



DEPARTMENT OF HEAVY EQUIPMENT PROGRAMS

COURSE OUTLINE – WINTER SEMESTER 2

HE 2600 SPECIAL ACTIVITIES – 4(60 HOURS/18 WEEKS) 60 LECTURE

INSTRUCTOR: Garry Candy

PHONE: 780 835 6728

OFFICE: FTI 215

E-MAIL: gcandy@gprc.ab.ca

OFFICE HOURS: Monday to Friday

PREREQUISITE(S)/COREQUISITE: English 20-1, English 20-2 or equivalent

Math 20-1, Math 20-2, Math 20-3 or equivalent

A 20-level Science or equivalent

Although a high school diploma is not required for entrance to this program, students should be aware that some employers may require a High School Diploma as a prerequisite to employment.

Applicants who do not meet these requirements may be admitted to the program but they will be required to pass the Apprenticeship & Industry Training (AIT) Trades Entrance Exam during the first semester, if choosing to pursue an apprenticeship.

REQUIRED TEXT/RESOURCE MATERIALS: 1st and 2nd Period Heavy Equipment Technician ILM Modules.

CALENDAR DESCRIPTION: Introduction to Parts and Warehousing. Also introduction to basic resume writing and workplace etiquette. Exploring industry opportunity for

employment and identifying safety hazards by industry. Students will have opportunity to visit industry and/or guest speaker from industry.

CREDIT/CONTACT HOURS: 4 Credits – 60 Contact Hours – 3 hours per week

DELIVERY MODE(S): Instructor led classroom theory (60 hours)

OBJECTIVES (OPTIONAL): The program has been developed to provide students with entry level skills as a Heavy Equipment Technician. After obtaining a requisite number of hours in the work force, the student would be eligible to continue with Alberta Apprenticeship and Industry training in the Heavy Equipment Technician trade towards journeyman certification.

TRANSFERABILITY: None

GRADING CRITERIA: A grade of 65% or higher is required to pass this course. Students must complete all required courses with a grade point average of no less than 2.0 and no failing (F) grades.

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

EVALUATIONS: Students must receive a PASS mark in all safety training.

Students who have successfully completed the program and also completed an acceptable Alberta Apprenticeship Prior Learning Assessment Application (fee payable to Alberta Apprenticeship) may have the opportunity to challenge the Alberta Apprenticeship and Industry Training (AIT) first and second year Heavy Equipment Technician apprentice exam.

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

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

- A. Introduction to Parts and Warehousing.....12 Hours**
Outcome: Basic understanding of Parts Department and how it relates to shop activities.
1. Introduction to Parts Department common procedures.
 2. Recognize proper parts handling procedures.
 3. Understand proper storage for parts in shop industry.
 4. Complete a parts order requisition as it would be in a dealership.
 5. Understand and explain the importance of shop /parts communication.
- B. Resume Writing and Workplace Etiquette.....6 Hours**
Outcome: Knowledge of resume writing and workplace etiquette.
1. Understand the value of writing a proper resume and using proper etiquette in a work environment.
 2. Basic resume structure.
 3. Perform the task of writing a resume.
- C. Industry Exploration – Specialized Safety Training.....28 Hours**
Outcome: Identify industry types, identify safety hazards.
1. Preview of different industry types that employ Heavy Equipment Technicians.
 2. Identify safety hazards involved with the different types of industry.
 3. Industry visits and guest speakers.
 4. Review