



**DEPARTMENT OF POWER ENGINEER  
COURSE OUTLINE – SPRING 2015  
POF 436 TECHNICAL COMMUNICATIONS II – 1.0 (3/0/0)15**

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OFFICE HOURS: As Posted

**PREREQUISITE(S)/COREQUISITE:**

A high school diploma including at least:

- 65% in English 20-1 or 20 -2, AND
- 65% in Math 20-1 or 20-2, AND
- 65% in any Science (Physics, Chemistry, Biology or Science) in the 20 stream, AND
- A Career Investigation (specified format)

OR

- Mature students not meeting the above requirements may request a review of their education and prior work skills by the Power Engineering Team at GPRC.

**REQUIRED PPE/RESOURCE MATERIALS:**

- PE4A Book 1, units 1 and 4
- PE4A Workbook, Book 1
  - PE3 Section 4 Chapter 15
  - PE4A Book 1, unit 5
  - PE4A Workbook, Book 1
  - ASME Code Extract
  - CSA B51 and CSAB52
  - Alberta Safety Code Act and Regulations

**CALENDAR DESCRIPTION:**

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
F	0.0	0 - 66	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

**EVALUATIONS:**

Method	Percentage	Minimum
Course assignments	10%	67%
CML quizzes	10%	67%
Labs	10%	67%
Unit Exams	30%	67%
Final Exam	40%	67%
	100%	67%
		67% average, with no mark below 50%

**STUDENT RESPONSIBILITIES:**

\*Students must complete all courses with no failing grades and a minimum of 67%, and attend a minimum of 80% of all classes and 100% of labs to successfully complete the program.

**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/)\*\*

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

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

April to May, 2015