

We're making a bit of noise in the staid realm of post-secondary education. We believe academic excellence and learning enjoyment do not have to be mutually exclusive. We believe in pushing you to be the best you can be, while showing you how to have fun doing it. We believe we can give you a quality education and a memorable experience at the same time.

We have programs recognized by national accreditation committees taught by instructors who helped build them from the ground up.

We have cutting-edge technology, science labs we've barely unwrapped, and other facilities that rival those in any institution. Our grads are hunted across the country by employers who know the value of a Lethbridge College diploma.

So think about that as you thumb through this calendar. Think about a place where tradition and innovation converge. Consider that while we're pleased as punch to be turning 50, we're also looking at a **new start, a new style** and, yes, a **new attitude**.

I thank you for considering Lethbridge College as you plan your post-secondary education and I issue an invitation to be on campus for the coming school year. The party is just beginning.

A stylized, handwritten signature in black ink, appearing to read 'TE' or similar initials.

Dr. Tracy Edwards
President & CEO

Table of Contents

INTRODUCTION

President's Welcome.....	1
Academic Schedule.....	3
Lethbridge College Directory.....	4

GETTING STARTED AT LETHBRIDGE COLLEGE

Program List.....	5
Application Procedures.....	6
Registration.....	8
Financing Your Education.....	9
Fees and Financial Information.....	11
2008-09 Fees.....	12
Additional Fees.....	14
Refunds Withdrawals and Drops.....	16

SERVICE FOR LEARNERS

Lethbridge College Services.....	18-23
Services for Aboriginal Learners.....	24
Services for International Learners.....	25
Scholarships and Awards.....	26

LETHBRIDGE COLLEGE PROGRAMS

Program List.....	28
Programs.....	30-138
School Of Agriculture and Natural Sciences.....	30-34
School of Business.....	36-46
School of Engineering Technologies.....	48-53
School of Environmental Sciences.....	56-64
School of Health Sciences.....	66-78
School of Human Services.....	80-90
School of Justice Studies.....	92-104
School of Liberal Arts.....	106-109
School of Media and Design.....	112-119
School of Trades and Apprenticeships.....	122-131
English as a Second Language.....	134
Upgrading and Transitional Programs.....	136-137
Programs Under Development.....	138
Course Descriptions.....	140-241

ALTERNATIVE DELIVERY

eCampus Alberta.....	245
Distributed Learning.....	246-247
Chinook Transitions.....	248

IMPORTANT FORMS

Living in Residence.....	250
Application Form for Residence.....	251-252
Application Form for Admission.....	253-254
Policies.....	255-266
Index.....	267-268

Academic Schedule 2008-09

SUMMER - 08S1 (July to August 2008)

July 1	Tues.	College closed (Canada Day)
July 2	Wed.	Summer term begins
July 4	Fri.	Add/Drop ends
July 10	Thurs.	Extended Drop ends
July 30	Wed.	Last day to withdraw
Aug 1	Fri.	Fall term fees due
Aug 4	Mon.	College closed (Heritage Day)
Aug 15	Fri.	Last day of classes
Aug 18 & 19	Mon. & Tues.	Final exams
Aug 21	Thurs.	Final grades due to Registrar by 8:30 a.m.

FALL - 08FL (September to December 2008)

Sept 1	Mon.	College closed (Labor Day)
Sept 2	Tues.	College Life 101 (New Student Orientation)
Sept 3	Wed.	Fall term begins
Sept 10	Wed.	Add/Drop ends
Sept 23	Tues.	Extended Drop ends
Oct 13	Mon.	College closed (Thanksgiving Day)
Nov 6	Thurs.	Last day to withdraw
Nov 11	Tues.	College closed (Remembrance Day)
Nov 19	Wed.	College Career Conference
Nov 28	Fri.	Winter term fees due
Dec 10	Wed.	Last day of classes
Dec 12, 15 - 17	Fri, Mon. - Wed.	Final exams
Dec 22	Mon.	Final grades due to Registrar by 8:30 a.m.
Dec 24 (noon) - Jan 1	Wed. (1/2 day) - Thurs.	College closed (Christmas Break)

WINTER - 09WN (January to April 2009)

Jan 2	Fri.	College opens for business after break
Jan 2	Fri.	College Life 101 (New Student Orientation)
Jan 5	Mon.	Winter term begins
Jan 12	Mon.	Add/Drop ends
Jan 23	Fri.	Extended Drop ends
Feb 16	Mon.	College closed (Family Day)
Feb 17 - 20	Tues. - Fri.	Reading Week
Mar 16	Mon.	Last day to withdraw
Apr 10	Fri.	College closed (Good Friday)
April 17	Fri.	Last day of classes
Apr 20 - 23	Mon. - Thurs.	Final exams
Apr 24	Fri.	Convocation
Apr 27	Mon.	Final grades due to Registrar by 8:30 a.m.

SPRING - 09SM (May to August 2009)

May 4	Mon.	Summer term begins
May 11	Mon.	Add/Drop ends
May 18	Mon.	College closed (Victoria Day)
May 25	Mon.	Extended Drop ends
July 1	Wed.	College closed (Canada Day)
July 7	Tues.	Last day to withdraw
Aug 3	Mon.	College closed (Heritage Day)
Aug 10	Mon.	Last day of classes
Aug 12 & 13	Wed. & Thurs.	Final exams
Aug 17	Mon.	Final grades due to Registrar by 8:30 a.m.

SPRING 2 - 09S2 (May to June 2009)

May 4	Mon.	Summer term begins
May 6	Wed.	Add/Drop ends
May 12	Tues.	Extended Drop ends
May 18	Mon.	College closed (Victoria Day)
June 1	Mon.	Last day to withdraw
June 16	Tues.	Last day of classes
June 18 & 19	Thurs. & Fri.	Final exams
June 24	Wed.	Final grades due to Registrar by 8:30 a.m.

College Directory

Main Campus 320-3200
Toll Free 1-800-572-0103
Website www.lethbridgecollege.ca

Fort Macleod Campus 553-4788
Taber Campus 223-1045
Lakeshore Campus 388-3082

Admissions and Registration

Admissions 320-3323
 General Information 320-3323
 Non-Credit Registration 320-3323
 Student Records Information 320-3323
 Transcript Requests 320-3323
 Fax Number 317-3503

Services

Academic Advising 320-3323
 Alumni Association 329-7220
 Awards and Scholarships 320-3372
 Bookstore 320-3341
 Campus Recreation 320-3202 ext. 5303
 Campus Connections 320-3347
 Chaplaincy Services 320-3202 ext. 5328
 Counselling Services 320-3351
 Day Care Centre 320-3430
 Distributed Learning 382-6931
 Finance 382-6901
 Health Services 320-3289
 Kodiak Athletics 382-6900
 Learning Cafe 382-6952
 Learning Support Services 320-3244
 Buchanan Library 320-3352
 Lethbridge College Online 320-3352
 Loans and Student Awards 320-3372
 Parking 320-3223
 Piita Pawanii Centre 394-7356
 Printing - Inplex the Copy Store 320-3255
 Residence 329-7218
 Recruitment 320-3322
 Security 320-3206
 Service Management 320-3334
 Sports Facilities 382-6903
 Student Financial Aid 320-3372
 Student for A Day/Campus Tours 320-3322
 Students Association 320-3373
 Students with Disabilities 320-3202 ext. 5400
 Testing and Assessment Centre 320-3368
 The Works - Job and Career Services 320-3287

Programs

Agriculture and Heavy Equipment Technician 382-6963
 Agriculture Technology 320-3440
 Automotive Systems 382-6963
 Biotechnology - Cellular/Molecular Technician 382-6991
 Business Administration 320-3213 or 320-3229
 Central Sterile Processing 382-6991
 Child and Youth Care 320-3393
 Civil Engineering Technology 317-3523
 College and University Preparation 329-7269
 Commercial Vehicle Enforcement 320-3418
 Communication Arts 382-6963
 Computer Information Technology 320-3213 or 320-3229
 Conservation Enforcement -
 Bachelor of Applied Science 382-6991
 Correctional Studies 329-7246
 Correctional Studies - Bachelor of Applied Arts 329-7246
 Criminal Justice Credential of Academic Achievement 329-7246
 Criminal Justice - Policing 329-7246
 Culinary Careers 320-3226
 Disability and Community Rehabilitation 320-3393
 Early Childhood Education 320-3393
 Engineering Design and Drafting Technology 317-3523
 English As A Second Language 320-3437
 Environmental Assessment and Restoration 382-6991
 Exercise Science 320-3348
 Fashion Design and Marketing 382-6963
 Fetal Alcohol Spectrum Disorder Education 320-3393
 Fire Investigation and Prevention 329-7246
 Fire Service Administration 329-7246
 Fish and Wildlife Technology 382-6991
 General Studies 382-6924
 Geomatics Engineering Technology 317-3523
 Interior Design 382-6963
 Massage Therapy 320-3348
 Multimedia Production 382-6963
 Nursing Diploma 320-3348 or 320-3403
 Bachelor of Nursing Degree 320-3424
 Office Administration 317-3506
 Perioperative Nursing 320-3348
 Police Recruit Training 320-3418
 Practical Nursing 320-3348 or 320-3403
 Professional Golf Management 320-3343
 Renewable Resource Management 382-6991
 Special Needs Educational Assistant 320-3393
 Therapeutic Recreation (Gerontology) 320-3348
 Unit Clerk Training 329-7230

Our Programs

- Agricultural Technology
 - Animal Science
 - Plant and Soil Science
- Apprenticeship Training
 - Automotive Service Technician
 - Carpenter
 - Cook
 - Electrician
 - Heavy Equipment Technician
 - Parts Technician
 - Welder
- Biotechnology Cellular/Molecular Technician
- Business Administration
 - Accounting
 - General Business
 - Management
 - Marketing
- Central Sterile Processing
- Child and Youth Care
- Civil Engineering Technology
- Commercial Vehicle Enforcement
- Communication Arts
 - Advertising & Public Relations
 - Broadcast Journalism
 - Print Journalism
- Computer Information Technology
- Conservation Enforcement - Bachelor of Applied Science
- Correctional Studies
- Correctional Studies - Bachelor of Applied Arts
- Credit Programming
 - Agricultural & Heavy Equipment Technician
 - Automotive Systems
 - Culinary Careers
- Criminal Justice for Aboriginal Learners
- Criminal Justice Certificate
- Criminal Justice - Policing
- Disability and Community Rehabilitation (distance delivery only)
- Early Childhood Education
- Engineering Design and Drafting Technology
- English as a Second Language
- Environmental Assessment and Restoration
- Exercise Science
- Fashion Design & Marketing
- Fetal Alcohol Spectrum Disorder Education (distance delivery only)
- Fire Administration
- Fire Investigation
- Fish and Wildlife Technology
- General Studies
 - Canadian Studies
 - Cultural Studies
 - English
 - General
 - Psychology and Sociology
- Geomatics Engineering Technology
- Interior Design
- Massage Therapy
- Multimedia Production
- NESA
- Office Administration
- Perioperative
- Police Recruit Training
- Practical Nursing
- Professional Golf Management
- Renewable Resources Management
- Special Needs Educational Assistant
- Therapeutic Recreation - Gerontology
- Unit Clerk
- Upgrading and Transitional Programs
 - College and University Preparation

Getting Started

APPLICATION PROCEDURES - THE BASICS

We're delighted you're considering applying for a Lethbridge College program. To ensure you are aware of the details of your application process, refer to the following simple steps to submit your application:

STEP 1 - Read about all of our programs.

We offer a wide variety of career programs, seven apprenticeship programs, plus many programs and courses through Distributed Learning. This calendar highlights all of them and you can find out more online at www.lethbridgecollege.ab.ca.

STEP 2 - Choose the program you want to take.

If you need more information, contact our Academic Advisors at 403.320.3323 or via e-mail at:

advisor@lethbridgecollege.ab.ca.

Program Chairs can also provide detailed information on their programs and courses. You'll find the Program Chair's name and telephone number in the program description section of this Academic Calendar and online at www.lethbridgecollege.ab.ca.

STEP 3 - Complete our 'Application for Admission' Form or apply online.

If you are applying to Lethbridge College, a \$55 non-refundable application fee must accompany your application. Please make cheques or money orders payable to 'Lethbridge College'. You can also pay over the telephone or in person using VISA or MasterCard. Call us at 403.320.3323 or toll-free at 1.800.572.0103 ext. 3323 if you'd like to pay over the telephone.

Forms are available at the back of this book, as well as from high school guidance counselors, career centres, agencies and post-secondary institutions across Alberta. Electronic applications are available on our web site: www.lethbridgecollege.ab.ca

Any information concerning you, including all documentation provided in support of your Application for Admission, will be kept confidential. Information concerning you will be released to third parties only upon your written authorization. For information, see the Student Records - (Collection, Access To and Disclosure of Information) Policy in the academic policies.

It is your responsibility to notify the College of any change of name or address. The College will not be responsible for incorrect mailing and for missed deadlines due to your failure to report such information as a change of address or failure to have supporting admission documents delivered to the College by the dates required.

Application Dates

Lethbridge College will accept applications for admission at any time during the year. Certain high-demand programs may have some limitations on the timelines for accepting applications. If you choose one of these programs, you will be advised by mail as to the procedures. We do recommend applying during the following priority periods:

September admission:

apply in November

January admission: apply in September

May admission: apply in September

STEP 4 - Supporting Documentation.

Due to the range and depth of materials covered, you may need to complete additional requirements for admission to specific programs at Lethbridge College. For more details on admissions to individual College programs, refer to the program profile in this Calendar.

Academic Requirements refer to those high school (or equivalent) courses required to ensure success in the particular program of study.

In all cases, equivalencies to those courses will be considered. Non-academic requirements have been implemented for some programs as a means of enhancing your success and placing more emphasis on employability following graduation.

Letters of reference and questionnaires may assist our admissions staff in evaluating the admissibility of applicants to certain programs. When requested, this information should be submitted with the Application for Admission. Failure to supply necessary information will delay the processing of your application.

Transcripts

Official transcripts are the academic records from any high school, college, technical institute or university you have attended. At your request, an official transcript is sent directly from a provincial department of education and/or from other institutions to the Admissions Office at Lethbridge College. (It is your responsibility to request the official transcript. Unofficial transcripts are those issued directly to you.)

Current High School Students

If you are currently enrolled in Grade 12 courses, you may report on your courses in progress by submitting a schedule from the high school showing your course enrolment. You must have an official transcript sent after you have completed all departmental examinations.

Alberta High School Transcripts

To request an Alberta high school transcript contact:

Transcript Co-ordinator

2nd Floor, 44 Capital Boulevard
10044-108 Street

Edmonton, AB T5J 5E6

www.education.alberta.ca/students/transcripts.aspx

To be connected toll free within Alberta, dial 310.0000 and then dial 780.427.5318 at the prompt.

High School Transcripts from Other Provinces

Transcripts may be obtained by contacting the appropriate education board of the province in which you attended or are attending high school. Ontario high school students can apply for transcripts directly from the high school attended.

Students who have deficiencies in their high school preparation may upgrade their status by completing high school equivalency courses. For further information, see the College and University Preparation program in this calendar.

Post-Secondary Transcripts

Transcripts from post-secondary institutions must be issued and signed by the institution and bear the official seal. At your request, an official transcript is sent directly from the institution to the Admissions Office at Lethbridge College. In order to obtain official copies of your post-secondary transcripts, contact the Registrar's Office of the institution(s) that you attended.

Apprenticeship and ESL applicants are not required to submit high school or post-secondary transcripts.

All transcripts submitted to the College become the property of Lethbridge College. Neither the original transcript nor copies will be released to you or anyone outside the College.

The transcripts and other supporting documentation of all applicants who are not admitted or who do not attend are destroyed. If you wish to re-apply at a later date, a new set of documents must be supplied.

Admissions Testing

A number of College programs require admissions testing.

If you apply to these programs you will be asked to show proof of identity. The admissions test(s) will not be administered if you fail to produce appropriate identification. Only identification which includes a recent photograph will be accepted (e.g. driver's licence, valid passport).

Medical History

A completed Medical History Form and medical examinations are required for some programs. You will be notified if a medical examination is required following submission of the Application for Admission.

While every effort is made to ensure the accuracy of admissions requirements, the information stated in this calendar is only correct at the time of printing. You are encouraged to consult with the Admissions Office for the most current admission requirements and information. Admissions for specific programs are listed in the program descriptions for each program.

STEP 5 - Wait for our reply.

We'll begin processing your application as soon as we receive it. We will give careful consideration to your choice of program and if an interview or a test is required before an admission decision can be made, we'll contact you promptly and let you know. Once processing is complete, you'll receive a letter from us with our decision on your application.

STEP 6 - Make a decision.

If your application is successful, we'll send you a written Offer of Admission. Please write to us with your decision as soon as you can.

If you'd like to accept our offer, return the Response to Offer of Admission and enclose your \$300 tuition deposit. Please make cheques or money orders payable to 'Lethbridge College'. All fees associated with this acceptance and resulting course or program registrations become the responsibility of the student and/or sponsoring agent as of the acceptance date.

You can also pay over the telephone or in person using VISA or MasterCard. Call us at 403.320.3323 or toll-free at 1.800.572.0103 ext. 3323 if you'd like to pay over the telephone. This deposit will confirm your place in our program. If you do pay over the telephone, please remember to mail or fax us your Response to Offer of Admission as well. Remember to reply before the deadline for admission, which you will find in your written Offer of Admission.

STEP 7 - Get ready to join Lethbridge College.

If you accept our Offer of Admission by returning the written acceptance to us with your \$300 tuition deposit before the admission deadline, we'll send you written confirmation of your admission. We're looking forward to welcoming you to our College. Should you have any questions call us toll-free at 1.800.572.0103 ext. 3323 or locally at 403.320.3323. We'll be happy to help.

INTERNATIONAL STUDENTS

Contact: Nadia Henwood, Coordinator, Admissions & Transfer 403.329.7234
nadia.henwood@lethbridgecollege.ab.ca

International students must complete an Application For Admission Form and attach a \$55 non-refundable, non-transferable application fee. Mail, fax, or e-mail the application form with payment information to:

Admissions Department
Lethbridge College
3000 College Drive South
Lethbridge, AB T1K 1L6
Fax: 403.317.3503
admissions@lethbridgecollege.ab.ca

You must be at least 18 years of age by the first day of classes or have completed a high school diploma.

Getting Started

Official Documents

(Students applying directly to ESL are not required to submit educational documents.)

Students who have attended school outside Canada must submit the following documents to Lethbridge College, either with the application form or as soon as the documents are available. An admission decision will not be made until all documents have been received.

1. Clear and legible international educational credentials or certificates beginning with the final year of high school. Certified official documents issued by each institution are required.
2. Certified English translations for all documents not written in English must be supplied and translations must be complete, word-for-word and in the same format as the original document.
3. Official transcript(s) of any studies completed in Canada.

Deadline for Applications:

Fall	June 1
Winter	October 1

Please note that these deadlines may not apply to ESL applicants. Contact the English Language Centre by phone at 403.320.6444 or e-mail at esl@lethbridgecollege.ab.ca

English Proficiency

Students whose first language is not English and who are applying for programs other than ESL must provide one of the following:

1. Official Test of English as a Foreign Language (TOEFL) score of at least 550 (213 if computer based testing), an iBT score of 80 taken within the last two years;

2. Official International English Language Testing System (IELTS) score of at least 6.0 with no band less than 5.5, taken within the last two years; or
3. A grade of 50 per cent or higher in English Language Arts (ELA) 30-1 or 30-2 or the equivalent from a Canadian institution.

This is applicable to all programs.

TOEFL applications are available by contacting:

Educational Testing Services
Box 6154
Princeton, NJ, USA 08541
<http://www.toefl.org>

Applicants interested in applying for on-campus residence will need to complete an Application for Residence form. For more information, please refer to Page 250.

REGISTRATION - THE BASICS

Registration is the process where you select or are enrolled in the course or courses required to complete your program of study at Lethbridge College. Acceptance of the Offer of Admissions authorizes Lethbridge College to make course selections on your behalf. Admission is considered confirmed when Lethbridge College receives your signed acceptance of the Offer of Admissions along with the required tuition fee deposit of \$300 or a written confirmation of sponsorship from a sponsoring agency. All fees associated with this acceptance and resulting course or program registrations become the responsibility of the student and/or sponsoring agent as of the acceptance date.

The majority of students will be automatically registered based on the program information in this calendar.

You will be registered for a full year (all terms in the academic year). Your acceptance of our offer assumes that you are bound by the rules and regulations of the College and that you agree to be responsible for the fees associated with registration.

If you are required to make course selections in person, in particular General Studies students, you are advised to use the online timetable to choose your courses. You can work with an advisor to build a timetable that suits your needs. College & University Preparatory (Upgrading) students also meet with an advisor to finalize their course registration.

Although a few programs have terms that vary in length, the majority of Lethbridge College programs are delivered in 15-week terms and, once we receive confirmation, the registration process begins automatically.

You are encouraged to register as early as possible and must ensure you are registered for each term prior to the start date. (Refer to the Academic Schedule on page 3 of the calendar.)

FINANCING YOUR EDUCATION

Student Loan Basics

You must apply for your loan through your province of residence; this is wherever you lived most recently for 12 months while not attending a post-secondary institution on a full-time basis.

Application Time Lines

New student loan applications are created annually and are available during and after May of each year. If you are applying for a study period that begins after July 1, you cannot apply until the new applications are available (after late May). This is also true for electronic applications. You can apply for loan funding any time after this as long as the process can be completed while you are still in that period of studies. The maximum continuous length of time you may apply for on one application is 12 months. (It is in your best interest to apply for the longest continuous academic study period you will be in within this limit.)

What information do I need to apply?

If you are applying for an Alberta loan electronically, most of the required information will be available to you online. As long as you have correctly entered the institution and the program and selected the terms in which you plan to be full-time, the maximum tuition, fees, and books amounts will be displayed. You may request less than the maximum, but no more. If you are an out-of-province student or applying on paper, these program-related costs will be available through the Lethbridge College website. Select the link to the appropriate program and then click on "Your Investment". (Note: Students in Year 1 or 2 of Nursing must apply for loans as Lethbridge College students even though they apply for admission through the University of Lethbridge.

The program is listed as University Transfer - Nursing.)

If you are a "dependent" student you will need information and signatures from your parents.

A student is INDEPENDENT (doesn't require parental information/signatures) if he/she:

- Has been available to the work force on a full-time basis for two 12 month-consecutive periods OR
- Is over the age of 22, OR
- Has been married, OR
- Has children, OR
- Has been out of high school for four years.

If you don't meet any of these criteria, you will be considered a "dependent" student even if your parents aren't supporting you.

Alberta Students

Apply online at www.alis.gov.ab.ca click on Learning, Financial Assistance, Students Finance, and then Electronic Application. You may want to check out the link to "Alberta Works" as well; qualified learners may access non-repayable funds through that program.

Note – some programs or circumstances require paper applications (i.e., pre-employment programs, situations where there are questions around credit or previous grant funding). Paper applications are available in front of Lethbridge College Student Services or at Canada Alberta Service Centres (CASC). Paper applications take four - six weeks to be assessed. Manitoba, British Columbia, and Saskatchewan residents can apply online as well.

How do I qualify?

First you must demonstrate need. Education is an investment on the part of the student, the family and the government (taxpayer dollars cover your interest while you are in school). You must have a minimum amount of savings to contribute yourself and, where it is deemed appropriate, parents must also contribute. It is essential that students take care of outstanding financial issues prior to attending college; servicing debts while on a student loan is extremely difficult and the pressure this involves may jeopardize your success.

Please note that government-sponsored student loans are restricted to those students in post-secondary classes on a full-time basis. Upgrading classes cannot comprise any of the 12 credits per term that is designated as the Lethbridge College 'full time' requirement. Post-secondary students studying at a level below 12 credits per term may be eligible for part-time Canada Student Loans. Those applications are also available at Student Services and CASC Offices, but they require authorization by Lethbridge College's Student Awards staff, and interest is charged and payable throughout the part-time study period.

Getting Started

FINANCING YOUR EDUCATION

What do I do after I submit my loan application?

In most cases you will be apprised immediately of your funding assessment (if you applied electronically). You will then receive a document in the mail requiring your signature – sign it and mail it back to Students Finance or bring the signed document to Student Services so we may courier it for you. If you apply electronically, a parental signature may be required as well as your own on the 'signature document'. If you apply by paper, you will receive a Notice of Assessment in the mail in four - six weeks.

Review the Notice of Assessment. This documents the type, amount, and disbursement date of all the funding you will receive during your academic year. It must cover your entire period of studies so budget accordingly.

What do I do when I receive my loan document?

Usually your loan will arrive (at the address you used on your application) as already 'confirmed'. This means that Lethbridge College Student Awards staff have electronically confirmed your full-time status and requested an amount to be remitted directly to the College. This amount is generally limited to the balance of tuition and fees you owe for the term you are in or the one you are just about to enter. In general, fees for residence, laptop and daycare are not charged to student loan documents. Any outstanding fees from a prior term may also be requested. If you are not assessed for a second loan disbursement near your second term and/or if your student loan award is not sufficient to cover your fees, you will be responsible for making those payment arrangements.

If your loan document is not "confirmed", you must bring it to Student Services to be processed. At this time, no out-of-province loans can be electronically confirmed so all out-of-province loan documents must be brought to Student Awards staff.

Once confirmed, loan documents must go to either the lender representative on campus (they are generally available near Student Services daily at the beginning of each regular term and once or twice a week through September - April) or to a Canada Post Office designated to handle student loans.

You will require photo identification, your Social Insurance card (or a government of Canada generated document that refers to it) and a VOID cheque (or have your bank complete the banking information for you – it is vital that this information appears correctly). Once you have processed your document with the campus lender representative, the document is on its way into the system and the College will receive the fees it has requested. Whatever loan balance remains (if there is one) will be deposited into your bank account. The time it takes for this to occur varies, but students can generally expect their funds to 'land' in their bank accounts in one to two weeks after processing.

What if I drop out or drop below full-time requirements?

If you drop below the 12-credit requirement in a term, your loan will be cancelled. Students Finance will be notified and any further funding will be stopped. If you don't reapply for a loan and register as a full-time student within six months, your repayment will begin six months after your date of withdrawal from full-time studies.

If you have received grant monies, Students Finance may request immediate repayment of all or a portion of that amount.

What if I feel that I didn't receive enough?

You can appeal your assessment by completing a 'Change of Circumstance' form – available at Student Services or downloadable from the www.alis.gov.ab.ca site. Submit completed forms at Student Services to be couriered in order to speed up the process. (This review generally takes four-six weeks.) Be advised that there are maximums for living, tuition, fees and books; if you exceed these you aren't likely to be awarded any additional funds.

What if I had a loan before and I don't want one now?

If you are still in repayment for a previous student loan you must notify your previous lender that you are now a full-time student. There is no repayment relief for part-time students. The form required varies depending on your lender and must be authorized by Student Awards staff.

Be sure to respond to any repayment requests promptly. Do not leave this until the last minute or you may be required to make some payments even if you are enrolled as a full-time student.

FEES AND FINANCIAL INFORMATION

Payments for all tuition and fees can be made in the Finance office and/or the Student Services/Registration office. The Finance office is open 8:45 a.m. to 4:15 p.m. Monday through Friday. It is located on the second floor of the Centre Core, Room CE2310. The Student Services/Registration office is open 8 a.m. to 4:30 p.m. Monday through Friday and is located on the main floor, adjacent to the Centre Core, Room PA1130.

You can make payments 24 hours a day, 365 days a year through your financial institution via telephone/online banking. Please refer to the Lethbridge College website for other payment methods which will be available for your payment convenience.

After applying, learners will be provided with a user name and password that will allow access to LC Online, our Internet portal, for payments and to view account status. Final grades and class schedules are also provided via LC Online.

The following section provides more detail on tuition, fees and policies related to student financial records.

How do I pay my tuition and fees?

Generally, all fees are due and payable, not later than 20 working days prior to the beginning of the term. For example, the 2008/09 fees are due for the following terms:

Term	Due Date
Summer I Term (July - August)	June 10, 2008
Fall Term (September - December)	August 1, 2008
Winter Term (January - April)	November 28, 2008
Summer II Term (May - June)	April 13, 2009

- Undeclared students must pay all related fees at the time of registration.
- Course changes made after the fee payment dates may result in additional fees. These additional fees must be paid at the time the course changes are made. Resulting credit balances may be retained "on account" or a request may be submitted for subsequent refund to the student and/or sponsor.

Students who have applied for and received confirmation that they will be receiving student loans will normally have fees deducted for the current term. They may opt to have the full academic year fees deducted from this assessment by applying for this service when submitting their loan for processing. Should confirmation of a student loan not be received by the date fees are due and payable, the student must make payment arrangements with the Finance Department or pay the fees themselves prior to the due dates. Any resulting refunds from payments received through the student loan appropriation will normally be forwarded directly to the loan provider.

Note: Non-payment of fees by the due dates will result in a student being withdrawn from the program and reassignment of the student's seat to a wait-listed applicant.

2008-09 Fees

APPLICATION PROCESSING FEES

This non-refundable fee must be remitted for each occasion a student applies to Lethbridge College and for each program to which they have applied. If currently enrolled students wish to change to another program, they also must remit this non-refundable fee when applying to the new program. Note: This non-refundable fee will be waived if the College advises that a program change would be beneficial to the learner's success.

The Application Fee is exempt of the Tuition Fee Policy as well as GST. The specific amount of the fee paid for a program application will only be included on the T2202A if a student subsequently enrolls in and attends the specific program to which he/she applied and was accepted.

TUITION

Tuition fees are based on the credit value of the course. Please check Lethbridge College's official electronic calendar for the 2008-09 tuition fee rates on courses and programs at www.lethbridgecollege.ab.ca.

Students' Association fees, athletic fees, technology fees, and supplies, GST, and other fees, as applicable, are assessed and charged in addition to these tuition fees. You will find the most recent fees for these services on the electronic calendar at www.lethbridgecollege.ab.ca.

Projected Credit Tuition Rate for Subsequent Periods: The Alberta Advanced Education and Technology Tuition Fee Policy requires institutions to publish four-year credit tuition fee projections in their calendars. In addition to the confirmed 2008-09 credit tuition fee rates as listed on the website, the planned credit tuition rates for 2009-10, 2010-11 and 2011-12 will be set in accordance with the parameters of the Tuition Fee Policy.

The projections for the subsequent periods will be based upon the Province of Alberta consumer price index (CPI) rate.

These rates are subject to annual review and adjustment as determined by the College's four-year business plan cycle in conjunction with student consultation. Students' Association fees, athletic fees and certain other fees are not included in these projections as they are not subject to the Provincial Tuition Fee Policy and they may be adjusted annually.

GOODS AND SERVICES (GST) TAX

Where applicable, GST on fees, goods and services provided by Lethbridge College or in association with College life will be administered under the procedures as proclaimed by government legislation and is subject to change with rulings, guidelines and amendments as set out by the Government of Canada.

STUDENTS' ASSOCIATION FEES

Student membership fees are established and governed through the bylaws of the Lethbridge College Students' Association (LCSA). LCSA fees are mandatory for all students enrolled in credit course(s). LCSA fees are assessed upon College registration and are due and payable under the same terms and conditions as tuition fees.

The 2008-09 Students' Association fees are assessed at \$3.17 per credit for students enrolled in credit courses. Credit courses offered at satellite campuses, through Distributed Learning and practicum courses, are assessed at \$1.39 per credit. Please check the Lethbridge College electronic calendar at www.lethbridgecollege.ab.ca.

Every dollar of the total Students' Association fee collected is distributed to the accounts of the LCSA as follows:

Students' Council Fund	\$0.57
Capital Purchase Trust Fund	\$0.19
Campus Recreation Fund	<u>\$0.24</u>
	\$1.00

HEALTH AND DENTAL PLAN FEES

The LCSA has implemented Extended Health and Dental plans for students. Extended Health and Dental fees are mandatory for all students who meet the eligibility criteria. All LCSA fees are assessed upon College registration and are due and payable under the same terms and conditions as tuition fees.

Fees for the LCSA Health and Dental plans are as follows:

Fall - Provides coverage from September 1, 2008 to December 31, 2008.

Health	Dental	Total
\$62.00	\$62.00	\$124.00

Winter - Provides coverage from January 1, 2009 to August 31, 2009.

Health	Dental	Total
\$62.00	\$62.00	\$124.00

Any questions regarding LCSA Fees should be directed to the LCSA Office 403.320.3373.

TECHNOLOGY INFRASTRUCTURE FEE

This is a compulsory fee assessed to students enrolling in any credit course (except for Apprenticeship programs) at Lethbridge College. The College will apply this fee to upgrade the administrative systems in order to maintain the support of the entire College infrastructure. As such, it is not considered a “fee for instruction” and, therefore, not subject to the Alberta Advanced Education and Technology Tuition Fee Policy guidelines. Any subsequent changes to this fee rate will, however, be included in the consultative process with the student body just as is required with fees applicable under the Tuition Fee Policy guidelines.

The Technology Infrastructure fee is not subject to GST but will be included as an eligible amount on the T2202As. In addition, this fee will be charged to Visa students at the same rate as all other students, unlike the tuition fee rates. Refund treatment on this fee will follow the Refund Policy Table outlined on page 16. Full refunds will be given up to the end of the course withdraw Period 3 with no refund after that date.

e-VOLUTION FEE

Lethbridge College is attentive to the technological advances in business and industry and is dedicated to preparing graduates with the requisite knowledge and skills in a learner-centred environment. Training, teaching and learning practices are also rapidly changing in light of new communication technologies. The Centre for Applied Arts and Sciences contains several technology intensive programs and continues to incorporate the latest software and hardware into its curriculum to enhance teaching, learning, and graduate employability. With these objectives in mind, the Centre has launched its e-VOLUTION initiative. This represents next generation teaching and learning. It means greater access to essential technologies, learning materials and individuals for instructors and learners alike.

Through e-VOLUTION, learners in specified programs will lease high-powered laptop computers, complete with software, from Lethbridge College. Faculty members in those programs will also be equipped with laptops and software permitting increased flexibility in and outside of the classroom. In addition to software, learners will also be provided with technical support, wireless network access and on-campus training sessions. With some wireless capabilities and more power plug-ins, learners will be able to access the Lethbridge College campus network and their coursework from numerous locations including designated classrooms, meeting areas, lounges and corridors. Laptops will be used extensively but not exclusively. Classroom teaching and learning methods vary and are based on how appropriate they are for the individual course or lesson content.

Instructors will determine when and where laptops will be used in class. Some programs and courses may use the Internet and WebCT for full or partial course delivery, extending the advantages of learner laptop use.

Programs

Students enrolled in the following programs are required to lease a laptop computer from LC:

- Interior Design
- Engineering Design and Drafting Technology
- Civil Engineering Technology
- Geomatics Engineering Technology

Distribution

Laptops will be distributed to each student the day before classes begin once their total fees, including refundable security deposit, are received by the College. Students will have their laptop to use 24 hours a day, seven days a week.

