



**DEPARTMENT OF CONSTRUCTION AND HEALTH STUDIES
COURSE OUTLINE – COOPERATIVE TRADES ORIENTATION
“TO 105”
TRADES RELATED STUDIES**

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

PREREQUISITE(S)/COREQUISITE: N/A

REQUIRED TEXT/RESOURCE MATERIALS:

Binder, loose leaf paper, pen, pencils and calculator

CALENDAR DESCRIPTION:

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

CREDIT/CONTACT HOURS: 2 credits / 30 contact hours

DELIVERY MODE(S): Classroom Lecture

OBJECTIVES (OPTIONAL):

This course is designed to prepare entry level employees with math and reading/written skills consistent to industry expectations.

TRANSFERABILITY: N/A

** 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

EVALUATIONS:

Areas of Evaluation	Percentage of Total Course Mark	Timelines, Quality Standards
Attendance	30%	
Tests & Quizzes	40%	
Class Participation and Assignments	30%	
Comments: Percentage to Letter Grade Not Applicable – PASS/FAIL		

STUDENT RESPONSIBILITIES:

Attendance Requirements:

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.

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:

Content Outline:

Math:

Whole numbers, fractions, decimals, ratio and proportion, percent, areas, volumes, conversions.

English: Reading comprehension and documentation.