

I. COURSE DESCRIPTION:

Applied Work Practices 2 is an online course consisting of 5 topic modules. Students will submit a written assignment for each topic area. Self study is required for a student to demonstrate knowledge in each topic area. Students should utilize online resources, printed material and on the job experience to complete each assignment.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. *Demonstrate knowledge of the safe use of parts handling equipment.*Potential Elements of the Performance:

- Describe Packaging of Parts (Function, Composition, Types, Styles, Use, etc.).
- Describe Parts Handling Equipment (Function, Construction, Types, Styles, Use, etc.).
- Describe Safe-loading Equipment (function, construction, types, styles, use, etc.).
- Describe the Use of Self-propelled Industrial Tow Trucks and the Safety Precautions to Use in their Operation.
- Explain the Rudiments of Driving a Forklift Truck (License required).

2. *Demonstrate knowledge of various fastening devices.*Potential Elements of the Performance:

- Indicate the Usefulness and Basic Principles of Fastening Devices.
- Describe Various Fastening Devices (Function, Construction, Composition, Types, Styles, Use, etc.).
- Explain how Fastening Devices Work.
- Install and Take Apart Fastening Devices.

3. *Demonstrate knowledge of hand tools.*Potential Elements of the Performance:

- Sum up the Functions and Principles of Hand Tools
- Describe Essential Tools (Function, Construction, Composition, Types, Styles, Use, etc.)
- Explain the Rudiments of Using Hand Tools
- Follow Utilization and Maintenance Techniques Specified by the Hand Tool's Manufacturer and the ISO.

4. *Demonstrate knowledge of measuring tools.***Potential Elements of the Performance:**

- Sum up the function and principles of measuring instruments (precision and non-precision).
- Describe precision measuring instruments (function, construction, composition, types, styles, use, etc.).
- Explain the functioning of precision measuring instruments.
- Effect the maintenance and calibration of measuring instruments (precision and non-precision) according to the recommendations of the manufacturer and of the ISO.

5. *Demonstrate knowledge of the safe handling and use of workshop equipment.***Potential Elements of the Performance:**

- Describe workshop equipment (function, construction, composition, types, styles, use, etc.).
- Explain the functioning principles of motorized tools and equipment.
- Demonstrate the use of workshop equipment and related power sources in accordance with the manufacturer's safety recommendations.

III. TOPICS:

1. PARTS HANDLING EQUIPMENT
2. FASTENERS
3. HAND TOOLS
4. MEASURING TOOLS
5. SHOP EQUIPMENT

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**V. EVALUATION PROCESS/GRADING SYSTEM:**

Online assignments 100%

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
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:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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.

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*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

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.

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

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. ADVANCE CREDIT TRANSFER:

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.