Fees

Fees include hardware, software, network access, carrying case, user guide and training. Due to software licensing costs, fees for some programs may be slightly higher than others. Fees for 2008-09 are \$625 per term. Fees for both terms plus a refundable security deposit (\$500) must be paid prior to the day of distribution, which is the day before classes begin. Due to software licensing agreements and other constraints, students may not use a laptop computer of their own. If you withdraw from your program and return the laptop during the current term's first add/drop period, you will be refunded the full amount of your laptop fees for that term and for any subsequent terms. Any loss of components or damage to the laptop during this period will be assessed and deducted from your damage deposit. If your laptop is in good condition, you will be refunded your full damage deposit.

If you do not bring your laptop back before or during the first add/drop period, your fees for that term will not be refunded.

Insurance

Lethbridge College does not provide insurance coverage for loss, damage or theft of laptops, software or related goods. Students are solely responsible for ensuring they have adequate house, renters or other insurance coverage for such incidents.

Check the Lethbridge College website for additional e-VOLUTION information.

2008-09 Fees

ADDITIONAL FEES

Application Processing Fee (non-refundable)	\$55
Supplemental Examination: 100% of one credit value of the applicable course tuition fee rate	
Prior Learning Assessment: 50% of the total tuition fee for the course (including: Challenge Exam, Oral Exam, Video Review, Portfolio Assessment etc.)	
Transcripts (each).....	\$5
Letters of Confirmation (each).....	\$5
Replacement of Credential.....	\$35
Replacement of Student ID Card.....	\$5
NSF/Returned cheques (per item).....	\$35
T2202 Replacement	\$5
Duplicate Cash Receipt.....	\$5
Technology Infrastructure Fee.....	\$7.85/credit
Athletic Fee.....	\$1.90/credit

Students are responsible for printing on campus. The first 200 sheets per year are free, after that the printing cost is 10¢ per page (subject to change). **This excludes printing from our on-campus printer - Inplex the Copy Store.**

Paid parking is available on campus at the current approved fee rates.

2008-09 FEES INVENTORY

Centre for Applied Management

Culinary Careers - Laundry service for COC133 (Restaurant & Production Skills).....	\$345.80
Culinary Careers – Laundry service for CUL206 (Luncheon a la Carte & Buffets)	\$172.90
WATS Cooking – Laundry service.....	\$27.05/course
Fashion Design & Merchandising Sewing Kit Deposit - Refunded when returned.....	\$100
Marketing: MKT 281 Field Trip	\$64.85
Apprenticeship material fee.....	\$50

Centre for Applied Arts and Sciences

e-VOLUTION laptop rental	\$625/term
Deposit on e-VOLUTION laptop rental – refundable when returned	\$500

Centre for Health, Justice and Human Services

Activities fee for CYC182 (Outdoor Educational Experience)	\$81
--	------

ACCOMMODATIONS

Please refer to the 2008-09 Lethbridge College online Calendar for residence/accommodation costs.
www.lethbridgecollege.ab.ca/go/residence

General Regulations Governing Payment of Fees

Final confirmation of acceptance will be contingent upon receipt of the required tuition fee deposit or sponsorship confirmation and the signed Offer of Admission within the dates specified in the Offer. All fees are due and payable in full, on or before the dates posted. Students who have not paid their fees in full by the scheduled dates will be dropped from programs and all courses in which they are currently registered or will be subject to collection procedures.

Students with outstanding indebtedness to Lethbridge College are placed on financial hold and all transcripts, marks statements, parchments, and Student I.D. cards are withheld. In addition to collection procedures, this will restrict access to the College in the future. The Finance Department should be contacted immediately to resolve any outstanding obligations. Issuance of "NSF" cheques may result in students being placed in a strictly cash arrangement for all existing and future obligations.

Students with outstanding indebtedness to Lethbridge College are placed on financial hold and all transcripts, marks statements, parchments, and Student I.D. cards are withheld. In addition to collection procedures, this will restrict access to the College in the future. The Finance Department should be contacted immediately to resolve any outstanding obligations. Issuance of "NSF" cheques may result in students being placed in a strictly cash arrangement for all existing and future obligations.

Subsequent to initial registration in various courses, the College does permit a restricted time period for the student to adjust their course load by making such changes through the Registrar's Office not later than the end of Add/Drop Period. Changes made will, in all probability, result in an adjustment to the financial fee obligation. Responsibility for the changes in fee amounts will be handled as follows:

- Tuition fee deposits may be transferred from one program/course to another or from one term to another at the written request of the applicant, subject to entrance requirements being met and availability of space at the time of reactivation. Such transfers are restricted to programs designated as "Credit" and scheduled for delivery within the same academic year.
- All financial obligations must be settled before a parchment, scholarship, medal, prize or grades can be awarded or issued. Students unable to meet fee obligations while awaiting a loan or grant assistance must make arrangements with Financial Services prior to the fee due date and before attending any classes. Sponsored students must check with their sponsoring agency to ensure which fees or portion of fees would not be covered. It is the student's responsibility to ensure payment, by the posted dates, of any fees not covered by the sponsoring agency.

Note: Additional fees must be paid at the time the course changes are made. Resulting credit balances may be retained on account or a request may be submitted for subsequent refund to the student and/or the sponsor.

Refunds, Withdrawals & Drops

REFUNDS, WITHDRAWALS AND DROPS

Refund and Credit Schedule

Failure to officially withdraw, in writing, from any course in accordance with withdrawal procedures will result in no refund of fees nor reduction of unpaid fees. Students who fail to attend courses without officially withdrawing are still indebted to the College for all applicable fees.

Tuition Tax Receipts (T2202A) for Filing Personal Income Tax Forms

The tax form T2202A is automatically produced for the sum of eligible amounts applicable to the respective calendar year for each student. T2202A forms will be available at Lethbridge College during February of the following year. Alternately, students may call the Finance Office at 1.800.572.0103 ext. 6901 or locally at 382.6901 and request the form to be mailed.

Withdrawals and Drops

Upon official withdrawal from a course or program, the refund of fees or credits reducing unpaid fees due are listed in the Refund and Credit Schedule (below). Please note that students who have any outstanding indebtedness to Lethbridge College will be placed on financial hold which will result in collection procedures as well as restrict access to the College in the future. The Finance Department should be contacted to resolve any outstanding obligations.

Timelines	Complete Program Withdrawal	Individual Course Drop
Period 1	Up to 20 business days prior to program start date A) Full refund of tuition less 50% of required deposit (\$150) B) No entry on academic transcript	Up to 20 business days prior to program start date A) Full refund on tuition B) No entry on academic transcript
Period 2	After period 1 and up to and including the last day of the ADD/DROP period A) Full refund of tuition less 100% of required deposit (\$300). B) No entry on academic transcript After period 1 and up to and including the last day of the ADD/DROP period	After period 1 and up to and including the last day of the ADD/DROP period A) Full refund on tuition B) No entry on academic transcript
Period 3	After period 2 and prior to and including the last day of the EXTENDED DROP period A) \$50 late drop fee for each course dropped B) No entry on academic transcript	After period 2 and prior to and including the last day of the EXTENDED DROP period A) \$50 late drop fee for each course dropped B) No entry on academic transcript
Period 4		After period 3 and prior to the last withdrawal date (66% of term) A) No refund B) Grade "W" on transcript
Period 5		After the last date to withdraw A) No refund B) Final grade assigned on transcript
Period 6		Student required to withdraw A) No refund or credit b) Grade "RW" on transcript

Services for Learners



Find out more about our:

- **Learner Support Services**
- **Facilities**
- **Fitness, Wellness & Recreation**
- **Students Serving Students**

and other services that we offer to help you succeed on our campus!

Services for Learners

LEARNER SUPPORT SERVICES:

ACADEMIC ADVISING • 320.3323

College Advisors are available to help you make informed decisions about programs and courses. The Advising Team will assist you in finding your way through the maze of college paperwork, course and program choices, and academic regulations and procedures. Advisors will also help you interpret academic policies, and your rights and responsibilities. The Advisors offer both prescriptive and developmental advising. You can turn to the Advisors for a friendly active listening ear when exploring your academic options. The Advisors will also visit your school, community event, or place of employment to deliver presentations about the College and provide onsite advising and admission to College programs.

CAREER COUNSELLING • 320.3351

One-on-one and group career counselling sessions are open to prospective and current students of Lethbridge College, as well as members of the community. Sessions assist learners in identifying or confirming their career goals through self-exploration and assessment. The Myers-Briggs Type Indicator (MBTI®) and Strong Interest Inventory® are some of the assessment tools used to assist you in selecting the appropriate program of study. Qualified practitioners of the MBTI® and Strong Interest Inventory® will assist and guide you through the steps to achieve your career goal. Follow up appointments may be scheduled to further explore the career planning process. There is no charge for career counselling at Lethbridge College, but there is a small fee for assessment instruments.

CHAPLAINCY SERVICES 320.3202 (EXT. 5328)

Chaplaincy services provide spiritual support to Lethbridge College learners through the joint cooperation of a number of area churches.

In addition to spiritual counselling, the Chaplaincy also assists with the organization of memorial services, administers the benevolent Agape Fund (which provides financial support to students encountering a financial crisis), and organizes and co-ordinates a home-cooked meal at the Residence Activity Centre (RAC) at the end of both the Fall and Winter terms. Services may be accessed by dropping in during office hours or by making an appointment by telephone.

COUNSELLING • 320.3351

Counselling services are available to address interpersonal problems, crisis management, stress and anger management and other issues that may interfere with college studies and personal well-being. Counselling specific to Aboriginal learners is also available.

DAY CARE CENTRE • 320.3430

The Lethbridge College Day Care Centre is operated primarily as a student service, although College staff and the general public may also use the Day Care if space is available. The Day Care is licensed for 40 children, aged 19 months to school-age and is in operation during the academic year. Full and part-time care is available. Students should apply early as there often is a wait list. Fee rates are available upon request and subsidies are available to qualified parents. If you would like more information about the Day Care, please contact the centre manager and set up an appointment to visit. You may also apply by using our fax/mail back application form available in PDF format on the Lethbridge College website.

DISTRIBUTED LEARNING • 382.6931

Distributed Learning Services offers over 100 courses available in a print-based correspondence format, as well as numerous online courses. For a complete listing of courses or general information see the Distributed Learning section of this calendar or drop by the Student Services Office.

LC ONLINE

**www.lethbridgecollege.ab.ca
320.3352** (Library)

LC Online is your Internet connection to the College experience. LC Online provides you with a College e-mail account and access to a variety of services designed to enhance your learning experience.

- Pay for your courses, program and other fees online with a credit card.
- View College information at your leisure.
- View real-time updated course and program information.
- View your marks any time.
- Access e-mail links to other learners, instructors and services.

If you need help accessing LC Online or have any questions, see the staff in the Information Commons in the Instructional Building or in the Learning Commons in the Library. For hours and questions call 320.3352.

LIBRARY • 320.3352

- Research assistance
- Pleasant study space
- Online access to quality information sources
- AV equipment loans
- Current video, print and journal resources
- 80 computers in our Learning Commons and 160 computers in the IB Commons with word processing, spreadsheet, database applications and Internet access
- Assistance with WebCT and the College portal
- The Alberta Library Card allows you to borrow from more than 300 libraries in Alberta
- Online resources available at peregrine.lethbridgecollege.ab.ca
- We have books too!

RECRUITMENT • 320.3322

The Recruitment Team at Lethbridge College is made up of Academic Advisors. They spend much of their time taking the College to you! Our team travels all over Canada to meet with and advise future students.

Advisors can often provide Offers of Admission to prospective students while they are out on the road. If you would like more information about Lethbridge College, call to arrange an information session, a tour of the College, or Student for a Day. Student for a Day is available October-November and February-March. Campus tours are offered year round, Monday-Friday. Please call ahead to arrange your individualized tour.

SECURITY SERVICES • 320.3206 894.6101 (Cell)

Security Services is responsible for Lost and Found, parking, room access, and First Aid. The Lethbridge Regional Police can be reached at 911 (on campus dial 9-911) in an emergency or 328.4444 for non-emergency calls.

STUDENT FINANCIAL AID AND AWARDS PROGRAM • 320.3372 Government Student Loans for Full-Time Students

Students interested in or dealing with issues in regard to student loan funding are supported by the staff at Student Awards and Financial Aid. Students must apply with the province in which they spent the most recent twelve consecutive months as a non-full-time student or as a high school student.

Electronic Loan Application Websites:
Alberta - <http://www.alis.gov.ab.ca/studentsfinance/eap/main.asp>

British Columbia - <http://www.aved.gov.bc.ca/studentaidbc/welcome.htm>

Saskatchewan - <http://www.aee.gov.sk.ca/student-loans/>

Saskatchewan students also require that a program information sheet be completed when they are studying out of province. These can be faxed to 403.317.3503 with the student's information section already completed and will be completed and forwarded directly to Saskatchewan Learning.

Manitoba - http://www.gov.mb.ca/educate/sfa/pages/sfaFrontDoor_en.html

Most other provinces also offer on-line application options; search for your provincial government website or call your federal/provincial service centre. Full-time students at Lethbridge College are eligible for government student loan funding whenever they meet government student loan requirements and remain enrolled in at least twelve (12) credits per (regular) term. Any questions can be directed to 403.320.3372 or toll-free: 1.800.572.0103.

Funding Options for Part-time Students

Canada offers a part-time student loan option of up to \$4000. Unlike full-time student loans, with part-time loans, interest must be paid throughout studies.

Part-time bursaries are available to students who fall below certain income thresholds and usually cover \$600 per term, though particularly high need students may be able to access more. Part-time students can also work through the Alberta Works program to obtain funding for upgrading or post-secondary training.

Scholarships and Awards

The Lethbridge College Awards program offers hundreds of awards in-house, and the Awards office also administers provincial and federal awards programs. For up-to-date information, click on 'Quick Links' and choose Student Awards. Students enrolling at Lethbridge College for the first time or enrolling in a new program should check out 'Entrance' awards opportunities. Students continuing studies should look under 'General' or 'Program' options and those successfully completing programs should click on the 'Graduating' tab. All students are encouraged to search through the links under 'External' awards as well. There are thousands of awards opportunities beyond individual educational institutions.

Lethbridge College awards are open for application after March 1. Students applying for entrance awards have until July 15 to get applications in. Students continuing or graduating must have applications in by May 1. These awards are finalized and awarded in October each year.

New for 2008! Lethbridge College 50th Anniversary Early Entrance Scholarships

In celebration of 50 years of excellence, Lethbridge College will be awarding 50 new \$1000 scholarships to students entering College programs in the fall of 2008.

Students must have applied to a program at Lethbridge College, been sent an Offer of Admission, and confirmed that offer with a tuition deposit by March 1. You will need to attach a copy of your most recent/current transcript to a photocopy of your signed Offer of Admission and send it directly to the Student Awards office.

Selection for current high school students will be based upon highest achievement in core courses as of the end of January. Achievement for those who have graduated in previous years or those with some post-secondary will be based upon their most recent year of studies (These students require an official transcript.).

Those selected will be notified in June, and cheques will be awarded at the ceremony in October, based upon full-time enrolment.

SERVICE MANAGEMENT • 320.3334

Service Management provides support and services to learners accessing Alberta Works and Canada/Alberta Works funding. Funding information sessions that will help you determine if you are eligible are held at the Lethbridge campus on the first and third Mondays and at the Fort Macleod campus the second and fourth Wednesdays of the month.

Services for Learners

ALBERTA WORKS AND CANADA/ ALBERTA WORKS FUNDING 320.3334

Alberta Works and Canada/Alberta Works funding is non-repayable grant funding available to eligible learners. This funding is made possible through Alberta Employment Immigration and Industry and is administered through the Service Management department. Funding information sessions are held at the Lethbridge campus on the first and third Mondays and at the Fort Macleod campus the second and fourth Wednesdays of the month.

STUDENT FOR A DAY • 320.3322

Student for a Day is available to anyone considering post-secondary education, or anyone who wishes to experience first-hand the life of a student at Lethbridge College. Prospective students will spend one day with a student from the program of their choice. The day is spent attending classes, labs and experiencing campus life. Student for a Day requires two weeks notice. Call to book your Student for a Day appointment or visit the Advancement Office to volunteer to take a student for the day. Students who volunteer will receive a letter of reference to use in their resume file as well as a \$5 voucher for the Food Court.

STUDENTS WITH DISABILITIES 320.3202 EXT. 5400

Disability Services is committed to enabling students with disabilities to access College services, programs and facilities as participating members of the College community. Lethbridge College's Academic Accommodations for Students with Disabilities policy outlines the procedures for accommodating students with disabilities in accordance with their distinct needs, and without compromising academic standards and principles. Students with disabilities who require academic accommodations are encouraged to contact the Disability Counselor.

TESTING SERVICES • 320.3368

Testing Services provides admissions testing and academic skills assessment. Distributed Learning students and students who miss an in-class exam due to illness or emergency can make arrangements to write their exams in Testing Services. Students from educational institutions, individuals and groups from the community and professional associations can arrange to write tests at Testing Services for purposes such as admission/ placement, accreditation, certification or qualification. Call for an appointment at least 24 hours before the exam is to be written. Picture ID is required.

THE WORKS - JOB AND CAREER SERVICES • 320.3287

The Works staff is available to assist students and alumni in their search for employment and other placements. Services provided include:

- job boards at locations around campus
- extensive database of employers and employment opportunities online
- general information on work experience placements
- graduate summaries listing skills acquired in each Lethbridge College program
- resources and personalized assistance with resumes and interviews
- information on employment opportunities abroad
- a referral service for employers that matches students and alumni with program-related opportunities
- annual Career Conference

THE LEARNING CAFÉ • 382.6952

The Learning Café, located in CE1340 in the southwest corner of the library, provides academic and learning support services for Lethbridge College students. Academic and learning supports include:

- free drop-in help in areas such as essay writing (including APA documentation), English, biology, chemistry, physics, and math for all College students to assist in completion of course requirements
- a peer-tutoring service available to qualified students needing help in courses with specialized content
- Individualized skills development courses (DEV) designed to improve academic skills in preparation for further credit coursework or to assist probationary students improve their opportunities for success.
- Strategy instruction, intervention, and support through workshops, class visits, and individual appointments. These sessions cover varied topics including studying, listening and note-taking, textbook reading, test-taking, time management, and memory and concentration.

FACILITIES:

BOOKSTORE • 320.3341

Regular hours and extended hours will be outlined at the beginning of each term.

The Bookstore provides you with the textbooks you need to successfully complete your courses. They have stationery supplies, educationally priced software, canteen items and Lethbridge College souvenirs. The Bookstore accepts cash, cheques, Interac, VISA and MasterCard.

Personalized Cheque: Payable to Lethbridge College for the exact amount of the purchase and with Student ID (we will accept your parent's endorsed cheque with your ID).

Credit Card: Credit card purchases must be signed for or pre-authorized by the credit card holder. Contact the Bookstore for more information.

COMPUTER LABS

Library Commons (Buchanan Library)
Information Commons (Instructional Building)

Please check our website for specific hours.

Computer technicians are available in both the Information Commons and Library Commons to help new students set up computer accounts and understand software and procedures during the posted hours.

FOOD SERVICES

Food Services offer a wide variety of fresh menu items, from fresh-made sandwiches and soups, to pizza, burgers and heart-smart cuisine. Just about everywhere on campus you will find modern vending machines that dispense snacks, candy, sandwiches, hot and cold beverages, chips, etc. Visit LC Online and click on Culinary Careers/Services for more information.

Check out food services at both the Food Court and the Cave.

GARDEN COURT RESTAURANT 382.6999

Open for selected lunches and evening dining. Check the board outside the Food Court for hours. For reservations, call 382-6999.

RESIDENCE • 329.7218

All our units have been specifically designed to meet the needs of our learners. Basic utilities are included in the residence fees and paid parking is available. Each unit is also provided with basic cable hook-up and high-speed internet modem.

Please see our website for further information (floor plans and more) at www.lethbridgecollege.ab.ca/go/residence. See our further detailed information and an application form at the back of this publication.

FITNESS, WELLNESS & RECREATION:

BE FIT FOR LIFE • 382.6919

The on-campus fitness resource centre provides fitness services, programs, information and activities designed to encourage and support a healthy lifestyle. Contact a Be Fit For Life representative for more information and services offered to our students and the community.

CAMPUS RECREATION 320.3202 EXT. 5303

Our main objective is to provide a wide variety of quality programs to Lethbridge College students. Campus Recreation programs offer students the opportunity to be active, have fun and meet new people. To become involved with Campus Recreation activities, stop by the office during office hours. We encourage you to take pride in your college experience, to be active and get involved.

HEALTH SERVICES • 320.3289

Health Services are available to all students. A registered nurse is on duty Monday to Friday. Services include information and counselling on general health, nutrition and weight management, smoking cessation, alcohol and drug education, and sexual health including prevention of sexually transmitted diseases, birth control and pregnancy. Health Services staff can also provide students with emergency and First Aid assistance. Medical doctors hold regular office hours, Monday to Friday. Walk-in appointments are available; however, priority will be given to students with appointments. It is the student's responsibility to have medical health insurance coverage for medical expenses.

Out-of-province students continue to be covered on their own provincial health insurance.

Landed immigrants living in Alberta are considered Alberta residents and must apply for Alberta Health Care within 30 days of their arrival in the province.

International students living in Alberta for one year or more will also qualify for Alberta Health Care coverage. If a student's Visa is for less than one year, they are required to purchase private health care coverage prior to coming or on arrival in Canada.

Applications for Alberta Health Care and private insurance are available from Lethbridge College Health Services.

KODIAKS ATHLETICS • 382.6900

Student athletes have to be classified as full-time students to be eligible to participate in the varsity athletics program. Student athletes can participate for a maximum of five years in the Alberta Colleges Athletic Conference (ACAC).

Men's: basketball, soccer, volleyball
Women's: basketball, soccer, volleyball
Co-Ed: golf, cross-country running, curling

In order to remain eligible, student athletes must earn a GPA that exceeds 1.5 in each semester.

Athletics Scholarship: Alberta residents or Canadian citizens who have attended school in Alberta for a full year may be eligible for a Jimmie Condon Scholarship of \$1,800 per year. Students must maintain a 2.0 GPA and meet other team department requirements to be eligible.

SPORTS FACILITIES • 382.6903

The Physical Education Complex includes the Val Matteotti Gymnasium (three full-size gymnasiums) with seating for approximately 1,100; four international-size squash and racquetball courts; a fitness testing centre and therapy centre; a fitness centre complete with Atlantis machines, free weights, cardio training equipment, and a multi-purpose dance room and combatives room. A steam room is also located in each locker-room area.

Services for Learners

STUDENTS SERVING STUDENTS:

ALUMNI ASSOCIATION • 329.7220

The LC Alumni Association (LCAA) reminds graduates that they are “Alumni for Life!” and encourages alumni to stay connected with LC once their days on campus are complete. The LCAA has several exciting initiatives to get involved in, including: Board of Directors, Alumni News (a semi-annual newsletter), and the Distinguished Alumni program. On-campus support to students includes:

Awareness Events: watch for popcorn and hot dog give-aways throughout the year in the Centre Core Kiosk. Alumni Awareness Week is in April - come out for food, prizes and fun!

Convocation: The LCAA is proud to provide each convocate with a small gift.

Benefits: The LCAA is continually adding to the growing list of benefits we provide our members. They include: an interactive website, access to library and gym facilities, assistance in reunion planning, tracking down lost classmates, VIP card for discounts at Super 8 Motels, reduced-rate mortgages with Canadian Residential Services, a home and auto insurance plan through Meloche Monnex and an LCAA MasterCard through MBNA Bank of Canada where every purchase made helps the Alumni Association. Members also receive 10 per cent off all regular and sale-priced merchandise at Moores Clothing for Men and 20 per cent off City of Lethbridge Recreation Services Leisure passes.

STUDENTS' ASSOCIATION • 320.3373

The LC Students' Association (LCSA) is an autonomous body made up of all students who pay SA fees. A Students' Council is elected by the members of the SA to represent the students' concerns. The Students' Council consists of seven student representatives and three executive officers.

The executive officers include President, Vice-President of Administration, and Vice-President of Student Life and Development. One student is also appointed to the Board of Governors of Lethbridge College. Elections for executive officers are held in March of each year and the elections for representatives are held in September.

The LCSA provides many services, some of which include: photocopying (black & white, colour, transparencies), faxing, stamp sales, day planners, Food Bank, Health and Dental Plans, student clubs, and Campus Recreation. It is also involved in some political activities that affect all students. It is a member of student organizations that lobby the government on such issues as tuition, student loans, etc. The LCSA also manages the D. A. Electric Barn (student activity centre/bar) where a variety of social events are staged during the year.

STUDENTS' HEALTH AND DENTAL PLAN • 320.3202 EXT. 5310

Health and Dental Plans through the Students' Association are MANDATORY for full-time students who meet the eligibility criteria. Those students with comparable coverage through parents, work, or a spouse (not provincial coverage), may opt out by submitting the required waiver form with proof of alternate coverage to the Student Benefits Plan Office by the application opt-out deadline date. Proof of alternate coverage could be a copy of your membership card, a claims statement, a direct-pay drug card, or a verification letter from an employer clearly showing the name of the insurance company and the policy number.

Students on the Plan may purchase coverage for a spouse and/or dependants. The family add-on form and payment of the additional fees must be submitted to the Student Benefits Plan Office prior to any applicable deadlines.

For more information regarding deadlines, plan details, and to print a waiver form, check the website. Information and waiver forms are also available from the Student Benefits Plan Office (CE1350).

OTHER SERVICES:

LOCKERS

Lockers in the corridors are available free of charge on a first-come, first-served basis. Students must provide their own lock. The Phys Ed department manages the lockers in the Phys Ed building. Locker cleanout occurs in May. Watch for posted information.

LOST AND FOUND

Lost and Found is operated by the Security Services Department. Items turned in can be claimed at the Security Services Office in CE1303, in the Centre Core. Photo identification is required to claim items. Items are kept for 60 days from the date they are turned in.

MEDIA

The Endeavour: The student newspaper is published 18 times during the academic year. The paper reports campus news while providing training for students in the Print Journalism and Advertising/Public Relations programs. The Endeavour is in TE3225.

CRLC: CRLC Radio broadcasts on the world-wide web during the Fall and Winter term. Students who choose the Broadcast Journalism specialization fill various shifts and formats including rock, country and adult contemporary. CRLC is located in TE3245.

PARKING

Reserved lot parking is available to students. Parking permits are sold at the Physical Facilities Office (CE2301). Rates were under review at the time of printing but are available for daily, monthly, term and annual passes. All parking on campus is subject to City of Lethbridge bylaws and Lethbridge College Policies. Violations may result in tickets or Lethbridge College Parking Services invoices being issued or towing.

PRINTING

Students are responsible for printing on campus. The first 200 sheets per year are free, after that the printing cost is 10¢ per page (subject to change).

This excludes printing from our on-campus printer - Inplex the Copy Store.

PUBLIC TRANSPORTATION

L.A. Transit is the provider of public transportation for the City of Lethbridge. Lethbridge College serves as a 'mini-terminal' for L.A. Transit with several routes arriving and departing simultaneously. Weekday service to Lethbridge College is provided on a 30 minute frequency by the following routes:

- Fairmont Route #3
- the "LINK"
- Lethbridge College/U of L downtown shuttle

Weekend and evening service is provided by Route #3 on a 40 minute frequency.

Transit route and schedule information is provided in our Transit Ride Guide, which is available at the College Bookstore. Bus tickets and monthly passes are also available at the Bookstore. Further information is available by calling L.A. Transit at 403.320.3885 or visiting www.lethbridge.ca.

STUDENT ID CARD

You can get your Student ID cards by visiting the front Circulation Desk in the Buchanan Library in CE1340. Your Student ID card will give you:

- access to the gym
- discounts with local merchants
- door access to secured areas
- special rates for the L.A. Transit system

Check out our Campus

Contact us today to receive a tour of our campus or take us for a spin as a Student for a Day.

You will gain valuable insight in the program of your choice.

Call 403.320.3322 or e-mail info@lethbridgecollege.ab.ca for details!

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca



Aboriginal Programs and Support Services

SERVICES FOR FIRST NATIONS, METIS, AND INUIT (FNMI) LEARNERS

Aboriginal Transition Program

Beginning in the fall of '08, First Nations, Metis, and Inuit candidates who have completed most or all, of their high school courses and who show strong promise to be successful in post-secondary studies can apply to be a part of the First Nations, Metis, and Inuit Transition Program, a one-year program that will combine academics with a strong cultural emphasis and support.

For more information contact:

Tenille Thibodeau, Executive Assistant for Enrolment Management & Learner Services 1.800.572.0103 or 403.320.3202, Ext. 3340

Career Counselling

An Aboriginal career counselor assists students with the opportunity to explore their future career direction. One-on-one and group sessions are held with prospective and current students to assist them in matching their career interests and skills in selecting a post-secondary program suited to them.

For further information contact:

Steven Healy at 1.800.572.0103 or 403.394.7372
steven.healy@lethbridgecollege.ab.ca

Personal Counselling

Personal counselling, mentoring, referrals, advocacy, cross-cultural education, and general support are provided to students from an Aboriginal perspective.

For further information contact:

Val Goodrider at 1.800.572.0103 or 403.320.3362
val.goodrider@lethbridgecollege.ab.ca

Aboriginal Academic Advisor and Liaison

An Aboriginal Academic Advisor and Liaison provides learners with culturally sensitive academic advice. Tours and school visits are available to interested prospective and current students. Our Advisor will visit your high school, community event, and employment settings to help support and encourage First Nations, Metis and Inuit students to be successful in post-secondary education.

For further information contact:

Shanda Venier 1.800.572.0103 or 403.320.3323
info@lethbridgecollege.ab.ca

Piita Pawanii Learning Centre

– location in Andrews Building 1501
The Centre is operated by the Piita Pawanii Learning Society, an independent, non-profit organization started by Aboriginal students for Aboriginal students. It provides support for students through educational, cultural, and social activities held with the Native Club throughout the year. The Centre is open throughout the academic year and provides a place to connect with other students for group study, friendship, and general support. The Centre also offers coffee, refreshments, and the occasional lunch for all students.

Native Student Club

The Native Student Club operates out of the Piita Pawanii Learning Centre and hosts events and celebrations throughout the year for the benefit of students and the College community. Student leaders are elected every spring to organize club activities throughout the following academic year.

For further information on the Centre or Club phone 403.394.7356.



International Support Services

Contact: Nadia Henwood, Coordinator, Admissions & Transfer
403.329.7234
nadia.henwood@lethbridgecollege.ab.ca

We at Lethbridge College welcome students from overseas to join our College community. There are a number of students currently studying at our College from a variety of countries – China, Korea, Japan, Mexico, Taiwan, Brazil and many more. Lethbridge College and the City of Lethbridge offer a safe and friendly environment in which to live and study in. Below, you will find supporting information to assist you in making your transition to Lethbridge a little easier.

Applying to the College

International students must complete an 'Application for Admission' form and attach \$55 for the non-refundable, non-transferable application fee (by credit card, cheque, money order or bank transfer). Mail, fax or e-mail the application form and payment to:

Admissions Department
Lethbridge College
3000 College Drive South
Lethbridge, AB T1K 1L6
Canada
Fax: 403.317.3503
admissions@lethbridgecollege.ab.ca

Students must be at least 18 years of age by the first day of classes or have completed a high school diploma.

Obtaining your Official Documents

(Students applying directly to ESL are not required to submit educational documents.)

Students who have attended school outside Canada must submit the following documents to Lethbridge College either with the application form or as soon as the documents are available. An admission decision will not be made until all documents have been received.

1. Clear and legible international educational credentials or certificates beginning with the final year of high school. Certified official documents issued by each institution are required.
2. Certified English translations for all documents not written in English must be supplied and translations must be complete, word-for-word and in the same format as the original document.
3. Official transcript(s) of any studies completed in Canada.

Deadline for Applications:

Fall	June 1
Winter	October 1

These deadlines do not apply to ESL applicants. Please refer to the English as a Second Language program page for more information.

Meeting the English Language Proficiency

Students whose first language is not English and who are applying for programs other than ESL must provide one of the following:

1. Official Test of English as a Foreign Language (TOEFL) score of at least 550 (213 if computer based testing), an iBT score of 80 taken within the last two years;
2. Official International English Language Testing System (IELTS) score of at least 6.0 with no band less than 5.5, taken within the last two years; or
3. A grade of 50 per cent or higher in English Language Arts (ELA) 30-1 or 30-2 or the equivalent from a Canadian institution.

This is applicable to all programs.

TOEFL applications are available by contacting:

Educational Testing Services
Box 6154
Princeton, NJ, USA 08541
<http://www.ets.org/toefl/index.html>

Applicants interested in applying for on-campus residence will need to complete an Application for Residence form. For more information, please refer to Page 250.

Scholarships & Awards

Once you've decided to pursue post-secondary education, the financial aspect of your decision can be daunting. You should be aware that there are many scholarship and award opportunities available to you through Lethbridge College, as well as other organizations, that may make a significant difference to your bottom line.

Due to the generous support of numerous community, business and individual donors, Lethbridge College provides almost 400 awards in addition to bursaries and provincial/national awards. Awards are available to entering, continuing and graduate students.

Please review the scholarship application during the appropriate application 'window' –

Entrance students

March 1 to July 15

(All Entrance Awards require application)

Continuing and Graduate students

March 1 to May 1

The application is available to download from the Lethbridge College website during these periods of time.

Though many continuing and graduate awards do not require an application, there are many that do. Those that require application are listed on the application form itself (and also display a deadline date on the web site). You may also view what is available any time of the year by visiting the Lethbridge College web site: **www.lethbridgecollege.ab.ca**. **In the drop-down box for quicklinks, select student awards.**

Awards and scholarships are not limited to academic achievement alone. Many other qualities and circumstances are considered; community involvement, leadership, group membership, high school attended, financial need, and other factors.

Call toll-free 1.800.572.0103 ext 3372 or 403.320.3323 if you require further information.

Scholarship: A cash/credit award for academic achievement

Award: A cash/credit award for a combination of achievement and some other criteria, or for financial need alone.

Students are encouraged to research 'external' awards through the 'external' tab on the Student Awards web page and such sites as:

www.studentawards.com

www.careertransitionsnews.ca/scholarshipdirectory.html

www.scholarshipscanada.com/

Lethbridge College reserves the right to add, delete or revise awards where required.

NEW FOR 2008! Lethbridge College 50th Anniversary Early Entrance Scholarships

In celebration of 50 years of excellence, Lethbridge College will be awarding 50 new \$1000 scholarships to students entering college programs in the fall of 2008.

Students must have applied to a program at Lethbridge College, been sent an offer of admission, and confirmed that offer with a tuition deposit by March 1.

A copy of your current transcript should be attached to a photocopy of your signed offer of admission and sent directly to the Lethbridge College Student Awards Office. Selection for current high school students will be based upon highest achievement in core courses as of the end of January. Achievement for those who have graduated in previous years or those with some post-secondary education will be based upon their final year of studies (These students require official transcripts.).

Those selected will be notified in June, and cheques will be awarded at the ceremony in October, based upon full-time enrolment.

Lethbridge College Programs



Lethbridge College Programs

School of Agriculture & Natural Sciences

- Agricultural Technology
 - Animal Science
 - Plant and Soil Science
- Biotechnology Cellular/Molecular Technician
- Central Sterile Processing

School of Business

- Business Administration
 - Accounting
 - General Business
 - Management
 - Marketing
- Computer Information Technology
- Office Administration
- Professional Golf Management
- Unit Clerk

School of Engineering Technologies

- Civil Engineering Technology
- Engineering Design and Drafting Technology
- Geomatics Engineering Technology

School of Environmental Sciences

- Conservation Enforcement - Bachelor of Applied Science
- Environmental Assessment and Restoration
- Fish and Wildlife Technology
- Renewable Resources Management

School of Health Sciences

- Exercise Science
- Massage Therapy
- NESA
- Therapeutic Recreation - Gerontology
- Perioperative
- Practical Nursing

School of Human Services

- Child and Youth Care
- Disability and Community Rehabilitation (distance delivery only)
- Early Childhood Education
- Fetal Alcohol Spectrum Disorder Education (distance delivery only)
- Special Needs Educational Assistant

School of Justice Studies

- Commercial Vehicle Enforcement
- Correctional Studies
- Correctional Studies - Bachelor of Applied Arts
- Criminal Justice for Aboriginal Learners
- Criminal Justice Certificate
- Criminal Justice - Policing
- Fire Administration
- Fire Investigation
- Police Recruit Training

School of Liberal Arts

- General Studies
 - Canadian Studies
 - Cultural Studies
 - English
 - General
 - Psychology and Sociology

School of Media & Design

- Communication Arts
 - Advertising & Public Relations
 - Broadcast Journalism
 - Print Journalism
- Fashion Design & Marketing
- Interior Design
- Multimedia Production

School of Trades & Apprenticeships

- Credit Programming
 - Agricultural & Heavy Equipment Technician
 - Automotive Systems
 - Culinary Careers
- Apprenticeship Training
 - Automotive Service Technician
 - Carpenter
 - Cook
 - Electrician
 - Heavy Equipment Technician
 - Parts Technician
 - Welder

English as a Second Language

Upgrading and Transitional Programs

- College and University Preparation



School of Agriculture & Natural Sciences

Your career in a growing field

- **Agricultural Technology**
 - Animal Science
 - Plant and Soil Science
- **Biotechnology Cellular/Molecular Technician**
- **Central Sterile Processing**

Agricultural Technology

Program Office: 403.382.6991 • Chair: Frank Walton 403.320.3440 • frank.walton@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

The Agricultural Technology program is a two-year diploma program designed to train technologists to work in a wide variety of positions in the agricultural industry. A secondary objective is to prepare students to continue studies at the degree level. Course content is also applicable to those who will be returning to farming or ranching.

In the second year of the program, students choose to major in either Plant and Soil Science or Animal Science. Recent curriculum updates provide an increased emphasis on business, entrepreneurial and marketing skills. A capstone course in the final semester uses the background gained in course work for research and preparation of a business plan for a new enterprise. Course work in this program is approximately 40% hands-on experience working with plants, soils, animals and actual business examples, including field practicum and laboratory work.

CAREER OPPORTUNITIES

Graduates of our Agricultural Technology program work in a wide variety of settings, including:

- Farming
- Ranching
- Agri-business
- Agri-services
- Agricultural research
- Farm finance

ADMISSIONS

New students are accepted into the Agricultural Technology program for both Fall (September) and Winter (January) terms. Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have completed an Alberta High School Diploma or equivalent. Although not strictly required, Math 20A (Applied) or Math 30P (Pure) or Math 30A (Applied), Biology 30 and Chemistry 30 are the recommended background for Agriculture Technology students. A minimum of 65% in English Language Arts (ELA) 30-1 or 30-2 is recommended.

Students intending to pursue a university degree are strongly recommended to complete Chemistry 30.

Applicants with less than a high school diploma but qualifying for Alternate Admission are evaluated based on academic background, experience and interest in the field. In addition, a personal interview is required. Academic advisement prescribes the upgrading necessary for the applicant to succeed in the program.

Applicants scoring below the 60th percentile in the Reading and Sentence Skills sections of placement testing will be automatically enrolled in ENG 101 Basic Composition (equivalencies accepted). Placement testing also tests math skills.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Core Courses

Both majors in the Agricultural Technology Program have a common first year. However, learners must choose their major when applying to the program. Students have the option of switching majors at the end of the first year.

Year I Term I		Credits
ENG 154	Writing for Technologists	3
RRM 153	Soil Resources	5
PLT 152	Introduction to Botany	4
BIO 175	Animal Science	4
IRR 152	Introduction to Irrigation	3
BUS 166	Business Law	3
		22
Year I Term II		
AGR 150	Safety in the Agricultural Industry	2
FAD 150	Safety Oriented First Aid/CPR	2
AGR 168	Agriculture Soil Management	4
ACC 170	Financial Accounting I	4
COM 158	Leadership Communication Skills	3
BIO 176	Food Science	3
MKT 152	Commodity Marketing	3
PLT 150	Pasture and Forage Production	3
		24

Majors

Upon completion of Year One, Agricultural Technology students will focus on studies in their selected major.

PLANT AND SOIL SCIENCE MAJOR

Year II Term I	Credits
AGR 253 Agriculture Finance	3
AGR 266 Soil Fertility	4
PLT 260 Special Crops	4
PLT 261 Weed Identification	4
PLT 262 Field Crops	4
Elective	3
	22

Year II Term II

AGR 254 Agriculture Research Project	2
AGR 258 Sustainable Agriculture	4
AGR 257 Value Added Agricultural Production	3
IRR 252 Sprinkler Systems and Irrigation Management	4
PLT 263 Pesticide Applications	4
RRM 196 Map & Aerial Photo Interpretation	5
	22

ANIMAL SCIENCE MAJOR

Year II Term I	Credits
AGR 253 Agriculture Finance	3
AGR 287 Monogastric Production	4
AGR 294 Animal Health	4
BIO 262 Animal Physiology	5
PLT 261 Weed Identification	4
Elective	3
	23

Year II Term II

AGR 254 Agricultural Research Project	2
AGR 257 Value Added Agricultural Production	3
AGR 258 Sustainable Agriculture	4
AGR 280 Animal Nutrition	4
AGR 289 Beef Cattle Production	4
AGR 291 Ruminant Production	4
	21

Second Year Agriculture Elective Courses

AGR 273 Horticulture	4
ACC 258 Farm Accounting	3
AGR 286 Agricultural Business Management	4
AGR 190 Farm Tax Management	4

GRADUATION

Upon successful completion of all program requirements, students are awarded an Agricultural Technology Diploma that designates the appropriate major.

TRANSFERS

University of Lethbridge

Graduates of the Agricultural Technology program who have attained a minimum cumulative GPA of 2.50 are eligible for acceptance into the Post-diploma Degree in Agricultural Studies offered by the University of Lethbridge. Graduates of the Lethbridge College program receive two years credit toward either a B.Sc. or B.A. degree in Agricultural Studies.

University of Alberta

Graduates of the Agricultural Technology two-year diploma may receive up to 58 credits toward a Bachelor of Science degree in Agriculture from the University of Alberta. The University of Alberta requires Chemistry 30, Biology 30 and Math 30 Pure for all Agriculture students. Consult the Alberta Transfer Guide for more information.

Athabasca University

Graduates of the Agricultural Technology two-year diploma may receive 60 credits towards the Bachelor of Science (Post Diploma) degree.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Biotechnology - Cellular/Molecular Technician

Program Office: 403.382.6991 • Chair: Frank Walton 403.320.3440 • frank.walton@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

If you have an inquiring mind and are interested in building a world with healthier plants, animals and people, a career in molecular technology may be for you. In this new program, you'll learn the technical expertise and laboratory skills to work in labs and research facilities that provide testing services for forensics, medical, agriculture and environmental agencies dealing with bioterrorism, diseases control in animals and plants as well as food and water safety.

This intensive 24-week program will give you fast-track training for entry into the growing field of biotechnology. You will learn how to grow and maintain bacterial, viral and cellular cultures, perform nucleic acid extractions and characterizations, protein expression and characterizations, immunology, and a number of other essential biotechniques. This program also provides you with an eight-week practicum with leading edge private or government facilities to further develop your technical skills.

Upon graduation you will receive a Credential of Academic Achievement in Biotechnology - Cellular/Molecular Technician and have the skills necessary to begin working in a lab. Since the majority of course work in the program is at a university level, you will also be able to pursue further training and study in biology, chemistry and biotechnology.

CAREER OPPORTUNITIES

This program will prepare you for employment in research labs associated with:

- Medical and Veterinary Science
- Forensics
- Genetics
- Environmental Sciences
- Plant and Food safety
- Universities and Technical Institutes

ADMISSIONS

New students are accepted into the Biotechnology – Cellular/Molecular Technician program for the Fall (September) term.

ACADEMIC REQUIREMENTS

Applicants are required to have completed English Language Arts (ELA) 30-1 or 30-2, Biology 30, Chemistry 20, Math 20 or equivalencies.

NON-ACADEMIC REQUIREMENTS

Applicants are advised they will be required to provide a Criminal Record Check before entering the practicum experience component of the program. The existence of a criminal record may affect the practicum placement, program completion, and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis. Cost of the Criminal Record Check is approximately \$55.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of health requirements (form provided by the program). Students are responsible for ensuring that health requirements are kept current throughout the program. Failure to do so may affect worksite based experience.

Applicants must possess the ability to perform the physical and mental/emotional duties of the Biotechnology - Cellular/Molecular Technician.

Applicants may be required to provide a physician's medical report at the request of the program and/or have an assessment at the worksite to determine suitability for the program.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I		Credits
BIO 162	Microbiology	4
ENG 154	Writing for Technologists	3
COM 162	Interpersonal Relationships & Communications (DL)	3
CPU 151	Introduction to Computers (DL)	3
OR		
BUS 178	Information Management & Applications	3
BIO 150	Cellular Basis of Life	5
BIO 166	Introduction to Biotechnology	6
		24

Year I Term II

FWK 155	CMT Practicum (300-400 hours)	4
		4

(DL) indicates courses available through Distributed Learning.

GRADUATION

Upon successful completion of all program requirements, students will be awarded a Credential of Academic Achievement in Biotechnology – Cellular/Molecular Technician.

The Agricultural Technology program at Lethbridge College offered the most up-to-date information for modern agriculture. It is a very hands-on program and was excellent preparation for the university block transfer program. The instructors were of the highest calibre and are well recognized in the agricultural field. I had many opportunities to meet with leaders in all areas of the ag industry through conferences such as the Tiffin Conference held annually at Lethbridge College."

*Gregory Stamp,
Agricultural Technology '04
Production Manager,
Stamp's Select Seeds,
Enchant, AB*

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Central Sterile Processing

Program Office: 403.382.6991 • Chair: Frank Walton 403.320.3440 • frank.walton@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Hospitals, clinics and medical facilities of all kinds need people who enjoy paying attention to detail and want to ensure the health and safety of people in our community. If this description suits your interests, our Central Sterile Processing program could be just what you're looking for.

Sterile supplies are vital to modern medical practice and there is a growing demand for people trained in sterile processing. Our intensive 24-week program will give you fast-track training for entry into this important field. You'll learn how to handle, clean, assemble, function test and package surgical instruments. You will also develop an understanding of how microbiology, infection control, and aseptic technique relate to the work you'll be training to do.

We give you an eight-week practicum of hands-on experience. You'll get to test your skills in the real-world medical environment. During these eight weeks, you'll be placed in different departments where you will hone your skills on all types of instruments and equipment. In fact, after only 24 weeks you'll have more than a Credential of Academic Achievement in Central Sterile Processing, you'll be ready to start work as a trained Central Sterile Processing Technician!

CAREER OPPORTUNITIES

As a trained Central Sterile Processing Technician, you can work in a variety of medical environments, including:

- Hospital Central Processing Facilities
- Hospital Operating Rooms
- Hospitals
- Day Procedure Facilities
- Doctors' Practices
- Long-Term Care Facilities
- Private Health-Care Providers
- Surgical Centres

ADMISSION REQUIREMENTS

New students are accepted into this program for the Fall (September) term only.

ACADEMIC REQUIREMENTS

Applicants are required to have completed English Language Arts (ELA) 30-1 or 30-2, Biology 30, Chemistry 20, Math 20 or equivalencies.

NON-ACADEMIC REQUIREMENTS

Applicants are advised they will be required to provide a Criminal Record Check before entering the practicum experience component of the program. The existence of a criminal record may affect the practicum placement, program completion and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis. Cost of the Criminal Record Check is approximately \$55.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of health requirements (form provided by the program). Students are responsible for ensuring that health requirements are kept current throughout the program. Failure to do so may affect work-site based experience.

Applicants must possess the ability to perform the physical and mental/emotional duties of the Central Sterile Processing Technician program. Applicants may be required to provide a physician's medical report at the request of the program and/or have an assessment at the work site to determine suitability for the program.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I		Credits
BIO 162	Microbiology	4
ENG 154	Writing for Technologists	3
COM 162	Interpersonal Relationships & Communications (DL)	3
CPU 151	Introduction to Computers (DL)	3
OR		
BUS 178	Information Management & Applications	3
CSP 150	Medical Terminology/Anatomy And Physiology	4
CSP 160	Surgical Instrument Processing	6
		23
Year I Term II		
CSP 140	CSP Practicum (320-400 hours)	4
		4

(DL) indicates courses available through Distributed Learning.

GRADUATION

Upon successful completion of all program requirements, students will be awarded a Credential of Academic Achievement in Central Sterile Processing.

School of Business



Your success is our bottom line.

- **Business Administration**
 - Accounting
 - Management
 - Marketing
 - General Business
- **Computer Information Technology**
- **Office Administration**
- **Professional Golf Management**
- **Unit Clerk**

Business Administration

Program Office: 403.320.3213 • business@lethbridgecollege.ab.ca

Chair: Cheryl Pollmuller 403.320.3229 • Cheryl.Pollmuller@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.317.3597 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

Success in business rests on a strong foundation of some basic concepts. Our two-year diploma program in Business Administration is designed to provide you with this foundation and then help you enhance your knowledge in a specialized area of study. You are encouraged to select a major upon acceptance into the program. Should you decide to pursue a different Business Administration major in your second year, we can help you do that.

In your first year, our instructors provide you with an introduction to accounting, management, marketing, business law, entrepreneurship, microeconomics, communication, and technology. You'll test your knowledge in practical exercises and work in teams that simulate the real-world business environment.

In the second year of your program, you build on your knowledge by majoring in the area of greatest interest to you:

- **Accounting**
- **Management**
- **Marketing**
- **General Business**

As part of a tight-knit community of students and instructors, you'll learn how to respond to issues like globalization, the development of international markets, and the effects of technology on business.

There's a world of opportunity waiting for you when you graduate, including the chance to pursue your career right away, continue your studies and transfer to a university degree program and/or obtain a professional qualification like an accounting designation.

CAREER OPPORTUNITIES

Our diploma program in Business Administration will prepare you for work in a very wide range of fields, including:

- Retail
- Financial Services
- Sales & Marketing
- Accounting
- Agri-Business
- E-Commerce
- Technology
- Human Resources
- Advertising
- Restaurant or Hotel Management
- Hospitality and Tourism

ADMISSIONS

New students are accepted into the Business Administration program in the Fall (September) or Winter (January) terms.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma which includes a minimum 50 percent in English Language Arts (ELA) 30-1 or ELA 30-2 and a minimum 50 percent in Math 30A (Applied) or Math 30P (Pure), or equivalent.

ALTERNATE ADMISSION

Learners seeking alternate admissions to the program should contact a Lethbridge College Advisor or Faculty Contact who will help them develop an individualized learning plan.

Winter (January) Intake: Entering the program in January allows you two options.

Option 1 - take your first term from January to April, then take several classes in the Summer Term (May/June).

If you choose courses that are prerequisites for second year courses, you will be able to take those second year courses even before you have completed requirements for the first year. You can catch up with the remaining courses over the next academic year, or the following Summer.

Option 2 - take your first term from January to April, then take the summer off and continue in September. This option will require you to come back after a second summer to complete your fourth term. This option does not work for Accounting Majors.

Summer (May): If you wish to commence studies in May, we recommend that you take several courses which will allow you to get a head start on the Fall term.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

YEAR I Credits

BUSINESS ADMINISTRATION

ACC 170 Financial Accounting I	4
ACC 175 Financial Accounting II	4
BUS 166 Business Law	3
BUS 170 Introduction to Management	4
BUS 177 Entrepreneurship	3
BUS 178 Information Management and Applications *	3
BUS 269 Management Communications	3
ECN 180 Microeconomics	4
ENG 156 Business Writing (DL)	3
MKT 188 Introduction to Marketing	5
PRS 155 Speech (DL)	3
OR	
PRS 172 Effective Presentation & Speech (DL)	3

Plus one of the following:

BUS 180 Scheduling Management	3
BUS 182 Internet Skills	3
ACC 278 Computerized Accounting for Management **	4
BUS 266 Advanced Spreadsheet Applications	3
BUS 267 Database Design	3
CPU 254 Basic Desktop Publishing	3

Minimum of 42 credits

* The combination of KEY140 (Document Processing I) and CPU120 (Office Suite I) is considered to be an acceptable alternative for BUS178.

** ACC 245 (Computerized Bookkeeping) is considered to be an acceptable alternative for ACC 278.

Any course used to fulfill a first year requirement cannot be used to also fulfill a second year requirement.

(DL) indicates courses available through Distributed Learning.

ACCOUNTING MAJOR

Faculty Contact: James Reimer

The success of any business or organization is tied closely to its financial position. Put your appreciation for details and numbers to work and develop the knowledge and skills that will enable you to provide the kinds of services valued by companies and individuals alike. In this major, through theory and practical application, you will become familiar and gain an understanding of accounting, work with statistics, play a business strategy game, work with accounting-related software, complete income tax returns and much more. Our program will give you the background needed to succeed in an accounting-related position with either business, government, or a not-for-profit organization, or pursue further education towards an accounting designation. Many of our students have done both – with great success.

YEAR II Credits

ACC 250 Management Accounting I	5
ACC 251 Management Accounting II	5
ACC 271 Intermediate Financial Accounting I	5
ACC 273 Intermediate Financial Accounting II	5
BUS 292 Business Finance	5
ECN 253 Macroeconomics	5
STS 250 Statistics	5
TAX 251 Taxation	5

Plus one of the following:

** ACC 278 Computerized Accounting for Management	4
BUS 273 Advanced Spreadsheets for Accounting	4

Minimum of 44 credits

** ACC 245 (Computerized Bookkeeping) is considered to be an acceptable alternative for ACC 278.

MANAGEMENT MAJOR

Faculty Contact: Rita Halma

The success of any business or organization often depends on the expertise of its management. Our practical approach allows you to focus on skills in leadership/management, behavioral studies, international business and business finance.

The real world will provide your field of study as you interview companies, conduct business analyses and develop projects that relate to the real world. Case studies will prepare you for team work and you'll learn how to assist in the development and maintenance of a human resource plan. It's all planned to help you find your career in areas such as Human Resource Management, Management Consulting, Organizational Design, Staff Relations and Business Operations.

YEAR II Credits

BUS 268 Organizational Behaviour	5
BUS 275 International Business	3
BUS 278 Industrial and Labour Relations	3
BUS 285 Advanced Small Business Management	3
BUS 292 Business Finance	5
BUS 298 Human Resource Management	5
STS 250 Statistics	5
Approved electives	12

(See elective lists A and B.)

Plus one of the following:

BUS 266 Advanced Spreadsheet Applications	3
BUS 267 Database Design	3
CPU 254 Basic Desktop Publishing	3

Minimum of 44 credits

Business Administration - continued

MARKETING MAJOR

Faculty Contact: John Russell

In the rapidly changing world of marketing, you must have knowledge of the latest trends, theories and concepts, research, the economy, international influences, and buyer behavior. At Lethbridge College, you'll gain a strong understanding of the theories and benefit from our focus on the practical application. Course highlights include projects with local businesses, creating marketing plans, group presentations and field trips to a variety of area businesses. This major prepares you to pursue career goals in management, retailing, merchandising, market research, advertising or international marketing. You can also pursue entrepreneurial ventures confident in your skills and abilities.

YEAR II		Credits
MKT 260	International Marketing	3
MKT 277	Merchandise Administration	5
MKT 279	Applied Sales	3
MKT 281	Marketing Logistics	3
MKT 283	Advertising	5
MKT 288	Marketing Management	5
MKT 290	Marketing Research	5
	Approved electives	12
(See elective lists A and B.)		
Plus one of the following:		
BUS 266	Advanced Spreadsheet Applications	3
BUS 267	Database Design	3
CPU 254	Basic Desktop Publishing	3
Minimum of 44 credits		

GENERAL BUSINESS MAJOR

This major allows you flexibility in choosing your courses. It is ideal for those planning entrepreneurial careers. You will need a total of 44 credits of electives for second year. Choose your own combination of electives from the lists below, picking areas you feel will provide you with the skills you need. Choose a combination of marketing, management, accounting, and computer courses.

Special note: The University of Lethbridge requires that you must include BUS-285 and BUS-292 as part of your General Business diploma if you plan to apply there under the 2+2 agreement described below.

Note: Are you planning a career in the hospitality industry (Hotel, Restaurant, Tourism)? According to our Business Advisory Council, students would be well served to enroll in either the Marketing, Management or General Business majors and use electives to take any or all of MGT-251, TTC-251, MGT-256 and FWK-250. In this industry practical experience is also extremely important, so Lethbridge College has contacts with industry representatives to arrange for Management in Training internship positions for students that are interested in these careers.

SECOND YEAR ELECTIVES FOR ALL BUSINESS ADMINISTRATION MAJORS

LIST A – APPROVED BUSINESS ELECTIVES

ACC 250	Management Accounting I	5
ACC 251	Management Accounting II	5
ACC 271	Intermediate Financial Accounting I	5
ACC 273	Intermediate Financial Accounting II	5
ACC 278	Computerized Accounting for Management	4
BUS 266	Advanced Spreadsheet Applications	3
BUS 267	Database Design	3
BUS 268	Organizational Behaviour	5
BUS 273	Advanced Spreadsheets for Accounting	4
BUS 275	International Business	3
BUS 278	Industrial and Labour Relations	3
BUS 285	Advanced Small Business Management	3
BUS 291	Writing a Business Plan	3
BUS 292	Business Finance	5
BUS 298	Human Resource Management	5
CPU 254	Basic Desktop Publishing	3
ECN 253	Macroeconomics	5
FWK 150	Field Work	3
OR		
FWK 250	Field Work	3
IND 251	Independent Study	1
IND 252	Independent Study	2
IST 250	International Study Tour	3
MGT 251	Events and Conference Management	4
MGT 256	Restaurant and Lounge Management	5
MKT 250	Advertising – Essentials	3
MKT 260	International Marketing	3
MKT 275	E-commerce	3
MKT 277	Merchandise Administration	5
MKT 279	Applied Sales	3
MKT 281	Marketing Logistics	3
MKT 283	Advertising	5
MKT 288	Marketing Management	5
MKT 290	Marketing Research	5
STS 250	Statistics	5
TAX 251	Taxation	5
TTC 251	Tourism Operations	4

LIST B – APPROVED NON-BUSINESS ELECTIVES

(a maximum of 6 credits may be included from List B with the exception of FWK255 which is 12 credits)

ACC 245	Computerized Bookkeeping (if no ACC278 is taken)	5
AGR 190	Tax Management (if no TAX251 is taken)	4
AGR 279	Agricultural Marketing	4
AGR 286	Agricultural Business Management	4
BIO 151	Environmental Issues	3
BLK 151	Blackfoot Language I	3
BUS 176	Personal Finance	3
CIT 152	Computer Hardware Maintenance	3
CIT 154	Programming in C	5
CPL 150	Community Service Learning (if no FWK250 is taken)	3
FDM 256	Factory Management	3
FDM 270	Retail Buying	3
FWK 255	International Development Studies	12
HIS 170	Western Civilization	3
HUM 150	Logic	3
HUM 155	Ethics	3
HUM 158	Creative Problem Solving	3
HUM 190	Popular Culture	3
HUM 195	Cultural Anthropology	3
HUM 291	Film Studies	3
MKT 270	Retail Administration (if no MKT277 is taken)	3
MTH 156	Techniques of Calculus	5
NAT 155	Native Cultural Awareness	3
PED 123	Academic Success Athletics I OR	3
PED 133	Academic Success Athletics II	3
PSC 150	Local Government	3
PSC 161	Introduction to Politics	3
PSC 165	Canadian Government	3
PSC 270	North American Politics and Economics	3
PSY 160	Introduction to Psychology (DL)	3
SOC 160	Introduction to Sociology (DL)	3
STS 270	Social Science Research Methods (if no STS250 is taken)	3
ATH 103	Athletics	3
SGV XXX	Student Government	Maximum 3

(DL) indicates courses available through Distributed Learning.

GRADUATION

To qualify for the Business Administration Diploma, students must successfully complete the full two-year program, which consists of 42 credits in the first year and 44 credits in the second year for a total of 86 credits.

TRANSFERS

University of Lethbridge

Graduates of Lethbridge College's Business Administration Diploma are eligible to receive two years credit towards the University of Lethbridge's Bachelor of Management Degree, provided that you have maintained a cumulative grade point average of at least 3.0 while in the Lethbridge College diploma program. This arrangement is known as a 2+2 agreement. It is highly recommended, but not mandatory, that BUS-292 and STS-250 are included in your Lethbridge College diploma. If you graduate with the General Business major, you MUST take BUS-292 and BUS-285 as part of your studies if you wish to access the 2+2 agreement. Contact the University and/or your Lethbridge College Faculty Advisor for further information. Visit www.uleth.ca for more information.

Athabasca University

Graduates of Lethbridge College's Business Administration Diploma are eligible to receive two years credit towards Athabasca University's Bachelor of Administration Degree, with an Accounting, Management or Organizational concentration. You will need to complete 10 more courses through AU's distance delivery format. All students (except Accounting Major students) who plan to complete a degree through Athabasca University should take BUS 268 and BUS 298 as part of their Lethbridge College diploma. Contact the University and/or your Lethbridge College Faculty Advisor for further information. Visit www.athabascau.ca for more information.

University of Great Falls

Graduates of Lethbridge College's Business Administration Diploma are eligible to receive two years credit towards the University of Great Falls Bachelor of Arts Degree, majoring in Business Administration. Students may complete degree requirements through distance education or by attending the campus in Great Falls, Montana. Visit www.ugf.edu/ for more information.

Royal Roads University

Graduates of Lethbridge College's Business Administration Diploma are eligible to receive block transfer credit into the third year of the Bachelor of Commerce in Entrepreneurial Management at Royal Roads University, provided all entrance criteria for admission to RRU are met and space remains available in the program. Visit www.royalroads.ca for more information.

Other course transferability has been established with various post-secondary institutions. Please consult the Alberta Transfer Guide at www.acat.gov.ab.ca and the Association of Canadian Colleges Schools of Business at www.accsb.ca/.

Check out our Campus

Contact us today to receive a tour of our campus or take us for a spin as a Student for a Day.

You will gain valuable insight in the program of your choice.

Call 403.320.3322 or e-mail info@lethbridgecollege.ab.ca for details!

Computer Information Technology

*Program Office: 403.320.3213 • cit@lethbridgecollege.ab.ca • Contact: Barry Robinson 403.394.7343 • barry.robinson@lethbridgecollege.ab.ca
Chair: Cheryl Pollmuller 403.320.3229 • Cheryl.Pollmuller@lethbridgecollege.ab.ca
Office of the Dean: Suzanne Flannigan 403.317.3597 • suzanne.flannigan@lethbridgecollege.ab.ca*

PROGRAM OVERVIEW

Success in information technology includes programming skills and much more. Our two-year diploma program in Computer Information Technology gives you the grounding in business, communications and technology that you need in order to manage, as well as build, information systems.

Accredited by the Canadian Information Processing Society (CIPS), our intensive, integrated program will show you how information systems actually work. Working in small teams, you'll tackle hands-on projects ranging from trouble-shooting hardware to software development, networking, web development, e-commerce, games programming and information systems management.

You'll balance these technology skills with course work on business and communications and we'll give you the opportunity to demonstrate your abilities in practical projects. You'll work on web development for a not-for-profit organization and spend 200 hours in a workplace-based practicum with an organization of your choice. And, you finish the program with a real-life system project for a real-life client.

Managing information has never been more important and information technology professionals have never been more in demand. With its comprehensive introduction to the industry and its opportunities, our diploma in Computer Information Technology won't just show you how to build an information system – it will show you how to build a career.

CAREER OPPORTUNITIES

- Programmer Analyst
- Software Developer
- Games Programmer
- Database Designer/Developer
- Software Testing Specialist
- Information Systems Project Manager
- Systems Analyst
- Web Administrator
- Help Desk Attendant
- Network Analyst/Technician
- Desktop Support
- Computer Service Technician

ADMISSIONS

New students are accepted into the Computer Information Technology program for the Fall (September) and Winter (January) terms. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants will have an Alberta high school diploma with a minimum of 60 percent in English Language Arts (ELA) 30-1 or 30-2 and 60 percent in Pure or Applied Math 30 or equivalent.

Alternate Admission/Advance Standing: Learners seeking alternate admissions/advance standing to the program should contact a Lethbridge College Advisor or the Chair who will help them develop an individualized learning plan. Students without computer skills in the areas of e-mail, Windows environment (file and folder management), word processing and spreadsheeting will be required to register in CPU-151 'Introduction to Computers' in the first term.

Note: Students with outside commitments (family, employment or otherwise) may find it difficult to complete a full course load each term and should consult with the Chair about alternate program sequencing. All students who plan on continuing their studies through the post-diploma Computer Science program at the University of Lethbridge or the post-diploma Bachelor of Applied Information Systems Technology from SAIT should take the following courses as part of the Computer Information Technology diploma requirements: CIT-260 and CIT-266. All students who plan on continuing their studies through the post-diploma Management program at the University of Lethbridge should take BUS 268 (Organizational Behaviour) as part of the Computer Information Technology diploma requirements.

INDUSTRY SUITABILITY

Prospective students should be aware of the following job-related physical demands; standing or sitting for long periods of time, intense visual concentration, ability to type and use a mouse (repetitive movements), with some lifting and carrying.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I Credits

BUS 170	Introduction to Management	4
CIT 152	Computer Hardware Maintenance	3
CIT 154	Programming in C	5
CIT 157	HTML and Web Publishing	3
MTH 152	Mathematics for CIT	3
		18

Year I Term II

CIT 156	Programming with C++	4
CIT 158	Introduction to Networking	4
CIT 163	Database Management	4
ENG 156	Business Writing (DL)	3
MKT 188	Introduction to Marketing	5
		20

Year II Term I

ACC 170	Financial Accounting I	4
CIT 255	Client Server/Network Admin.	3
CIT 261	Operating Systems	4
CIT 266	Object Oriented Programming	4
CIT 275	Introduction to Systems Design I	5

Choose one of the following courses:

CIT 260	Algorithms and Problem Solving	3
CIT 264	Advanced Database Mgmt: Oracle	3
		23

Year II Term II

ACC 175	Financial Accounting II	4
CIT 259	Advanced Internet Systems	3
CIT 265	E-Commerce Administration	4
CIT 270	IT Integration Seminar	2
CIT 276	Systems Design II	5
	One Elective from List Below	3
		21

Year II Summer Term

CIT 271	IT Fieldwork	3
---------	--------------	---

YEAR II ELECTIVES

ACC 150-199
ACC 250-299
BUS 150-199
BUS 250-299
CIT 274
CIT 277
COM 150-199
COM 250-299
ECN 150-199
ECN 250-299
HUM 150-199
PRS 155
STS 250

(DL) indicates courses available through Distributed Learning.

GRADUATION

Upon successful completion of all program requirements, students are awarded a Computer Information Technology Diploma.

TRANSFERS

University of Lethbridge

Graduates will receive two-year advanced credit toward the Bachelor of Science Degree in Computer Science at the University of Lethbridge. Graduates may also receive up to two years credit toward the Bachelor of Management Degree (excluding the accounting major) at the University of Lethbridge.

Athabasca University

Graduates will receive 60 credits towards a Bachelor of Science in Computing and Information Systems (Post-Diploma) or Bachelor of Science (Post-Diploma) degree. Graduates will receive 30 credits towards a three or four year Bachelor of Management (Post-Diploma) degree.

Southern Alberta Institute of Technology (SAIT)

Graduates may receive up to two years credit toward the Bachelor of Applied Information Systems Technology from SAIT.

"I felt confident enough with my skills, just from the college, to meet the challenge and open my own business and things have gone really well."

*Cory Medd,
Business Administration '01
President of Two Guys and
a Pizza Place
Lethbridge*

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Office Administration

Program Office: 403.320.3213 • business@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.317.3597 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

Office administration is so much more than answering the telephone! Office and Administrative Assistants need to have excellent computer skills as well as organizational problem-solving and decision-making skills. At Lethbridge College, we offer two programs that help you develop these skills: A one-year Office Administration Certificate program and a two-year Office Administration Diploma program.

Our hands-on courses will give you a practical understanding of topics ranging from accounting/bookkeeping, office procedures and word processing to records management, document processing and desktop publishing. You'll learn how to use industry-standard software including word processing, spreadsheet, database, accounting and web design packages.

You work in small classes, many of which incorporate group work and simulate a real office environment. You can also choose elective courses to prepare you for work in medical or legal offices.

With close to 100 per cent of our graduates finding employment, the choices are plentiful, the work is important and the opportunities are yours!

CAREER OPPORTUNITIES

Our graduates enjoy close to a 100 per cent employment rate! You can look forward to work in a wide range of office environments including:

- Legal Offices
- Medical Offices
- Financial Offices
- Educational Offices
- Government Offices
- Commercial Offices

Your Office Administration Certificate or Diploma will also prepare you for many career opportunities, including:

- Receptionist
- Office Assistant
- Administrative Assistant
- Data Entry Specialist
- Executive Secretary
- Bookkeeper

ADMISSIONS

New students are accepted into the Office Administration program in the Fall (September) term only. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Office Administration Certificate:
Applicants are required to have an Alberta High School Diploma or equivalent.

Alternate Admission/Advance Standing:
Learners seeking alternate admissions/advance standing to the program should contact a Lethbridge College Advisor/Faculty Advisor who will help them develop an individualized learning plan.

Office Administration Diploma:

Applicants must have successfully completed the Office Administration certificate program or equivalent.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Note: Students without keyboarding skills will be requested to take KEY 139 - Introduction to Keyboarding. It cannot be included as credit requirement for the certificate or diploma.

OFFICE ADMINISTRATION CERTIFICATE

Year I Core	Credits
ACC 146 Bookkeeping	5
OR	
ACC 170 Financial Accounting I	4
COM 146 Effective Speaking	2
OR	
PRS 155 Speech	3
CPU 135 Introduction to Database	2
CPU 136 Introduction to Spreadsheet	2
CPU 137 Introduction to PowerPoint	1
ENG 133 English Techniques	3
ENG 145 Effective Writing	3
OR	
ENG 156 Business Writing	3
KEY 140 Document Processing I	5
KEY 145 Document Processing II	4
KEY 143 Keyboard Skill Building	1
MTH 135 Office Math Applications	2
OAA 142 Office Procedures	5
OAA 145 Electronic Transcription	3
OAA 148 Records Management	2
ORG 148 Office Dynamics	4
	43 - 45

OFFICE ADMINISTRATION DIPLOMA

Year II Core	Credits
BUS 180 Scheduling Management	3
ACC 245 Computerized Bookkeeping	5
CPU 221 Database Management	3
CPU 224 Spreadsheet Business Applications	3
CPU 249 Desktop Publishing	5
FWK 150 Field Work	3
KEY 249 Data Entry	2
OAA 240 Meeting and Conference Planning	3
OAA 242 Integrated Office Simulation	3
Approved Electives	14
	44

Year II Electives (Minimum of 14 credits)

Students are strongly encouraged to take the following office-related elective courses to increase employment opportunities:

OAA 220 Notetaking	3
OAA 233 Medical Office Procedures	5
OAA 237 Legal Office Procedures	5

Students may also choose electives offered by Business Administration with the following course prefixes: ACC, BUS, ECN, FWK, MKT, STS, or TAX.

GRADUATION

To qualify for an Office Administration Certificate, students must successfully complete 44 credits of core courses.

To qualify for an Office Administration Diploma, students must successfully complete the Office Administration Certificate program (44 credits), 30 credits of Office Administration Diploma core courses and 14 credits of approved electives (for a total of 88 credits).

Check out our Campus

Contact us today to receive a tour of our campus or take us for a spin as a Student for a Day.

You will gain valuable insight in the program of your choice.

Call 403.320.3322 or e-mail info@lethbridgecollege.ab.ca for details!

Professional Golf Management

Program Office: 403.320.3213 • business@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.317.3597 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

Work hard, play hard – golf professionals are in high demand, with the sport as one of the fastest growing recreational activities in North America. Our Professional Golf Management program will give you the skills you need to turn your passion for golf into a rewarding career.

We offer a two-year diploma in Business Administration - Professional Golf Management, and a post-diploma certificate in Professional Golf Management. Fully accredited and endorsed by the Canadian Professional Golf Association (CPGA), our program is one of only eight in Canada and is partnered with Evergreen Golf Centre to offer students year round golfing accessibility. Our intensive, competitive classes give you a comprehensive grounding in business, marketing, management, retail merchandising and sales. You'll balance this business knowledge with a focus on the game and gain valuable insight into topics ranging from swing analysis and player development to turf management and tournament operations.

All of our PGM instructors are CPGA Class A Professionals and we have over 10 years of experience preparing students for careers in professional golf management. We'll make sure you're ready to demonstrate your skills and abilities before sending you on a 300-hour practicum. In this real world environment, you'll demonstrate that your golf and business skills go hand-in-hand to meet your customers' needs.

At the end of the program, you'll have developed a comprehensive understanding of golf as a business, as well as a game. And you'll make golf more than just your sport, you'll make it your career!

CAREER OPPORTUNITIES

Graduates of the Lethbridge College Professional Golf Management program have found employment across Canada – from Vancouver Island to Newfoundland. Your Professional Golf Management qualification will prepare you for a wide variety of golf industry opportunities, including:

- Director of Golf
- Head Golf Professional
- Associate Professional
- General Manager
- Apprentice Professional
- Teaching Professional
- Pro Shop Manager

ADMISSIONS

New learners are accepted into the Business Administration - Professional Golf Management Diploma or Certificate of Specialization in Professional Golf Management for the Fall (September) or Winter (January) terms.

Note on Winter Intake: While every effort will be made to allow Winter entrants to graduate within two years, learners may need to take evening, or Summer classes to do so. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

**BUSINESS ADMINISTRATION
- PROFESSIONAL GOLF
MANAGEMENT DIPLOMA**

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma which includes English Language Arts (ELA) 30-1 50% or ELA 30-2 50% and Math 30A (Applied) or Math 30P (Pure) 50% or equivalent.

Alternate Admission/Advance Standing: Learners seeking alternate admissions/advance standing to the program should contact a Lethbridge College Advisor/Faculty Advisor who will help them develop an individualized learning plan.

NON-ACADEMIC REQUIREMENTS

Male applicants must have a Royal Canadian Golfers' Association (RCGA) certified handicap of 6 or under and must submit a signed RCGA handicap card. Female applicants require a certified handicap of 14 or under. Applicants may also be required to submit computer score differentials to confirm handicap level. A playing test may be required upon request. All students of the Professional Golf Management program will be required to play in a two-day scholarship tournament at the start of the Fall term.

**CERTIFICATE OF SPECIALIZATION
(IN PROFESSIONAL GOLF
MANAGEMENT)**

ACADEMIC REQUIREMENTS

Applicants are required to have successfully completed a two-year diploma in Business Administration with a major in Professional Golf Management. If not, a Business Administration graduate will be required to take PGM-160, PGM- 162, PGM-264 and PGM-161 before completing their certificate.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment". Membership to Evergreen Golf Centre is available to all Professional Golf Management students free of charge.

CURRICULUM

BUSINESS ADMINISTRATION - PROFESSIONAL GOLF MANAGEMENT DIPLOMA

Faculty Contact: Dave English 320.3343

Year I Term I	Credits
BUS 170 Introduction to Management	4
BUS 178 Information Management and Applications	3
BUS 269 Management Communications	3
MKT 188 Introduction to Marketing	5
PGM 152 Golf Skills	2
PGM 160 Golf Management I	3
PGM 161 Golf Management II	2
	22

Year I Term II	Credits
BUS 166 Business Law	3
ECN 180 Microeconomics	4
ENG 156 Business Writing (DL)	3
MKT 279 Applied Sales	3
PGM 162 Golf Management III	2
PRS 155 Speech (DL)	3
	18

Year I Term III	Credits
PGM 140 Internship I (300 hours)	3

Year II Term I	Credits
ACC 170 Financial Accounting I	4
BUS 268 Organizational Behaviour	5
ECN 253 Macroeconomics	5
MKT 288 Marketing Management	5
PGM 263 Golf Management IV	3
	22

Year II Term II	Credits
ACC 175 Financial Accounting II	4
BUS 181 Sales Systems	3
MKT 277 Merchandise Administration	5
MKT 290 Marketing Research	5
PGM 264 Golf Management V	3
BUS 177 Entrepreneurship	3
	23

Year II Term III	Credits
PGM 240 Internship II (300 hours)	3

CERTIFICATE OF SPECIALIZATION IN PROFESSIONAL GOLF MANAGEMENT (POST- DIPLOMA)

Year III Term I	Credits
BUS 298 Human Resource Management	5
FAD 150 Safety Oriented First Aid and CPR	2
PED 155 Applied Anatomy and Kinesiology (DL)	6
PGM 330 Food and Beverage Management I (DL)	2
PGM 340 Golf Management VI	2
	17

Year III Term II	Credits
BUS 176 Financial Planning (DL)	4
MKT 283 Advertising	5
PGM 320 Turf Management (DL)	2
PGM 335 Food and Beverage Management II (DL)	2
PGM 345 Golf Management VII	2
	15

(DL) indicates courses available through Distance Learning.

GRADUATION

Upon successful completion of the diploma and post-diploma certificate, students may apply for advanced credit of two years toward the CPGA Apprentice Training Program in Club Repairs and Rules of Golf. Students graduating from this program must also complete applicable CPGA playing ability requirements, three CPGA business seminars and three apprenticeship summers (credit for two summers may be earned for PGM 140 and PGM 240 [Internship I and II] if the students register with the CPGA concurrently) prior to writing their CPGA Class A exam. Successful completion of all criteria would allow students to write the Class A exam. Students who complete the CPGA entry play ability test are required to pay CPGA initiation and annual fees. Fee amounts vary by province.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Unit Clerk Training

Program Office: 403.320.3213 • business@lethbridgecollege.ab.ca

Chair: Cheryl Pollmuller 403.320.3229 • Cheryl.Pollmuller@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.317.3597 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

Do you enjoy working with people in a fast-paced and team-based environment? Would you like to develop an exciting career helping others in a medical setting? Our intensive Unit Clerk Training program will give you the foundation you need to build a career in this important field.

Unit Clerks transcribe and process doctors' orders as well as manage patient records. The Unit Clerk plays a crucial role in health care, helping doctors communicate with nurses and ensuring that patients receive the care they need. We'll give you a practical introduction to topics ranging from medical terminology, anatomy and physiology to hospital administration, transcribing orders and health care billing.

After only 20 weeks including a three week practicum, you can take your Credential of Academic Achievement for Unit Clerk Training and begin your career in health care administration!

CAREER OPPORTUNITIES

Your Credential of Academic Achievement for Unit Clerk Training will prepare you for entry-level positions in a variety of medical environments, including:

- Hospitals
- Doctor's Practices
- Medical Clinics
- Private Health Care Providers
- Long-Term Care Facilities
- Respite Facilities
- Hospice Facilities
- Health Care Agencies

ADMISSIONS

Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format. New students are accepted into the Unit Clerk Training program for the Winter (January) term only. Total number of admissions is based on employment demand.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent with English Language Arts (ELA) 30-1 or 30-2 at 60 per cent or 65 per cent respectively. Proof of typing a minimum of 30 words per minute is also required.

NON-ACADEMIC REQUIREMENTS

Applicants are advised they will be required to provide a Criminal Record Check before entering the practicum experience component of the program. The existence of a criminal record may affect practicum placement, program completion and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis. Cost of a Criminal Record Check is approximately \$55.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of health requirements (form provided by the Unit Clerk program). Students are responsible for ensuring that health requirements are kept current throughout the program. Failure to do so may affect work-site based experience.

Applicants must possess the ability to perform the physical and mental/emotional duties of the Unit Clerk Training Program.

Applicants may be required to provide a physician's medical report at the request of the program and/or have an assessment at the work site to determine suitability for the program.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

	Credits
COM 162 Interpersonal Relationships and Communications (DL)	3
ENG 142 English for Allied Health and Wellness	3
CPU 151 Introduction to Computers (DL)	3
CSP 150 Medical Terminology/Anatomy and Physiology	4
HTH 121 Hospital Administration	2
HTH 125 Patient's Records/Transcribing Orders	3
HTH 131 Unit Clerk Practicum (3 weeks)	2
HTH 141 Health Care Billing	2
	22

(DL) indicates courses available through Distance Learning.

GRADUATION

Upon successful completion of all program requirements, completion of a comprehensive exam with a minimum 80% and completion of the practicum, students are eligible for a Credential of Academic Achievement in Unit Clerk Training.

School of Engineering Technologies



Build a better world.

- **Civil Engineering Technology**
- **Engineering Design and Drafting Technology**
- **Geomatics Engineering Technology**

Civil Engineering Technology

Program Office: 403.320.3468 • Chair: Dennis Sheppard 403.317.3523 • dennis.sheppard@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Civil engineering builds the infrastructure of society. Buildings, homes, cities, roads and bridges are all products of civil engineering. Our intensive, two-year diploma program in Civil Engineering Technology will prepare you for a rewarding career in civil engineering technology and construction management.

In the first year of the program, we'll give you a comprehensive introduction to engineering fundamentals. You'll learn about topics ranging from Computer Assisted Drafting (CAD) and land surveying to fluid mechanics, applied physics and concrete technology.

In the second year, you focus on engineering design and management. You'll develop a practical understanding of structural design and detailing, construction methods, environmental technology, municipal/highway design, estimating and business management. You learn how to use state-of-the-art computer applications and bring together your knowledge and hands-on experience in applied research projects. These projects involve spending lots of time in the field, meeting other engineers and using real data from real sites to develop a personal portfolio.

You also learn about the environmental and ethical dimensions of civil engineering. While engineers build to improve society, all building has environmental and social costs that must be considered. Your classroom, fieldwork and project experience will show you how to balance costs and benefits in the construction process.

In fact, at the end of the program you'll find that your Civil Engineering Technology Diploma has given you more than a comprehensive introduction to civil engineering theory and practice – you'll have built the foundation for a successful career.

CAREER OPPORTUNITIES

- Surveyor
- Geo-Technologist
- Roadway Designer
- Infrastructure Designer
- Subdivision Designer
- Construction Estimator
- Construction Manager
- Structural Design Assistant
- Structural Designer
- Quality Control Inspector
- Construction Designer

ADMISSIONS

Students are accepted into the Civil Engineering Technology program for the Fall (September) term only. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have a minimum 50 per cent in Math 30P (Pure) or a minimum of 65 per cent in Math 30A (Applied), 50 per cent in Physics 20 or 50 per cent in Science 30, 60 per cent in English Language Arts 30-2 or English Language Arts 30-1. Basic understanding of computer technology such as word processing, copying files; and familiarity working in a Windows-based environment is required.

All students applying to the program may be required to write a mathematics and science competency exam at the start of the program. Students whose scores demonstrate deficiencies will be advised to consider spreading their work load over a three-year program to allow for remedial courses.

ALTERNATE ADMISSION

Applicants are required to achieve a minimum 60th percentile on the Arithmetic, Elementary Algebra, Sentence Skills and Reading Comprehension sections of placement testing or equivalent. It is strongly recommended that 75th percentile is achieved.

Applicants who lack the required academic admission requirements can apply to the College and University Preparatory Program to upgrade for your program.

Prior Learning Assessment (PLA) If you have experience working in this field of study, you may be eligible for Prior Learning Assessment (PLA). Please direct your inquiries to the Program Chair.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Students are required to lease a Lethbridge College laptop as part of the e-VOLUTION initiative. Laptop fees for students are \$625 per term plus a refundable \$500 deposit.

CURRICULUM

Year I Term I	Credits
CAD 155 Introductory AutoCAD	5
DRF 153 Introduction to Drafting	4
CPU 150 Computers in Engineering Technology	2
ENF 157 Soils	5
ENG 154 Writing for Technologists OR	3
ENG 155 Scientific & Technical Writing	3
MTH 149 Pre-Calculus (DL)	3
PHY 143 Applied Physics	3
SUR 150 Land Survey	5
	30

Year I Term II	Credits
CON 140 Contracts, Specifications & Inspections	4
CON 150 Codes, Details & Drawings	3
CON 155 Managing the Construction Process	4
CPU 248 Computer Applications in Civil Engineering	3
ENF 135 Statics	4
ENF 161 Fluid Mechanics	4
ENF 165 Asphalt Technology*	2
ENF 169 Concrete Technology*	2
MTH 160 Calculus I	3
SUR 162 Survey Applications	3
	32

*Eight weeks only

(DL) indicates courses available through Distributed Learning.

Year II Term I	Credits
CIV 218 Highways	4
CIV 247 Irrigation Structures	4
CIV 249 Timber Design & Detailing	3
CIV 253 Water Resources	4
CON 252 Heavy Construction	4
ENF 152 Strength of Materials & Analysis	5
MTH 165 Calculus II	3
RSR 250 Applied Research I for Engineering Tech.	2
	29

Year II Term II	Credits
CIV 257 Environmental Engineering	5
CIV 266 Reinforced Concrete Design	4
CIV 263 Steel Design and Detailing	4
CIV 274 Infrastructure Servicing	4
CON 209 Business Management in Construction	3
CON 255 Construction Estimating	5
GEO 255 Geographical Information Systems I	3
RSR 251 Applied Research II for Engineering Tech.	2
	30

Year II Summer Term (2 weeks)

GEO 256 Geographical Information Systems II	2
SUR 171 Survey Camp	2
	4

Year II Summer Term (2 weeks) - OPTIONAL

CIV 237 Work Experience (following GEO 256 & SUR 171)	2
	2

GRADUATION

Upon successful completion of all program requirements, students are awarded a Civil Engineering Technology Diploma.

TRANSFERS

Lethbridge College

Graduates of Civil Engineering Technology may gain a second diploma in Engineering Design and Drafting Technology with one additional year of study (course scheduling permitting).

Camosun College / University of British Columbia

Camosun College in Victoria, BC provides a six-month bridging program leading directly to the third year in Civil Engineering at the University of British Columbia.

Lakehead University

Involves one transition summer school followed immediately by entry upon successful completion into the third year Civil Engineering. A fourth year is also required to obtain a degree.

Memorial University

A third alternative for Lethbridge College graduates would be to seek a Bachelor of Technology with emphasis on management skills. This can be obtained from Memorial University of Newfoundland. The program is available on a full-time or a part-time basis and may be completed in three terms.

Athabasca University

Graduates receive 60 credits towards the Bachelor of Science (Post-Diploma) degree or 30 credits towards the three or four year Bachelor of Management (Post-Diploma) degree.

Engineering Design and Drafting Technology

Program Office: 403.320.3468 • Chair: Dennis Sheppard 403.317.3523 • dennis.sheppard@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Engineering relies on the design and drafting of drawings, plans, and diagrams. At Lethbridge College, we have over 35 years experience teaching effective design and drafting skills. Our practical two-year diploma program in Engineering Design and Drafting Technology will give you the solid foundation you will need to build a career in this growing field.

The program provides you with a comprehensive understanding of mechanical design & drafting, architectural/structural design & drafting, municipal design & drafting, piping design & drafting, and topographical drafting. Fundamentals in these areas are applied with hands-on projects using Computer-Assisted Drafting (CAD) technology.

Design and drafting expertise is accomplished using industry standard software such as AutoCAD. You will also gain an understanding of engineering fundamentals like stress analysis, strength of materials, and fluid mechanics. This background provides a solid basis for entry into the exciting and challenging field of engineering design and drafting technology.

Graduates from the program are able to produce and interpret industry-quality engineering designs and plans. Your valuable technical knowledge and advanced CAD technology will open the doors to a great career. Demand for successful graduates from the program is very high. In the past several years employment rates have been at 100 per cent.

CAREER OPPORTUNITIES

An Engineering Design and Drafting Diploma will prepare you for design technologist positions in a field that currently has 100% employment in areas that include:

- Civil Engineering Companies
- Mechanical Engineering Companies
- Aerospace Companies
- Petrochemical Companies
- Manufacturing Companies
- Food Processing Companies
- Architectural Practices
- All Levels of Government

ADMISSIONS

New students are accepted into the Engineering Design and Drafting Technology program for the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have a minimum 50 per cent in Math 30P (Pure) or a minimum of 65 per cent in Math 30A (Applied), 50 per cent in Physics 20 or 50 per cent in Science 30, 60 per cent in English Language Arts 30-2 or English Language Arts 30-1. Basic understanding of computer technology such as word processing, file copying, and familiarity working in a Windows-based environment is required.

All students applying to the program may be required to write a math and science competency exam at the start of the program. Students whose scores demonstrate deficiencies will be advised to consider spreading their workload over a three-year program to allow for remedial courses.

ALTERNATE ADMISSION

Applicants are required to achieve a minimum 60th percentile on the Arithmetic, Elementary Algebra, Sentence Skills, and Reading Comprehension sections of placement testing or equivalent. It is strongly recommended that 75th percentile is achieved.

Applicants who lack the required academic admission requirements can apply to the College and University Preparatory Program to upgrade for your program.

Prior Learning Assessment

If you have experience working in this field of study, you may be eligible for Prior Learning Assessment (PLA). Please direct your inquiries to the Chair.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Students are required to lease a Lethbridge College laptop as part of the e-VOLUTION initiative. Laptop fees for students are \$625 per term plus a refundable \$500 deposit.

CURRICULUM

Year I Term I

		Credits
CAD 155	Introductory AutoCAD	5
DRF 153	Introduction to Drafting	4
CPU 150	Computers in Engineering Technology	2
ENF 155	Properties of Engineering Materials	5
ENG 154	Writing for Technologists	3
OR		
ENG 155	Scientific & Technical Writing	3
MTH 149	Pre-Calculus (DL)	3
PHY 143	Applied Physics	3
SUR 150	Land Survey	5
		30

Year I Term II

CAD 250	Advanced CAD I	4
CON 133	Residential Construction	3
DRF 163	Mechanical Drafting	5
DRF 165	Architectural Design & Drafting I	5
ENF 135	Statics	4
ENF 161	Fluid Mechanics	4
MTH 160	Calculus I	3
SUR 162	Survey Applications	3
		31

Year II Term I

CAD 255	Advanced CAD II	3
GEO 255	Geographical Information Systems I	3
DRF 250	Architectural Design & Drafting II	6
DRF 263	Pressure Vessel & Intro to Piping Design 5	
DRF 265	Mechanical Design and Drafting I	5
DRF 267	Topographical Drafting	5
ENF 150	Strength of Materials	4
		31

Year II Term II

CIV 263	Steel Design and Detailing	4
CON 140	Contracts, Specifications & Inspections	4
CON 212	Building System Services.	4
DRF 224	Advanced Drafting	3
DRF 269	Municipal Design and Drafting	7
DRF 270	Advanced Piping Design	3
DRF 271	Mechanical Design and Drafting II	5
		30

Year II Term III (OPTIONAL)

DRF 244	Practicum	2
---------	-----------	---

(DL) indicates courses available through Distributed Learning.

GRADUATION

Upon successful completion of all program requirements, students are awarded an Engineering Design and Drafting Technology Diploma.

TRANSFERS

Athabasca University

Graduates receive 60 credits towards the Bachelor of Science (Post-Diploma) degree.

Lethbridge College

Graduates of the Engineering Design and Drafting Technology Diploma may earn a second diploma in Civil Engineering Technology with one additional year of study (course schedule permitting).

"Lethbridge College empowers students with not only technical skills but also practical reinforcements of theoretical concepts. The instructors were able to make me interested in courses that I didn't even think I would like. Attending the College is without a doubt one of the best decisions I made in my life. The instructors even helped me get my first job."

*Anthony Lipado,
Civil Engineering Technology '05
Junior Geotechnical Engineer, Golder Associates, Calgary*

Check out our Campus

Contact us today to receive a tour of our campus or take us for a spin as a Student for a Day.

You will gain valuable insight in the program of your choice.

**Call 403.320.3322 or e-mail
info@lethbridgecollege.ab.ca
for details!**

Geomatics Engineering Technology

Program Office: 403.320.3468 • Chair: Dennis Sheppard 403.317.3523 • dennis.sheppard@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Geomatics is the practice of gathering and interpreting spatial information about the physical environment. It brings together surveying and mapping with new technologies like Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Our practical two-year diploma in Geomatics Engineering Technology will prepare you to be a part of this rapidly growing field – with great jobs in areas ranging from surveying and land management to law enforcement and the armed forces.

At Lethbridge College, you'll work in small classes taught by award-winning industry experts. Using hands-on exercises, we will introduce you to surveying, mapping and data collection techniques. You learn how to interpret aerial and satellite photographs using industry-standard remote sensing software. You'll also do fieldwork using survey-grade GPS equipment and become an expert in the use of leading-edge GIS software applications like ArcView.

We'll make certain you have plenty of opportunity to demonstrate your abilities in the field. You'll work in small teams on projects that simulate the real-world demands of surveying, mapping and interpreting the relationship between different aspects of the physical environment.

With your diploma in Geomatics Engineering Technology, you can take your valuable combination of technical knowledge, interpretative skills and hands-on experience into the workplace. Or you can choose to continue your studies by transferring into the University of Lethbridge's degree in Geographical Information Science.

One thing is for sure; with a virtually 100 per cent employment rate for our graduates, your geomatics expertise will be in high demand!

CAREER OPPORTUNITIES

Graduates of our diploma program in Geomatics Engineering Technology traditionally enjoy a 100 per cent employment rate. Geomatics practitioners are in demand in a wide range of areas, including:

- Environmental Consultancies
- Natural Resource Companies
- All levels of government
- Law Enforcement Agencies
- Survey Companies
- Engineering Companies
- Agricultural Companies
- Aerospace Companies
- Defence Contractors
- Military Organizations

ADMISSIONS

New students are accepted into the Geomatics program in the Fall (September) term only. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have a minimum 50 per cent in Math 30P (Pure) or a minimum of 65 per cent in Math 30A (Applied), 50 per cent in Physics 20 or 50 per cent in Science 30, 60 per cent in English Language Arts 30-2 or English Language Arts 30-1. Basic understanding of computer technology such as word processing, copying files and familiarity working in a Windows-based environment is required.

All students applying to the program may be required to write a math and science competency exam at the start of the program. Students whose scores demonstrate deficiencies will be advised to consider spreading their work load over a three-year program to allow for remedial courses.

ALTERNATE ADMISSION

Applicants are required to achieve a minimum 60th percentile on the Arithmetic, Elementary Algebra, Sentence Skills, and Reading Comprehension sections of placement testing or equivalent. It is strongly recommended that the 75th percentile is achieved. Applicants who lack the required academic admission requirements can apply to the College and University Preparatory Program to upgrade for your program.

Prior Learning Assessment (PLA)

If you have experience working in this field of study, you may be eligible for Prior Learning Assessment (PLA). Please direct your inquiries to the Chair.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Students are required to lease a Lethbridge College laptop as part of the e-VOLUTION initiative. Laptop fees for students are \$625 per term plus a refundable \$500 deposit.

CURRICULUM

Year I Term I			Year II Term I		
		Credits			
CAD 155	Introductory AutoCAD	5	CPU 255	Introduction to Programming	3
DRF 153	Introduction to Drafting	4	GEO 250	Land Planning	3
CPU 150	Computers in Engineering Technology	2	GEO 255	Geographical Information Systems I	3
ENG 154	Writing for Technologists	3	GEO 260	Cartography	4
OR			MTH 165	Calculus II	3
ENG 155	Scientific & Technical Writing	3	RSR 250	Applied Research I for Eng. Tech.	2
GEO 150	Geographical Science	5	SUR 251	Advanced Survey I	4
MTH 149	Pre-Calculus (DL)	3	SUR 260	Land Survey Systems	2
PHY 143	Applied Physics	3	SUR 263	Survey Calculations & Analysis	4
SUR 150	Land Survey	5	SUR 275	Global Positioning Systems	4
		30			32
Year I Term II			Year II Term II		
CAD 250	Advanced CAD I	4	CPU 275	Advanced Programming	4
CON 140	Contracts, Specifications & Inspections	4	GEO 280	Advanced Graphical Information Systems	5
CON 155	Managing the Construction Process	4	GEO 290	Advanced Digital Remote Sensing	5
GEO 160	Map Interpretation	3	RSR 251	Applied Research II for Eng. Tech.	2
GEO 170	Remote Sensing	3	SUR 252	Field Safety	2
GEO 180	Geodesy	2	SUR 261	Advanced Survey II	5
MTH 160	Calculus I	3	SUR 265	Survey Drafting	4
STS 255	Statistical Methods	3	SUR 270	Engineering Surveys	5
SUR 162	Survey Applications	3			32
		29			
			Year II Term III (OPTIONAL)		
			FWK 252	Work Experience	2

GRADUATION

Upon successful completion of all program requirements, students are awarded a Geomatics Engineering Technology Diploma.

TRANSFERS

Lethbridge College

A graduate of the Geomatics Engineering Technology program may gain a second diploma in Civil Engineering Technology or Engineering, Design and Drafting Technology with one additional year of study (course schedule permitting).

University of Lethbridge

With a 2+2 agreement with the University of Lethbridge, Lethbridge College graduate students in the Geomatics Engineering Technology program may obtain a post-diploma bachelor's degree in Geographical Information Sciences.



New View

School of Environmental Sciences



The world is in your hands.

- **Conservation Enforcement - Bachelor of Applied Science**
- **Environmental Assessment and Restoration**
- **Fish and Wildlife Technology**
- **Renewable Resource Management**

Conservation Enforcement - Bachelor of Applied Science

Program Office: 403.382.6991 • Chair: Terry Kowalchuk 403.320.3232 • t.kowalchuk@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Experience! That's what makes our Bachelor of Applied Science in Conservation Enforcement special. At Lethbridge College, we have more than 25 years of experience in preparing people for a career in natural resource law enforcement -- and our degree program is the only one of its kind in Canada.

Receive instruction in the natural and physical sciences, renewable resource management and law enforcement techniques through a blend of classroom theory, lab exercises and work site experience. Emphasis is placed on practical learning opportunities where you'll gain valuable hands-on experience in problem wildlife management, investigations, park operations and resource law enforcement.

Your campus learning is reinforced during an eight month directed field study (practicum). This extensive applied learning opportunity is unique to our Bachelor of Applied Science in Conservation Enforcement degree. While on campus, you'll also pursue a simulated resource enforcement violation 'from report to court' where evidence is collected, statements are taken, search warrants are executed and documents are prepared.

Where will your degree in Conservation Enforcement take you? Graduates of the Bachelor of Applied Science in Conservation Enforcement program have the necessary academic knowledge and applied skills in natural resource law enforcement for successful careers in federal, provincial or municipal agencies, as well as the private sector.

In fact, with Lethbridge College Applied Conservation Enforcement graduates working across Canada, your ambition is the only limit!

CAREER OPPORTUNITIES

- Conservation Officer
- Fishery Officer
- Park Patrol Officer
- Park Ranger
- Environmental Investigator/Inspector
- Municipal Police Officer
- RCMP Officer
- Fish and Wildlife Officer
- Wildlife Investigator
- Pollution Control Officer
- Resource Management Officer

ADMISSIONS

Applicants may be accepted into the Bachelor of Applied Science in Conservation Enforcement program for the Fall (September) term only. Transfer students with advanced standing may be accepted into the third year of the degree program for the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the Chair for acceptance into the program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma, including a minimum of 60 percent in English Language Arts (ELA) 30-1, Chemistry 20, Biology 30, Math 30P or Math 30A and Social 30. Applicants may be required to achieve a minimum 65th percentile in Reading, Sentence Skills, Arithmetic and Elementary Algebra sections of placement testing or equivalent.

ALTERNATE ADMISSION

Applicants lacking the academic admission requirements will be considered on an individual basis dependent upon obtained skills and experience. They must, however, achieve a minimum 65th percentile in Reading, Sentence Skills, Arithmetic and Elementary Algebra sections of placement testing or equivalent.

Transfer students are required to have a diploma in Renewable Resource Management or equivalent, or a related bachelor's degree in an area such as Resource Management, Biology, Environmental Studies or a similar area of study. A minimum GPA of 2.50 or equivalent or permission of the Chair is required for admission.

Applicants with post-secondary credentials and significant work experience may apply to have their skills assessed for transfer credit or prior learning credit. It is the student's responsibility to provide faculty all necessary documentation (outlines, certificates, transcripts, etc.) for evaluation. Students are strongly encouraged to do this at the time of application or during their first term on campus.

Transfer students entering the Bachelor of Applied Science in Conservation Enforcement who have received advance credit must complete Lethbridge College's minimum residency requirements. Students may not receive advance credit for work completed at another institution(s) in excess of 75% of the total credits required for graduation from Lethbridge College.

NON-ACADEMIC REQUIREMENTS

Applicants may be required to submit additional background information including a resume stating their work experience, additional education and/or training plus certification/qualifications in special fields.

EMPLOYABILITY

- Conservation Enforcement Officer positions have very specific physical requirements such as vision, hearing and weight. The specific requirements differ with each agency. It is the applicant's responsibility to confirm that they meet the physical requirements of the agencies with which they hope to work.
- Persons with a criminal record may have difficulty competing for jobs as Conservation Enforcement Officers in Canada.
- Employers often require that students hold a valid Standard First Aid or Wilderness First Aid Certificate and/or a CPR Certificate to be eligible for seasonal and/or permanent employment. Students are encouraged to obtain these certificates either prior to entering the program or during the first term.
- A number of workshops and short courses sponsored by various agencies are available on evenings and weekends. Students are encouraged to attend these sessions to enhance their credentials for employment.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Students are responsible for the cost of the field trips relating to this program.

Field Studies Supplies: Students on field studies are expected to provide their own equipment and supplies. This includes: warm sleeping bag, ground sheet and pad, tent (may be shared with other students), back pack or duffle bag for gear, adequate clothing for cold/wet weather, hiking boots, binoculars, cooking and eating gear (may be shared), food, field notebook, compass, and hip or chest waders. Field studies schedules are dependent on many variables and may require students to participate on weekends. All program field studies require mandatory attendance.

Other Required Supplies

Available from Lethbridge College Bookstore: Lab coat, safety glasses, Douglas protractor, field notebook/surveyors book, 16X hand lens, dissection kit, metric triangular scale with 1:20, 1:25, 1:50, 1:75, 1:100 and 1:125 graduations.

Available From Sporting Goods/Hardware Store: Nexus Type 115 or Silva Ranger compass (with declination adjustment screw), clipboard, floppy disks, 100MB or higher USB memory stick, chest waders, scientific calculator (\$15 - \$30 range), 12 or more coloured pencils (pencil crayons), binoculars (8 X 40 or 10 X 50 magnification). For additional information concerning supplies, contact Dan Slezak at 403.320.3302.

"Manitoba is a multi-disciplined province and the wide range of courses I learned in Conservation Enforcement provided me with the knowledge to jump right in to any situation – from administrative duties to managing problem people in parks to fighting forest fires."

Chad Moir,
Conservation Enforcement '04
Natural Resource Officer,
Province of Manitoba

Check out our Campus

Contact us today to receive a tour of our campus or take us for a spin as a Student for a Day.

You will gain valuable insight in the program of your choice.

Call 403.320.3322 or e-mail info@lethbridgecollege.ab.ca for details!

Conservation Enforcement - Bachelor of Applied Science - continued

CURRICULUM				Year III Term II			
Year I Term I				Credits			
ENG 155	Scientific & Technical Writing	3		DCE 350	Administrative Procedures	5	
*GEO 166	Physical Geology	5		DCE 245	DFS Orientation	1	
*BIO 163	Terrestrial Ecology	5		DCE 377	Environmental Law	3	
*BIO 164	Plant Taxonomy	5		CJP 379	Case Management	3	
*RRM 153	Soil Resources	5		DCE 390	Issues in Resource Enforcement	3	
STS 255	Statistical Methods	3		CJP 287	Crisis Intervention (DL)	3	
		26				18	
Year I Term II				Year IV			
LAW 161	Introduction to Natural Resource Law	5		Students are eligible to register in Directed Field Studies courses after successful completion of year three. Students must complete a Summer and a Fall term of Directed Field Studies earning a minimum of 29 credits through completion of the following courses:			
*BIO 269	Aquatic Ecology	5		Required Courses			
*RRM 196	Map & Aerial Photo Interpretation	5		DCE 455	Field Enforcement	5	
*BIO 168	Zoology	5		DCE 460	Community Involvement	3	
*RRM 158	Water Resources	5		DCE 480	Administrative Techniques	3	
		25		DCE 490	Senior Enforcement Project	3	
Year II Term I				OR			
*RRM 264	Forest Management	5		DCE 491	Senior Enforcement Project	5	
*ENV 255	Land Use Practices	3		DCE 495	Independent Study	3	
*RRM 259	Principles of Fishery Science	5		OR			
ENV 275	Environmental Sampling & Forensics	5		DCE 496	Independent Study	5	
SOC 263	Diverse Cultural Communities	3					
CJP 267	Natural Resources Legislation	5					
		26					
Year II Term II				Electives			
*RRM 256	Rangeland Habitat Management	5		DCE 456	Investigations	5	
*RRM 258	Principles of Wildlife Biology	5		DCE 465	Public Safety	3	
RRM 299	Fire Management	5		DCE 470	Habitat Protection	3	
CJP 282	Evidence & Court Procedures (DL)	5		DCE 475	Problem Wildlife Field Techniques	5	
PED 251	Self Defence and Fitness	3		DCE 476	Commercial Fisheries	3	
*CJP 369	Patrol Procedures	5		DCE 485	Program Management	5	
		28		DCE 486	Advanced Enforcement Planning	5	
Year III Term I				DCE 487	Mentorship	3	
CJP 357	Environmental Compliance Techniques	3		* Indicates field studies			
*CJP 359	Conservation Law Investigations	5		(DL) indicates courses available through Distributed Learning.			
COM 263	Interpersonal Skills in Enforcement	3					
*DCE 352	Parks & Protected Areas	5					
*DCE 389	Problem Wildlife Management Techniques	5					
RRM 298	Conservation Biology	3					
		24					

Special note about field studies: Students are off-campus completing field studies during most of September and April. It is extremely difficult to take Year I and Year II courses simultaneously. Students are advised to complete all Year I courses before proceeding to Year II, and all Year II courses before enrolling in Year III courses (for related post-diploma certificate or degree programs). In the Fall term, field studies are in September, while in the Winter term, field studies are scheduled in April.

GRADUATION

Upon successful completion of all program requirements, students are awarded a Bachelor of Applied Science in Conservation Enforcement degree.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Environmental Assessment and Restoration

Program Office: 403.382.6991 • Chair: Terry Kowalchuk 403.320.3232 • t.kowalchuk@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

The assessment and restoration of the environment are at the centre of industry today. Businesses from manufacturing to oil and gas need to proactively focus on environmental control, reclamation, impact assessment and environmental audits, not only because of their operations but because government and society demand it. Our two-year diploma in Environmental Assessment and Restoration offers a unique mix of law, technical skills and science to prepare you for a successful career in this fast-growing sector.

You'll learn how to collect, understand, interpret and manage environmental information. With courses ranging from Environmental Chemistry and Hydrogeology to Environmental Law and Contaminant Management, you'll be ready to test your new skills in our extensive field studies components. Hands-on lab and field experience will show you how resource management works in the real world.

Your technical skills will include the use of industry-standard software and the latest Geographic Information System (GIS) applications. In the end, you'll be ready to address emerging issues like regeneration of disturbed lands, water quality management, and restoring abandoned industrial sites. With a comprehensive grounding in law, technical skills and science, what will you do with your diploma in Environmental Assessment and Restoration? One thing's for certain: Your skills will be in high demand!

CAREER OPPORTUNITIES

- Environmental Technologist
- Environmental Technician
- Soils Technologist
- Resource Management Technician
- Water Survey Technologist
- Watershed Management Coordinator
- Environmental Investigator
- Water Quality Technologist
- Environmental Assessment Officer
- Environmental Compliance Officer
- Pollution Prevention Officer
- Reclamation Technologist

ADMISSIONS

New students are usually accepted into the Environmental Assessment and Restoration two-year diploma program for the Fall term (September) only, but students wishing to enroll in January may be accommodated. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants to this program are required to have an Alberta High School Diploma or equivalent with successful completion in each of: English Language Arts (ELA) 30-1, Chemistry 20, Biology 20 and Math 20 Applied. Applicants who do not have at least 70 percent in ELA 30-1 and Math 20A or equivalent will be required to complete placement testing in Reading, Sentence Skills and Basic Math. Further consideration of the application will incorporate the results of the test.

Students may be admitted without the Chemistry requirement, but Chemistry 20 must be completed prior to registration in Year II, Term I. Basic computer literacy in the use of the Internet, e-mail, word processing, and fundamental processes of spreadsheets is required for the student to be successful in this program.

Students lacking these skills are strongly urged to complete a basic computer literacy course prior to entering this program.

ALTERNATE ADMISSION

Applicants lacking the academic admission requirements will be considered on an individual basis dependent upon obtained skills and experience. They must, however, achieve a minimum 65th percentile in Reading, Sentence Skills, Arithmetic and Elementary Algebra sections of placement testing or equivalent.

Employers often require that students hold a valid Standard First Aid or Wilderness First Aid Certificate and/or a CPR Certificate to be eligible for seasonal and/or permanent employment. Students are encouraged to obtain these certificates either prior to entering the program or during the first year.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Environmental Science students will be responsible for additional fees to cover the cost of field studies.

Supplies for Field Studies
Students on field studies are expected to provide their own equipment and supplies. This includes: warm sleeping bag, back pack or duffle bag for gear, adequate clothing for cold/wet weather, hiking boots, binoculars, cooking and eating gear (may be shared), food, field notebook, compass, and hip or chest waders. In some cases, a tent may be required, but if so, notification will be given in the field studies orientations.

Environmental Assessment and Restoration

- continued

CURRICULUM

Year I Term I			Credits
*BIO 164	Plant Taxonomy		5
ENG 155	Scientific and Technical Writing		3
*GEO 166	Physical Geology		5
*BIO 163	Terrestrial Ecology		5
STS 255	Statistical Methods		3
*RRM 153	Soil Resources		5
			26
Year I Term II			
*RRM 158	Water Resources		5
LAW 161	Introduction to Natural Resource Law		5
*RRM 196	Map and Aerial Photo Interpretation		5
*BIO 168	Zoology		5
*BIO 269	Aquatic Ecology		5
			25
Year II Term I			
CHM 270	Environmental Chemistry		4
*RRM 264	Forest Management		5
*RRM 295	Hydrogeology		5
*ENV 297	Environmental Impact Assessment		4
GEO 165	Geographic Information Systems		4
CPL 155	Natural Resource Career Enhancement		3
			25
Year II Term II			
RRM 281	Water Quality		4
*ENV 280	Contaminant Management		5
*ENV 290	Site Restoration & Reclamation		5
*RRM 256	Rangeland Habitat Management		5
GEO 276	Advanced GIS		4
LAW 265	Introduction to Environmental Law		3
			26

* Indicates course with a field study component.

Special note about field studies:

Students are off-campus completing field studies during most of September and April. Due to scheduling conflicts, it is extremely difficult to take Year I and Year II courses simultaneously.

Students are advised to complete all Year I courses before proceeding to Year II, and all Year II courses before enrolling in Year III courses (for related post-diploma certificate or degree programs). In the Fall term, field studies are scheduled in September, while in the Winter term, field studies are scheduled in April. Field studies schedules are dependent on many variables and may require students to participate on weekends or on statutory holidays. All program field studies are mandatory.

GRADUATION

Upon successful completion of the program, students are awarded an Environmental Assessment and Restoration Diploma.

TRANSFERS

Interested students can obtain further information on these partnerships from the Environmental Science Dean or Environmental Assessment and Restoration Chair.

University of Lethbridge

Graduates of the two-year diploma in Environmental Assessment and Restoration or Renewable Resource Management receive two years credit toward a post-diploma Bachelor of Science degree in Environmental Science from the U of L. Students who obtain Lethbridge College's Fish and Wildlife Technology Post-Diploma Certificate are eligible for a half year extra credit towards the degree.

University of Alberta

Graduates of the two-year diploma program in Environmental Assessment and Restoration or Renewable Resource Management receive two years full credit toward a post-diploma Bachelor of Science degree in Environmental and Conservation Sciences, Land Reclamation program. Students must meet the U of A's entrance requirements.

Lakeland College

Graduates of Environmental Assessment and Restoration receive two years credit toward a Bachelor of Applied Environmental Management degree from Lakeland College. The fourth year of this degree is a work placement.

Royal Roads University

Graduates of the Environmental Assessment and Restoration two-year diploma program receive two years full credit towards a post-diploma Bachelor of Science degree in Environmental Science or post-diploma Bachelor of Science degree in Environmental Management. Students must meet Royal Roads University's entrance requirements.

Athabasca University

Graduates of the Environmental Assessment and Restoration two-year diploma program receive 60 credits towards a Bachelor of Science (Post-Diploma) degree.

Fish and Wildlife Technology

Program Office: 403.382.6991 • Chair: Terry Kowalchuk 403.320.3232 • t.kowalchuk@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Our intensive one-year post-diploma certificate program in Fish and Wildlife Technology will give you the skills you'll need to build a career as a technician in wildlife, fisheries and natural resource fields.

We'll complement your degree or diploma in Renewable Resource Management or Environmental Science with an emphasis on the practical application of physical and biological sciences. You'll learn how technicians apply scientific knowledge in the field. We'll show you how to use state-of-the-art software and technology including Geographic Information Systems (GIS) applications in wildlife habitat management, Global Positioning System (GPS) equipment in animal tracking, and the latest habitat modeling software. You will be confident in using journals for research. You will learn to professionally present scientific reports using the field data you collect.

You'll spend time in the field, demonstrating that you can apply classroom theory in practice. You will gain valuable experience working on projects for real organizations and agencies. You can also pursue your own interests and take advantage of regular opportunities to join real-world projects run by the provincial and federal government, NGO's and private industry.

By the end of the program, you'll have practical experience in capturing, handling and radio tracking of fish, waterfowl and wildlife as well as various habitat measurement, assessment and monitoring skills – all through quality course work and valuable field experience. This program will enhance your environmental diploma and/or degree, increasing your marketability. You'll realize that it has given you an exciting career.

CAREER OPPORTUNITIES

Our post-diploma certificate program will prepare you for a wide range of career opportunities, including employment as:

- Biological Technician
- Wildlife Technician
- Fisheries Technician
- Habitat Specialist
- Research Technician
- Aquaculture Technician
- Environmental Technician
- Resource Specialist
- Vegetation Specialist
- Associate Biologist
- Assistant Biologist
- Habitat Technician

ADMISSIONS

Students may be accepted into the Fish and Wildlife Technology program in both the Fall (September) and Winter (January) terms. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants to this program are required to have a Renewable Resource Management Diploma or equivalent or a related bachelor's degree in an area such as Resource Management, Biology, Environmental Studies or similar area of study.

Students from other institutions should have background in ecology, wildlife management, fishery management, map and aerial photo interpretation, geology, botany, zoology and statistics. Applicants are required to have completed the academic requirements with a minimum GPA of 2.50 or equivalent or permission of the Fish and Wildlife Technology Chair.

Employers often require students hold a valid Standard First Aid or Wilderness First Aid Certificate and / or CPR Certificate to be eligible for seasonal and/or permanent employment. Students are encouraged to obtain these certificates either prior to entering the program or during the first term.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Students are responsible for the cost of the field trips relating to this program.

Students on field trips are expected to provide their own equipment and supplies. This includes: warm sleeping bag, ground sheet and pad, tent (may be shared with other students), back pack or duffle bag for gear, adequate clothing for cold/wet weather, hiking boots, binoculars, cooking and eating gear (may be shared) food, field notebook, compass, and hip or chest waders. Fieldwork schedules are dependent on many variables and may require students to participate on weekends. All program field trips require mandatory attendance. For additional information concerning supplies, contact Dan Slezak at 403.320.3302.

Fish and Wildlife Technology - continued

CURRICULUM

Year I Term I		Credits
*RRM 368	Wildlife Conservation and Field Techniques	5
*RRM 369	Fisheries Management Techniques	5
*RRM 389	Fish Habitat Management	5
*RRM 386	Wildlife Habitat Management	5
ENV 370	Research & Experimental Design	3
ENV 350	Integrated Resource Management	3
		26
Year I Term II		
BIO 350	Comparative Animal Biology	4
*ENV 297	Environmental Impact Assessment	4
*RRM 378	Waterfowl Biology and Management	5
RRM 379	Fish Culture	5
GEO 276	Advanced Geographic Information Systems	4
ENV 355	Environmental Quality	3
		25

* Indicates Field Trips

Special note about field trips: Students are off-campus completing field courses during most of September and April. In the Fall term, field trips are in September, while in the Winter term, field trips are scheduled in April.

GRADUATION

Upon successful completion of all program requirements, students are awarded a Certificate of Specialization in Fish and Wildlife Technology.

TRANSFERS

Interested students can obtain further information on these partnerships from the Fish and Wildlife Technology Chair.

University of Lethbridge

Graduates of the Fish and Wildlife Technology post-diploma certificate receive credit for an additional five courses toward the Bachelor of Science in Environmental Science from the University of Lethbridge. Completion of the certificate reduces the post-diploma degree requirement from 20 courses to 15.

University of Montana

Graduates of the Renewable Resource Management option may receive up to two years credit toward a Bachelor of Science degree in Wildlife Biology (Terrestrial or Aquatic Biology options) from the University of Montana in Missoula, Montana. Credit depends on academic performance, course selection and approval of course equivalencies by the U of M's School of Forestry. Students that obtain Lethbridge College's Fish and Wildlife Technology post-diploma certificate may be eligible for extra credit.

University of Northern British Columbia

Graduates of the Renewable Resource Management Diploma may receive up to 1.5 years credit toward a Bachelor of Science in Natural Resource Management from the University of Northern British Columbia. Credit depends on academic performance, course selection and approval of course equivalencies by the program leader of Forestry for degree specializations (Forestry, Fisheries, Wildlife and Outdoor Recreation). Students that obtain the Fish and Wildlife Technology post-diploma certificate are eligible for extra credit.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Renewable Resource Management

Program Office: 403.382.6991 • Chair: Terry Kowalchuk 403.320.3232 • t.kowalchuk@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Collecting and interpreting environmental information forms the foundation of natural resource management. Our rigorous two-year diploma program in Renewable Resource Management will provide you with the applied science skills you'll need to make a career in the sustainable management of natural resources.

Our intensive blend of theory and hands-on practice gives you a comprehensive grounding in fields ranging from zoology and plant taxonomy to statistics, aerial photography interpretation and Geographic Information Systems (GIS). You'll understand the application of science and be ready to demonstrate your abilities through extensive fieldwork each term. In the field studies, you'll assess fish populations by gill netting, use telemetry to measure wildlife movements, use GIS to interpret grazing patterns and learn how to apply forest silvicultural practices, among other things. Our diploma program gives you the tools to build a successful career in the sustainable management of natural resources.

CAREER OPPORTUNITIES

Our diploma program will prepare you for work in a wide variety of environmental and natural resource management areas:

- Government Agencies
- Private Environmental Organizations (Non-Governmental Organizations)
- Environmental Consulting Firms
- Natural Resource Industries (oil and gas, mining and forestry)

ADMISSIONS

New students are usually accepted into the Renewable Resource Management two-year diploma program for the Fall term (September) only, but students wishing to enroll in January may be

accommodated. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants to this option are required to have an Alberta High School Diploma or equivalent with successful completion in each of: English Language Arts (ELA) 30-1, Chemistry 20, Biology 20 and Math 20 Applied. Applicants who do not have at least 70 percent in ELA 30-1 and Math 20A or equivalents will be required to complete placement testing in Reading, Sentence Skills and basic Math. Further consideration of the application will incorporate the results of the test. Students may be admitted without the Chemistry requirement, but Chemistry 20 must be completed prior to registration in Year II, Term I. Basic computer literacy in the use of the Internet, e-mail, word processing, and fundamental processes of spreadsheets is required for the student to be successful in this program. Students lacking these skills are strongly urged to complete a basic computer literacy course prior to entering this program.

ALTERNATE ADMISSION

Applicants lacking the academic admission requirements will be considered on an individual basis dependent upon obtained skills and experience. They must, however, achieve a minimum 65th percentile in Reading, Sentence Skills, Arithmetic and Elementary Algebra sections of placement testing or equivalent.

Employers often require that students hold a valid Standard First Aid or Wilderness First Aid Certificate and/or a CPR Certificate to be eligible for seasonal and/or permanent employment.

Students are encouraged to obtain these certificates either prior to entering the program or during the first term.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Environmental Science students will be responsible for additional fees to cover the cost of field studies.

Supplies for Field Studies

Students on field studies are expected to provide their own equipment and supplies. This includes: warm sleeping bag, back pack or duffle bag for gear, adequate clothing for cold/wet weather, hiking boots, binoculars, cooking and eating gear (may be shared), food, field notebook, compass, and hip or chest waders. In some cases, a tent may be required, but if so, notification will be given in the field studies orientations.

Other Required Supplies

Available from the Lethbridge College Bookstore: Lab coat, safety glasses, Douglas protractor, field notebook/surveyors book, 16X power hand lens, dissection kit, metric triangular scale with 1:20, 1:25, 1:50, 1:75, 1:100 and 1:125 graduations

Available from sporting goods/hardware store: Nexus Type 115 or Silva Ranger compass (with declination adjustment screw), clipboard, floppy disks, 100MB or higher USB memory stick, chest waders, scientific calculator (\$15 - \$30 range), 12 or more coloured pencils (pencil crayons), binoculars (8 X 40 or 10 X 50 magnification) For more information concerning supplies, contact Dan Slezak at 403.320.3302.

Renewable Resource Management - continued

CURRICULUM

Year I Term I			Credits
ENG 155	Scientific & Technical Writing		3
*GEO 166	Physical Geology		5
*BIO 163	Terrestrial Ecology		5
*BIO 164	Plant Taxonomy		5
*RRM 153	Soil Resources		5
STS 255	Statistical Methods		3
			26
Year I Term II			
*BIO 269	Aquatic Ecology		5
*RRM 196	Map & Aerial Photo Interpretation		5
*BIO 168	Zoology		5
LAW 161	Introduction to Natural Resource Law		5
*RRM 158	Water Resources		5
			25
Year II Term I			
*RRM 264	Forest Management		5
*ENV 255	Land Use Practices		3
ENV 275	Environmental Sampling and Forensics		5
*RRM 259	Principles of Fishery Science		5
GEO 165	Geographic Information Systems		4
CPL 155	Natural Resource Career Enhancement		3
			25
Year II Term II			
*RRM 256	Rangeland Habitat Management		5
*RRM 258	Principles of Wildlife Biology		5
*RRM 299	Fire Management		5
RRM 298	Conservation Biology		3
RRM 281	Water Quality		4
LAW 265	Introduction to Environmental Law		3
			25

* Indicates courses with a field study component

Special note about field studies: Students are off-campus completing field studies during most of September and April. Due to scheduling conflicts it is extremely difficult to take Year I and Year II courses simultaneously.

Students are advised to complete all Year I courses before proceeding to Year II, and all Year II courses before enrolling in Year III courses (for related post-diploma certificate or degree programs). In the Fall term, field studies are in September, while in the Winter term, field studies are scheduled in April. Field studies schedules are dependent on many variables and may require students to participate on weekends or on statutory holidays. All program field studies are mandatory.

GRADUATION

Upon successful completion of all program requirements, students are awarded a Renewable Resource Management Diploma.

TRANSFERS

University of Lethbridge

Graduates of the two-year diploma program in Environmental Assessment and Restoration or Renewable Resource Management receive two years credit toward a post-diploma Bachelor of Science Degree in Environmental Science from the University of Lethbridge. Students who obtain Lethbridge College's Fish and Wildlife Technology Post-Diploma Certificate are eligible for a half year extra credit toward the degree.

University of Alberta

Graduates of the two-year diploma in Environmental Assessment and Restoration or Renewable Resource Management receive two years full credit toward a Post-Diploma Bachelor of Science degree in Environmental and Conservation Sciences, Land Reclamation program. Students must meet the U of A's entrance requirements.

University of Montana

Graduates of the two-year Renewable Resource Management Diploma program may receive credit toward a Bachelor of Science Degree in Wildlife Biology (Terrestrial or Aquatic Biology options) from the University of Montana in Missoula, Montana.

Credit depends on academic performance, course selection and approval of course equivalencies by the U of M's School of Forestry.

University of Northern British Columbia

Graduates of the two-year Renewable Resource Management Diploma program may receive up to 1.5 years credit toward a Bachelor of Science Degree in Natural Resource Management at the University of Northern British Columbia (UNBC). Credit depends on academic performance, course selection and approval of course equivalencies by the UNBC Program Leader of Forestry for degree specializations (Forestry, Fisheries, Wildlife and Outdoor Recreation).

Athabasca University

Graduates of the two-year Renewable Resource Management Diploma program receive 30 credits towards a three or four year Bachelor of Management (Post-Diploma) Degree or 60 credits towards a Bachelor of Science (Post-Diploma) Degree.

School of Health Sciences



Knowledge for healing hands

- Exercise Science
- Massage Therapy
- Nursing Education in Southwestern Alberta
- Therapeutic Recreation - Gerontology
- Perioperative Nursing
- Practical Nursing

Exercise Science

Program Office: 403.320.3348 • robin.howg@lethbridgecollege.ab.ca

Chair: Sheila Heinrich 403.320.3424 • s.heinrich@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

As the thirst for physical fitness continues throughout North America, so too does the need for Personal Trainers to accommodate the growth. They are integral to the health and fitness industry.

Our diploma program for Exercise Science students and Certified Personal Trainers has been tailored by Lethbridge College and the Alberta Provincial Fitness Unit and provides all required core requisites outlined by the Canadian Society for Exercise Physiology.

You'll be ready to begin your career as a personal trainer in one of many possible areas, knowing your academic work is recognized across the country.

CAREER OPPORTUNITIES

Your Canadian Society for Exercise Physiology (CSEP) – Certified Personal Trainer (CPT) designation (certification) will prepare you to work in a variety of capacities within the fitness industry including:

- Fitness Clubs
- Sport Teams
- Professional Corporations
- Personal Fitness Care
- Medical Clinics
- Schools/Out Reach Programs
- Physiotherapy Clinics
- Sport Organizations
- Rehabilitation Agencies
- Health/Resort Spas
- Recreation Groups
- Travel Industry
- Community Facilities
- Senior Centres
- Business Entrepreneur

ADMISSIONS

New students are accepted into the Exercise Science program for the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent, with successful completion of English Language Arts (ELA) 30-1 or 30-2 and Biology 30 or equivalencies. Students lacking Biology 30 requirements are required to complete BIO 095 (Biology) in their first term.

NON-ACADEMIC REQUIREMENTS

Applicants are advised they may be required to provide a Criminal Record Check before entering the practicum experience component of the program.

MEDICAL REQUIREMENTS

Although no physical requirements are placed on applicants for entry to the program, applicants should ensure through a medical examination that their cardiovascular system is suitable to undertake strenuous exercise. Interviews may be requested.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Pursuing certification in some specific courses may require an additional fee. Please contact the program for details.

CURRICULUM

Year I Term I		Credits
PED 150	Exercise and Healthful Living	3
PED 160	Weight Training & Exercise (DL)	3
BIO 160	Anatomy & Physiology I	4
ENG 156	Business Writing (DL)	3
PSY 160	Introduction to Psychology (DL)	3
BIO 095	Biology 095 **	5
		16-21

** Required if the student does not have Biology 30 or equivalent.

Year I Term II		
PED 188	Fitness Leadership	3
BIO 155	Human Nutrition	3
BIO 161	Anatomy & Physiology II	4
PED 260	Biomechanics & Applied Kinesiology	3
PED 158	Practicum I	3
	Elective	3
		19

Year II Term I		
PED 262	Exercise Physiology	4
PED 267	Fitness Assessment	4
PED 256	Athletic Injuries and Rehabilitation	3
COM 162	Interpersonal Relationships/Communication (DL)	3
	Elective	3
		17

Year II Term II		
PED 252	Current Trends in Fitness	3
PED 259	Exercise Program Design	3
PED 271	Advanced Conditioning	3
BUS 124	Service-Based Small Business Management	3
PED 258	Practicum II	3
	Elective	3
		18

Recommended Electives

Students may select from the following list of recommended electives.

Contact the program for other options.

BIO 152	Physiology of Aging (DL)	3
BIO 156	Wellness and Health Issues	3
CPU 151	Intro to Computers (DL)	3
ENG 150	Composition (DL)	3
HUM 155	Ethics	3
ORG 254	Public Relations	3
PED 161	Judo Level I	3
PED 162	Leisure Activities and Sports	3
PED 172	Latin/Hip Hop/Swing Dance	3
PED 180	Coaching Theory	3
PED 185	Kickboxing and Fitness	3
PED 257	Therapeutic Exercise	3
PSY 177	Psychology of Aging (DL)	3
PSY 255	Psychology of Sports	3
SOC 250	Sociology of Sports	3
SOC 273	Multicultural Issues	3

(DL) indicates courses available through Distributed Learning.

Notes: Graduates will need a current CPR and First Aid Certificate in the workplace. It is recommended that these requirements are completed prior to the practicum placement (year one).

GRADUATION

Upon successful completion of program requirements, students are awarded an Exercise Science Diploma.

*CSEP/CPT Certification will be granted through the Alberta Provincial Fitness Unit upon successful completion of all CPT course material taught during the two-year diploma program. For more information, please contact the program.

"The College has a small and friendly campus. Coming from a small town, that was important to me. The skills I'm learning in the program translate directly into skills I need in my job."

*Amanda Dosch (not pictured),
Exercise Science '08
Health and Wellness Assistant,
YWCA of Lethbridge and District*

Check out our Campus

Contact us today to receive a tour of our campus or take us for a spin as a Student for a Day.

You will gain valuable insight in the program of your choice.

**Call 403.320.3322 or e-mail
info@lethbridgecollege.ab.ca
for details!**

Massage Therapy

Program Office: 403.320.3348 • robin.howg@lethbridgecollege.ab.ca

Chair: Sheila Heinrich 403.320.3424 • s.heinrich@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

The Massage Therapy two-year diploma program focuses on the knowledge, skills and attitudes necessary for employment as a Massage Therapist. This program is designed to facilitate acquisition of knowledge and skills to be a professional in the holistic health care field.

The field of massage therapy demands considerable personal commitment, professionalism and physical and emotional stamina. The curriculum includes significant amounts of study and practicum experience. Student performance in the practicum experience is closely monitored to ensure appropriate skill and personal development.

Interested students are advised of the demand on their personal and leisure time of such an integrated work/study approach.

CAREER OPPORTUNITIES

You will be prepared for entry-level positions as a massage therapist in a growing number of fields, including:

- Hospitals
- Sports Medicine Clinics
- Long-Term Care Facilities
- Private Health-Care Providers
- Massage Clinics

ADMISSIONS

New students are accepted into the Massage Therapy two-year diploma program in the Fall (September) term. All prospective candidates will normally be expected to attend a one-day program orientation prior to program commencement. Qualified applicants may be admitted into programs outside of normal intakes.

Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent, with a minimum of 60% in the following Grade 12 subjects: Biology 30 and English Language Arts (ELA) 30-1 or 30-2. Students are also required to have a working knowledge of word processing, spreadsheet and data base software.

NON-ACADEMIC REQUIREMENTS

Applicants are advised they will be required to provide a Criminal Record Check before entering the practicum experience component of the program. The existence of a criminal record may affect the practicum placement, program completion and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis. The logistics will be discussed with students during program orientation.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of health requirements (form provided by the Massage Therapy program). Students are responsible for ensuring that health requirements are kept current throughout the program. Failure to do so may affect work-site based experience.

PRACTICUM EXPERIENCE REQUIREMENTS

Applicants will be required to have St. John Ambulance Standard First Aid and CPR (or equivalent) certificates prior to the Practicum II experience and must remain current for Practicum III and IV.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Other supplies such as linens and oils will be specified and students are responsible for obtaining them. Students are responsible for laundering their own linens frequently. Students will purchase a Lethbridge College Massage Therapy Shirt (\$30). The shirts are worn during clinical and outreach activities. Students may find it useful to rent or purchase a massage table. Approximate purchase cost is \$600.

As part of the program course requirements, students are expected to book a massage with a registered massage therapist. This can cost anywhere from \$40 - \$100. Please take this into account when budgeting for the program.

CURRICULUM

Year I Term I Credits

BIO 145	Introduction to Anatomy & Physiology	5
MAS 140	Basic Massage	5
ENG 156	Business Writing (DL)	3
CSP 150	Medical Terminology	4
MAS 122	Practicum I	1
		18

Year I Term II

MAS 130	Pathology	3
MAS 145	Advanced Massage	4
MAS 123	Practicum II	2
ACC 125	Service-Based Accounting Procedures	3
BIO 146	Joints and Soft Tissues	3
MAS 144	Contemporary Practices of Massage	3
		18

Year II Term I

MAS 251	Massage Techniques I	4
MAS 253	Assessment for Massage Therapists I	3
MAS 254	Special Populations I	5
MAS 255	Practicum III	2
PED 257	Therapeutic Exercise	3
MAS 256	Sports Massage	4
		21

Year II Term II

MAS 257	Massage Techniques II	3
MAS 258	Assessment for Massage Therapists II	3
MAS 149	Seminar	1
BUS 124	Service-Based Small Business Management	3
MAS 259	Practicum IV	2
MAS 260	Special Populations II	4
		16

GRADUATION

Upon successful completion of all program requirements, students are awarded a Massage Therapy Diploma.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Nursing Education in Southwestern Alberta (NESA)

Program Office: 403.320.3348 • robin.howg@lethbridgecollege.ab.ca

Chair: Sheila Heinrich (NESA) 403.320.3424 • s.heinrich@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

Due to the nature of the program, it is recommended learners contact an Academic Advisor with initial inquiries. Call 403.320.3323 or 1.800.572.0103 ext. 3323

PROGRAM OVERVIEW

The nursing profession is one of the cornerstones of modern health care. Lethbridge College and the University of Lethbridge have teamed up to offer a collaborative program that offers excellent opportunities for education.

You get a top-quality education in an environment known for producing well-qualified nurses. This is due in part to the self-directed nature of the program, which encourages learners to take responsibility for their own learning under the guidance of an experienced faculty member. You will work closely with our instructors in small tutorial groups, combining theory and practice through problem-based learning. Course-related practicums in hospitals, community health-care agencies and home care agencies will let you apply your new-found knowledge in the real world. Our exciting Simulated Patient Health Environment for Research and Education (SPHERE) lab is incorporated throughout the NESA curriculum.

Through this combination of theory and hands-on clinical experience, you will develop skills in diagnostic reasoning, innovative clinical practice, leadership and technological knowledge. We also place special emphasis on rural, elderly and aboriginal populations.

When you complete the degree program, you will be eligible to write the Canadian Registered Nurse Examination (CRNE), giving you the opportunity to be licensed as a Registered Nurse (RN).

Your natural caring and compassionate nature combined with a commitment to high standards and detail makes you an excellent candidate for the NESA program. Contact us to find out more!

CAREER OPPORTUNITIES

Nurses work in a range of healthcare fields, from acute care to continuing care and from public health agencies to home care.

ADMISSIONS

All applicants applying to the four-year NESA BN degree program must apply directly to the University of Lethbridge. Please refer to the U of L admissions information.

All newly-admitted students will register in and attend courses at Lethbridge College for the first two years of the program. Students will register in and attend courses at the University of Lethbridge for the final two years of the program.

ACADEMIC REQUIREMENTS

All applicants must complete Alberta's English Language Arts (ELA) 30-1, Biology 30, Chemistry 30, Mathematics 30 or Pure Mathematics 30 and one additional 30-level course (not including Special Projects), or courses providing equivalent preparation with a minimum average of 65 per cent and not less than 50 per cent in any required subject.

NON-ACADEMIC REQUIREMENTS

All applicants may be invited to an interview. An interview will be required for applicants seeking non-matriculated Adult (Mature) Admission. Successful applicants are advised they will be required to provide a Criminal Record Check. The existence of a criminal record may affect clinical placements, program completion, professional licensure, and employment prospects.

The consequences of a prior criminal conviction will be examined and discussed on an individual basis. Successful applicants must provide a valid Standard First Aid Certificate and a CPR Health Care Provider Certificate. Students are responsible for ensuring that CPR remains current throughout the program. Failure to do so may affect clinical placement.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of immunization (form provided by the Nursing Program). Students are responsible for ensuring that immunizations are kept current throughout the program. Failure to do so may affect clinical placements.

ADMISSION ROUTES

Admission to the NESA program may be gained by one of the following admission routes:

- Alberta or other Canadian high school credentials.
- Transfer from recognized colleges or universities.
- Non-matriculated Adult (Mature) admission.
- Credentials from other countries.

If currently studying, applicants should submit mid-term grades with the instructor's signature as soon as possible. The following grids are used to determine the applicant's eligibility for admission.

HOW TO USE THE FOLLOWING GRIDS

Example: John is applying to the NESA program through the high school admission route. He needs to find the final grade he received in English 30 (78%), Biology 30 (75%), Math 30 or Pure (75%), Chemistry 30 (90%) and a 5th 30 level course with a final mark (97%) that is to his best advantage. John records his marks where they fit in the grid and calculates 15% of each mark and 40% of the average of five courses as described below.

Course	Grade	Multiply by Rank Factor	Total
Chemistry 30	90%	.15	13.5
English 30	78%	.15	11.7
Biology 30	85%	.15	12.75
Pure Math 30	75%	.15	11.25
Other 30 Level Course	97%		
Overall Average of English 30, best three grades, best fifth grade (add grades and divide by 5)	85%	.40	34.0

TOTAL RANK WEIGHT: 83.2
(add Total Column)

HIGH SCHOOL STUDENT ADMISSION GRID

Course	Grade	Multiply by Rank Factor	Total
Chemistry 30		.15	
English 30		.15	
Biology 30		.15	
Pure Math 30		.15	
Other 30 Level Course			
Overall Average of English 30, best three grades, best fifth grade (add grades and divide by 5)		.40	

TOTAL RANK WEIGHT: _____
(add Total Column)

TRANSFER STUDENT ADMISSION GRID

If you have completed three or more transferable courses, you will be considered a Transfer applicant. Transferable courses are three credit term courses completed at a university, college or technical institute.

Course	Grade	Multiply by Rank Factor	Total
Chemistry 30 or Transfer		.15	
English 30 or Transfer		.15	
Biology 30 or Transfer		.15	
Pure Math 30 or Transfer		.15	
Transfer GPA		.40	

TOTAL RANK WEIGHT: _____
(add Total Column)

MATURE STUDENT ADMISSION GRID

The non-matriculated adult (mature) admission route is intended for Canadian and International applicants whose credentials do not satisfy the admission criteria of any other admission route. The applicant must be deemed to have potential for success at the post-secondary level that is at least equal to that of applicants meeting the criteria for the high school admission route.

Course	Grade	Multiply by Rank Factor	Total
Chemistry 30 or Equivalent		.15	
English 30 or Equivalent		.15	
Biology 30 or Equivalent		.15	
Pure Math 30 or Equivalent		.15	
Related Health Experience (0-20 points)		.40	
Interview (0-20 points)			

A letter and resume from the applicant, describing health related experience and a letter of reference from an individual in a health related discipline to the admissions office is required. Letters should address the applicant's potential for success in post-secondary studies, relevance of experience to this potential, and goals for the future.

TOTAL RANK WEIGHT: _____
(add Total Column)

Nursing Education in Southwestern Alberta (NESA) - continued

International Students

Applicants whose first language is other than English must provide acceptable evidence of English Language Proficiency according to the U of L admissions information.

SPECIAL ARRANGEMENTS FOR COURSE CREDIT

Transfer Credit

NESA Nursing Program

A student may transfer up to half of the program requirements (20 term course equivalents) to the University of Lethbridge. The following grid represents transfer credit limits.

	Total Term Course Equivalents (including Nursing courses)	Total Nursing Courses
Upon Admission	13 (39 credit hours)	5 (15 credit hours)
Upon Continuation Into 3rd Year	7 (21 credit hours)	3 (9 credit hours)
Total Transfer Possible	20 (60 credit hours)	8 (24 credit hours)

Please refer to the U of L admissions information.

Academic Standards

During orientation to the program, students receive a handbook outlining all the program policies. It is very important for learners to review and understand these requirements. To be in good standing, a student must maintain a minimum cumulative grade point average as listed below:

Number of Completed Courses	GPA All Courses	GPA Nursing Courses
1-10	1.70	2.50
11-20	1.85	2.50
21-40	2.00	2.50

Probationary Student

A student shall be placed on academic probation if the term grade point average and/or the cumulative grade point average is below the minimum listed above for all courses or below 2.5 for required nursing courses for one term in the program. Students may be subject to program restrictions while on probation.

Academic Disqualification

A student who is on probation for two successive terms will be disqualified from further registration in the program. The student may apply for re-admission after a lapse of one full year. Students dismissed for a second time will not be re-admitted to the program.

Standards of Professional Conduct

The standards of professional conduct for students in the NESA program are published in the Student Handbook. Students are subject to the general rules and regulations of the agencies with which they are affiliated during practice experiences. Students may be required to withdraw for violations of professional conduct. Faculty members who are supervising clinical practice experiences may require a student to leave a clinical setting at any time if, in the opinion of the Faculty member, the student's practice threatens patient/client safety or is disruptive to patient/client care. The Dean, or the Chair in the case of Years I & II, will review the case in a timely fashion to determine whether, and under what conditions, the student may return to the clinical setting.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment". Students are expected to travel for practicum placements and are responsible for associated costs.

- Year III and Year IV BN Fees are determined by the University of Lethbridge. Please contact the U of L at 403.329.2649 for more information.

CURRICULUM

Year I Term I			Credits
BIO 160	Anatomy and Physiology I		4
NSG 150	(U of L 1020) Concepts of Health I		3
NSG 163	(U of L 1220) Nursing Practice I		7
ENG 190	(U of L 1900) Introduction to Language & Literature		3
PSY 160	(U of L 1000) Introduction to Psychology		3
			20
Year I Term II			
BIO 161	Anatomy and Physiology II		4
NSG 155	(U of L 1120) Concepts of Health II		3
NSG 173	(U of L 1320) Nursing Practice II		7
BIO 162	Microbiology		4
SOC 160	(U of L 1000) Introduction to Sociology		3
			21
Year II Term I			
NSG 250	(U of L 2020) Health, Illness and Healing I		3
OR			
NSG 255	(U of L 2125) Health, Illness and Healing II		3
NSG 263	(U of L 2150) Nursing Practice III		12
NSG 290	(U of L 2260) Applied Therapeutics		3
HUM 155	(U of L Philosophy 1000) Ethics		3
PSY 170	Human Development Across The Lifespan		3
			24

Year II Term II		
NSG 250	(U of L 2020) Health, Illness and Healing I	3
OR		
NSG 255	(U of L 2125) Health, Illness and Healing II	3
NSG 279	(U of L 2135) Professional Seminar I	3
NSG 293	(U of L 2255) Nursing Practice IV	12
GLER	Social Science Elective	3
GLER	Humanities or Fine Arts Elective	3
		24

Special Note: Whenever possible, nursing theory courses are aligned with concurrent clinical practice experiences.

General Requirements

1. Successful completion of at least 40 course equivalents (121.0 credit hours) with a cumulative grade point average of at least 2.00 on all courses taken for credit toward the degree.
2. Attain a minimum cumulative grade point average of at least 2.50 on all required Nursing and Health Sciences courses taken for credit toward the program.
3. Completion of the General Liberal Education Requirement (GLER)
4. Not more than three Independent Study courses may be taken for credit toward the degree.
Residence Requirement: 20 courses including a minimum of 12 in Nursing and Health Sciences.
5. All requirements must be completed within seven years of the first Nursing course used for credit toward the degree

Year III Term I	
Nursing 3020 or 3125 or 3230	
Nursing 3255	
Nursing 3360	
HLSC 3450	
Fine Arts/Humanities elective	
Year III Term II	
Nursing 3125 or 3230 or 3020	
Nursing 3135	
Nursing 3600	
Fine Arts/Humanities elective	
Year IV Term I	
Nursing 3230 or 3020 or 3125	
Nursing 4550	
Nursing 4135	
Social Science Elective	
Year IV Term II	
Nursing 4750	

Therapeutic Recreation - Gerontology

Program Office: 403.320.3348 • robin.howg@lethbridgecollege.ab.ca

Chair: Sheila Heinrich (NESA) 403.320.3424 • s.heinrich@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Our population is aging and those with the skills to work with seniors are in huge demand. If the opportunity to use leisure and recreational activities to enhance the quality of their lives is appealing to you, our two-year diploma program in Therapeutic Recreation - Gerontology will prepare you for a rewarding career working with the elderly.

You can study on campus, by Distributed Learning or customize your learning to suit your personal needs by using both delivery methods. You will learn how to plan and deliver therapeutic recreation services which include functional intervention, leisure education and recreation participation programming. This knowledge will be balanced with a thorough understanding of the sociological, physiological and psychological process of aging.

You'll have the opportunity to apply theory and practice through two 320-hour fieldwork placements. Together with your faculty advisors, you can select placements where you will be supervised by a qualified Therapeutic Recreation professional – and students have found placements from Victoria all the way to Newfoundland!

At the end of the program, you'll have a diploma in Therapeutic Recreation - Gerontology, a comprehensive, practical understanding of therapeutic recreation and gerontology and the skills required for immediate employment! Get ready for a successful career enhancing the lives of seniors by coming to Lethbridge College.

CAREER OPPORTUNITIES

Your diploma in Therapeutic Recreation - Gerontology will prepare you to work in many fields, including:

- Mental Health Facilities
- Adult Day Programs
- Respite Care Facilities
- Special Assessment Units
- Long-Term Care Facilities
- Senior Recreation Facilities
- Adult Living Facilities
- Hospitals
- Acute Care Facilities
- Assisted Living Facilities
- Senior Centres
- Friendship Centres
- Group Homes
- Senior's Holiday Resorts
- Senior Camps

ADMISSIONS

New students are admitted into the Therapeutic Recreation - Gerontology campus-based program in the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent with a minimum 65 per cent in English Language Arts (ELA) 30-1 or 30-2 or equivalent and 50 per cent in Biology 30. Students lacking Biology 30 requirements are required to complete BIO-149 Introduction to Physiology in their first term.

ALTERNATE ADMISSION

Applicants are required to have a minimum 60th percentile in Reading and 50th percentile on Sentence Skills sections of placement testing.

Students that lack Biology 30 entrance requirement are required to complete BIO-149 Introduction to Physiology in their first term.

NON-ACADEMIC REQUIREMENTS

Applicants will be required to provide a Criminal Record Check, Standard First Aid and CPR (level C) before entering the fieldwork experience component of the program. The existence of a criminal record may affect work experience placement, program completion and employment prospects. The consequences of a prior conviction will be examined and discussed on an individual basis.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of health requirements (form provided by the Therapeutic Recreation - Gerontology program). Students are responsible for ensuring that health requirements are kept current throughout the program. Failure to do so will affect fieldwork placements.

Note: Campus-based students must complete field work on a full-time basis from April 1st to May 31st; students may be required to relocate to complete the field work placements. Distributed Learning students must complete field work on a full-time basis. Students may be required to relocate to complete the field work placements.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I Credits

COM 162	Interpersonal Relationships and Communications (DL)	3
CPU 151	Introduction to Computers (DL)	3
ENG 150	Composition (DL)	3
PSY 177	Psychology of Aging (DL)	3
TRG 155	Introduction to Therapeutic Recreation (DL)	2
HSP 150	Foundations of Human Services (DL)	2
TRG 164	Leadership Theory (DL)	3
BIO 149	Introduction to Physiology * (DL)	2
		21

* Required if the student does not have Biology 30 or equivalent

Year I Term II

BIO 152	Physiology of Aging (DL)	3
COM 170	Helping Relationships (DL)	3
CPU 251	Computer Applications (DL)	3
TRG 160	Therapeutic Recreation Program Planning I (DL)	3
SOC 167	Sociology of Aging	3
TRG 199	Field Work (320 hours) (DL)	3
		18

Year II Term I

TRG 253	Assessment (DL)	4
TRG 256	Therapeutic Intervention	3
TRG 260	Therapeutic Recreation Program Planning II	3
TRG 268	Therapeutic Leisure Programs	9
		19

Year II Term II

TRG 251	Seminar	2
TRG 263	Aging Disorders and Disabilities	3
TRG 264	Community Resources	3
TRG 265	Fitness for the Aging (DL)	3
TRG 270	Administrative Practices (DL)	3
TRG 200	Field Work (320 hours) (DL)	3
		17

(DL) indicates courses available through Distributed Learning.

GRADUATION

Upon successful completion of all requirements, students are awarded a Therapeutic Recreation - Gerontology Diploma.

TRANSFERS

University of Calgary

Graduates will be considered for entrance into U of C's 10 full course equivalent Bachelor of Community Rehabilitation program.

Athabasca University

Diploma graduates may receive a block transfer of 60 credits (2+2 years) toward the 120-credit Bachelor of Professional Arts in Human Services Degree at Athabasca University.

Diploma graduates may receive a block transfer of 30 credits towards the three or four year Bachelor of Management (Post-Diploma) programs.

University of Regina

Diploma graduates receive a block two-year transfer to the University of Regina's Bachelor of Kinesiology.

A mathematics requirement may be required if missing.

University of Lethbridge

Lethbridge College graduates may apply their diploma to four courses or 12 unspecified credits in the Faculty of Arts and Science at the U of L.

Check out our Campus

Contact us today to receive a tour of our campus or take us for a spin as a Student for a Day.

You will gain valuable insight in the program of your choice.

Call 403.320.3322 or e-mail info@lethbridgecollege.ab.ca for details!

Perioperative Post-Diploma Nursing

Program Office: 403.320.3348 • robin.howg@lethbridgecollege.ab.ca
Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Are you a Registered Nurse who would like to work in the operating room? Our Perioperative Post-Diploma Nursing program will give you a comprehensive, practical introduction to providing patient care in surgical intervention facilities.

You'll further develop your understanding of the professional and clinical standards of Perioperative nursing, the scrub role and the circulating role through self-study. We make sure you balance this understanding with a face-to-face experience in a clinical setting followed by a practicum.

At the end of the program, you'll have a Credential of Academic Achievement in Perioperative Post-Diploma Nursing and you'll be prepared to offer the best in Perioperative care to your patients.

CAREER OPPORTUNITIES

Perioperative Nurses will be able to work in health care facilities that provide surgical areas, including recovery, day surgery and day procedures.

ADMISSIONS

The following must be completed prior to start of the program:

- Current nursing experience
- Current active Licensure as an RN in Alberta
- Current CPR C certification
- A written self-evaluation of current nursing skills
- A written self-assessment of personal attributes to OR nursing
- Letter of reference from present employer

CURRICULUM

	Credits
NSG 390 Professional and Clinical Standards of Perioperative Nursing (DL)	5
NSG 391 Standards and Competencies of Scrub Role (Theory) (DL)	2
NSG 392 Standards and Competencies of Circulating Role (Theory) (DL)	2
NSG 393 Implementation of Standards and Competencies (Clinical)	6
NSG 394 Perioperative Practicum (144 hours)	3

(DL) indicates courses available through Distance Learning.

Important Dates:

Lab experiences are set for September and/or April. Clinical experiences are set for September-October and/or April-May.

Clinical and lab experiences have an enrollment minimum of six and maximum of eight to be offered.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Practical Nursing

Program Office: 403.320.3348 • robin.howg@lethbridgecollege.ab.ca

Chair of Practical Nursing: Debra Bardock 403.320.3403 • deb.bardock@lethbridgecollege.ab.ca

Office of the Dean: Jamie Hilt 403.320.3464

PROGRAM OVERVIEW

The Practical Nursing diploma will train students to the Practical Nurse full scope of practice as identified by the College of Licensed Practical Nurses of Alberta.

The 1830-hour program incorporates the concept of team work, collaboration, leadership, psychosocial issues and lifespan in a variety of settings - acute care, long-term care and community through theory, lab and clinical experiences.

The Practical Nursing program consists of four semesters plus a two month full scope practicum at the completion of the program.

CAREER OPPORTUNITIES

Your Practical Nursing Diploma will prepare you for work in a wide range of health care fields, from acute-care to long-term care and from large public health agencies to individual home care.

Practical Nurses work closely with other health care team members and play an increasing role in primary healthcare, focusing on illness and injury prevention, health protection and health restoration.

ADMISSIONS

New intakes are in September of each year.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent including: 60 percent minimum in English Language Arts (ELA) 30-1 or 70 percent in ELA 30-2, 60 percent Pure Math 20 or 70 percent in Applied Math 20, 60 percent minimum in Biology 30, or equivalents.

A current CPR Health Care Provider Level Certificate is required prior to clinical.

NON-ACADEMIC REQUIREMENTS

Applicants are advised they will be required to provide a Criminal Record Check before entering the clinical component of the program. The existence of a criminal record may affect the clinical placement, program completion, professional licensure and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of health requirements (form provided by the Practical Nursing program). Students are responsible for ensuring that health requirements are kept current throughout the program. Failure to do so may affect work-site based experience.

Applicants must possess the ability to perform the physical and mental/emotional duties of the Practical Nursing Program. Applicants may be required to provide a physician's medical report at the request of the program and/or have an assessment at the work-site to determine suitability for the program.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year 1 Term I			Credits
BIO 156	Wellness & Health Issues		3
BIO 160	Anatomy & Physiology I		4
ENG 150	English Composition (DL)		3
OR			
ENG 190	Intro to Language & Literature		3
OR any other English above the "150" level			3
COM 162	Interpersonal Relationships & Communication (DL)		3
NSG 145	Health & the Practical Nurse (Theory I)		3
NSG 146	Basic Nursing Skills (Practice I)		3
NSG 147	PN Clinical I		1
			20
Year 1 Term II			
BIO 161	Anatomy & Physiology II		4
NSG 148	Health and Individuals (Theory II)		3
NSG 149	Intermediate Nursing Skills (Practice II)		3
NSG 154	PN Clinical II		4
NSG 159	Pharmacology		3
NSG 167	Health Assessment		4
			21
Year 2 Term I			
NSG 251	Health and Illness (Theory III)		3
NSG 252	Senior Nursing Skills (Practice III)		3
NSG 253	PN Clinical III		4
NSG 256	Pathophysiology		3
PSY 170	Human Development across the Lifespan (DL)		3
PSY 251	Mental Health Nursing		3
			19

Practical Nursing - continued

Year 2 Term II

HTH 255	Professional Growth	3
NSG 257	Health and Families (Theory IV)	4
NSG 258	Full Scope of Practice Skills (Practice IV)	2
NSG 259	PN Clinical IV	5
NSG 267	Community Nursing	3
NSG 276	Focused Practicum	2
NSG 277	Comprehensive Practicum	4
SOC 167	Sociology of Aging	3
		26

(DL) indicates courses available through Distributed Learning.

General Requirements

All specialized courses in one term must be successfully completed to advance to the next term's specialty courses.

To remain in good standing, students must attain a minimum term grade point average (GPA) of 1.7 in all Arts and Science courses and a minimum term GPA of 2.3 in all nursing related courses (NSG, HTH).

GRADUATION

To be eligible to graduate, students must attain a passing overall program grade point average (GPA) of 1.7.

Upon successful completion of all program requirements, students are awarded a Diploma in Practical Nursing. Graduates are eligible for licensure through the College of Licensed Practical Nurses of Alberta upon payment of a fee and successfully passing a national practical nurse examination.

School of Human Services



Help people be their best.

- **Child and Youth Care**
- **Disability and Community Rehabilitation** (distance delivery only)
- **Early Childhood Education**
- **Fetal Alcohol Spectrum Disorder Education** (distance delivery only)
- **Special Needs Educational Assistant**

Child and Youth Care

Program Office: 403.320.3393 • lori.brown@lethbridgecollege.ab.ca

Chair: Wendy Weninger 403.329.7254 • wendy.weninger@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

The Child and Youth Care program is designed to prepare you to work with children, youth and families who are experiencing difficulties and challenges within their daily lives that have impacted their optimal development. Some will have been exposed to negative life circumstances such as trauma, rejection, abuse, and emotional stress. You will learn to work from a developmental, ecological and strength-based perspective, emphasizing the interaction between persons and their physical, social and cultural environments.

You will gain the knowledge, values and skills to promote, support and strengthen the development of children, youth and their families in a variety of settings such as residential treatment, community-based and youth programs, parent education and family support, family preservation and reunification, early intervention and within a variety of school settings.

Once you graduate from the program, you'll be able to integrate a strength-based developmental and systems perspective in all aspects of child and youth care practice.

CAREER OPPORTUNITIES

Our diploma program in Child and Youth Care will prepare you for employment as a child and youth care professional in a wide variety of settings including:

- Residential and Treatment Programs
- Family Support Work
- Group Homes
- Independent Living Programs
- Schools
- Recreation & Community Centres
- Women's Emergency Centres
- Foster Care
- Young Offender Centres
- Drop-in Centres
- Hospitals
- Adolescent Psychiatry

ADMISSIONS

New students are accepted into the Child and Youth Care program for the Fall (September) term. Students wishing to enroll for the Winter (January) term may take courses in a revised curriculum based on course availability. This admission results in a five term curriculum for the completion of the diploma. All applicants are encouraged to apply early (by October for January admission and by February for September admission) to ensure their seat within the program. Ongoing applications will be accepted until the program is full. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into the program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent including a minimum of 60 per cent in each of: Social Studies 30 (or 70 per cent in Social Studies 33), English Language Arts (ELA) 30-1 (or 70 per cent ELA 30-2) and one other 30 level subject.

Applicants are required to achieve a minimum 60th percentile on the Reading and Sentence Skills sections and the writing sample section of placement testing.

Applicants lacking academic prerequisites may seek Alternate Admission, which will involve adjudication of these prerequisites based on other educational experiences and/or related background. Applicants seeking this process for admission are strongly encouraged to contact the program prior to application.

NON-ACADEMIC REQUIREMENTS

In addition to academic requirements, applicants are required to complete the Reading and Sentence Skills components of placement testing. Applicants will also complete an essay as part of their placement testing, outlining their motivation for being a Child and Youth Care Worker as well as personal life experiences and qualities that show their suitability to the field. Applicants participate and complete the Child and Youth Care interview process with the Child and Youth Care Admissions Committee.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of health requirements (form provided by the Child and Youth Care program). Students are responsible for ensuring that health requirements are kept current throughout the program. Failure to do so may affect work-site based experience.

PRACTICUM EXPERIENCE REQUIREMENTS

Applicants are advised they will be required to provide a Criminal Record Check and an Alberta Children's Services Intervention Record Check (IR Check) before entering the practicum experience component of the program.

The existence of an IR or criminal record may affect practicum placements, program completion and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis. The logistics for obtaining a Criminal Record Check and an IR Check will be discussed with students during program orientation. Cost of the Criminal Record Check is approximately \$75 on each occurrence. Students are advised that it is necessary to have these checks completed at least once per year.

Applicants will be required to have St. John Ambulance Standard First Aid and CPR (or equivalent) certificates prior to their practicum experiences. The cost for this certification is approximately \$125.

As a professional program, it is strongly recommended that students become active members of the Child and Youth Care Workers Association of Alberta. The logistics and benefits for this membership will be discussed with students upon admission. The cost for this membership is approximately \$40.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM			Year II Term I		
Year I Term I			Credits		
HSP 151	Family Systems and Development (DL)	3	CYC 251	Family Support and Intervention	3
COM 162	Interpersonal Relationships & Communications (DL)	3	CYC 256	CYC Clinical Practice II	6
OR			CYC 278	Crisis Intervention	3
CYC 157	Foundations of CYC Communications	3	OR		
CYC 169	Observation, Reporting & Assessment	3	COR 287	Crisis Resolution (DL)	3
HSP 150	Foundations of Human Services (DL)	2	CYC 280	Counselling Techniques II	4
CYC 179	Foundations of Child & Youth Care	2			16
CYC 182	Outdoor Educational Experience	1	Year II Term II		
CYC 183	Therapeutic Activities in Child & Youth Care	3	CYC 263	Professional Practice in Child and Youth Care	3
ENG 150	Composition (DL)	3	CYC 269	Case Management and Evaluation	3
OR			CYC 271	CYC Clinical Practice III	9
ENG 190	Intro to Language & Literature	3		Approved Elective	3
PSY 170	Human Development Across the Life Span (DL)	3			18
SOC 273	Multicultural Issues	3	Students may select from the following electives, with choices dependent on scheduling.		
		26	CJP 180	Law, Youth & Young Offenders (DL)	3
Year I Term II			ENG 180	Survey of Canadian Literature	3
CYC 163	Behaviour Management	2	IST 250	International Business Study Tour	3
OR			NAT 155	Native Cross Cultural Awareness	3
RSP 155	Applied Behaviour Analysis & Positive Behaviour Support (DL)	3	PSY 277	Addictions Treatment	3
CYC 172	Family Violence	3	SOC 276	Sexuality	3
CYC 175	Therapeutic Interventions	3	HSP 155	Introduction to Art Therapy	3
CYC 178	CYC Clinical Practice I	4	PSY 260	Abnormal Psychology (DL)	3
CYC 180	Counselling Techniques I	4			
CYC 193	Group Process	3	(DL) indicates courses available through Distributed Learning.		
CYC 194	Activity Leadership	3			
PSY 179	Adolescent Development	3			
		25			

Child and Youth Care - continued

GRADUATION

Upon successful completion of all program requirements, students are awarded a Child and Youth Care Diploma.

TRANSFERS

Grant MacEwan College

Students who successfully complete the first year of the CYC program are eligible for admission into the second year of the Child and Youth Care program at Grant MacEwan College. Diploma graduates are eligible for entry into year three of Grant MacEwan's Bachelor of Child and Youth Care. Applicants must have an overall GPA of C+ or 2.3 on a 4 point scale and a minimum grade of C+ in all required diploma courses. Final transfer agreement is pending at the time of Calendar publication.

Mount Royal College

Students may be able to transfer to the Child and Youth Care program at Mount Royal College on a course by course basis.

Medicine Hat College

Students may be able to transfer to the Child and Youth Care program at Medicine Hat College on a course by course basis.

British Columbia universities

Diploma graduates may transfer directly into the third year of a degree program at the University of Victoria, Malaspina University College and the University College of the Fraser Valley.

Lethbridge College

Students who complete the Child and Youth Care diploma are eligible for entry into the Bachelor of Applied Corrections degree program at Lethbridge College. Some bridging courses may be required on an individual basis.

Athabasca University

Diploma graduates may transfer directly into the third year of the Bachelor of Professional Arts in Human Services at Athabasca University. Diploma graduates are awarded transfer credit equivalent to one year towards the three or four year Bachelor of Management degree at Athabasca University.

University of Calgary

Two-year diploma graduates will be awarded five full-course equivalents.

"I love the small classes and tight-knit community feel of the College. People in Lethbridge are so friendly and the landscape is beautiful."

*Monica Riley,
Early Childhood Education '07
Fredericton, NB*

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Disability and Community Rehabilitation

Program Office: 403.320.3393 • lori.brown@lethbridgecollege.ab.ca

Chair: Wendy Weninger 403.329.7254 • wendy.weninger@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Choose a career that makes a difference! As a Disability Service professional, you will impact the lives of children, adults, families and communities every day.

Our one-year certificate will prepare you with a value base and the practical skills needed to support people as they fully participate in community living. Our work based practicum courses will ensure you have the skills necessary to support people with developmental disabilities in effective and respectful ways. Your education will be grounded in values that focus on empowerment, self-determination and advocacy.

Continue your education with a second year of studies and graduate with a diploma in Disability and Community Rehabilitation. Emphasis in the diploma is placed on leadership within the profession, administrative practices, facilitation of personal planning and the advancement of inclusive communities.

Prospects for employment careers supporting people who live with a disability are excellent. Career opportunities exist within families, inclusive education settings, community access programs, employment services, residential supports, recreation programs, and many other areas.

Support people where they live, learn, play and work. Become a graduate of the Disability and Community Rehabilitation program and make a difference in the lives of people in your community.

CAREER OPPORTUNITIES

The prospects of employment in the Disability Services field are excellent. Lethbridge College's Disability and Community Rehabilitation graduates are highly valued by human service agencies across Western Canada. Career opportunities include:

- Vocational Support Worker
- Employment Training Specialist
- Special Needs Daycare Worker
- Special Education Assistant
- Residential Team Leader
- Community Support Worker
- Recreation Specialist
- Assisted Living Worker
- Behavioural Support Worker
- Therapy Aide
- Rehabilitation Practitioner
- Advocacy and Family Liaison
- Planning Facilitator

ADMISSIONS

Students are accepted into the Disability and Community Rehabilitation Certificate program for the Fall (September), Winter (January), or Summer (May) terms. The entire program is offered through Distributed Learning.

Students are accepted into the second year of the Diploma based on the completion of the Disability and Community Rehabilitation Certificate or the Fetal Alcohol Spectrum Disorder Education Certificate. Students from other programs and post-secondary institutions who have completed similar programs will be assessed individually for placement in the Disability and Community Rehabilitation Diploma. The entire second year of the program is offered through Distributed Learning.

ACADEMIC REQUIREMENTS

Applicants to the Certificate program are required to have an Alberta High School Diploma or equivalent with credit in English Language Arts (ELA) 30-1 or 30-2.

Admission into the Diploma in Disability and Community Rehabilitation requires that students have successfully completed the Certificate in Disability and Community Rehabilitation or Fetal Alcohol Spectrum Disorder Education. Other Human Service Certificate programs may be accepted. Applicants lacking academic prerequisites may seek Alternate Admission, which will involve a review of education and work experience. The Alternate Admission process will require that students complete placement testing for assessment in Reading and Sentence Skills. Applicants seeking this process for admission are strongly encouraged to contact the program prior to application.

NON-ACADEMIC REQUIREMENTS

Applicants are advised they will be required to provide a current Criminal Record Check before entering the first practicum course of the program. Depending on the placement location, students may also be required to obtain an Alberta Children's Services Intervention Record Check. Students are responsible for the costs associated with these requirements. Failure to present a current Criminal Record Check or other documents may result in a practicum placement being unavailable to the student. The existence of a criminal record may affect practicum placements, program completion and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis.

MEDICAL REQUIREMENTS

Applicants are encouraged to review their immunization records and current state of health before beginning the practicum experiences required in the program. Applicants are advised to ensure they possess the physical and mental/emotional attributes needed to perform many of the duties associated with disability services.

Disability and Community Rehabilitation - continued

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

CERTIFICATE

Year I Term I Credits

COM 162	Interpersonal Relationships & Communication (DL)	3
HSP 150	Foundations of Human Services (DL)	2
RSP 151	Intro to Community Rehabilitation (DL)	2
RSP 152	Health Care & Personal Wellness **	3
RSP 153	Observation and Assessment (DL)	3
RSP 159	Understanding Developmental Disabilities (DL)	3
RSP 161	Practicum Placement I (DL)	2
		18

Year I Term II

HSP 125	Medication Administration (DL)	1
HSP 160	Community Linkages (DL)	1
ENG 150	Composition (DL)	3
OR		
ENG 190	Intro to Language & Literature	3
RSP 155	Applied Behaviour Analysis & Positive Behaviour Support (DL)	3
RSP 164	Facilitating Inclusion (DL)	3
RSP 171	Practicum Placement II (DL)	2
RSP 275	Family Support & Intervention (DL)	3
SOC 150	Multicultural Seminar (DL)	1
		17

DIPLOMA

Year II Term I

PSY 170	Human Development Across The Lifespan (DL)	3
RSP 253	Advanced Studies in Disability (DL)	3
RSP 255	Positive Behaviour Supports (DL)	3
RSP 259	Supported Employment **	3
RSP 262	Leadership in Disability Services **	3
RSP 230	Practicum Placement III (DL)	3
		18

Year II Term II

RSP 251	Facilitating Person Centered Planning **	2
RSP 252	Administrative Practices in Disability Services **	3
RSP 257	Supporting Children through Inclusive Education **	3
RSP 278	Special Issues in Disability (DL)	3
RSP 240	Practicum Placement IV (DL)	3
	Elective	3
		17

Elective Courses

Students may choose any one course from the following:

PSY 160	Introduction to Psychology (DL)	3
PSY 260	Abnormal Psychology (DL)	3
ECE 270	Inclusion of Children with Special Needs (DL)	3
EDU 266	Sensory Impairment	3
EDU 250	Speech and Language Development (DL)	3
RSP 261	Residential Support Services	3
TRG 263	Aging Disorders & Disabilities	3

(DL) indicates courses available through Distributed Learning.

** indicates courses which will be available through Distributed Learning in 2008/2009.

Special Note: The Disability and Community Rehabilitation Certificate and the Fetal Alcohol Spectrum Disorder Education Certificate will transfer directly into the second year of the Disability and Community Rehabilitation Diploma.

GRADUATION

Upon successful completion of Year I program requirements, students are awarded a Disability and Community Rehabilitation Certificate. Upon successful completion of Year II requirements, students are awarded a Disability and Community Rehabilitation Diploma.

TRANSFERS

Alberta Colleges

There are some curriculum differences between Disability Studies programs offered across the province. Transferability of courses will vary from one college to another. Students transferring from other Disability Studies programs taken at other post-secondary institutions in Alberta will have transfer credit evaluated on a course-by-course basis.

University of Calgary

Graduates may receive up to two years credit toward the University of Calgary's Bachelor of Community Rehabilitation Degree.

Athabasca University

Graduates of the Diploma in Disability and Community Rehabilitation may receive up to two years credit towards the Bachelor of Professional Arts in Human Services Degree, at Athabasca University.

University of Victoria

Lethbridge College's Disability and Community Rehabilitation program is part of a collaborative transfer agreement between Alberta colleges and the School of Child and Youth Care at the University of Victoria.

Ryerson University

Graduates may receive up to two years credit towards a Bachelor of Arts Degree in Disability Studies.

Early Childhood Education

Program Office: 403.320.3393 • lori.brown@lethbridgecollege.ab.ca

Chair: Wendy Weninger 403.329.7254 • wendy.weninger@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Learning through play is central to the healthy development of young children. At Lethbridge College, we have over 20 years of experience showing people how to use art, music and play as key elements in early childhood education. Our flexible one-year certificate and two-year diploma programs in Early Childhood Education (ECE) will give you a comprehensive introduction to child growth, behaviour and development, as well as development through play. You'll also learn about health, nutrition and safety.

You can choose from daytime, evening/ weekend and distributed learning courses. We encourage you to test your abilities with 98 days of practicum work, focusing on children from birth to six years old. Try out new practices in the ECE demonstration program and explore your developing abilities with young children in our fully equipped curriculum lab.

In fact, your certificate or diploma in Early Childhood Education will give you more than a practical grounding in child development through play. It gives you the knowledge, experience and perspective you need for an enjoyable, successful career working with young children who are developing typically or have special needs.

CAREER OPPORTUNITIES

- Day Care Centres
- Kindergartens
- Nursery Schools
- Family Day Homes
- Schools
- Toy Manufacturers
- Parenting Centres
- Public Education Agencies
- Public Libraries
- Recreational Facilities
- Holiday Resorts
- Cruise Lines

ADMISSIONS

New students are accepted into the daytime Early Childhood Education program for the Fall (September) term. Students wishing to enroll for the Winter (January) term may take courses in a revised curriculum based on course availability. This admission may result in a three term curriculum for the completion of the certificate. Courses are also open on an individual basis for part-time study. Students completing the program through part-time study are accepted on a year-round basis. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent, with a minimum of 60 per cent in English Language Arts (ELA) 30-1 or a minimum 65 per cent in ELA 30-2 and 60 per cent in Social Science 30 or 33 (Psychology, Sociology or Social Studies). Applicants may also be required to achieve a minimum 60th percentile in Reading Comprehension, Sentence Skills and Arithmetic sections of placement testing or equivalent. Individuals not having the academic requirements can apply as Alternate Admission candidates.

Applicants are required to have successfully completed a one-year Early Childhood Education Certificate or equivalent from a recognized college in order to enter the Early Childhood Education Diploma program (Year II).

NON-ACADEMIC REQUIREMENTS

For full-time study, applicants are required to submit a questionnaire with background information of previous work and academic experience.

Applicants may be asked to attend a small group interview and information session.

HEALTH REQUIREMENTS

Applicants must provide a specific schedule of health requirements (form provided by the Early Childhood Education program). Students are responsible for ensuring that health requirements are kept current throughout the program. Failure to do so may affect work-site based experience.

PRACTICUM REQUIREMENTS

Applicants are advised they will be required to provide a Criminal Record Check and a Child and Youth Information Module Check (CYIM) before entering the practicum experience component of the program. The existence of a criminal record may affect the practicum placement, program completion and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis if necessary.

Students are required to complete practicums in day care centres, nursery schools and/or kindergartens. Every effort is made to provide placements within Lethbridge; however some placements may occur in the outlying communities. Students who are completing practicum through Distributed Learning may complete these practicums in their own communities or nearby areas.

Prior Learning Assessment
If you have experience working in this field of study, you may be eligible for Prior Learning Assessment (PLA). Please direct your inquiries to the ECE program.

Early Childhood Education - continued

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I	Credits
ECE 155 Introduction to Early Childhood	3
ECE 160 Observation and Recording	2
ECE 162 Creative Experiences I	3
COM 162 Interpersonal Relationships & Communications	3
ECE 180 Field Placement I (18 days)	3
ENG 150 Composition	3
OR	
ENG 190 Introduction to Language & Literature	3
PSY 170 Human Development Across The Lifespan	3
	20
Year I Term II	
ECE 154 Guiding Children's Behaviour	3
ECE 156 Development through Play	3
ECE 151 Health, Nutrition & Safety	3
ECE 159 Children with Special Needs	3
ECE 181 Field Placement II (31 days)	5
PSY 171 Child Growth and Development	3
	20
Year II Term I	
ECE 252 Child and Family	2
ECE 270 Inclusion of Children with Special Needs	3
ECE 262 Creative Experiences II	3
ECE 264 Pre-school Programming	3
ECE 251 Diversity in ECE	2
ECE 280 Field Placement III (24 days)	4
	17
Year II Term II	
ECE 253 Family and Community	2
ECE 257 Organization and Administration	3
ECE 260 Infant and Toddler Programming	3
ECE 263 Creative Experiences III	3
ECE 266 Team Building	2
ECE 281 Field Placement IV (25 days)	4
	17

GRADUATION

Upon successful completion of Year I requirements, students are awarded an Early Childhood Education Certificate.

Upon successful completion of the Year II requirements, students are awarded an Early Childhood Education Diploma.

TRANSFERS

University of Victoria

Lethbridge College's Early Childhood Education program is part of a collaborative transfer agreement between five Alberta colleges and the School of Child and Youth Care at the University of Victoria.

University of Alberta

Negotiations are currently underway with the University of Alberta's Faculty of Education.

University of Calgary

Negotiations are currently underway for Lethbridge College Early Childhood Education diploma graduates to receive up to two years credit toward the University of Calgary's Bachelor of Community Rehabilitation Degree.

Athabasca University

Diploma graduates may receive up to two years credit toward the Athabasca University's Bachelor of Administration or Bachelor of Professional Arts - Human Services degrees.

Mount Royal College

Transfer diploma graduates are eligible for the 2nd year of the Bachelor of Applied Child Studies degree at Mount Royal College.

