



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:

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:**

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