

I. COURSE DESCRIPTION:

Upon successful completion of this course, Trade practices, the student will be able to describe the legal responsibilities of employees and employers relating to safe work practices, protection of the environment, and operation of lifting rigging, and blocking equipment according to government safety and environmental legislation, be able to use precision measuring tools, be able to perform fastening device installation and removal procedures, be able to describe the repair procedures for bearings, seals, and sealants, be able to identify and perform proper cleaning methods, be able to select and use proper hand tools including electric and pneumatic tools for the required task to be completed.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. **Define the fundamentals of safe practices in the workplace.**
2. **Define the responsibilities of employers and employees relating to safe work practices and protection of the environment.**
3. **Perform the inspection, testing, and operating procedures for lifting, raising, and blocking equipment.**
4. **Define the purpose and fundamentals of precision and non-precision measuring tools and demonstrate the proper use and ability to read various types of precision and non-precision tools.**
5. **Outline the application and maintenance procedures of precision measuring tools and perform measuring activities.**
6. **Define the purpose and fundamentals of fastening and torquing procedures.**
7. **Describe the construction and operation and grading system for the types of fastening devices used for commercial vehicles and equipment.**
8. **Demonstrate a working knowledge of drill bits, tap and die sets, proper drilling and threading procedures used for repair of**

- threaded fasteners.**
9. **Define the purpose and fundamentals of bearings, seals, and sealants.**
 10. **Describe construction features of bearings, seals, sealants, and perform proper removal and installation procedures according to manufacturer specifications**
 11. **Identify the proper cleaning methods required for heavy-duty equipment components.**
 12. **Outline the proper procedure for cleaning methods on various components.**
 13. **Identify and select the proper types of hand tools including electric and pneumatic tools to perform given tasks**

III. TOPICS:

1. **Occupational Health and Safety**
2. **Precision Measuring Tools**
3. **Fastening Devices and Torquing Procedures**
4. **Bearings, Seals, and Sealants**
5. **Cleaning Methods**
6. **Hand Tools**

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Hand outs provided by instructor as well as text books requested by department as per booklist.

V. EVALUATION PROCESS/GRADING SYSTEM:

Students will be tested on the material covered per apprenticeship curriculum by multiple choice questions, assignments, and practical tests. The weigh factor for each area of testing will be as follows:

Theory Tests	50 %
Practical Tests	30 %
Assignments	20 %

This evaluation can change depending on the emphasis placed on each of the above testing procedures.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	
A	80 – 89%	4.00
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.	

VI. SPECIAL NOTES:

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

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.

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 Academic Calendar of Events 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.

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

Disability 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 your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** 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 the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

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. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic 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. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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.