



COURSE OUTLINE: MPF0102 - MOT POWER INFOR TECH

Prepared: Jamie Schmidt

Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	MPF0102: MOTIVE POWER INFO TECHNOLOGY FOR CICE
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	20F
Course Description:	This course is designed to provide you, with the assistance of a Learning Specialist, 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.
Essential Employability Skills (EES) addressed in this course:	<p>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.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>
Course Evaluation:	<p>Passing Grade: 50%, D</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>
Other Course Evaluation & Assessment Requirements:	<p>EVALUATION PROCESS/GRADING SYSTEM:</p> <p>The following semester grades will be assigned to students:</p> <p>Grade Definition Grade Point Equivalent A+ 90 100% 4.00</p>

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.



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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:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

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 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%

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with

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homework and assignments, preparation for exams, tests and quizzes.)

3. Study notes will be geared to test content and style which will match with modified learning outcomes.

4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.

2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.

3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.

4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.

2. Paraphrase the test question without revealing any key words or definitions.

3. Transcribe the student's verbal answer.

4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.

2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format

2. Propose a reduction in the number of references required for an assignment

3. Assist with groups to ensure that student comprehends his/her role within the group

4. Require an extension on due dates due to the fact that some students may require additional time to process information

5. Formally summarize articles and assigned readings to isolate main points for the student

6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

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NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date: September 10, 2020

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

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