DEPARTMENT OF POWER ENGINEER
COURSE OUTLINE – WINTER 2015
POF 436 TECHNICAL COMMINICATIONS 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 TEXT/RESOURCE MATERIALS:

- Current resume
- Reference information (prior employers/references)
- Some knowledge of power point and picture presentation techniques
- 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:
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.

CREDIT/CONTACT HOURS:
Credits 1.0
Contact Hours 15 (3/0/0) 5 Weeks

DELIVERY MODE(S):
Theory

OBJECTIVES:
- Shadow the Operator and become logistic in the daily operation of the facility.
- For each student to present an oral presentation relaying what transpired at Practicum. Onus on the importance of detail in logbooks and diagrams.

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%

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:
March to May, 2015