


COURSE OUTLINE ACADEMIC YEAR 2017/2018

Course Title: Principles and Strategic Development			
Course Code: AMPC 201	Schedule Type Code: online	Instruction Hours: 30 hours	Credits: None
Program: Asset Management Certificate Program			
Approved By: Pat Tait			
Signature: 		Date: July 2017	

Course Description

This course provides an overview of the essentials of asset management in the context of ISO 5500x and assists the participants to identify opportunities for application of asset management concepts in their own organization to realize value.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Define the key principles of asset management
2. Explain asset management policy and its development
3. Explain asset management strategy and its development
4. Identify the requirements for developing asset management plans
5. Identify the principles of asset management decision making
6. Identify the principles of risk mitigation and contingency planning
7. Recognize the key elements of the design and acquisition phase
8. Recognize the key elements of operations and maintenance phase
9. Identify the principles of asset rationalization, renewal and disposal

Learning Resources

Reference	Source
Asset Management- Whole-life Management of Physical Assets, Edited by Chris Lloyd. 2010 Edition. Publisher: ICE Publishing ISBN: 978-0727736536	http://www.amazon.ca/Asset-Management-Whole-Life/dp/0727736531
Chapter 12 - Maintenance and Reliability Best Practices by Ramesh Gulati. 2009 Edition. Publisher: Industrial Press Inc. ISBN: 978-0831133115	Choose from: Chapter 12 eBook (included in your registration fee) download code provided by Humber College. Email ceparttime@humber.ca to request your code. -or- Purchase entire eBook http://ebooks.industrialpress.com/product/maintenance-best-practices -or- Purchase entire book, hard copy http://www.amazon.ca/dp/0831134348/ref=rdr_ext_tmb
Asset Management- An Anatomy, Version 3, IAM	Free .pdf –Email pd@pemac.org to request a free copy.

Chapter 13 – Physical Asset Management by Nicholas A.J. Hastings. Publisher: Springer	http://link.springer.com/chapter/10.1007/978-1-84882-751-6_13
ISO 55000, 55001 and 55002	Note: These are expensive and not absolutely necessary to grasp the content of this course. It is, however, highly recommended for individuals enrolled in this program to purchase the standards. http://www.techstreet.com/products/1870836

Delivery Format

Class format is online.

Course Content

UNIT	TOPIC(S)	OBJECTIVES
1.	Key principles of asset management	<ul style="list-style-type: none"> • Discuss the chronology of asset management development • Discuss the four fundamentals of asset management • Summarize the requirements of PAS 55 and ISO 55000
2.	Overview of asset management policy development	<ul style="list-style-type: none"> • Explain the purpose of an asset management policy • Explain the importance of “Line of sight” • Discuss the relationship between asset management policy and organizational strategic plan. • Define the requirements of an asset management policy
3.	Overview of Asset Management Strategy development	<ul style="list-style-type: none"> • Explain the purpose of asset management strategy • Define the requirements of asset management strategy • Define the requirements of asset management objectives • Explain the importance of demand analysis • Discuss the elements of demand analysis
4.	Understanding the requirements for Developing Asset Management Plans	<ul style="list-style-type: none"> • Explain the purpose of asset management plans • Define the contents of an asset management plan • Define the requirements for developing an asset management plan
5.	Understanding the principles of Asset Management Decision Making	<ul style="list-style-type: none"> • Discuss how asset management decision-making relates to the development of optimal asset management plans. • Articulate a fit for purpose decision-making process • Define some of the key decision-making tools such as Life Cycle Costing, RAM analysis and FMECA

6.	Risk management <ul style="list-style-type: none"> • Risk Mitigation • Contingency Planning 	<ul style="list-style-type: none"> • Define: risk, risk assessment, risk mitigation and contingency planning. • Discuss the importance of organizational structure and culture to manage risks
7.	Understanding the key elements of creating and acquiring assets	<ul style="list-style-type: none"> • Describe the phases in designing and acquiring assets • List key tools and processes for designing and acquiring assets
8.	Understanding the key elements of Operation and Maintenance of Assets	<ul style="list-style-type: none"> • Describe a few key operations and maintenance strategies
9.	Understanding the principles of Asset Rationalization, renewal and disposal	<ul style="list-style-type: none"> • Identify the drivers for asset rationalization, repair/replace and disposal decisions • Explain the importance of identifying the asset disposal costs during the capital investment decision making process
10.	Review and Project Work	

Please note: this course schedule may change as resources and circumstances require.

Student Evaluations

Students must submit all course assignments to qualify for a passing grade. A minimum of 60% is required to pass the course.

Assignments	40%
Quizzes	20%
Discussions	40%
Total Marks	100%

Grade Report, Transcript, and Certificate

Upon completion of a course, student access grades by logging into Myhumber at www.humber.ca/myhumber using the Humber issued username and password. For assistance logging in, or for a password reset, visit www.its.humber.ca. Grades will not be released over the phone or by email.

Tests and Assignments

Assignments must be submitted on or before the "due date", as directed by the instructor. Late submissions, without valid reasons (such as illness or emergency) or without prior arrangement may be penalized by the instructor, normally at 10% per day, or as announced by the instructor. Days of lateness will include weekends and holidays. If for valid reasons, an assignment/evaluation cannot be completed on time, then a reasonable penalty-free time

extension may be given by the instructor. Claims of illness or other emergencies may have to be documented, if required by the instructor or the administration.

