



DEPARTMENT OF POWER ENGINEER

COURSE OUTLINE – WINTER 2014

POF 436 TECHNICAL COMMUNICATIONS II – 1.0 (3/0/0)15

INSTRUCTOR: Augustine Ebinu
OFFICE: FPS 131
OFFICE HOURS: As Posted

PHONE: 780.835.6692
E-MAIL: aebinu@gprc.ab.ca

PREREQUISITE(S)/COREQUISITE:

REQUIRED TEXT/RESOURCE MATERIALS:

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:

Credits 1.0

Contact Hours 15 (3/0/0) 5 Weeks

DELIVERY MODE(S):

Theory

OBJECTIVES (OPTIONAL):

Prepare or review/reformat a résumé for a new career in Power Engineering

Prepare a cover letter

Go to websites for employment and see the methods of applying

Discuss email etiquette, and email user names

Practice interview techniques

TRANSFERABILITY: As per ABSA requirements

**** 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 | FAIL |
| C⁻ | 1.7 | 60 – 62 | FAIL |
| D⁺ | 1.3 | 55 – 59 | FAIL |
| D | 1.0 | 50 – 54 | |
| F | 0.0 | 0 – 49 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

EVALUATION:

Evaluation in this course will be by individual assignment and class/group work assignments.

STUDENT RESPONSIBILITIES: As per Power Engineering Student Manual

Students are responsible for attending a minimum of 80% of all classes and handing in resume's and being in class to actively participate in mock interview skills.

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:

Mar 31 to May 2, 2014

Three times per week, 1030 to 1120