

GRANDE PRAIRIE REGIONAL COLLEGE
ADULT DEVELOPMENT DEPARTMENT

COURSE INFORMATION

COURSE OUTLINE: PERSONAL HEALTH AND CONDUCT JR067

INSTRUCTOR: William T. Shaw
Office: A 108
Telephone: 539-2027, ext. 36

DATE: January - February

TIME: Tuesday and Thursday
11:00 a.m. - 11:50 a.m.

ROOM: B 105

TEXTBOOK: No textbook required

COURSE DESCRIPTION: This course will deal with three very important areas which assist in leading to a productive work history. The areas of health, manners and safety have a tremendous impact on the degree of success we encounter both on and off the work sites. These areas will be explored through several means of delivery. For example: lectures, audiovisual presentations, tours and guest speakers.

COURSE OBJECTIVES:

- To increase the understanding of manners and how it can impact on our success in the world of work
- To increase our understanding of personal health and appearance and its importance to a successful life
- To become aware of the safety factors that will aid in a safe environment, both on an off the job

EVALUATION:

Participation and Punctuality.	50%
Completion of Assignments.	50%
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Total possible mark in this course	100%

NOTE: Student must have a final mark of 60% or better to receive credit in this course.