Motive Power Technician – Service & Management

Program Guide

School of Skilled Trades, Apprenticeship and Renewable Technology
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Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at www.durhamcollege.ca for the most current information.

Printed: June 2010
Welcome to Durham College’s School of Skilled Trades, Apprenticeship, and Renewable Technology at Whitby. You are beginning a career path of your choice and our faculty and staff are committed to helping you achieve your goals.

To do this, our faculty, who are dedicated professionals chosen from your field of study, have developed relevant programs of study and look forward to engaging you to achieve success in your program. These courses of study are a mix of both theoretical and hands-on activities that are appropriate to your career field. Our classroom and shop facilities are well equipped and designed to support your learning experience. Your time at Durham College is an opportunity for concentrated study to prepare for your career. Please use your time here to your best advantage.

Our faculty and staff take pride in our mission to provide a progressive and motivating learning environment to produce exceptional graduates who meet industry expectations. If at any time you require help please feel free to approach our faculty and staff for assistance. Your success matters to us!

Welcome

Norm Fenton

Dean, School of Skilled Trades, Apprenticeship and Renewable Technology
A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.

Judy Robinson,
Vice President, Academic

School of Skilled Trades, Apprenticeship

Renewable Technology

Whitby Faculty & Staff

Individuals may be contacted by dialing directly (905) 721-2000, followed by the appropriate extension.

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<th>Title</th>
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Office of the Registrar – Whitby Campus responds to general inquiries and provides course information and registration for post-secondary, apprenticeship and continuous education programs.

Important Numbers

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Individuals may be contacted by dialing directly (905) 721-2000, followed by the appropriate extension.
**Mission: The student experience comes first at Durham College**

**Vision**

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.

- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.

- Our vibrant campus community enriches the student life experience.

> All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.

**Values**

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

**Integrity and Transparency...**

we will behave and communicate sincerely and honestly

**Respect...**

we will treat everyone with dignity and offer superior service

**Equality and Diversity...**

we will champion all learners and celebrate diversity

**Innovation...**

we will be leaders in market-responsive learning experiences and solutions

**Personal and team accountability...**

we will do what we say we will do
Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching, questioning, and assessment techniques
- To motivate and engage learners in active and collaborative learning
- To encourage student participation and feedback wherever possible
- To effectively use learning technology
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment
Important Dates 2010 – 2011

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

**FALL 2010 SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 5, 2010</td>
<td>Fees due date for first year students</td>
</tr>
<tr>
<td></td>
<td>Web registration - for 2nd year students who have paid for fall semester - begins.</td>
</tr>
<tr>
<td>July 7, 2010</td>
<td>Web registration - for 3rd year students who have paid for fall semester - begins.</td>
</tr>
<tr>
<td>July 12, 2010</td>
<td>Web registration - for 1st year students who have paid for fall semester - begins.</td>
</tr>
<tr>
<td>July 16, 2010</td>
<td>Fees due date for returning students.</td>
</tr>
<tr>
<td>August 30, 2010</td>
<td>Registration for part-time Oshawa campus students begins and window opens for timetable changes.</td>
</tr>
<tr>
<td></td>
<td>Apprenticeship Classes begin.</td>
</tr>
<tr>
<td>September 6, 2010</td>
<td>Labour Day (no classes)</td>
</tr>
<tr>
<td>September 7, 2010</td>
<td>Orientation for first-year students.</td>
</tr>
<tr>
<td>September 8, 2010</td>
<td>Classes begin for most programs.</td>
</tr>
<tr>
<td>September 14, 2010</td>
<td>Last day for late program registration.</td>
</tr>
<tr>
<td></td>
<td>Last day for fall semester course or program changes.</td>
</tr>
</tbody>
</table>
| September 21, 2010| Last day for full-time students to withdraw with full refund, less $100 administration fee.  
|                  | Last day for refund eligibility when dropping to part-time.         |
Last day for part-time students to withdraw with tuition fee refund less an administration fee.  

Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.

**September 30, 2010**
Student Health Insurance Plan “Opt-out” deadline.

**October 4, 2010**
Due date for 2nd instalment of Fall fees.

**October 5, 2010**
Last day for application for fall semester subject exemption/credit.

Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.  

**October 11, 2010**
Thanksgiving (no classes).

**October 21, 2010**
Fall Convocation

**October 25, 2010**
Deadline for submission of adjusted marks to clear INC grades from Summer 2010. INC grades after this date will revert to a fail.

**November 18, 2010**
Scholarship Ceremony

**November 12, 2010**
Winter 2011 semester fees due date.

**November 12, 2010**
Last day to withdraw from a fall semester subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript.

**December 10, 2010**
Last day of classes for most programs.

**December 13 to 17, 2010**
Fall semester final examinations/evaluation(s) for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. January 5 and 6, 2011 scheduled as tentative snow dates for the Oshawa campus.

**December 23, 2010**
Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 5, 2011.
Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m.

December 24, 2010 – January 2, 2011 inclusive

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 24, 2010</td>
<td>Campus closed for the holiday season.</td>
</tr>
</tbody>
</table>

**WINTER 2011 SEMESTER – JANUARY START**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 12, 2010</td>
<td>Winter 2011 semester fees due date.</td>
</tr>
<tr>
<td>November 22, 2010</td>
<td>Web registration for Fall start 1st year students for winter 2011 semester courses begins.</td>
</tr>
<tr>
<td>November 29, 2010</td>
<td>Web registration for 2nd and 3rd year students for winter 2011 semester courses begins.</td>
</tr>
<tr>
<td>December 6, 2010</td>
<td>Web registration for Winter start students begins.</td>
</tr>
<tr>
<td>January 3, 2011</td>
<td>Registration for Oshawa campus part-time students begins.</td>
</tr>
<tr>
<td>January 5, 2011</td>
<td>Apprenticeship Classes begin</td>
</tr>
<tr>
<td>January 5, 2011</td>
<td>Classes begin for most programs.</td>
</tr>
<tr>
<td>January 11, 2011</td>
<td>Official grade distribution date for the purpose of Academic Appeals.</td>
</tr>
<tr>
<td>January 11, 2011</td>
<td>Last day for late program registration.</td>
</tr>
<tr>
<td>January 11, 2011</td>
<td>Last day for winter semester course or program changes.</td>
</tr>
<tr>
<td>January 11, 2011, 13 and 15, 2011</td>
<td>Dates for missed exams from Fall Semester 2010</td>
</tr>
<tr>
<td>January 18, 2011</td>
<td>Last day for full-time students, who started their program in September 2010, to withdraw with a refund of winter tuition fees. Ancillary fees and school supply fees are not refundable.</td>
</tr>
<tr>
<td>January 18, 2011</td>
<td>Last day for full-time students, who started their program in January 2011 to withdraw with a refund of full fees paid less $100 administration fee.</td>
</tr>
<tr>
<td>January 18, 2011</td>
<td>Last day for refund eligibility when dropping to part-time.</td>
</tr>
<tr>
<td>January 18, 2011</td>
<td>Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 31, 2011</td>
<td>Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.</td>
</tr>
<tr>
<td>January 31 to Feb 4</td>
<td>Winter Break week for Electrical Block Intermediate &amp; Advanced apprenticeship students only.</td>
</tr>
<tr>
<td>February 1, 2011</td>
<td>Last day for application for winter semester subject exemption/credit. The last day to withdraw from a January start subject with no academic record. Subjects dropped after this date will be recorded on the academic transcript with a “W” to indicate withdrawal.1,2</td>
</tr>
<tr>
<td>February 4, 2011</td>
<td>Due date for 2nd instalment of Winter fees.</td>
</tr>
<tr>
<td>February 18, 2011</td>
<td>T2202As available online via MyCampus as of 4 p.m.</td>
</tr>
<tr>
<td>February 21, 2011</td>
<td>Family Day (no classes). Deadline for submission of adjusted marks to clear INC grades from Fall 2010. INC grades after this date will revert to a fail.</td>
</tr>
<tr>
<td>February 21 to 25</td>
<td>Winter Break week; no classes with the exception of OFAD February start students and Apprenticeship students.</td>
</tr>
<tr>
<td>February 28 to March 4</td>
<td>Winter Break week for Apprenticeship students with the exception of Electrical Block Intermediate and Advanced students.</td>
</tr>
<tr>
<td>March 18, 2011</td>
<td>Last day to withdraw from a January start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript.1,2</td>
</tr>
<tr>
<td>March 14 to 18, 2011</td>
<td>Winter Break week for OYAP Apprentices only (except Hairstylists – please see your school office).</td>
</tr>
<tr>
<td>April 8, 2011</td>
<td>Last day to apply to graduate – courses ending April 2011.</td>
</tr>
<tr>
<td>April 14 2011</td>
<td>Last day of classes for most January start programs.</td>
</tr>
<tr>
<td>April 15 to 21</td>
<td>Winter semester (January start) final examinations/evaluation(s); students are reminded not to schedule vacation or employment hours during these times.</td>
</tr>
</tbody>
</table>
April 22, 2011  Good Friday (no classes).

