
- group discussion and consensus
- guest speakers

Resources:

- various reference text, periodicals, trade magazines
- lecture notes, overheads and supplementary handouts

Topic/Unit

Union/management relations or employer/employee relations

Learning Activities:

- role playing
- panel discussion
- guest speakers
- reading assignments

Resources:

- instructor selected videos, case studies
- lecture notes, actual contract books

Topic/Unit

Modern management changes involving technologies

Learning Activities:

- student self directed reports at business meetings
- reading assignments

Resources:

- case studies as determined by teacher

Topic/Unit

Management's responsibilities

Learning Activities:

- student self directed reports at business meetings
- listen to student projects on specific topic area

Resources:

- to be determined by the student in consultation with their instructor

It should be noted that this topic area will be delivered via student presentations, topic areas to be assigned or selected by the end of week two. A list of text and material to be submitted by week five, a project outline by the end of week eight, completed draft and presentation materials by week eleven.

Note all written material will be photocopied and distributed to the other students, thus copyright is required and must be obtained if you use material directly that does not belong to

V. **EVALUATION METHODS:** (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS, ETC.)

A final grade will be given as a letter in accordance with the following percentage equivalent:

A+	= 90 - 100%	A	= 80 - 89 %
B	= 70 - 79 %	C	= 55 - 69 %
X	= to carry over into next semester given extreme circumstances		
R	= did not meet course requirements at this time		

A final grade will be derived as follows:

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Test 1	= 15%
Test 2	= 15%
Test 3 (final)	= 20%
<u>Presentations</u>	
Two individual oral/report presentations	10%
Project presentation ana submissions	= 15%
Attendance / participation (SEE NOTES)	= IL^

Notes:

Attendance/participation is a key component to successful completion of this course. Much of the material necessary to complete this course and your presentations will be discussed in class.

Attendance is a measure not only of physical presence at an appointed hour but should also measure your learning while attending as well as learning assigned, for tnat reason approximately 8 mini quizzes worth 5 marks each will be administered throughout the course.

The mini-quizzes will be short answer and objective, usually given at the beginning of the class. The mid-term and final exams will be both essay and short answer. All reports and written material is expected to be typed, grammatically correct and with correct spelling.

VI. **PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given 'jpon successful completion of the following:

- documentation from previous trainer (academic or work experience).
- Successful completion with a minimum graae of 65% on an exam administered by the instructor of the course.
- Completion of two lab experiments and written reports to the standards adopted by the course.

VII. REQUIRED STUDENT RESOURCES

- Text - Technology of Machine Tools
- Basic OCAP SPC manual supplied by college

VIII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY:

Made in Japan: Akic Morito and Sony , by Morito Akio published by Dutton, New York

Canadian Occupation Health and Safety Handbook, abbr.. by Izum, Michael published by Nash, ref KE3365.N38

What they don't teach you at Harvard Business College, by N. McCormack published by Bantam books, Toronto

The Sudbury Incident, by Southern, Frank published by York ISBN 0-920404-29-5

The Gulf Handbook, published by trade and Travel Publications B?.th, England

Others to be determined

Available in the Book Store ~

7hlo meetiiij will come to Order, by Spor.berg, Harold published by Michigan state university

Organizing Business Meetings, by Berezowsky, Joyce published by Faiken, Edmonton ISBN 0-961503-8

Robert's Rules of Order published by Bantam Books.

The language of Argument, by McDonald, Daniel published by Harper Collins

The One Minute Manager# Blanchard, Kenneth published by York

An Inti-r^ction to Canadian Busine.v5, by Archer, fourth CUALIOH puOiiisneo by wco-j-aw-nirJ. Ky^rson

Quality Control by Be^-^ii-ld, 2'avid published by Prentice Hall ISBN 0-13-745100-0

Periodical Section (MAGAZINES, ARTICLES)

Canadian Machinery and Metalworking
Business Week
Canadian Business Magazine
Sales and Marketing Management
Various community and business papers

Audiovisual Section (FILMS, FILMSTRIPS, TRANSPARENCIES)

Jail N^iber	Title
c2011	Upgrading, Retraining and Changing Jobs
c671	Business Studies, Everybodies business
cl025	Business Ownership
c909	Contract law
c925	Economi cs
c82	Megatrends
cl00S	Emergency Management Training Videos
cl056	Training Tomorrow ¹ s Managers Today
c6CC	Managing Change
c701	People, People, peopre
c!9	The Human Problem of management
c882	Project Management
cl014	Japan: Why Does Trade Occur
Various others available from instructor.	

IX. SPECIAL NOTES

Students ^?ith soecial needs (e.g.. physical limitations, visual impairments, hearing impairments, learning disabilities) arc encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF CHALLENGE PROCESS

A challenge process for this course can be made available to learners within a reasonable period of time following a learner's request.