Advanced notice by email is required if you are going to miss a test or exam for valid reasons, and supporting documentation must be submitted. If you miss an exam without prior notice due to illness or some emergency, you must provide the reason in writing to the instructor along with supporting documentation, within 3 days of the missed exam, **with a copy to the program liaison at ceparttime@humber.ca**. If your reason is accepted, arrangements will be made for you to write the exam.

Accessible Learning Services

Humber strives to create a welcoming environment for all students where equity, diversity and inclusion are paramount. Accessible Learning Services facilitates equal access for students with disabilities by coordinating academic accommodations and services. Staff in Accessible Learning Services are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. If you require academic accommodations, contact:

Accessible Learning Services: <http://www.humber.ca/student-life/swac/accessible-learning>

North Campus: (416) 675-6622 X5090

Lakeshore Campus: (416) 675-6622 X3331

Accommodations for Religious Observance

Humber College is committed to respecting the religious/spiritual beliefs and practices of all members of the community, and making accommodation for religious/spiritual observances.

Students who require an accommodation for a religious/spiritual observance must notify the professor as soon as the time conflict is known. It is the student's responsibility to contact the professor to arrange the accommodation for a lecture, test, exam, clinical placement, work placement or any other academic situation that conflicts with a day or time period for religious observances of special significance to them. Ideally, students will provide their professor with three weeks notice for a required accommodation. In all cases, the request for an accommodation must be made in writing.

Standards

1. Expectations for maintaining a Positive Learning Environment

Attendance is essential for academic success. Therefore, you are expected to attend 100% of all classes and complete all assignments.

It is your responsibility to be aware of your attendance record and the progress of your work and grades.

In order to maintain a positive and productive learning environment, you are expected to

- Turn off and put away all cell phones and remove headphones in class
- Maintain a courteous and respectful attitude

2. Use of Laptop Computers

Your professor sets the policy for laptop use in the classroom. If permitted, you may use your laptop to take notes and complete class-related activities. The Internet is to be accessed for class purposes only **and** with explicit instructions from your professor.

E-mailing and chatting are strictly prohibited. On the first offence, you will be asked to put the laptop away. On the second offence, you will be banned from using the laptop and may be asked to leave the class.

Discrimination and Harassment

At Humber College, students, staff and faculty represent the broad spectrum of diversity and richness that is characteristic of our society. All students and employees have the right to study, live, and work in an environment that is free from discrimination and harassment. It is therefore the policy of Humber College that it's working, living and learning environments assert the personal worth and dignity of each individual. In order to achieve this objective, Humber College will not tolerate any form of discrimination or harassment in its employment, education, accommodation, or business dealings. Information and assistance are available from Nancy Simms, Manager, Human Rights & Diversity at **(416) 675-6622, ext. 4425**, or by email at nancy.simms@humber.ca .

For further information please visit: www.hrs.humber.ca/diversity

Policies and Procedures

It is the student's responsibility to be aware of the College Academic Regulations **Policy** which can be found at: <http://www.humber.ca/academic-regulations>.

Copyright

Copyright is the exclusive legal right given to a creator to reproduce, publish, sell or distribute his/her work. All members of the Humber community are required to comply with Canadian copyright law which governs the reproduction, use and distribution of copyrighted materials. This means that the copying, use and distribution of copyright- protected materials, regardless of format, is subject to certain limits and restrictions. For example, photocopying or scanning an entire textbook is not allowed, nor is distributing a scanned book. See the Humber Libraries website (<http://library.humber.ca>) for additional information regarding copyright and for details on allowable limits.

Academic Integrity

Academic integrity is essentially honesty in all academic endeavors. Academic integrity requires that students avoid all forms of academic misconduct or dishonesty, including plagiarism, cheating on tests or exams or any misrepresentation of academic accomplishment.

Academic Dishonesty

Plagiarism is the serious offence of academic fraud that involves using someone else's words and/or ideas in whole or in part from any printed or electronic media without documentation

Cheating is the serious offence of academic fraud that involves obtaining answers to exam and test questions through unauthorized means, such as hidden or electronic notes, accessing unauthorized test questions from an electronic database, or copying from another student.

Students are responsible for knowing what constitutes an academic offence and for being aware of the applicable requirements that may apply within their program. Any student responsible for academic misconduct will be dealt with according to the department policy in accordance with Humber's Academic Regulations Policy, and can face various sanctions such as a grade of zero for the course, suspension from the program, or expulsion.

Academic Concerns/Appeals

If a student has questions or concerns regarding a grade on an assignment or test, the student should discuss the matter with the faculty member. The Program Liaison be asked to assist if the faculty member and student are unable to resolve issues. For additional information please refer to Section 13 of College's Academic Complaint and Appeal Policy at the web site identified above.

Disclaimer

While every effort is made by the professor/faculty to cover all material listed in the outline, the order, content, and/or evaluation may change in the event of special circumstances (e.g. time constraints due to inclement weather, sickness, college closure, technology/equipment problems or changes, etc.). In any such case, students will be given appropriate notification in writing, with approval from the Program Liaison.