April 29, 2011  Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

May 10, 12 and 14, 2011  Dates for Missed Exams from Winter Semester 2011.

June 16 & 17, 2011  Convocation (Times and location TBA)

WINTER 2011 SEMESTER – FEBRUARY START

December 10, 2010  Winter 2011 - February start - semester fees due date.

December 6, 2010  Web registration for February start students begins.

January 31, 2011  February start classes begin.
Registration for Oshawa campus part-time students begins.

February 4, 2011  Last day for February start late program registration.
Last day for February start course or program changes.

February 11, 2011  Last day for full-time students, who started their programs in February 2011 to withdraw with a refund of full fees paid less $100 administration fee. ¹,²

Last day for refund eligibility when dropping to part-time for February start only.
Last day for February start students to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.

February 21, 2011  Family Day (no classes).
Deadline for submission of adjusted marks to clear INC grades from Fall 2010. INC grades after this date will revert to a fail.

February 28, 2011  February start students only: Student Health Insurance Plan “Opt-out” deadline.

February 28, 2011  Last day for application for semester subject exemption/credit.
Last day to withdraw from a February start subject with no academic record. Subjects dropped after this date will be
recorded on the academic transcript with a “W” to indicate withdrawal.1,2

March 4, 2011
Due date for 2nd instalment of Winter fees - February start students only.

April 7, 2011
Last day to withdraw from a February start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript.1,2

April 22, 2011
Good Friday (no classes)

May 2 – 6, 2011
Winter semester (February start) final examinations/evaluation(s); students are reminded not to schedule vacation or employment hours during these times.

May 6, 2011
Last day of classes for most February start programs.

May 12, 2011
Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

October, 2011
Convocation (Time and location TBA)

WINTER 2011 SEMESTER – MARCH START

December 6, 2010
Web registration for March start students begins.

January 7, 2011
Winter 2011 - March start - semester fees due date.

February 28, 2011
March start classes begin.

Registration for Oshawa campus part-time students begins.

March 4, 2011
Last day for March start late program registration.

Last day for March start course or program changes.

March 11, 2011
Last day for full-time students, who started their programs in March 2011 to withdraw with a refund of full fees paid less $100 administration fee.1,2

Last day for refund eligibility when dropping to part-time for March start only.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day for March start students to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.</td>
<td></td>
</tr>
<tr>
<td>March 25, 2011</td>
<td>Last day for application for semester subject exemption/ credit.</td>
</tr>
<tr>
<td>Last day to withdraw from a March start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.</td>
<td></td>
</tr>
<tr>
<td>March 31, 2011</td>
<td>March start students only: Student Health Insurance Plan “Opt-out” deadline.</td>
</tr>
<tr>
<td>April 1, 2011</td>
<td>Due date for 2nd instalment of Winter fees – March start students only.</td>
</tr>
<tr>
<td>April 22, 2011</td>
<td>Good Friday (no classes)</td>
</tr>
<tr>
<td>May 5, 2011</td>
<td>Last day to withdraw from a March start subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript.</td>
</tr>
<tr>
<td>June 3, 2011</td>
<td>Last day of classes for most March start programs.</td>
</tr>
<tr>
<td>June 6 - 10, 2011</td>
<td>Winter semester (March start) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.</td>
</tr>
<tr>
<td>June 15, 2011</td>
<td>Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.</td>
</tr>
<tr>
<td>October, 2011</td>
<td>Convocation (Time and location TBA)</td>
</tr>
</tbody>
</table>

