

DEPARTMENT OF SCIENCE

COURSE OUTLINE – Fall 2022

POF 425 (VA2): Technical Communications I – 1 (3-0-0) 15 Hours over 5 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Wells Darling

OFFICE: J206

OFFICE HOURS: As posted

PHONE: 780-539-2819

E-MAIL: wdarling@nwpolytech.ca

CALENDAR DESCRIPTION: This course covers technical communication required by power engineers. Students are to explain effective communication techniques using drawings, flow charts, diagrams, written and verbal radio methods to describe documentation requirements for logbooks, work orders and related procedures utilizing file, date systems for revisions and updates. Resume development and interview techniques are included.

PREREQUISITE(S)/COREQUISITE:

A high school diploma including at least:

- 50% in English 30-1 or English 30-2
- 65% in Mathematics 30-1 or 70% in Mathematics 30-2
- 65% in Chemistry 30 OR Physics 30

OR

- Mature students not meeting the above requirements may request a review of their education and prior work skills by the Power Engineering Team at NWP.

REQUIRED TEXT/RESOURCE MATERIALS: Current resume

DELIVERY MODE(S): Lecture style presentation of material in person at the NWP Grande Prairie campus. Laboratory provides hands-on experience and will be delivered at the Fairview campus.

COURSE OBJECTIVES: This course enables students to effectively communicate in a professional industrial environment.

LEARNING OUTCOMES:

- Prepare or review/reformat a resume for a new career in Power Engineering
- Prepare a cover letter
- Go to websites for employment and see the methods of applying
- Discuss email etiquette, and email user names

TRANSFERABILITY:

Nontransferable, there are no transfer agreements in place.

EVALUATIONS:

PanGlobal Quizzes
Unit Exams
Final Exam

GRADING CRITERIA:

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	94-100		C+	2.3	68-71
A	4.0	89-93		C	2.0	64-67
A-	3.7	84-88		C-	1.7	60-63
B+	3.3	80-83		D+	1.3	55-59
B	3.0	76-79		D	1.0	50-54
B-	2.7	72-75		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE: 11 weeks, from September 1 – November 4, 2022. Tests will be held during the course as chapters and units are completed.

STUDENT RESPONSIBILITIES: Students must be prepared to pre-read chapters and objectives prior to them being covered in class. Students must also be prepared to complete the online quizzes at the same time as the chapters are covered and other Instructor assigned assignments during out of class time. Students must complete all courses with no failing grades and a minimum of 67% and attend a minimum of 80% of all classes and 100% of labs to successfully complete the program.

STATEMENT ON PLAGIARISM AND CHEATING: Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

****Note:** all Academic and Administrative policies are available on the same page.