DATE OF LAST REVIEW:  02/2013

CIP CODE:  47.0106

SEMESTER:  Departmental Syllabus

COURSE TITLE:  Parts Research and Ordering Systems

COURSE NUMBER:  MAPR0115

CREDIT HOURS:  1

INSTRUCTOR:  Departmental Syllabus

OFFICE LOCATION:  Departmental Syllabus

OFFICE HOURS:  Departmental Syllabus

TELEPHONE:  Departmental Syllabus

EMAIL:  KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES:  None

REQUIRED TEXT AND MATERIALS:
Please see bookstore for current textbook(s) and other required material.

COURSE DESCRIPTION:
Upon successful completion of this course, the student should be able to utilize parts manuals, on-line, and parts ordering software. This course will teach invoice accounting, parts labeling, retail price calculation, packaging and parts distribution systems.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

I. Introducing Parts Research and Ordering Systems
   A. Parts are critical
   B. Accuracy
   C. Pictorial Diagrams
   D. Names/Numbers can change
   E. On-line Research
   F. Parts Manuals/Microfiche
   G. Inventory Management
   H. Worksheet Parts list
   I. Manuals
EXPECTED LEARNER OUTCOMES:
A. The student should be able to interpret appliance parts manuals
B. The student should be able to maintain Access database of shop stock parts.
C. The student should be able to navigate on-line web based parts research/ordering software
D. The student should be able to label parts received and distribute replacement parts to live work.
E. The student should be able to interpret parts distributor invoice, and backorder status.

COURSE COMPETENCIES:

The student should be able to interpret appliance parts manuals
1. The student should be able to identify specific parts and components as provided by a mechanical drawing.
2. The student should be able to accurately determine part numbers by drawing reference number.

The student should be able to maintain Access database of shop stock parts.
3. The student should be able to utilize Microsoft Access program to add to and expend Shop parts inventory.

The student should be able to navigate on-line web based parts research/ordering software
4. The student should be able to acquire part numbers utilizing On-line assets provided via the internet.

The student should be able to label parts received and distribute replacement parts to live work.
5. The student should be able to label parts received and distribute replacement parts to live work

The student should be able to interpret parts distributor invoice, and backorder status.
6. The student should be able to report part status accurately bases on invoice information.
7. The student should be able to identify dealer vs. retail pricing
8. The student should be able to calculate prices based on markup percentages.

ASSESSMENT OF LEARNER OUTCOMES:
Assessment methods may include, but are not limited to, the following: Homework, Assignments, Quizzes, Class Participation, Chapter Tests, and Final Exam. The grading scale and the process for calculating the course grades are to be determined by the individual instructors. This information will be included in each instructor’s syllabus.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.
Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center in Rm. 3354 or call (913) 288-7670.