

ACADEMIC UPGRADING DEPARTMENT

COURSE OUTLINE – Winter 2023

AD0102 (A3): Workplace Essential Skills – 5 (0-0-5) 75 Hours for 15 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:	Melissa Gajewski	PHONE:	780-539-2023
OFFICE:	J223	E-MAIL:	MGajewski@nwpolytech.ca
OFFICE HOURS:	by appointment		

CALENDAR DESCRIPTION: In this workshop-style course, learners will examine the rights and responsibilities of the worker as well as the employer in relation to current legislation (including Workers' Compensation, Employment Standards Code and Regulations). One focus will be to gain the attitudes, knowledge and skills related to workplace health and safety. Upon successful completion of agency exams, students will receive certificates from the Job Safety Skills Society. In addition, students will develop a resume specifically geared to obtaining part-time work while they are continuing their education.

PREREQUISITE(S)/COREQUISITE: Students who meet the admission requirements for entry into NWP's Academic Upgrading are eligible to take AD0102.

REQUIRED TEXT/RESOURCE MATERIALS: This course uses materials prepared by the Job Safety Skills Society (JSSS) (Also known as: SafeGen, JobSafe).

DELIVERY MODE(S): While AD0102 is delivered in module style, students meet during specified class times to work towards completing the program. There is both instructor and technical support available as students complete both parts of the course in a workshop-style setting.

COURSE OBJECTIVES: Job Safe Program - Safety Training Provided by: Job Safety Skills Society
Provides information about workplace health and safety.

LEARNING OUTCOMES: Service offers:

- a program designed to educate youth about workplace health and safety issues Works to:
- promote the development of a positive attitude towards safety
- give youth a solid foundation for future workplace training

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.ca>.

** 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**

EVALUATIONS: Course final grade will be based on the following components.

Assignments/Quizzes	70%
Final	30%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

STUDENT RESPONSIBILITIES:

Refer to the NWP Policy on Student Rights and Responsibilities at <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

Attendance: If you miss 10 or more classes you may be debarred from the final exam.

Lateness: Lateness will not be tolerated.

Cell Phone Use: Turn them off during class time.

Assignments: These are due on the day announced in class or as posted on MyClass. If you submit your assignment or lab late you may be docked 20% per day late. **A late assignment or lab will not be accepted once the assignment or lab has been returned to other students.**

Tests and Exams: Use of any electronic communication devices during Tests and Exams is not permitted.

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 NWP Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the NWP Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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