



**DEPARTMENT OF Cooperative Trades Orientation**

**COURSE OUTLINE – FALL 2010**

TO110- Trades Orientation

**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 help students develop attitudes, skills and knowledge consistent with employers' expectations for entry level employees within their trade, the development of appropriate communications and interpersonal skills and basic trade practices.

**CREDIT/CONTACT HOURS:** 120 Hours

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

**OBJECTIVES:** To provide an awareness of the various career possibilities in the trades and to assist the students in selecting a trade in which to apprentice. This course examines the required skills, interests, educational requirements, opportunities, incomes and anticipated growth potential of the various trades.

**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 – Average of 17.14 Hours per week for 7 weeks for a total of 120 Hours