**SPRING 2011 SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 11, 2011</td>
<td>Spring 2011 semester fees due date.</td>
</tr>
<tr>
<td>April 4, 2011</td>
<td>Web registration for Spring/Summer programs begins.</td>
</tr>
<tr>
<td>May 9, 2011</td>
<td>Most Spring classes begin.</td>
</tr>
<tr>
<td></td>
<td>Registration for Oshawa campus part-time students begins.</td>
</tr>
<tr>
<td>May 13, 2011</td>
<td>Last day for late program registration.</td>
</tr>
</tbody>
</table>
Last day for most spring semester course or program changes.

May 20, 2011  Last day for full-time students, who started their programs in Spring semester to withdraw with a refund of full fees paid less $100 administration fee.¹ ²

Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester subjects.

Last day to withdraw from most spring semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.¹ ²

Last day for application for spring semester subject exemption/credit.

May 23, 2011  Victoria Day (no classes).


June 10, 2011  Last day to withdraw from most spring semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript.¹ ²

June 24, 2011  Last day of classes for most Spring start programs.

June 27, 2011  Deadline for submission of adjusted marks to clear INC grades from January start Winter 2010 semester. INC grades after this date will revert to a fail.

June 29, 2011  Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER 2011 SEMESTER

May 13, 2011  Summer 2011 semester fees due date.

July 1, 2011  Canada Day (no classes).

July 4, 2011  Summer classes begin.

July 8, 2011  Last day for late program registration.

Last day for most summer semester course or program changes.
July 15, 2011  Last day for full-time students, who started their programs in Summer semester to withdraw with a refund of full fees paid less $100 administration fee.¹, ²

Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects.

Last day to withdraw from most summer semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.¹, ²

Last day for application for summer semester subject exemption/credit.

August 5, 2011  Last day to withdraw from most summer semester subjects with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript.¹, ²

August 1, 2011  Civic Holiday (no classes).

August 19, 2011  Last day of classes for most Summer start programs.

August 24, 2011  Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

October, 2011  Convocation (Time and location TBA)

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.
Program Information

MOTIVE POWER TECHNICIAN – SERVICE AND MANAGEMENT

Advanced Standing

Students with post-secondary credits may be considered for advanced standing on an individual basis.

Program Description

This program will provide skills and training for a variety of careers in the transportation and automotive fields. Graduates are prepared to enter the motive power trades with high skilled trade qualifications and essential business communication, marketing and interpersonal skills.

Successful completion of program will enable students to:

- Diagnose: motive power engines, electrical/fuel systems, motive power drive line, directional control systems (steering, suspension and brakes), and air conditioning
- Understand and apply proper disposal, storage and handling practices as they pertain to environmental legislation
- Create work orders related to the motive power trade and industry
- Search and find parts/service information from both manuals and computerized systems
- Understand management principles: business structure, accounting, human resources management, parts/supply management

Employment Opportunities

- Automotive service technician apprentice
- Farm equipment mechanic apprentice
- Forklift mechanic apprentice
- Parts counterperson/manager
- Service writer/manager
- Truck and coach mechanic apprentice

To obtain program learning outcomes, you may wish to consult with your Dean.

If you access the Ministry of Training, Colleges and Universities website, the published college program standards are listed. (www.edu.gov.on.ca/eng/general/college/progstan/intro.html)
Course Outlines

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents (http://www.durhamcollege.ca/academicpolicies). Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

Please note that students are expected to download copies of their course outlines from MyCampus prior to the first class in each course. Instructions for downloading are located on MyCampus at www.durhamcollege.ca/mycampus.

General Education

Durham College strives to ensure that students who graduate are immediately employable in their field of study; able to succeed in employment through the ability to continuously learn; and are capable of contributing positively to the society in which they live and work. Therefore, each program of study will strive to provide students with the skills related to a specific field of study (vocational skills), essential employability skills, and general education.

