

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OCT 08 1999

Grande Prairie
Regional College

OA 2530 - FOREST RESOURCES TERMINOLOGY

J Johnstone

TEXT: Our Growing Resource - Donated by the Alberta Forest Products Association

COURSE DESCRIPTION: Familiarizes administrative personnel working in forest-related careers with common forest processes and terminology.

COURSE OBJECTIVES: Upon completion of this course, students will have a broad understanding of the forest industry in Canada. Students will build a basic vocabulary of forest terms and, in doing so, will confidently use the terms to create practical documents and reports that are used in the industry.

COURSE CONTENTS:

1. The Forest Industry in Canada
 - a. Introduction to Forest Resources
 - b. Management and Planning
 - c. Harvesting/Engineering
 - d. Manufactured Products and Forest Equipment
2. Safety and Government Agencies Regulating the Forest Industry
3. Abbreviations/Measurements/Report Format Used in the Forest Industry

GRADING: Grading will be based on a "living document" -- a portfolio containing all the information covered in the course, information gathered on the tours, and sections to be added as required during employment

The course will be graded on the following criteria:

Semester Portfolio	76
Notes submitted weekly	10
Participation	<u>14</u>
Total	100

- COURSE POLICY:**
1. Attendance is encouraged. If you must miss a class, have a classmate get handouts and inform you of assignments.
 2. Completed portfolio must be graded in order to receive credit in the course.