



**DEPARTMENT OF POWER ENGINEERING**

**COURSE OUTLINE – FALL 2011**

**POF 425 TECHNICAL COMMUNICATIONS II – 1.0(15)**

**INSTRUCTOR:** Brent Boutilier

**PHONE:** 780.835.6794

**OFFICE:** FM5 110

**E-MAIL:** bboutilier@gprc.ab.ca

**OFFICE HOURS:** Brent—As Posted

**PREREQUISITE(S)/COREQUISITE:**

**REQUIRED TEXT/RESOURCE MATERIALS:**

Current resume

Reference information (prior employers/references)

Some knowledge of power point and picture presentation techniques

**CALENDAR DESCRIPTION:**

This course covers technical communication required by power engineers. Students are required to organize and present information in accepted industry formats, including letters, memos, and various technical forms. Emphasis is on planning and preparing clear, correct, and effective written communication. Resume development and interview techniques are included.

**CREDIT/CONTACT HOURS:**

1.0 CREDITS, 15 HOURS

**DELIVERY MODE(S):**

Theory

**OBJECTIVES (OPTIONAL):**

**TRANSFERABILITY:**

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

**GRADING CRITERIA:**

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**EVALUATIONS:** As per Power Engineering Student Manual

Method	Percentage	Minimum
Course assignments	15%	50%
CML quizzes	15%	50%
Unit Exams	30%	50%
Final Exam	40%	50%
	100%	50%

		65% average, with no mark below 50%
--	--	-------------------------------------

**STUDENT RESPONSIBILITIES:** As per Power Engineering Student Manual

**STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/](http://www.gprc.ab.ca/about/administration/policies/)  
 These are serious issues and will be dealt with severely.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Nov 14 – Dec 23  
 Tue and Thu 1020 to 1120

**Created by**

Brent Boutilier	24 Aug 2011	
-----------------	-------------	--

---

Instructor name	Date:	Signature:
-----------------	-------	------------

---

**Approved by:**

Dave Long		
-----------	--	--

---

Chair name	Date:	Signature:
------------	-------	------------