General education courses strengthen students’ skills in areas such as critical analysis, problem solving and communication in the context of an exploration of topics with broad-based personal and/or societal importance. Normally, programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma include three general education courses. Such courses are identified on the program of study using the designation of “G”. General Education courses are typically a combination of mandatory and elective courses and students are expected to cover a minimum of two of the five themes. The General Education Committee, which is a subcommittee of Academic Council, reviews and approves programs and courses for General Education compliance.
**Academic Integrity**

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College’s core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents ([http://www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies)) provide a comprehensive explanation of Durham College’s expectations regarding academic integrity.

**Requirements For Promotion**

**Evaluation and Promotion**

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents ([http://www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies)) for a complete overview of grading and promotion practices.

**Academic Probation**

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.
Aegrotat

Aegrotat refers to a ‘compassionate pass’ in a course in which, due to emergency circumstances related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student’s transcript as AEG and is therefore not included in the calculation of a student’s grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents (http://www.durhamcollege.ca/academicpolicies).

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of non-emergency circumstances, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Liaisons or review the Missed Final Examination Policy and Procedure documents (http://www.durhamcollege.ca/academicpolicies).
Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students’ needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a Student Liaison to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up a one on one appointment with their Student Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

Your Student Liaison is:

Name: Shelley Chard
Office #: 117 Administration Office
E-mail address: shelley.chard@durhamcollege.ca
Telephone: (905)721-2000 ext. 4087
CENTRE FOR STUDENTS WITH DISABILITIES
Supporting students to REACH their full potential

E-mail: disabilities@durhamcollege.ca

About the CSD
The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed to support students and the college in our responsibility to meet our legal obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that we have the supports in place to allow students with disabilities to fully participate in all aspects of the academic environment. Our services are confidential.

Registering for Accommodations
Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student’s particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in B297. Assistance in obtaining the appropriate documentation may be available. Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

Things to Remember for Tests and Final Exams
In order to receive test and exam accommodations through the CSD, students must have completed the CSD Registration process including providing appropriate documentation. This can be a timely process – contact the CSD as early as possible to ensure your accommodations and a seat in the test centre.

Test Registration forms are available on our CSD website – click on Test Centre Request Forms. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room B297).

Completed test forms and notifications to your professors, for each test, need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. Accommodated tests cannot be guaranteed if a student registers less than 5 business days in advance of the test date. The alternative may be to write with the class.

CSD Final Exam sign-up DEADLINES are ALWAYS several weeks BEFORE the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on My Campus each term.

It is the student’s responsibility to check My Campus frequently as all important test and exam information including registration deadlines will be posted to My Campus.

The CSD may be unable to accommodate students who do not sign-up by the final exam sign-up deadline.

To Find Out More About CSD Services…
For further information please call 905-721-3123, drop by at B297 to set up an appointment or visit our website at www.durhamcollege.ca/csd.
**Student Academic Learning Services (SALS)**

*Success Matters start here!* The staff and faculty at the Student Academic Learning Centre can help you achieve your educational goals. We can help you with writing, English (ESL), math, statistics, biology, chemistry, physics, and accounting.

You can use the centre to:

- Get peer tutoring help
- Learn how to study smarter, not harder
- Improve your reading skills and take better notes
- Increase your English (ESL) proficiency
- Improve your marks from a ‘B’ to an ‘A’
- Learn strategies to manage your time & prepare for tests
- Improve your writing skills
- Have a quiet study space to do your work

**Did you know?**

<table>
<thead>
<tr>
<th>There were 22,735 student visits to the centre last year.</th>
<th>All of the services at the centre are already included in your fees.</th>
<th>We will move from SW 201 to the new Student Services building in late 2010.</th>
</tr>
</thead>
</table>

![Student Academic Learning Services (SALS) Learner Support Centre](image)

**Student Academic Learning Services (SALS)**

**Learner Support Centre**

- **University Peer Writing Tutors**
  Meet with senior students for tutoring in academic writing.

- **College Peer Tutoring**
  Meet with an upper year student to review course material.

