



DEPARTMENT OF CONSTRUCTION AND HEALTH STUDIES

COURSE OUTLINE – COOPERATIVE TRADES ORIENTATION

“TO 120”

COOPERATIVE TRADES THEORY

INSTRUCTOR: Glyn Moffatt

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OFFICE: TIB 238

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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 students with information and to develop skills in the terminology and procedures of the occupation. This course will be delivered concurrently with TO110.

CREDIT/CONTACT HOURS: 2 credits / 30 contact hours

DELIVERY MODE(S): Classroom Lecture and lab

OBJECTIVES (OPTIONAL):

To select a trade in which to indenture as an apprentice.

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:

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:**Content Outline:**

- “Interest” analysis and identification
- “Skills” analysis and identification
- Considerations and Budgeting
- Resumes
- Job Retention
- Job Search