



**DEPARTMENT OF POWER ENGINEERING
COURSE OUTLINE – FALL 2012**

POF 425 TECHNICAL COMMUNICATIONS II – 1.0(15/0/0)

INSTRUCTOR: Brent Boutilier

OFFICE: FM5 110

OFFICE HOURS: As posted

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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:

The main objective is to have the students use their existing resume and convert it to a new Power Engineering specific resume. 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):

- Review and update the students resume
- Discuss references for employment
- Discus and write cover letters

- Practice interview techniques using current industry standards

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:

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

EVALUATIONS: As per Power Engineering Student Manual

Method	Percentage	Minimum
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Resume	25	50
Cover Letter	25	50
Interview techniques	25	50
Reports	25	50
Final Mark	100	65%
		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/**

**Note: all Academic and Administrative policies are available on the same page.

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: