



## I. COURSE DESCRIPTION:

After successfully completing applied work practices 2, the learner is in a position to show his knowledge of the safe use of parts handling equipment, various fastening devices, hand tools, measuring tools and workshop equipment.

The web based course offers content in 5 topic areas, however to successfully complete assignments students may have to do further research and draw on “on the job” experience.

## 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 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:**

*Internet access*

**V. EVALUATION PROCESS/GRADING SYSTEM:**

*Online assignments 100%*

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<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:**

##### 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.

#### **VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.