

**GRANDE PRAIRIE REGIONAL COLLEGE
ADMINISTRATIVE TECHNOLOGY
COURSE OUTLINE
FALL 2003**

OA 2530 FOREST RESOURCES TERMINOLOGY (1.5) (0-0-2.5)

- 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

X Completed portfolio and midterm must be graded in order to receive credit in the course. The portfolio is due on or before December 3, 2003 (The portfolios will be marked when all are handed in.) The midterm is due on November 26, 2003.

COURSE POLICY

1. Attendance is required and will be taken at each class. If you are ill, please call your instructor. More than 2 missed classes result in a recommendation of Debarred from Exam. (See College calendar)
2. If you must miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
3. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.
4. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before the date.
5. Plagiarism will not be tolerated.
6. All major assignments must be completed in order to complete this course.