



**DEPARTMENT OF Cooperative Trades Orientation**

**COURSE OUTLINE – FALL 2010**

TO105- Trades Related Studies

**INSTRUCTOR:** Glyn Moffatt      **PHONE:** (780)835-6719  
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**OFFICE**  
**HOURS:** 8:00am – 4:00pm

**PREREQUISITE(S)/COREQUISITE:** Grade 10 Math and English

**REQUIRED TEXT/RESOURCE MATERIALS:** N/A

**CALENDAR DESCRIPTION:** This course is designed to provide a review of basic math and English as it relates to the trades.

**CREDIT/CONTACT HOURS:** 30 Hours

**DELIVERY MODE(S):** Fairview Campus Only

**OBJECTIVES:** this Course is designed to prepare entry level employees with math and reading/written skills consistent to industry expectations.

**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:**

Attendance 30%

Tests & Quizzes 40%

Class Participation & Assignments 30%

Students will be docked 1% for every inexcusable hour missed. 5% will be docked for each inexcusable day missed. A 60% or higher mark must be maintained for a pass grade.

**EXAMINATIONS:****STUDENT RESPONSIBILITIES:****STATEMENT ON PLAGIARISM AND CHEATING:**

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Lecture – 4.3 Average Hours Per Week, for 7 weeks for a total of 30 hours