

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2000

OA 2530 FOREST RESOURCES TERMINOLOGY

Prerequisite: None

Instructor: Judy Johnstone johnstone@gprc.ab.ca C202

Textbook: TBA

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 Content:

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	58
Midterm	16
Notes submitted weekly	10
Participation	<u>16</u>
Total	100

* Completed portfolio and midterm * must be graded in order to receive credit in the course. The portfolio is due on or before December 6, 2001. (The portfolios will be marked when all are handed in.) The midterm is due on November 29, 2001.

Student Requirements: ATTENDANCE IS MANDATORY!!!!

Students participating in all learning activities can excel in their studies.

Poor attendance, late arrivals, or early departures decrease the chances of success and disrupt the learning experience for other students. Attendance at classes and tours is mandatory. Please remember that missing one class is like missing one week of day classes. Missing 2 classes or the forest tour will result in no grade for the course.

Assignments and tests are due on the dates set by the instructor only with permission of the instructor may a test be taken late or an assignment be turned in late.

Plagiarism will not be tolerated.

All assignments are to be keyboarded.

Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities on page 30-40 of the College Calendar