- **Writing Skills**
  MLA / APA Referencing
  Essay Organization
  Preventing Plagiarism
  Proofreading and Editing Skills
  Research Strategies
  Grammar & Punctuation Instruction
  Presentation skills

- **Learning Strategies**
  Time Management
  Organization Skills
  Study Strategies
  Test / Exam Preparation
  Memory Skills
  Note-taking Skills

- **ESL Supports**
  Writing Supports
  Reviewing Assignments
  Grammar Editing Skills
  Presentation Skills
  Pronunciation Skills
  Punctuation

**What do you need?**

**Subject Specific Supports**

- **Science**
  Biology
  Physics
  Chemistry

- **Technology**
  Statistics
  Applied Math
  Calculus

- **Business**
  Computers
  Math
  Accounting
  Statistics

- **Software**
  Math
  English
  Chemistry
  Physics
  Biology

Come meet our integrated team of academic support specialists in SW201

[www.durhamcollege.ca/lsc](http://www.durhamcollege.ca/lsc)
The Library

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library is on the north side of the Polonsky Commons and is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbuck’s coffee to go at the Library Café.

Students & faculty at the Whitby location may also use the library in person, via internet, or request books to be sent to them at Whitby.

Most of the Library’s resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at www.durhamcollege.ca/library to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082
Reference desk (905) 721.2000 ext. 2390
reference@dc-uoit.ca
College Publications

At Durham College, several publications provide the information you need before you start classes.

Program Guide
Durham College’s Program Guides are a handy reference guide for everything students might want to know about their academic program. The program-specific guides provide essential information related to the program of study, policies, program requirements, faculty contact information, important dates, grading criteria, etc., as well as a starting point to help students find and navigate their way through academic and student support services.

Program Guides are distributed in print format to every registered student in the first class of the Fall semester and are available electronically on the college website. It is important that students read this guide at the beginning of their studies as it contains pertinent information for academic success and will be useful throughout the duration of the program.

Note:

• This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
• The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
• Student Liaisons and/or Faculty Advisors will assist in planning programs, but it is the student’s responsibility to meet the academic requirements for completion of certificates and diplomas.

Continuing Education Course Book
Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education’s current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

Please check our website for comprehensive information @ www.durhamcollege.ca.
Scholarships and Bursaries

Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

Application process: Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the College website. Students are advised to check MyCampus regularly for updates.

Eligibility: Students who are currently enrolled at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

Scholarships: Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

In-Course scholarships: In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-Course Scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

Awards: Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organizations, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

Bursary Program: Durham College supports access to post secondary education following these principles:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all
other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

All students must complete the online Student Financial Profile application for consideration for bursary funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC Student tab. The student is notified of the application results via MyCampus email.

**Durham College Access Bursary Program**
This bursary is available to Ontario students offered admission to a full time, first year program at Durham College in September 2009. This program is intended to assist students with financial need.

**Returning Student Bursary Program**
Returning students must complete the Student Financial Profile application for consideration for bursary funding.

For further information on scholarships, bursaries and awards, please contact studentawards@dc-uoit.ca.
Transfer Guide
Diploma to Degree Pathways

Turn your Durham College diploma into a degree!!

If your post-secondary education plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities, including UOIT, our campus partner.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree. These opportunities are detailed, by program, on the Durham College Transfer Guide (http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php)

Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at www.ocutg.on.ca.
## MOTIVE POWER TECHNICIAN-SERVICE & MANAGEMENT

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- **AUTO-DRIVE LINE PERFORMANCE 2**
  - MOD: DRIVE 3400
  - COREQUISITES: DRIVE 2400
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- **AUTO-ELECTRICAL & FUEL SYSTEMS 2**
  - MOD: ELFL 3400
  - COREQUISITES: ELFL 2400
  - HRS: 6
- **AUTO-MOTIVE POWER ENGINES 2**
  - MOD: ENGI 3401
  - COREQUISITES: ENGI 2401
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- **GENERAL EDUCATION COURSE**
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- **AUTO-APPLIED MANAGEMENT PRINCIPLES 1**
  - MOD: MNGT 3400
  - COREQUISITES: 4
  - HRS: 0
- **AUTO-DIRECTIONAL & CONTROL SYSTEMS 2**
  - MOD: SYS 3402
  - COREQUISITES: SYS 1410
  - HRS: 3
- **AUTO-MIG WELDING**
  - MOD: WELD 3406
  - COREQUISITES: WELD 2400
  - HRS: 1