Fetal Alcohol Spectrum Disorder Education

Program Office: 403.320.3393 • lori.brown@lethbridgecollege.ab.ca

Chair: Wendy Weninger 403.329.7254 • wendy.weninger@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

There is a growing demand for support workers and caregivers who have the knowledge and skills to support children, adults and families living with Fetal Alcohol Spectrum Disorder (FASD). This certificate is designed for current professionals and those aspiring towards careers in education, health care, disability services, criminal justice and other human service areas where services to individuals who were exposed prenatally to alcohol are provided.

Course work includes topics on prevention, intervention strategies, diagnosis, behavior associated with FASD, functional assessment, family support, cultural diversity, and case management. Understanding how this developmental disability impacts a person throughout their life is a primary focus of the curriculum. During the practicum courses, you will transfer your new found knowledge about FASD into practical and meaningful ways to support individuals, families and communities. The practical learning experiences can be completed in most Canadian communities and are supported through seminars and regular instructor contact.

Make a difference in your community by choosing a career supporting individuals living with FASD.

CAREER OPPORTUNITIES

Graduates of our Fetal Alcohol Spectrum Disorder Education program are highly valued for their specialized knowledge and skills. Some of the career connections that have been made by our graduates include:

- Addictions Support Worker
- Special Education Assistant
- Employment Support Worker
- Mental Health Advocate
- Residential Support Worker
- Foster Care Liaison
- Child and Youth Care Worker
- Family Services and Supports

ADMISSIONS

Students are accepted into the Fetal Alcohol Spectrum Disorder Education program for the Fall (September), Winter (January), or Summer (May) terms. The entire program is offered through Distributed Learning.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent with credit in English Language Arts (ELA) 30-1 or ELA 30-2.

Applicants lacking academic prerequisites may seek Alternate Admission, which will involve a review of education and work experience. The Alternate Admission process will require that students complete placement testing for assessment in Reading and Sentence Skills. Applicants seeking Alternate Admission are strongly encouraged to contact the program prior to application.

Fast Track Option

Applicants with a previous degree/diploma from an accredited post-secondary institution can be accepted into the Fetal Alcohol Spectrum Disorder Education program with advanced standing. A degree/diploma in Child and Youth Care, Early Childhood Education, Criminal Justice, Social Work, Disability and Community Rehabilitation, Special Needs Education Assistant, Nursing, Psychology or Education may be considered for this Fast Track Option. Applicants seeking this option are strongly encouraged to contact the program prior to application.

NON-ACADEMIC REQUIREMENTS

Applicants are advised they will be required to provide a current Criminal Record Check before entering the first practicum course of the program. Depending on the placement location, students may also be required to obtain an Alberta Children's Services Intervention Record Check. Students are responsible for the costs associated with these requirements. Failure to present a current Criminal Record Check or other documents may result in a practicum placement being unavailable to the student. The existence of a criminal record may affect practicum placements, program completion and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Fetal Alcohol Spectrum Disorder Education

- continued

CURRICULUM

Year I Term I Credits

COM 162	Interpersonal Relationships & Communication (DL)	3
*RSP 153	Observation & Assessment (DL)	3
*RSP 151	Introduction to Community Rehabilitation (DL)	2
*FAS 155	Intervention Strategies for FASD (DL)	3
*FAS 150	Diagnosis of FASD (DL)	1
HSP 150	Foundations of Human Services (DL)	2
*FAS 156	Brain and Behaviour **	2
FAS 166	Practicum I (DL)	2
		18

Year I Term II

*RSP 155	Applied Behaviour Analysis & Positive Behaviour Support (DL)	3
*RSP 275	Family Support & Intervention (DL)	3
ENG 150	Composition (DL)	3
OR		
ENG 190	Introduction to Language & Literature	3
HSP 160	Community Linkages (DL)	1
*HSP 125	Medication Administration (DL)	1
SOC 150	Multicultural Seminar (DL)	1
*FAS 154	Case Management **	2
*FAS 151	Prevention of FASD (DL)	1
*FAS 176	Practicum II (DL)	2
		17

(DL) indicates courses available through Distributed Learning.

* Required courses for students accepted into the Fast Track Option.

** Courses are under development for Distributed Learning.

GRADUATION

Upon completion of all program requirements, students are awarded a Certificate in Fetal Alcohol Spectrum Disorder Education.

TRANSFERS

The Fetal Alcohol Spectrum Disorder Education program will transfer directly into the second year of the Disability and Community Rehabilitation Diploma program at Lethbridge College.

Special Needs Educational Assistant

Program Office: 403.320.3393 • lori.brown@lethbridgecollege.ab.ca

Chair: Wendy Weninger 403.329.7254 • wendy.weninger@lethbridgecollege.ab.ca • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Our innovative and very accessible Special Needs Educational Assistant two-year diploma program will give you the skills you need to help students with special needs reach their full educational potential.

If you enjoy working with children and adolescents with special needs and would like to help teachers provide a healthy learning environment, this is the profession for you. You can begin studying for this rewarding career in schools and educational settings full-time and part-time, on-campus and through distance learning. Classes are available during the day, evening and weekends.

We give you a comprehensive, practical introduction to topics ranging from an overview of children with special needs who have developmental disabilities, assisting with language arts, applied behavioural analysis and the role of the Special Needs Educational Assistant. Other topics covered are how to work with children who have fetal alcohol syndrome, speech and language problems, sensory impairments and behaviour disorders. You'll also spend time in workplace-based field placements, testing your skills and abilities in a real world environment. At the end of the program, you'll have a valuable combination of theory and hands-on experience preparing you to work in a wide range of educational settings. Become a Special Needs Educational Assistant and experience the satisfaction of helping children with a range of exceptionalities overcome obstacles and achieve their learning potential.

CAREER OPPORTUNITIES

Your Special Needs expertise will be in high demand and employment opportunities include:

- Elementary, Middle and High Schools
- Kindergartens & Preschools
- Recreation and Community Centres
- Before & After School Programs
- School Lunch Programs
- Community Support Workers
- Early Intervention Programs
- Hutterite Colonies
- Vocational Support Workers
- Library Assistants
- Private Schools
- Respite Care to Parents of Children with Special Needs

ADMISSIONS

Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have a High School Diploma or equivalent, with a minimum of 60% in English Language Arts (ELA) 30-1 or 30-2. Applicants not having the admission requirements can apply as Alternate Admission candidates. To provide the basis for acceptance, one or more of the following may be requested: official documents to verify academic history, an interview, an admission placement test or a writing sample.

Applicants wishing to register in Year II of the Special Needs Educational Assistant Diploma program are required to have successfully completed Year I of a Special Needs Educational Assistant Certificate or equivalent from a recognized college.

NON-ACADEMIC REQUIREMENTS

Applicants are advised that they will be required to provide a Criminal Record Check and an Alberta Children's Services Intervention Record Check (IR Check) before entering the fieldwork experience component of the program. The existence of a criminal record may affect work experience placement, program completion and employment prospects. The consequences of a prior criminal record will be examined and discussed on an individual basis. On-campus students are required to complete practicums in elementary, junior and/or senior high schools. Every effort is made to provide placements in Lethbridge; however, some placements may occur in outlying communities. Students who are completing practicum through distributed learning may complete these practicums in their own communities or nearby areas.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Special Needs Educational Assistant - continued

CURRICULUM		Year II Term I	Credits
NOTE: Distributed Learning students follow term schedule.		PSY 250 Educational Psychology (DL)	3
Year I Term I		EDU 266 Sensory Impairments	3
		EDU 255 Educational Trends	2
		CPU 253 Technology in Education	3
		HTH 250 Health Issues in Education	3
		FWK 260 Field Placement III	3
EDU 151 Role of the Special Needs Educational Assistant (DL)			17
ENG 150 Composition (DL)			3
OR		Year II Term II	
ENG 190 Introduction to Language & Literature		EDU 250 Speech & Language Development (DL)	3
COM 162 Interpersonal Relationships & Communication (DL)		EDU 260 Positive Behavioural Supports	3
OR		ECE 270 Inclusion of Children with Special Needs (DL)	3
CYC 157 Foundations of CYC Communications		FAS 155 Intervention Strategies for FASD (DL)	3
PSY 170 Human Development across The Lifespan (DL)		FWK 262 Field Placement IV	3
CYC 169 Observation, Reporting & Assessment		Elective	3
OR			18
RSP 153 Observation and Assessment (DL)		Electives	
ECE 159 Children with Special Needs (DL)		Students may select from the following courses.	
FWK 160 Field Placement I (DL)		Choices are dependent on scheduling. Other	
		electives may be chosen with permission prior to	
		enrolment and completion of the course.	
Year I Term II		CYC 172 Family Violence	3
		CYC 175 Therapeutic Interventions	3
		CYC 183 Therapeutic Activities in CYC	3
		EDU 252 ESL Instructional Support	3
		ENG 285 Children's Literature (DL)	3
		HSP 155 Introduction to Art Therapy	3
		NAT 155 Native Cultural Awareness	3
		PSY 179 Adolescent Development	3
		PSY 253 Child Psychopathology	3
		PSY 260 Abnormal Psychology (DL)	3
		PSY 277 Addictions	3
		SOC 160 Introduction to Sociology (DL)	3
		SOC 260 Social Problems	3
		SOC 263 Diverse Cultural Communities	3
		SOC 270 Sociology of the Family	3
		SOC 276 Sexuality	3
		(DL) Course available through Distributed Learning	
SOC 150 Multicultural Seminar (DL)			
OR			
SOC 273 Multicultural Issues			
EDU 155 Math Instructional Support (DL)			
EDU 156 Language Arts Instructional Support (DL)			
HSP 150 Foundations in Human Services (DL)			
FAS 150 Diagnosis of FASD (DL)			
HSP 151 Family Systems and Development (DL)			
FWK 163 Field Placement II (DL)			
CYC 163 Behaviour Management AND			
EDU 152 Individual Program Plans in Schools			
OR			
RSP 155 Applied Behaviour Analysis (DL)			
			18 to 20

GRADUATION

Upon successful completion of all program requirements, students are awarded a Special Needs Educational Assistant Diploma.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

School of Justice Studies



Do justice.

- **Commercial Vehicle Enforcement**
- **Correctional Studies**
- **Correctional Studies - Bachelor of Applied Arts**
- **Criminal Justice - Policing**
- **Criminal Justice for Aboriginal Learners**
- **Criminal Justice Certificate**
- **Fire Administration**
- **Fire Investigation**
- **Police Recruit Training**

Commercial Vehicle Enforcement

Program Office: 403.320.3418 • erica.cormack@lethbridgecollege.ab.ca

Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Our Commercial Vehicle Enforcement program can be the key you need to get you on the road to a rewarding and meaningful career.

Transportation of goods and passengers by commercial vehicles is an important element in the success of Canadian businesses and industries. Helping commercial vehicle operators be successful and ensuring our roads and highways remain safe for everyone is the vital role played by Commercial Vehicle Enforcement Officers.

Combine your education or work experience in:

- Law enforcement/criminal justice
- Conservation enforcement
- Corrections

with our Commercial Vehicle Enforcement program and in less than three months, you'll have the education you need to pursue a meaningful and rewarding career as a Commercial Vehicle Enforcement Officer.

This program is also open to those in the transportation industry, such as owners, safety supervisors or other employees. You can benefit by taking some or all of our commercial vehicle courses. Take the same courses used to train Commercial Vehicle Enforcement Officers and stay updated on the latest regulations and laws.

CAREER OPPORTUNITIES

The need for qualified officers is strong. Earning your certificate will greatly increase your chances of employment with commercial vehicle enforcement agencies across Canada, such as:

- Alberta Commercial Vehicle Enforcement Branch
- Saskatchewan Highway Transport Patrol

Please check with your local jurisdictions for their hiring requirements and qualifications.

ADMISSIONS

New students are accepted into the Commercial Vehicle Enforcement program in the Summer term. The following requirements apply only to those students taking the full program. Those interested in individual courses may enter the program as undeclared students. Interested applicants are considered on an individual basis by the Chair for acceptance into the program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent. To ensure applicants meet the basic standards that will give them a realistic chance for success in the program, applicants are required to undergo testing. Applicants must achieve a minimum 60th percentile in Reading, Sentence Skills and Arithmetic sections of the placement test.

NON-ACADEMIC REQUIREMENTS

Applicants are required to complete an interview with the Chair. The interviewer will assess the applicant's educational and work history and suitability for enrolment in this program.

MEDICAL REQUIREMENTS

Although no physical requirements are placed on applicants for entry to the program, applicants are required to take a medical examination to ensure that their cardiovascular system is suitable to undertake strenuous exercise.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

			Credits
TRS	165	Transport Law	3
CPU	151	Introduction to Computers (DL)	3
OR			
*CPU	155	Commercial Vehicle Enforcement Computer Applications	3
ENG	146	Technical Report Writing for Commercial Vehicle Enforcement Officers	3
PED	153	Training & Personalized Fitness (DL)	3
OR			
*TRS	151	Incident Management	5
TRS	150	Transport Legislation	3
TRS	152	Licensing	3
CJP	163	Human Relations for Commercial Vehicle Enforcement	3
TRS	160	Hours of Service Legislation	3
TRS	155	Weights & Dimensions	3
TRS	153	Cargo Securement	3
			30 or 32

(DL) indicates courses available through Distributed Learning.

*** Note:** Alberta Infrastructure and Transportation employees must enroll in these courses. External applicants and current Criminal Justice students will enroll in the alternative course.

GRADUATION

Upon successful completion of all program requirements, students are awarded a Commercial Vehicle Enforcement Certificate.

Check out our Campus

Contact us today to receive a tour of our campus or take us for a spin as a Student for a Day.

You will gain valuable insight in the program of your choice.

Call 403.320.3322 or e-mail info@lethbridgecollege.ab.ca for details!

Correctional Studies

Program Office: 403.329.7246 • n.biggers@lethbridgecollege.ab.ca

Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Our practical two-year Correctional Studies Diploma program gives you skills and knowledge for a career in corrections or young offender work. With an increasing offender population and the need for leadership and programming, this field offers exciting career opportunities assisting and supervising those who are serving a sentence as a result of conflict with the law.

You'll work in small classes with considerable one-to-one instructor contact. We give you a comprehensive introduction to topics ranging from human relations, criminology and psychology to correctional law, casework methods, diversity, interviewing, offender classification and crisis intervention, as well as the hands-on skills required to work in this complex and changing field. You develop your critical thinking and reasoning skills in practical exercises. And you have the opportunity to experience real-world correctional environments with two practicums.

At the end of the program, you'll understand how you can help troubled people take responsibility for their own lives. You'll have a valuable combination of knowledge and hands-on experience. More importantly, you will be a valuable asset to correctional systems looking for qualified, capable people. The diploma in Correctional Studies is an excellent starting point for a rewarding and challenging career.

All courses in the Correctional Studies Diploma program are available through Distributed Learning.

CAREER OPPORTUNITIES

Your Correctional Studies Diploma will prepare you for work throughout the criminal justice system. Examples are:

- Federal Correctional Officer
- Provincial Correctional Officer
- Youth Worker
- Probation Officer
- Parole Officer
- Youth Probation Officer
- Customs Officer
- Commercial Vehicle Enforcement Officer

ADMISSIONS

On-campus students are accepted into the Correctional Studies Diploma program in Fall (September) and Winter (January) terms. Distance learners can also apply for the Summer (May) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format. If you are currently employed in corrections, you are guaranteed acceptance; your training and experience may reduce the number of courses you will be required to take.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent. Students who do not meet this standard may be required to undergo testing to ensure they will have a realistic chance for success in the program. Applicants may be required to undergo a reading, writing and arithmetic placement test (online and out-of-town testing is also available). Applicants must achieve a minimum Total Right Score of 80 for reading and arithmetic and a holistic score of 8 for writing.

Please note: Two things determine a student's testing score: the number of questions that were correctly answered, and the difficulty level of the questions that were answered correctly. The Total Right Score is reported on a 120-point scale and represents an estimate of the score students could expect to receive if they had taken a test of 120 questions. The scores ARE NOT based on, or represented, in percentage values. For more information, please contact Testing Services at 320.3368.

Applicants who lack the required academic admission requirements can apply to the College and University Preparation program to upgrade for your program.

NON-ACADEMIC REQUIREMENTS

Applicants are required to review an online information package and complete a questionnaire relating to the entry/suitability requirements for a career in corrections. The completed questionnaire will be reviewed by the School of Justice Studies to ensure applicants have read and understood these requirements. Applicants are advised they will be required to undergo a Criminal Record Check prior to enrolling in the practicum. The existence of a criminal record may affect practicum placement, program completion, and employment prospects. The consequences of a prior criminal conviction will be examined and discussed on an individual basis.

MEDICAL REQUIREMENTS

Although no physical requirements are placed on applicants for entry to the program, applicants should ensure through a medical examination that their cardiovascular system is suitable to undertake fitness-related exercise and self-defense tactics. Alternative arrangements may be made for applicants who plan to continue on for their degree in correctional studies.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I

CJP 160	Introduction to the C.J. System	3
COM 159	Applied Interpersonal Communication	4
ENG 150	Composition	3
PED 157	Health, Wellness and Fitness *	3
PRS 172	Effective Presentation & Speech	3
SOC 160	Introduction to Sociology	3
		19

Year I Term II

CJP 183	Diversity Issues in Criminal Justice	3
CJP 191	Alternative Dispute Resolution	3
COR 152	Fundamentals of Corrections	2
COR 153	Corrections Professional Seminar	1
COR 154	Suicide Prevention	1
LAW 172	Law for Corrections	4
PSY 160	Introduction to Psychology	3
		17

Year II Term I

COR 253	Correctional Classification	3
COR 262	Drugs in Corrections	3
FWK 272	Corrections Practicum I	3
CJP 278	Criminology	3
COR 285	Correctional Methods	3
SOC 255	Offenders with Special Needs	3
		18

Year II Term II

COM 254	Correctional Report Writing	3
COR 277	Corrections Administration	3
COR 279	Correctional Casework and Counselling	3
COR 287	Crisis Resolution	3
PED 250	Defence and Tactics *	3
	Elective	3
		18

* or approved elective from the following list.

Please note: All electives require prior approval from the Chair of the School of Justice Studies or designate.

BIO 270	Forensic Biology	4
PED 150	Exercise and Healthful Living	3
PED 251	Self Defence and Fitness	3
PED 160	Weight Training & Exercise	3
NAT 155	Native Cross Cultural Awareness	3
FWK 273	Corrections Practicum II	3
OR		
Any 3 credit course with the following prefixes:		
BLK, BUS, CJP, CYC, DCE, FAS, HUM, IND, LAW, MGT, PSY, SOC, TRS		

GRADUATION

Upon successful completion of all program requirements, students are awarded a Diploma in Correctional Studies.

Note: Employing agencies may have additional requirements such as a valid driver's license, Standard First Aid and CPR. Learners are encouraged to maintain their credentials in these areas so that they are current at time of graduation.

TRANSFERS

Lethbridge College

Graduates of the two-year Correctional Studies Diploma who choose to enter the Bachelor of Applied Arts - Correctional Studies Degree program at Lethbridge College will get two full years of credit towards the degree. Courses are provided on campus or through distance education. Details regarding this program can be found in this booklet and on the Lethbridge College website.

Athabasca University

Lethbridge College graduates can continue into a Bachelor of Professional Arts majoring in Criminal Justice or a Bachelor of Professional Arts in Governance, Law and Management from Athabasca University. This is a four-year degree program offered in partnership with Athabasca University and Lethbridge College. Entrance to the degree depends on successful completion of the Criminal Justice Diploma or equivalent.

University of Great Falls

Graduates of the Criminal Justice two-year Diploma may receive up to two years credit toward a degree program at the University of Great Falls, Montana. Students may complete the degree requirements through distance education or by attending the University of Great Falls campus.

University of Lethbridge

Lethbridge College graduates may also apply the Lethbridge College Criminal Justice Diploma toward two courses or six unspecified credits in the Faculty of Arts and Science at the University of Lethbridge.

Correctional Studies - Bachelor of Applied Arts

Program Office: 403.329.7246 • n.biggers@lethbridgecollege.ab.ca

Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Are you interested in joining the corrections field through a program of advanced study? Are you a Corrections professional wishing to enhance your understanding of correctional theory and practice? Our Bachelor of Applied Arts in Correctional Studies (BAACS) will give you the skills and knowledge you need to meet your career goals, whether you are seeking initial employment or promotion to more challenging positions.

Our degree program starts with a two-year diploma in Correctional Studies. Your first two years of study will give you a comprehensive introduction to relevant course material and the criminal justice system. If you are currently employed in corrections, your training and experience may reduce the number of courses you will have to take.

You'll build on this knowledge in your third year of study. You will learn to assess and deal with emerging issues in corrections through courses in community justice, ethics, behavioural management, victimology, management and leadership. In the fourth year of the program, you will apply your skills and abilities in a real-world correctional environment. You'll spend your entire fourth year (two semesters) engaged in a Directed Field Study. You can choose to spend this study time at your current correctional institution or agency, or we can help you find a suitable workplace.

At the end of the program, you'll have a comprehensive, practical understanding of corrections. Your skills and knowledge will serve you well and be in demand anywhere in Canada.

All courses in the BAACS are available through Distributed Learning.

CAREER OPPORTUNITIES

Your degree meets or surpasses entry level requirements for professional positions in federal and provincial jurisdictions. It also meets the Correctional Service of Canada requirements for promotion and enhances career and promotional opportunities in federal and provincial adult and young offender services. You'll have the academic and practical background to work in a variety of advanced positions, including:

- Manager, Federal Corrections
- Manager, Provincial Corrections
- Supervisor, Federal Corrections
- Supervisor, Provincial Corrections
- Case Worker, Federal Corrections
- Case Worker, Provincial Corrections
- Manager, Youth Work
- Supervisor, Youth Work
- Programs Officer, Federal
- Probation Officer
- Probation Manager
- Correctional Officer (Provincial or Federal)
- Parole Officer
- Border Services Officer
- Commercial Vehicle Enforcement Officer

The BAACS is applicable to employment with B.C. Community Corrections (see www.jibc.bc.ca/corrections/default.htm).

ADMISSIONS

New third-year students, or transfer students with advance standing through completion of a related diploma, are accepted into the program in September and January of each year for on-campus study and also in May for distance study. Open admission exists for any applicants currently employed in the correctional field. Qualified applicants may be admitted into programs outside of normal intakes.

Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Students who have completed a Correctional Studies Diploma or Criminal Justice - Policing Diploma from Lethbridge College will be accepted directly into the Bachelor of Applied Arts in Correctional Studies. Students with related credentials will be accepted into the program after being assessed on an individual basis to determine whether they are required to take bridging courses to meet degree outcomes. Applicants with prior related work experience will be exempted from pre-admission testing. Transfer students entering the program who receive advance credit must meet Lethbridge College's minimum residency requirements. This means that students may not receive advance credit for work completed at other institutions in excess of 75 per cent of the total credits required for graduation from Lethbridge College.

Applicants who lack the required academic admission requirements can apply to the College and University Preparation program to upgrade for your program.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Years I and II: See Correctional Studies Diploma

Year III Term I	Credits
COR 355 Violence and Criminal Behaviour	3
COR 360 Aboriginal Peoples in Corrections	3
COR 374 The Professional Correctional Worker	3
HUM 350 Ethics and Correctional Issues	3
MGT 370 Correctional Management	3
Elective	3
	18

Year III Term II

COR 350 Crime Related Victimology	3
COR 378 Women in Corrections	3
COR 380 Justice in Community	3
MGT 375 Current Concepts in Correctional Leadership	3
PSY 365 Behavioural Management in Corrections	3
Elective	3
	18

Learners may take the following courses as electives:

COR 387 Crisis Management	3
COR 385 Issues and Trends in Corrections	3
OR	
Any 3-credit LC course at the 250 level or above with a CJP, PSY, SOC or HUM prefix.	

Learners who have completed courses from accredited post-secondary institutions may be granted elective credit at the 3rd year.

Year IV (Directed Field Study)

Note: All 400 level courses are field study courses with academic components.

Core Courses

COR 450 Community/Institutional Resources in Corrections	3
COR 460 Practice of Offender Supervision	3
COR 470 Administrative Methods in Corrections	3
COR 471 Program Management in Corrections	3
IND 460 Senior Corrections Project	3
	15

Elective Courses - 5 of the following

COR 455 Comparative Corrections	3
COR 456 Correctional Technology	3
COR 457 Community Involvement for Correctional Professionals	3
COM 460 Correctional Reports and Investigations	3
COR 466 Applied Correctional Methods	3
COR 472 Program Development in Corrections	3
COR 473 Mentorship in Correctional Settings	3
COR 474 Safety in the Correctional Environment	3
COR 475 Critical Incident Management in Corrections	3
COR 461 Specialized Offender Study	3
COR 467 Management of Offender Movement	3
IND 450 Independent Study in Corrections	3
	15

All courses in the first three years of the BAACS are available through Distributed Learning. Directed Field Studies (4th Year) may be completed in any location.

GRADUATION

Upon successful completion of all program requirements, students are awarded a Bachelor of Applied Arts - Correctional Studies Degree. BAACS graduates are eligible for acceptance into the Masters Degree in Integrated Studies through Athabasca University and the MA in Conflict Analysis and Management at Royal Roads University.

Note: Employing agencies may have additional requirements for employment, such as a valid driver's licence, Standard First Aid and CPR. Students are encouraged to maintain their credentials in these areas so that they are current at time of graduation.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Criminal Justice - Policing

Program Office: 403.329.7246 • n.biggers@lethbridgecollege.ab.ca

Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Policing is many careers in one. Unfortunately, television can sensationalize police work and give a narrow, misleading impression. Realistically, police spend more time in community activities and report writing than in car chases! This day-to-day activity within the community is where a police officer has the greatest impact.

At Lethbridge College, we have over 30 years experience giving people the skills and knowledge they need to succeed in policing. Our practical, two-year diploma program in Criminal Justice will prepare you for a satisfying career in this field.

You will work in small classes and learn from instructors with policing experience. Our courses give you a solid introduction to topics including criminal law, procedural law and the introduction to the criminal justice system, psychology and criminology. You obtain hands-on experience in important areas like interviewing, report writing, note taking, and investigative techniques.

We will encourage you to take advantage of a wide range of practicum opportunities. You can test your skills in the workplace with practicums in policing, security, and corrections. You will leave the program with a comprehensive understanding of the criminal justice system and a valuable range of practical skills and abilities. If you have an interest in justice, policing could be the field for you.

CAREER OPPORTUNITIES

There is a growing demand for trained police personnel. Your diploma in Criminal Justice will prepare you for a wide range of employment opportunities, including work with:

- Municipal Police Services
- Provincial Police Services
- Provincial Enforcement Agencies
- Federal Enforcement Agencies
- Emergency Services
- Correctional Agencies
- Security Agencies
- Provincial Protection Agencies

ADMISSIONS

New students are accepted into the Policing program in the Fall (September) and Winter (January) terms. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent. To ensure they meet the basic standards to give them a realistic chance for success in the program, applicants are required to undergo a reading, writing and arithmetic placement test (online and out-of-town testing is also available). Applicants must achieve a minimum Total Right Score of 80 for reading and arithmetic and a holistic score of 8 for writing.

Please note: Two things determine a student's testing score: the number of questions that were correctly answered, and the difficulty level of the questions that were answered correctly.

The Total Right Score is reported on a 120-point scale and represents an estimate of the score students could expect to receive if they had taken a test of 120 questions. The scores ARE NOT based on, or represented, in percentage values. For more information, please contact Testing Services at 320.3368.

NON-ACADEMIC REQUIREMENTS

Applicants are required to review an online information package and complete a questionnaire relating to the entry/suitability requirements for a career in law enforcement. The completed questionnaire will be reviewed by the School of Justice Studies to ensure applicants have read and understood these requirements. Applicants are advised they will be required to undergo a Criminal Record Check if they intend to enroll in a practicum.

MEDICAL REQUIREMENTS

Although no physical requirements are placed on applicants for entry to the program, applicants should ensure through a medical examination that their cardio-vascular system is suitable to undertake strenuous fitness related exercise and self-defense. In addition, applicants are advised to undergo eyesight/colour vision testing for compatibility with the requirements of employers.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Note: Many courses within the program require computer competency to complete assignments. Where students lack these skills on entry, enrolment in CPU 151 Introduction to Computers becomes mandatory.

CURRICULUM

Year I Term I Credits

CJP 160	Introduction to the CJ System (DL)	3
CJP 161	Ethics & Interpersonal Skills in CJ (DL)	3
CJP 170	Criminalistics	3
ENG 175	English Composition I (DL)	3
LAW 165	Criminal Law (DL)	3
PED 153	Training & Personalized Fitness (DL)	3
PRS 172	Effective Presentation & Speech (DL)	3
		21

Year I Term II

CJP 180	Law, Youth & Young Offenders (DL)	3
CJP 183	Diversity Issues in Criminal Justice (DL)	3
CJP 191	Alternative Dispute Resolution (DL)	3
CJP 257	Investigative Techniques	3
COM 175	Applied English & Communication in CJ	3
LAW 175	Procedural Law (DL)	3
SOC 160	Introduction to Sociology (DL)	3
		21

Year II Term I

CJP 255	Notebooks and Reports	3
CJP 260	Specific Crimes *	3
CJP 261	Selected Statutes *	3
CJP 263	Traffic Enforcement (DL)	3
COM 275	Interviewing Techniques	3
PSY 160	Introduction to Psychology (DL)	3
	Approved Elective	3
		21

Year II Term II

CJP 250	Enforcement Techniques (DL)	3
CJP 256	Criminal Investigation (DL)	3
CJP 268	Police Administration *	3
CJP 278	Criminology (DL)	3
CJP 282	Evidence and Court Procedure (DL)	5
CJP 287	Crisis Intervention (DL)	3
PED 251	Self Defence and Fitness	3
		23

Approved Electives:

CJP 152	Criminal Justice Practicum I	3
CJP 252	Criminal Justice Practicum II (DL)	3
CJP 280	Intro to Commercial Vehicle Enforcement (DL)	3

(DL) indicates courses available through Distributed Learning.
* indicates courses under development for Distributed Learning.

GRADUATION

Upon successful completion of all requirements, students are awarded a diploma in Criminal Justice - Policing.

Note: Employing agencies have additional hiring requirements such as a valid driver's license, Standard First Aid and CPR. Learners are strongly encouraged to obtain and maintain their credentials in these areas to ensure employment qualifications are met.

TRANSFERS

Lethbridge College

Graduates of the two-year Policing Diploma may choose to enter the Bachelor of Applied Arts in Correctional Studies program at Lethbridge College. Courses are provided on campus or through Distributed Learning.

University of Great Falls

Graduates of the Criminal Justice two-year diploma may receive up to two years credit toward a degree program at the University of Great Falls, Montana. Students may complete the degree requirements through distance education or by attending the University of Great Falls campus.

Athabasca University - Bachelor of Professional Arts majoring in Criminal Justice

This is a four-year degree program offered in partnership with Athabasca University and Lethbridge College. Entrance to the degree depends on successful completion of the Criminal Justice Diploma or equivalent. The third and fourth years of the degree allow students to study human services and develop research skills and analytical skills necessary for advanced employment opportunities in the criminal justice field and/or graduate studies.

"I heard from Criminal Justice graduates that Lethbridge College had a really good program. I am enjoying everything I have learned, all the friends I have made and the overall great learning experience I've had. I was not into living in the city, but Lethbridge is a smaller city, which is nice."

Tanner Stoodley,
Criminal Justice - Policing '07
Strathmore, AB

Criminal Justice Studies for Aboriginal Learners

Program Office: 403.329.7246 • n.biggers@lethbridgecollege.ab.ca

Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Recruitment into police and correctional services is a priority across Canada. At Lethbridge College, we have over 30 years experience preparing people for work in the criminal justice system. Our accessible Criminal Justice Studies for Aboriginal Learners, Credential of Academic Achievement will give you the foundation you need to begin working in these fields or to pursue further education in the Policing or Correctional Studies Diplomas.

You will work in small classes and receive ample support. Our courses give you a comprehensive introduction to topics ranging from ethics to diversity issues. We also ensure you get assistance in other areas such as English and study skills.

ADMISSIONS

New students are accepted into the Criminal Justice Studies for Aboriginal Learners program for the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

To ensure that learners meet the basic standards required to give them a realistic chance for success in the program, applicants are required to undergo testing. From these tests, a score is generated which may be used to place the applicant on an admission list. The screening will guide the assigning of academic support within the program. Upon completion of the credential with a GPA of 1.5 or better, the learner may be admitted into the Criminal Justice Policing or Correctional Studies Diploma program.

NON-ACADEMIC REQUIREMENTS

Applicants are required to complete a questionnaire which outlines their motivation to seek entry to a career in the Criminal Justice field, their suitability for a career in Criminal Justice, their work experiences and additional educational information. This questionnaire also includes a request for a handwritten essay. An interview with a faculty member is required. Note: Students completing the Criminal Justice Studies for Aboriginal Learners Credential of Academic Achievement and transferring into the Criminal Justice Policing Diploma or Correctional Studies Diploma should check with employers for academic requirements (Grade 12 or GED).

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I	Credits
CJP 101 Criminal Justice Seminar I	1
CJP 160 Introduction to the CJ System (DL)	3
CJP 161 Ethics & Interpersonal Skills in CJ (DL)	3
CJP 183 Diversity Issues in Criminal Justice (DL)	3
COL 105 Achieving College Success	3
ENG 101 Basic Composition	3
	16

(DL) indicates courses available through Distributed Learning.

Applicants would be tested prior to admission. Those deemed suitable for the program but needing extra work in certain areas would be required to enroll in additional courses, for example:

CPU 101 Computer Basics	2
DEV 102 Developmental Studies	2
DEV 103 Developmental Studies	3

GRADUATION

Upon successful completion of all program requirements, students are awarded a Credential of Academic Achievement in Criminal Justice Studies for Aboriginal Learners.

Helping you Succeed

Check out page 24 for more information about our Services for Aboriginal Learners.

Criminal Justice

Program Office: 403.329.7246 • n.biggers@lethbridgecollege.ab.ca
Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

There is a strong demand for employment of well-prepared people of minority origin in all aspects of the criminal justice system. The Criminal Justice Certificate program provides learners with the knowledge and skills required for employment with the agency of their choice, along with preparedness of each learner for the application process of that agency.

ADMISSIONS

New students are accepted into the Criminal Justice Certificate program for the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent. To ensure they meet the basic standards to give them a realistic chance for success in the program, applicants are required to undergo a reading, writing and arithmetic placement test (online and out-of-town testing is also available). Applicants must achieve a minimum Total Right Score of 70 for reading and arithmetic and a holistic score of 7 for writing.

Please note: Two things determine a student's testing score: the number of questions that were correctly answered, and the difficulty level of the questions that were answered correctly. The Total Right Score is reported on a 120-point scale and represents an estimate of the score students could expect to receive if they had taken a test of 120 questions. The scores ARE NOT based on, or represented, in percentage values. For more information, please contact Testing Services at 320.3368.

