

## COURSE OUTLINE ACADEMIC YEAR 2017/2018

<b>Course Title:</b> Asset Management Capability Development			
<b>Course Code:</b> AMPC 202	<b>Schedule Type Code:</b> online	<b>Instruction Hours:</b> 30 hours	<b>Credits:</b> None
<b>Prerequisite(s):</b> AMPC 201			
<b>Program:</b> Asset Management Certificate Program			
Approved By: Pat Tait			
Signature: 		Date: July 2017	

## Course Description

This course focuses on how to develop the organizational capability for engaging the workforce to achieve excellent Asset Management performance. It looks at an analysis of the organizational structure for the purpose of identifying changes needed for a holistic approach to asset management, change management, project management, systems thinking, training needs assessment, customer-supplier relationships, adaptive organizations and cultural discipline.

## Learning Outcomes

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

- Explain the key concepts, terms and definitions used when developing organizational capability. *(Lesson 1)*
- Evaluate organizational structures. *(Lesson 1)*
- Evaluate teams and individuals to identify changes to roles and responsibilities. *(Lesson 2)*
- Describe a change management strategy. *(Lesson 3)*
- State the basic principles of project management. *(Lesson 5)*
- Describe asset management improvement projects in terms of work activities and required resources. *(Lesson 6)*
- Explain the benefits of investing organization resources in asset management improvement projects. *(Lessons 5 & 6)*
- Identify key requirements for products, services and information. *(Lesson 7)*
- Explain collaborative customer-supplier contracts. *(Lesson 8)*
- Describe the key support systems needed for a holistic asset management culture. *(Lesson 9)*

## Learning Resources

- 1) The Fifth Discipline, The Art and Practice of the Learning Organization, Peter M. Senge. 2006 Edition. Publisher: Doubleday ISBN: 978-0-385-51725-6
- 2) Good to Great, Jim Collins. 2001 Edition Publisher: Harper-Collins ISBN: 0-06-662009-6
- 3) PM 101 According to the Olde Curmudgeon, Francis M. Webster Jr. 2000. Publisher: Project Management Institute ISBN: 1-880410-55-9
- 4) The ASQ Supply Chain Management Primer, Edited by JP Russell. 2013 Edition. Publisher: American Society for Quality. ISBN: 978-0-87389-867-6

Textbooks available through online vendors such as Amazon.ca

## Delivery Format

Class format is online.

## Course Content

UNIT	TOPIC(S)	OBJECTIVES
1.	Learning Journeys	<ul style="list-style-type: none"> <li>• Explain why people, leadership and culture are key to the organization's performance.</li> <li>• Describe some of risks and benefits of undertaking a major change within an organization.</li> <li>• Research and describe a few ways that we might "read our current reality" as a first step to undertaking a change journey.</li> </ul>
2.	Understanding people and teams	<ul style="list-style-type: none"> <li>• Explain why establishing a learning culture is key to improving organizational performance</li> <li>• Explain the dynamic relationship between individual and organizational capability development</li> <li>• Describe the capabilities of a high-functioning</li> </ul>
3.	Prepare to lead change	<ul style="list-style-type: none"> <li>• Describe the decision process that forms a foundation for successful change</li> <li>• Describe the steps in the development of 'people' capability in an organization</li> <li>• Explain why change must be embedded as an ongoing organizational capability as opposed to a sometimes.</li> </ul>
4.	Midpoint check-in	<ul style="list-style-type: none"> <li>• This will be a real-time web conferencing session where you instructor will review the content to date, engage you in a class discussion and give an overview of the next section of the course.</li> </ul>
5.	Project Management – Work Breakdown & Justification	<ul style="list-style-type: none"> <li>• Use applicable terms to describe the basic principles of project management.</li> <li>• Define the scope and outcomes of a basic project.</li> <li>• Justify a project more persuasively.</li> </ul>
6.	Project Management – Resources and Training	<ul style="list-style-type: none"> <li>• Describe projects in terms of their resources and,</li> <li>• Describe projects in terms of their training</li> </ul>
7.	Introduction to Supply Chain Management	<ul style="list-style-type: none"> <li>• Develop and deploy suppliers by identifying:               <ol style="list-style-type: none"> <li>a. supply chain management processes, and</li> <li>b. key requirements for products, services and information.</li> </ol> </li> </ul>

8.	Building supplier relationships	<ul style="list-style-type: none"> <li>• Explain collaborative customer-supplier relationships by: <ul style="list-style-type: none"> <li>a. Identifying types and uses of supplier contracts</li> <li>b. Discussing supplier improvement strategies.</li> </ul> </li> </ul>
9.	Asset Management Culture	<ul style="list-style-type: none"> <li>• Identify the desirable attributes of organizational culture.</li> <li>• Monitor organizational change.</li> </ul>
10.	Review and Project Work	

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

### Student Evaluations

A minimum grade of 60% is required to pass the course.

Weekly Lesson quizzes	20%
Assignments (2) & Required Discussions (3)	40%
Final Exam (Two weeks from the end of Lesson 10)	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](http://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](http://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](mailto: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](mailto:nancy.simms@humber.ca) .

For further information please visit: [www.hrs.humber.ca/diversity](http://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.