



**DEPARTMENT OF AUTOMOTIVE AND PARTS  
COURSE OUTLINE – FALL 2011 SEMESTER A  
SEPTEMBER 12 – DECEMBER 16, 2011**

**HA 212 PUBLIC RELATIONS, WORK HABITS, ETHICS, RELATED SUBJECTS  
– 3.0 CREDITS 57 HOURS**

**INSTRUCTOR:** Ryan Peterson      **PHONE:** 780.835.6733  
**OFFICE:** FTI 224      **E-MAIL:** RPeterson@GPRC.ab.ca

**OFFICE**      Monday through Friday.  
**HOURS:**      8:00 – 8:30 a.m. and 4:00 – 5:00 p.m.

**PREREQUISITE(S)/COREQUISITE:** None.

**REQUIRED TEXT/RESOURCE MATERIALS:** Math for the Automotive Trades.

**CALENDAR DESCRIPTION:** This course is designed to prepare the student for entry and survival in the trades workforce. Job search techniques, resume and interview skills are taught. Math, science and reading comprehension skills improvement exercises are available for students who lack the AIT educational prerequisites and will be required to challenge AIT entrance examination prior to challenging the first level trades examinations. Some or all of the instruction will be based upon a tutor lead, self-paced mode. Industry tours and guest speakers from industry are included in this course.

Delivery Option – Fairview Campus Only

**CREDIT/CONTACT HOURS:** 3 credits; 4 hours per week; 14 weeks; 57 hours.

**DELIVERY MODE(S):** Instructor led.

## **OBJECTIVES:**

Upon completion of this course the student will be able to:

1. Become familiar with a variety of media to improve job search success.
2. Write a resume relevant to the position being applied for.
3. Learn new interview skills and techniques.
4. Understand math, science at the level required for the technical training and to successfully challenge the Alberta Apprenticeship and Industry Training entrance exam if required.
5. Comprehend written material at a level required for their technical training or to challenge the Alberta Apprenticeship and Industry Training entrance exam if required.
6. Understand the requirement for accurate record keeping to enable the success of a business.
7. Understand the purpose and operation of the Workers' Compensation Board, Alberta Apprenticeship and Industry Training Board and Occupational Health and Safety Board and how they relate to the worker/apprentice.

**TRANSFERABILITY:** None.

**GRADING CRITERIA:** Students must complete all required courses with a grade point average of no less than 2.00 and no failing (F) grades. Pass mark of 65%.

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>65 – 66</b>	
<b>F</b>	<b>0.0</b>	<b>60 – 64</b>	<b>FAIL</b>
<b>F</b>	<b>0.0</b>	<b>55 – 59</b>	
<b>F</b>	<b>0.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**EXAMINATIONS:** Course mark is based entirely on written examination.

**STUDENT RESPONSIBILITIES:**

Please refer to the Student Rights and Responsibilities policy in the Grande Prairie Regional College Calendar or at

[www.gprc.ab.ca/downloads/documents/StudentRightsandResponsibilities.pdf](http://www.gprc.ab.ca/downloads/documents/StudentRightsandResponsibilities.pdf).

**STATEMENT ON PLAGIARISM AND CHEATING:**

Please refer to

[www.gprc.ab.ca/downloads/documents/Student%20Misconduct%20Plagiarism%20and%20Cheating.pdf](http://www.gprc.ab.ca/downloads/documents/Student%20Misconduct%20Plagiarism%20and%20Cheating.pdf) regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

**COURSE SCHEDULE/TENTATIVE TIMELINE:** Semester A.