**SEMESTER 4**

- **AUTO-WORKSHOPS PRACTICES 3**
  - MOD: APPR 4400
  - COREQUISITES: APPR 3400
  - HRS: 2
- **AUTO-DRIVE LINE PERFORMANCE 3**
  - MOD: DRIVE 4400
  - COREQUISITES: DRIVE 3400
  - HRS: 2
- **AUTO-ELECTRICAL & FUELS SYSTEMS 3**
  - MOD: ELFL 4400
  - COREQUISITES: ELFL 3400
  - HRS: 5
- **AUTO-MOTIVE POWER ENGINES 3**
  - MOD: ENGI 4402
  - COREQUISITES: ENGI 3401
  - HRS: 3
- **AUTO-ENVIRONMENTAL IMPACT**
  - MOD: ENVI 4400
  - COREQUISITES: 1
  - HRS: 0
- **AUTO-APPLIED MANAGEMENT PRINCIPLES 2**
  - MOD: MNGT 4400
  - COREQUISITES: MNGT 3400
  - HRS: 2
- **INTRO TO SMALL BUSINESS 2**
  - MOD: SMBS 4400
  - COREQUISITES: SMBS 3400
  - HRS: 2
- **AUTO-DIRECTIONAL & CONTROL SYSTEMS 3**
  - MOD: SYS 4400
  - COREQUISITES: SYS 3402
  - HRS: 2
- **AUTO-STICK WELDING**
  - MOD: WELD 4402
  - COREQUISITES: WELD 3406
  - HRS: 1

**NOTES:**

- ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. ELET - represents a typical subject load and is included in the total hours per week, to reflect the total hours per week required.
- OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. OPT1 subjects are included in total hours per week.
- G - GENERAL EDUCATION - Subjects marked at the left margin with G are "General Education" subjects.
Course Descriptions

AUTO WORKSHOP PRACTICES 1  APPR 1400  Topics include trade practices, mobile refrigerant handlers for ozone depletion prevention, and the major components and operating principles in mobile air conditioning systems. As well, students learn about fluid power, hydraulics, pneumatics, welding and basic heating and cutting procedures.

AUTO BASIC SKILLS AUTO 1408  Topics include trade practices, safety, vehicle maintenance, measuring tools, and the location and identification of major vehicle parts.

COMMUNICATIONS COMM 2400  Technical writing is written communication that provides specific information about a specialized subject for a specific audience for a specific purpose. Technical writing is used in everyday writing in the form of textbooks, manuals, instructions, memos, letters, reports, speeches, and more. The student will apply reading, writing, listening, and thinking to the standard forms of technical communications. Students will be able to apply active listening and clarifying techniques, conflict resolution strategies, and explain professional behaviour.

AUTO ELECTRONIC MANUAL SYSTEMS MANU 1400  Students will be using the computer to generate work orders, invoicing, repair orders, and search for vehicle repair procedures.

MATHEMATICS 1  MATH 1424  Students gain a fundamental understanding of trade-related calculations. Throughout the course, they solve problems using fractions, decimals and algebraic equations. In addition, students solve geometric calculations involving area, perimeter, volume, and trade-related problems using Pythagorean Theorem and right-angled trigonometry.

AUTO DIRECTIONAL & CONTROL SYSTEMS 1  SYS 1410  Students gain a basic knowledge of the construction, operating principles, testing and servicing of suspension system. As well, students learn about steering, standard hydraulic and air brake systems.

AUTO DRIVE LINE PERFORMANCE 1  DRIVE 2400  Students gain a basic working knowledge of the construction, operating principles, testing and servicing of clutch assemblies, manual transmissions, and drive lines.

AUTO ELECTRICAL & FUEL SYSTEMS 1  ELFL 2400  Students learn about electrical, electronics and fuel system fundamentals, lead acid batteries, applied electrical schematics, gasoline and diesel fuel systems, intake and exhaust systems, and emission control systems.

