



DEPARTMENT OF POWER ENGINEER

COURSE OUTLINE – WINTER 2013

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

INSTRUCTOR: Brent Boutilier
OFFICE: FM5 110

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OFFICE HOURS: As Posted

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:

1.0 Credits

15 Hours

DELIVERY MODE(S):

Theory

OBJECTIVES (OPTIONAL):

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	
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

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 26 to Apr 27

Once per week as per grouping, 1230 to 1420

Created by

Brent Boutilier

19 Jan 2012

Instructor name

Date:

Signature:

Approved by:

Dave Long

Chair name

Date:

Signature: