



# COURSE OUTLINE

## MPF102

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Prepared: Jamie Schmidt Approved:

<b>Course Code: Title</b>	MPF102: MOTIVE POWER INFORMATION TECHNOLOGY
<b>Program Number: Name</b>	4041: AUTOMOTIVE REPAIR
<b>Department:</b>	MOTIVE POWER
<b>Semester/Term:</b>	17F
<b>Course Description:</b>	<p>This course is designed to provide you with 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.</p>
<b>Total Credits:</b>	2
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	24
<b>Vocational Learning Outcomes (VLO's):</b>  Please refer to program web page for a complete listing of program outcomes where applicable.	<p>#9. Communicate information effectively, credibly, and accurately by producing supporting documentation to appropriate standards.</p> <p>#10. Use information technology and computer skills to access data concerning repair procedures and manufacturer's updates.</p> <p>#11. Prepare logs, records, and documentation to appropriate standards.</p>
<b>Essential Employability Skills (EES):</b>	<p>#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>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>
<b>Course Evaluation:</b>	Passing Grade: 50%, D



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### Other Course Evaluation & Assessment Requirements:

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

The following semester grades will be assigned to students:

Grade

Definition Grade Point Equivalent

A+ 90 - 100% 4.00

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.

### Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	80%
In class projects and quizzes	20%

### Course Outcomes and Learning Objectives:

#### Course Outcome 1.

Use information technology and computer skills to access data concerning repair procedures and manufacturers' updates.

#### Learning Objectives 1.

- Use computer hardware and applications to access, exchange, store, retrieve, process, organize, and present repair information and produce technical documents.
- Research OEM and aftermarket service information.
- Use a variety of search engines to find manufacturers' service bulletins and updates



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### Course Outcome 2.

Prepare logs, records, and documentation to appropriate standards.

### Learning Objectives 2.

- Prepare technical documentation such as maintenance schedules.
- interpret and use information from technical manuals
- prepare installation records
- document the testing of equipment and systems
- edit a work order
- contribute to recording inventory

### Course Outcome 3.

Computer Fundamentals

### Learning Objectives 3.

- Identify components in a personal computer
- Identify commonly used file extensions
- Cut, copy and paste commands
- Convert files to different formats
- Communicate through online learning systems

**Date:**

Friday, September 1, 2017

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