AUTO MOTIVE POWER ENGINES 1  ENGI 2401  Students learn about internal combustion engine assemblies, lubrication systems, cooling systems, and fastening and sealing techniques.

AUTO INTERPERSONAL SKILLS INPR 2400  Students learn basic sales skills to increase profits for their organization and the importance of customer satisfaction.

AUTO PARTS & SUPPLIES PART 2400  Students learn how parts and service departments operate. Other topics include the identification, characteristics and functions of basic parts used in vehicle maintenance.

INTRODUCTION TO SMALL BUSINESS 1  SMBS 3400  Students learn to deal confidently with any business situation or problem. Topics include legal forms, start-up costs, financing, marketing, staffing, inventory control and government regulations.
AUTO OXY FUEL WELDING  WELD 2400  This course is designed to give students an understanding of safety and correct operation of the oxyacetylene equipment, handling and welding procedures.

AUTO WORKSHOP PRACTICES 1  APPR 1400  Topics include trade practices, mobile refrigerant handlers for ozone depletion prevention, and the major components and operating principles in mobile air conditioning systems. As well, students learn about fluid power, hydraulics, pneumatics, welding and basic heating and cutting procedures.

AUTO DRIVE LINE PERFORMANCE 2  DRIVE 3400  Students learn about the construction, operation, testing and servicing of clutches and controls, manual transaxles and differentials, and torque converters and rear wheel drive automatic transmissions.

AUTO ELECTRICAL & FUEL SYSTEMS 2  ELFL 3400  Students learn about electrical definitions, circuits, wiring diagrams, test equipment, cranking and charging systems, ignition systems, electronic fuel injection, emission controls, and engine management.

AUTO MOTIVE POWER ENGINES 2  ENGI 3401  Students gain a working knowledge of engine block terms and measurements, engine component diagnosis and engine component reconditioning.

AUTO APPLIED MANAGEMENT PRINCIPLES 1  MNGT 3400  Students gain a working knowledge of the organization and behaviour of management, shop management, lay out and applied business in the motive power industry as well as setting goals and objectives in connection with time management.

AUTO DIRECTIONAL & CONTROL SYSTEMS 2  SYS 3402  Students gain a working knowledge of the construction, operating principles, testing and servicing of suspension systems, steering systems, tires and rims, alignment and brake systems.

AUTO MIG WELDING WELD 3406  This course focuses on wire feed welding.

AUTO WORKSHOP PRACTICES 3  APPR 4400  Students learn about automatic climate control comfort systems.

AUTO DRIVE LINE PERFORMANCE 3  DRIVE 4400  Students learn about lock-torque converters, sensors and controls, and front-wheel drive automatic transmissions.

AUTO ELECTRICAL & FUEL SYSTEMS 3  ELFL 4400  Topics include wiring, lighting, power accessory and instrumentation systems, supplemental inflatable restraint systems, cranking systems, charging systems and engine management/ignition systems. Students also learn about gasoline electronic fuel injection systems, emission control systems, and vehicle optional security and convenience systems.

AUTO MOTIVE POWER ENGINES 3  ENGI 4402  Students gain a working knowledge of engine definitions, construction, operating principles, testing and servicing of induction systems, cylinder head and valve train assemblies and components.

AUTO ENVIRONMENTAL IMPACT  ENVI 4400  Students gain a working knowledge of the products and materials used in the automotive industry, their impact on the environment, and government testing standards.

AUTO APPLIED MANAGEMENT PRINCIPLES 2  MNGT 4400  Students learn about human and physical resources management, organizational behaviour, and customer, employee and employer relations.

INTRODUCTION TO SMALL BUSINESS 2  SMBS 4400  Students gain a working knowledge of organizations, management behaviour and shop management. As well, students learn about goal setting and time management.
AUTO DIRECTIONAL & CONTROL SYSTEMS 3   SYS 4400   Students learn about vehicle suspension systems, alignment, and anti-lock, power and air brake systems.

AUTO STICK WELDING       WELD 4402   This course focuses on stick electrode welding.