CAREER OPPORTUNITIES

There is a growing demand for trained police personnel. Your certificate in Criminal Justice will prepare you for a wide range of employment opportunities, including work with:

- Municipal Police Services
- Provincial Police Services
- Provincial Enforcement Agencies
- Federal Enforcement Agencies
- Emergency Services
- Correctional Agencies
- Security Agencies
- Provincial Protection Agencies

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year 1 Term 1		Credits
CJP 160	Introduction to the CJ System (DL)	3
CJP 161	Ethics and Interpersonal Skills in CJ (DL)	3
CJP 170	Criminalistics	3
ENG 175	English Composition I (DL)	3
PED 153	Training & Personalized Fitness (DL)	3
PRS 172	Effective Presentation & Speech (DL)	3
		18
Year 1 Term II		
CJP 158	Criminal Justice Seminar III	3
CJP 183	Diversity Issues in Criminal Justice (DL)	3
CJP 191	Alternative Dispute Resolution (DL)	3
CJP 252	Criminal Justice Practicum (DL)	3
COM 175	Applied English & Communication in CJ	3
LAW 165	Criminal Law (DL)	3
		18

(DL) indicates courses available through Distributed Learning.

GRADUATION

Upon successful completion of all requirements, students are awarded a Criminal Justice Certificate.

Fire Service Administration

Program Office: 403.329.7246 • n.biggers@lethbridgecollege.ab.ca

Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Firefighters on the job in Lethbridge or serving with volunteer fire departments throughout southern Alberta will be attracted to this program in which they will earn a Credential of Academic Achievement. When completed, the program will give you additional knowledge specifically honed to advance to fire service administration.

The courses were chosen in consultation with the Lethbridge Fire Department and geared to complement the duties fire administrators handle in their work.

You will complete study in five core courses and select two electives closely related to your professional duties. It is a perfect opportunity to gain the skills and knowledge you will need to advance within your department.

ADMISSIONS

Non-Academic Requirements

Admission is restricted to First Class Firefighters or a person approved by his/her fire department.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

	Credits
BUS 166 Business Law	3
BUS 170 Introduction to Management	4
BUS 178 Information Management and Applications	3
BUS 269 Management Communications	3
ENG 156 Business Writing (DL)	3
Plus two of the following:	
ACC 170 Financial Accounting I	4
CAP 254 Public Relations I	3
CJP 287 Crisis Intervention (DL)	3
BUS 278 Industrial & Labour Relations	3
PSY 160 Introduction to Psychology (DL)	3
PSY 260 Abnormal Psychology (DL)	3
STS 250 Statistics	5
	22-25

(DL) indicates courses available through Distributed Learning.

GRADUATION

Upon Successful completion of all program requirements, students will be awarded a Credential of Academic Achievement in Fire Service Administration.

Fire Investigation and Prevention

Program Office: 403.329.7246 • n.biggers@lethbridgecollege.ab.ca

Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

Firefighters on the job in Lethbridge or serving with volunteer fire departments throughout southern Alberta will be attracted to this program in which they will earn a Credential of Academic Achievement. When completed, the course will give you additional knowledge specifically honed to your work as a fire investigator or prevention officer.

The courses were chosen in consultation with the Lethbridge Fire Department and geared to complement the duties firefighters handle in their work.

You will be enrolled in established classes with students from other justice disciplines, so no registration levels are required. Some of the courses are additionally offered in the summer, facilitating your work schedule.

You will complete study in five core courses and select two electives closely related to your professional duties. It is a perfect opportunity to gain the skills and knowledge you will need to advance within your department.

ADMISSIONS

Non-Academic Requirements

Admission is restricted to First Class Firefighters or a person approved by his/her fire department.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

	Credits
CJP 170 Criminalistics	3
CJP 175 Interviewing (DL)	3
CJP 255 Notebooks and Reports (DL)	3
CJP 256 Criminal Investigation (DL)	3
LAW 165 Criminal Law (DL)	3

Plus two of the following:

CJP 180 Law, Youth & Young Offenders (DL)	3
CJP 278 Criminology (DL)	3
CJP 282 Evidence and Court Procedures (DL)	5
CJP 287 Crisis Intervention (DL)	3
LAW 175 Procedural Law (DL)	3
PSY 160 Introduction to Psychology (DL)	3
SOC 160 Introduction to Sociology (DL)	3
21-23	

(DL) indicates courses available through Distributed Learning.

GRADUATION

Upon Successful completion of all program requirements, learners will be awarded a Credential of Academic Achievement in Fire Investigation and Prevention.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Police Recruit Training

Program Office: 403.320.3418 • erica.cormack@lethbridgecollege.ab.ca
Chair: Martin Thomsen 403.317.3568 • Office of the Dean: Jamie Hilts 403.320.3464

PROGRAM OVERVIEW

The Police Recruit Training program was developed in collaboration with the four police services of southern Alberta and Lethbridge College to address the specific education and training needs of their new recruits. This program and its individual courses will meet or exceed provincial standards in the areas of police recruit training and will further enhance the skill sets and competencies these officers require to be effective in the policing field.

ADMISSIONS

Admission is normally restricted to those students who have been hired by a police service or related agency, recommended by a police service or related agency or who have been approved for admission by a police service or related agency.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent.

NON-ACADEMIC REQUIREMENTS

Applicants not hired by a police service or related agency, nor recommended for training by a police service or related agency, are required to complete an interview with the Chair. The interviewer will assess the applicant's education and work history and suitability for enrolment into the program.

MEDICAL REQUIREMENTS

Although no physical requirements are placed on applicants for entry to the program, applicants are required to take a medical examination to ensure that their cardiovascular system is suitable to undertake strenuous exercise.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

GRADUATION

Upon successful completion of all program requirements, students are awarded a Credential of Academic Achievement in Police Recruit Training.

CURRICULUM

	Credits
CJP 156 Law Enforcement Firearms	3
CJP 171 Use of Force	5
CJP 173 Investigative Techniques I	3
CJP 186 Investigative Techniques II	3
ENG 146 Technical Report Writing	3
HUM 250 Police and Community Relations	3
LAW 180 Provincial and Federal Statutes	3
LAW 190 Criminal Procedural Law	3
PED 153 Training/Personalized Fitness	3
TRS 158 Emergency Vehicle Operations	3
	32

School of Liberal Arts



Find your course.

- **General Studies**
 - Canadian Studies
 - Cultural Studies
 - English
 - General
 - Psychology and Sociology

General Studies

Program Office: 403.394.7338 • Chair: Cathy Takeda 403.382.6924 • c.takeda@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Tell us where you want to go, and we'll help you get there! General Studies at Lethbridge College offers you choices – choices about what you want to learn and what you want to do.

General Studies provides learners with a broadly based liberal arts foundation in a supportive, personalized environment with enthusiastic, qualified instructors. Let us help you develop your interests and skills across a wide variety of topics within the Humanities, Sciences, Social Sciences, English and Physical Education. By developing analytical and communication skills, citizenship virtues, and a scientific understanding of society, General Studies' graduates are well positioned for success in employment and for lifelong learning.

Students can pursue either a General Studies Diploma, choosing from a more eclectic mix of courses to complete their diploma, or a General Studies Diploma in one of four majors:

- Canadian Studies
- Cultural Studies
- English
- Psychology and Sociology

General Studies is designed to provide learners with vocational clarity and will prepare you for a career, transfer to another college or university program, or other learning opportunities. Our applied research and service learning options provide you with the opportunity to gain valuable work-based experience that will enhance your skills and resume.

General Studies offers a solid foundation for learning for life. With choices ranging from single courses to full diploma programs, you'll find that General Studies offers a great building block for your future!

CAREER OPPORTUNITIES

Start here, go anywhere! General Studies provides the learner with foundational skills that transfer easily to a wide variety of careers and academic programs ranging from social scientists to teachers, from business entrepreneurs to nurses, and much, much more.

ADMISSIONS

Students are accepted into the General Studies program for the Fall (September), Winter (January) or Summer (May) terms.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent with 60% in English Language Arts (ELA) 30-1 or 30-2 and 50% in Math 20 Pure or Applied. Applicants may be required to take admission placement testing and are expected to achieve a minimum 60th percentile in Reading and Sentence Skills, and a minimum 50th percentile in Arithmetic and Elementary Algebra. Assessment may be waived in individual cases.

ALTERNATE ADMISSION

If students complete placement testing and are found to be deficient in two or more areas (Reading, Sentence Skills, Arithmetic or Elementary Algebra) they may be accepted in an alternate admission format. Learners seeking alternate admissions/advance standing to the program should contact a Lethbridge College Advisor/Program Chair who will help them develop an individualized learning plan.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

GENERAL STUDIES DIPLOMA

Students wishing to qualify for a General Studies Diploma must successfully complete 60 credits according to the following:

- Core Area: a minimum of 30 credits
- Electives: any other post-secondary courses to bring total to 60 credits
- Suggested courses are listed below; other approved courses may also be used.

CURRICULUM

Core area: a minimum of 3 credits from each of the following areas from the School of Liberal Arts and School of Natural Sciences for a minimum of 30 credits:

Personal Skills:

CMM 295	Telling Stories II	3
COM 162	Interpersonal Relations & Communications (DL)	3
COM 170	Helping Relationships (DL)	3
CPL 150	Service Learning	3
CPU 151	Introduction to Computers (DL)	3
CPU 251	Computer Applications (DL)	3
PED 150	Exercise and Healthful Living	3
PED 153	Training & Personalized Fitness (DL)	3
PED 157	Health, Wellness and Fitness (DL)	3
PED 160	Weight Training and Exercise (DL)	3
PED 161	Judo Level I	3
PED 162	Intro to Leisure Activities & Sports	3
PED 170	Volleyball	3
PED 172	Latin/Hip Hop/Swing Dance	3
PED 173	Basketball	3
PED 174	Soccer	3
PED 180	Coaching Theory	3
PED 181	Resistance & Fitness Leadership	3
PED 185	Kickboxing & Fitness	3
PED 282	Judo Level II	3
PRS 155	Speech (DL)	3

Social Sciences:

HIS 165	Contemporary Canadian History	4
HIS 170	Western Civilization	3
HIS 265	Canadian History	3
HIS 270	American History	3
PSC 150	Local Government	3
PSC 161	Introduction to Politics	3
PSC 165	Canadian Government	3
PSC 250	Parties & Elections	3

PSC 270	North American Politics & Economics	3
PSY 160	Introduction to Psychology (DL)	3
PSY 170	Human Development across The Lifespan (DL)	3
PSY 171	Child Growth & Development (DL)	3
PSY 177	Psychology of Aging (DL)	3
PSY 179	Adolescent Development	3
PSY 253	Child Psychopathology	3
PSY 255	Psychology of Sports	3
PSY 260	Abnormal Psychology (DL)	3
PSY 270	Introduction to Personality Theory	3
PSY 275	Introduction to Forensic Psychology	3
PSY 277	Addictions Treatment	3
SOC 153	Introduction to Women's Studies	3
SOC 160	Introduction to Sociology (DL)	3
SOC 167	Sociology of Aging	3
SOC 170	Introduction to Social Work	3
SOC 250	Sociology of Sports	3
SOC 260	Social Problems	3
SOC 270	Sociology of the Family	3
SOC 276	Sexuality	3

Sciences:

BIO 150	Cellular Basis of Life	5
BIO 151	Environmental Issues	3
BIO 152	Physiology of Aging (DL)	3
BIO 155	Human Nutrition	3
BIO 156	Wellness & Health Issues	3
BIO 157	Diversity of Life	5
BIO 160	Anatomy & Physiology I	4
BIO 161	Anatomy & Physiology II	4
BIO 162	Microbiology	4
BIO 170	Body Structure and Function	5
BIO 270	Forensic Biology	4
CHM 151	Chemistry in Context	3
MTH 149	Pre-Calculus (DL)	3
MTH 156	Techniques of Calculus	5
MTH 160	Calculus I	3
MTH 165	Calculus II	3
STS 270	Social Science Research Methods	3

Humanities:

ART 150	Art Explorations	4
ART 160	Painting I	3
ART 170	Sculpture I	3
BLK 151	Blackfoot Language I	3
BLK 251	Blackfoot Language II	3
DES 153	Basic Design	3
HUM 150	Logic	3
HUM 155	Ethics	3
HUM 158	Creative Problem Solving	3
HUM 165	Introduction to Archeology	3
HUM 180	Intro to World Religions	3
HUM 190	Popular Culture	3
HUM 195	Cultural Anthropology	3
HUM 265	Archeology of Ancient Civilizations	3
HUM 281	Christianity	3

HUM 285	Buddhism	3
HUM 291	Film Studies	3
HUM 295	Anthropology of Gender	3
MUS 150	Music Appreciation	3
NAT 155	Native Cultural Awareness	3

English:

ENG 150	Composition (DL)	3
ENG 156	Business Writing (DL)	3
ENG 165	Intro to Creative Writing	3
ENG 180	Survey of Canadian Literature	3
ENG 185	Writing for Children and Young Adults	3
ENG 190	Intro to Language & Literature	3
ENG 260	Intro to Dramatic Literature	3
ENG 285	Children's Literature (DL)	3
ENG 290	Telling Stories I	3

Electives:

Any other post-secondary courses to bring the total to 60 credits.

(DL) indicates courses available through Distributed Learning.

General Studies Initiative:

These pre-program courses may be taken for personal development or as an alternate admission into General Studies. These courses must be completed by initiative students, but credits received do not count towards the General Studies Diploma.

COL 105	Achieving College Success	3
COL 120	General Studies Initiative	1
ENG 101	Basic Composition	3
RDG 101	Analytical Reading	3
MTH 102	Basic Mathematics	3

GENERAL STUDIES DIPLOMA LIBERAL ARTS MAJORS

- Canadian Studies
- Cultural Studies
- English
- Psychology and Sociology

CANADIAN STUDIES MAJOR

The interdisciplinary major in Canadian Studies provides learners with a broad knowledge and understanding of the liberal arts core curriculum as applied to Canada and its place in the world, and citizenship skills. Learners will gain knowledge in the disciplines of history, politics and literature, by considering the diversity of the Canadian experience and the linkages between citizens and state institutions. The program will focus on skill development and lifelong learning by creating a foundation of literacy, numeracy, and citizenship skills. Further, the various methodologies used in liberal arts disciplines will develop highly valued critical thinking, evaluation, research and analytical skills.

Canadian Studies Curriculum (60 credits)

Year I Term I		Credits
ENG 150	Composition	3
PSC 161	Introduction to Politics	3
PSY 160	Introduction to Psychology	3
PSC 165	Canadian Government	3
PRS 155	Speech	3
		15
Year I Term II		
BIO 151	Environmental Issues	3
HIS 170	Western Civilization	3
SOC 160	Introduction to Sociology	3
HIS 265	Canadian History	3
ENG 180	Survey of Canadian Literature	3
		15
Year II Term I		
STS 270	Social Science Research Methods	3
HIS 270	American History	3
HUM 155	Ethics	3
	Approved Elective	3
	Approved Elective	3
		15
Year II Term II		
PSC 250	Parties and Elections	3
PSC 270	North American Politics and Economics	3
HUM 190	Popular Culture	3
	Approved Elective	3
	Approved Elective	3
		15

General Studies - continued

CULTURAL STUDIES MAJOR

Cultural Studies combines elements of social sciences with elements of humanities to study the culture and meaning of everyday life and the social, economic, political, and linguistic practices of post-industrialized societies and how these cultural phenomena relate to matters of gender, race, ideology, power and social class. Culture is seen as an inclusive term that includes traditional "texts" such as books, modern popular "texts" such as television shows, music, advertising, and patterns of consumption (shopping, eating, fashion, etc.), and abstract concepts such as language and beliefs and the surrounding institutions that shape our everyday, popular lives. Cultural Studies is multidisciplinary in approach embracing a number of different disciplines and a variety of methodologies.

Cultural Studies Curriculum (60 credits)

Year I Term I	Credits
ENG 150 Composition	3
PSC 161 Introduction to Politics	3
PSY 160 Introduction to Psychology	3
HUM 195 Cultural Anthropology	3
HUM 180 Introduction to World Religions	3
	15
Year I Term II	
BIO 151 Environmental Issues	3
HIS 170 Western Civilization	3
SOC 160 Introduction to Sociology	3
HUM 190 Popular Culture	3
ENG 285 Children's Literature	3
OR	
ENG 180 Survey of Canadian Literature	3
OR	
ENG 260 Introduction to Dramatic Literature	3
	15

Year II Term I		
ENG 190	Intro to Language & Literature	3
SOC 260	Social Problems	3
OR		
SOC 270	Sociology of the Family	3
OR		
SOC 276	Sexuality	3
STS 270	Social Science Research Methods	3
	Approved Elective	3
	Approved Elective	3
		15
Year II Term II		
HUM 281	Christianity	3
OR		
HUM 285	Buddhism	3
HUM 291	Film Studies	3
HUM 295	Anthropology of Gender	3
	Approved Elective	3
	Approved Elective	3
		15

ENGLISH MAJOR

Written communication is a key component of all academic inquiry, regardless of discipline. The English major equips students with an array of tools for English expression, providing them a distinctive advantage in both their present and future academic endeavours. Written communication is also a key component in the affairs of business, government, law, education, and science. Therefore, the tools acquired in the English major are also of considerable value beyond the academy. Finally, through the study of various literary genres and the literature of various historical periods, the English major develops the critical thinking skills and creativity necessary for understanding the global phenomenon that is English culture.

English Curriculum (60 Credits)

Year I Term I	Credit
ENG 150 Composition	3
PSC 161 Introduction to Politics	3
PSY 160 Introduction to Psychology	3
ENG 190 Introduction to Language & Literature	3
HUM 150 Logic	3
	15

Year I Term II		
BIO 151	Environmental Issues	3
HIS 170	Western Civilization	3
SOC 160	Introduction to Sociology	3
ENG 165	Intro to Creative Writing	3
ENG 180	Survey of Canadian Literature	3
		15
Year II Term I		
COM 162	Interpersonal Relationships	3
HIS 270	American History	3
HIS 265	Canadian History	3
	Approved Elective	3
	Approved Elective	3
		15
Year II Term II		
ENG 285	Children's Literature	3
ENG 260	Introduction to Dramatic Literature	3
HUM 190	Popular Culture	3
	Approved Elective	3
	Approved Elective	3
		15

PSYCHOLOGY AND SOCIOLOGY MAJOR

The study of psychology and sociology are core elements of a liberal arts post-secondary education. Psychology and sociology courses give students a working knowledge of the major disciplines and methods of inquiry in the social sciences. Students develop a sense of historical perspective and deepen their understanding of their own and other people's historical and cultural heritage. Students explore a vast array of topics, from the intricate workings of the human mind to the complex social interactions at a family and societal level. As part of a foundation for other educational disciplines, this major will help students understand topics such as culture, race, religion, sex and gender, deviance and crime, and how individuals within society come to understand their roles.

Psychology and Sociology Curriculum (60 Credits)

Year I Term I	Credit
ENG 150 Composition	3
PSC 161 Introduction to Politics	3
PSY 160 Introduction to Psychology	3
SOC 167 Sociology of Aging	3
PSY 170 Human Development	3
	15

Year I Term II

BIO 151 Environmental Issues	3
HIS 170 Western Civilization	3
SOC 160 Introduction to Sociology	3
ENG 190 Introduction to Language & Literature	3
PSY 277 Addictions Treatment	3
	15

Year II Term I

SOC 270 Sociology of the Family	3
PSY 260 Abnormal Psychology	3
PSY 270 Introduction to Personality Theory	3
Approved Elective	3
Approved Elective	3
	15

Year II Term II

PSY 253 Child Psychopathology	3
STS 270 Social Science Research Methods	3
SOC 260 Social Problems	3
Approved Elective	3
Approved Elective	3
	15

General Studies – Liberal Arts Majors Approved Electives

ART 150 Art Explorations	4
ART 170 Sculpture	3
BIO 150 Cellular Basis of Life	5
BIO 152 Physiology of Aging	3
BIO 155 Human Nutrition	3
BIO 156 Wellness and Health Issues	3
BIO 157 Diversity of Life	5
BLK 151 Blackfoot Language I	3
BLK 251 Blackfoot Language II	3
CHM 151 Chemistry in Context	3
COM 162 Interpersonal Relationships & Communication	3
COM 170 Helping Relationships	3
CPU 151 Introduction to Computers	3
CPU 251 Computer Applications	3
DES 153 Basic Design	3
ENG 165 Intro to Creative Writing	3
ENG 180 Survey of Canadian Literature	3
ENG 190 Introduction to Language & Literature	3
ENG 260 Introduction to Dramatic Literature	3

ENG 285 Children's Literature	3
HIS 265 Canadian History	3
HIS 270 American History	3
HUM 150 Logic	3
HUM 155 Ethics	3
HUM 180 Introduction to World Religions	3
HUM 190 Popular Culture	3
HUM 195 Cultural Anthropology	3
HUM 281 Christianity	3
HUM 285 Buddhism	3
HUM 291 Film Studies	3
HUM 295 Anthropology of Gender	3
MUS 150 Music Appreciation	3
NAT 155 Native Cultural Awareness	3
PED 155 Applied Anatomy & Kinesiology	6
PED 180 Coaching Theory	3
PED 181 Resistance & Fitness Leadership	3
PRS 155 Speech	3
PSC 150 Local Government	3
PSC 165 Canadian Government	3
PSC 250 Parties and Elections	3
PSC 270 North American Politics and Economics	3
PSY 170 Human Development	3
PSY 177 Psychology of Aging	3
PSY 179 Adolescent Development	3
PSY 253 Child Psychopathology	3
PSY 260 Abnormal Psychology	3
PSY 270 Introduction to Personality Theory	3
PSY 275 Introduction to Forensic Psychology	3
PSY 277 Addictions Treatment	3
SOC 153 Introduction to Women's Studies	3
SOC 167 Sociology of Aging	3
SOC 170 Introduction to Social Work	3
SOC 260 Social Problems	3
SOC 270 Sociology of the Family	3
SOC 276 Sexuality	3
STS 270 Social Science Research Methods	3

Other post-secondary courses, open to General Studies students, may be considered.

TRANSFERS

Athabasca University

Students completing the General Studies Diploma at Lethbridge College may receive two years credit towards a three-year Bachelor of General Studies - Arts and Science or Bachelor of General Studies – Applied Studies from Athabasca University. It may be possible to complete the degree on-site at Lethbridge College. Students wishing to pursue this degree are strongly advised to work closely with an Academic Advisor to plan their educational program prior to registering in any courses.

Other Colleges and Universities

Many of the courses offered in General Studies are transferable to a wide variety of institutions and programs across Alberta, Canada and internationally. Although advance credit is ultimately determined by the receiving institution, it may be possible for you to start your post-secondary educational program in General Studies at Lethbridge College. Please make an appointment to speak with an Academic Advisor at Lethbridge College if you wish to pursue this option.

"The high-quality instruction at the College is motivating and inspiring, and the small class sizes provide a less intimidating environment in which the student can learn. Every class I took counted for university credit, and only cost half the price."

*Matthew Berrigan
General Studies '03
Bachelor's degree in Arts and Education
in '06 through the
University of Lethbridge.*



New View

School of Media & Design



Release your creative spirit.

- **Communication Arts**
 - Print Journalism
 - Broadcast Journalism
 - Advertising & Public Relations
- **Fashion Design & Marketing**
- **Interior Design**
- **Multimedia Production**

Communication Arts

Program Office: 403.320.3318 • lynnette.langemann@lethbridgecollege.ab.ca

Chair: Ray Friedman 403.382.6963 • r.friedman@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.320.3318 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

The media exert tremendous influence in today's society, shaping as well as reflecting public opinion. It's also an exciting industry in which to participate. Our intensive two-year diploma program in Communication Arts will help you turn your passion for the media into a solid foundation for a career in newspapers, television, radio, advertising or public relations, in both traditional and online worlds.

You can choose from three areas of specialization:

- Print Journalism
- Broadcast Journalism
- Advertising/Public Relations

In your first year, we'll give you a comprehensive introduction to media fundamentals, ranging from reporting to camera and audio use to mass communication and the communication process. Your knowledge of these will be balanced with more specialized classes, working in small groups with one-to-one instructor contact.

In your second year, we will show you how to translate theory into practice. You'll gain lots of valuable experience working on real media projects with real deliverables. According to your area of interest, you'll produce a weekly campus newspaper, prepare campus radio shows or work on local television stories and broadcasts. You'll work with local media outlets and learn how media organizations operate in the real world. Depending on your major, you'll work on our student newspaper, *The Endeavour* (print and online editions); for our on-campus radio station, CRLC The Kodiak (closed circuit and streamed over the Internet); or with our TV media partner, Shaw TV.

These opportunities are tied closely to actual shifts and requirements in a business setting.

Your classroom knowledge and hands-on experience will come together for a 150-hour practicum at the end of the program. You will also have the opportunity to demonstrate to a potential employer that your understanding of the media is matched by your skills and experience.

With a rigorous combination of media theory and lots of practical experience, you'll be ready for a career that could include international reporting, event management, fundraising or corporate communications. With a diploma in Communication Arts from Lethbridge College, you'll be ready to produce and influence media today!

CAREER OPPORTUNITIES

Your Communication Arts Diploma will prepare you for a wide range of positions in the media, including:

- Commercial Writer
- Radio/TV News Reporter
- Radio/TV News Anchor
- Broadcast Radio Producer
- Radio Announcer
- TV News Anchor
- Camera Operator
- Radio Commercial Producer
- TV Editor
- Promoter
- Public Relations Practitioner
- Broadcast/Advertising Salesperson
- Advertising Layout
- Desktop Publisher
- Graphic Designer
- Newspaper/Magazine Reporter
- Newspaper Editor
- News Photographer
- Web Editor
- Online Journalist
- Videographer
- Producer/Scriptwriter

ADMISSIONS

New students are accepted into the Communication Arts programs for the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the School Chairperson/Faculty Advisor for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have a minimum 60 percent in English Language Arts 30-1 or 70 percent in English Language Arts 30-2 or equivalent and a minimum of 60 percent in Social Studies 30 or 33 or equivalent.

Applicants are also required to achieve a minimum 60th percentile in the Reading and Sentence Skills sections of placement testing or equivalent. Applicants who have received credit for a minimum of 60 credits towards a degree, or who have a related diploma with a minimum GPA of at least 2.0 may forgo placement testing. Alternate Admission applicants are assessed on past education and work experience.

Fast-Track Options

Students with a degree from an accredited post-secondary institution can be accepted into the Communication Arts program majors (Advertising/Public Relations, Broadcast Journalism and Print Journalism) with advanced standing. Fast-track students will take a range of industry-related courses, including at least one department-approved option course, over two semesters. Part of the course load will include a practicum.

Professional Suitability

Applicants, except for fast-track applicants, must write a 500-word composition demonstrating knowledge of the media area they intend to study. The composition is evaluated by the program for research content, organizational and grammar skills, word usage, sentence construction and transitions.

Prior Learning Assessment

If you have experience working in this field of study, you may be eligible for Prior Learning Assessment (PLA). Please direct your enquiries to the Faculty Advisor.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I	Credits
CAP 152 Mass Communication	3
PSC 150 Local Government	3
MKT 158 Media Marketing Fundamentals	3
WRI 154 Media Research and Writing I	4
CAP 165 Media Tech Visual I	4
CAP 171 Media Tech Audio	2
CPU 170 Production Software I	2
PRS 173 Announcing/Public Speaking	3
	24
Year I Term II	
CAP 156 Introduction to Advertising	3
CAP 158 Communication Process	3
WRI 174 Media Research and Writing II	4
CAP 170 Communication Law	3
CAP 175 Media Tech Visual II	4
CAP 161 Producing and Script Writing	3
CAP 254 Public Relations I	3
CPU 190 Production Software II	2
	25

ADVERTISING/PUBLIC RELATIONS MAJOR

The Advertising/Public Relations Major prepares students to work in a variety of entry-level positions in the communications and media industry. Training includes writing, designing and sales for online, electronic and print media; and public relations administration. As well, students are required to complete a practicum with a media company off-campus.

Year II Term I	Credits
CAP 191 Campus Media I	6
CAP 255 Sales Practice	3
CAP 262 Editing I	4
CAP 281 Visual Communications	3
CAP 282 Magazine Design	4
	20
Year II Term II	
CAP 274 Public Relations II	3
CAP 291 Campus Media II	6
CAP 299 Practicum	4
MGT 269 Management Issues in AD/PR	5
WRI 257 Public Relations Writing	3
	21

BROADCAST JOURNALISM MAJOR

The Broadcast Journalism Major helps students become skilled in reporting and writing for radio and television. They produce news and sports, music programs, and features. Hands-on experience is gained on-air through CRLC The Kodiak radio station, Shaw TV and web-casting on the Internet. Students learn digital techniques, audio control, voice control, announcing and reporting techniques, and radio and TV production skills. As well, students are required to complete a practicum with a media company off-campus.

Year II Term I	Credits
CAP 252 Broadcast Journalism I	5
CAP 256 Broadcast Presentation	3
CAP 275 Broadcast Production I	7
CMM 156 Digital Video	4
MGT 265 Broadcast Management Issues	2
WRI 250 Commercial Writing I	2
	23
Year II Term II	
CAP 253 Broadcast Journalism II	5
CAP 285 Broadcast Production II	7
CAP 299 Practicum	4
WRI 274 Commercial Writing II	2
	18

PRINT JOURNALISM MAJOR

The Print Journalism Major prepares students for entry-level positions in writing, reporting, editing, photography, desktop publishing and online publishing. Students will receive training that could help them in a career in weekly or daily newspapers, in magazines and with online journalism sites. Students receive practical training on and off campus through the College newspaper, The Endeavour, and the student magazine, Expressions. As well, students are required to complete a practicum with a media company off-campus.

Year II Term I	Credits
CAP 257 New Media for Journalists	4
CAP 262 Editing I	4
CAP 266 Campus Newspaper I	6
CAP 276 Print Journalism I	4
CAP 282 Magazine Design	4
	22
Year II Term II	
CAP 263 Editing II	4
CAP 267 Campus Newspaper II	6
CAP 286 Print Journalism II	4
CAP 299 Practicum	4
	18

Communication Arts - continued

FAST TRACK - ADVERTISING AND PUBLIC RELATIONS MAJOR

Required Courses

CAP 161	Producing and Script Writing	3
CAP 165	Media Tech Visual I	4
CAP 170	Communication Law	3
CAP 255	Sales Practice	3
CAP 274	Public Relations II	3
CAP 281	Visual Communications	3
CAP 282	Magazine Design	4
CAP 291	Campus Media II	6
CAP 299	Practicum	4
CPU 170	Production Software I	2
MGT 269	Management Issues in AD/PR	5
WRI 257	Public Relations Writing	3

FAST TRACK - BROADCAST JOURNALISM MAJOR

Required Courses

CAP 161	Producing and Script Writing	3
CAP 165	Media Tech Visual I	4
CAP 170	Communication Law	3
CAP 171	Media Tech Audio	2
CAP 175	Media Tech Visual II	4
CAP 254	Public Relations I	3
OR		
CAP 156	Introduction to Advertising	3
CAP 299	Practicum	4
CMM 156	Digital Video	4
CPU 170	Production Software I	2
CPU 190	Production Software II	2
PRS 173	Announcing/Public Speaking	3
WRI 154	Media Research and Writing I	4
WRI 174	Media Research and Writing II	4

FAST TRACK - PRINT JOURNALISM MAJOR

Required Courses

CAP 165	Media Tech Visual I	4
CAP 170	Communication Law	3
CAP 257	New Media for Journalists	4
CAP 262	Editing I	4
CAP 282	Magazine Design	4
OR		
CAP 171	Media Tech Audio	2
OR		
PRS 173	Announcing/Public Speaking	3
CAP 299	Practicum	4
CAP 267	Campus Newspaper II	6
CAP 286	Print Journalism II	4
OR		
CAP 175	Media Tech Visual II	4
OR		
CAP 263	Editing II	4
OR		
CPU 190	Production Software II	2
CPU 170	Production Software I	2
WRI 154	Media Research and Writing I	4
WRI 174	Media Research and Writing II	4

GRADUATION

Upon successful completion of all program requirements, students are awarded a Communication Arts Diploma with designated Major.

TRANSFERS

University Of Calgary

Graduates of the Communications Arts two-year Diploma may receive up to five full course equivalents (one year) credit toward the completion of a 20-credit Bachelor of Arts in Communication Studies from the University of Calgary.

Athabasca University

Graduates of Communication Arts can earn a Bachelor of Professional Arts in Communications from Athabasca University by receiving credit for their two years at Lethbridge College and completing an additional 60 credits of a 120-credit program through Athabasca University.

University of Great Falls

Graduates of the Communication Arts two-year Diploma (Broadcast Journalism option) may receive up to two years' credit toward a Bachelor of Arts degree majoring in Broadcast Communication at the University of Great Falls, Montana. Students may complete degree requirements through distance-education telecom or by attending the University of Great Falls campus.

University of Lethbridge

Lethbridge College graduates may also apply their Communication Arts Diploma to two courses or six unspecified credits in the Faculty of Arts and Science at the University of Lethbridge.

Royal Roads University

Graduates of Lethbridge College's Communication Arts Diploma are eligible to receive block transfer into the third year of the Bachelor of Arts in Applied Communication at Royal Roads University, provided all entrance criteria for admission to Royal Roads University are met and space remains available in the program. Visit www.royalroads.ca for more information.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Fashion Design and Marketing

Program name change pending approval.

Program Office: 403.320.3213 • business@lethbridgecollege.ab.ca

Chair: Ray Friedman 403.382.6963 • r.friedman@lethbridgecollege.ab.ca • Office of the Dean: Suzanne Flannigan 403.320.3318

PROGRAM OVERVIEW

Fast-paced and forward-looking:
The world of fashion draws creative inspiration from the past to look to a dynamic future. Our one-year certificate in Fashion Design and two-year diploma in Fashion Design and Marketing will prepare you for a successful career in this exciting industry!

At Lethbridge College, you'll be able to tailor your learning. You choose between specializations in Apparel Design and Production or Marketing and Merchandising. You also choose from a wide variety of elective courses to prepare you for your chosen career.

We combine classroom theory and hands-on practice so you can develop a real-world understanding of the entire fashion process. You'll learn how to identify trends in the fashion industry, understand new developments in textiles and use industry-standard computer software.

We'll help you apply your new found skills with our work-based practicum where you'll experience first-hand the fast pace of the fashion industry. As you develop your own designs and create your own portfolio, you'll be able to take advantage of our personalized program structure to make your fashion debut in our annual public fashion show!

Fast-forward to your future: With a comprehensive grounding in fashion theory and practice, a work-based practicum, a major public fashion show and a personal portfolio, you are well on your way. With our fashion graduates working as far away as Hong Kong, your imagination is the only limit!

CAREER OPPORTUNITIES

- Fashion Consultant
- Stylist
- Assistant Designer
- Production Coordinator
- Pattern Maker
- Fashion Merchandiser
- Retail Manager
- Costume Technician
- Assistant Buyer

ADMISSIONS

New students are accepted into the Fashion Design and Marketing program for the Fall (September) and Winter (January) terms. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Certificate: Applicants are required to have an Alberta High School Diploma with a minimum 50 per cent in Math 20A (Applied) or Math 20P (Pure), or equivalent.

Alternate Admission/Advance Standing: Learners seeking alternate admissions/advance standing to the program should contact a Lethbridge College Advisor or Faculty Advisor who will help them develop an individualized learning plan.

Note: Students are recommended to have computer experience equivalent to CPU 151 (Introduction to Computers) prior to entering the program.

Diploma: Students wishing admission to the diploma program are required to have completed the Fashion Design Certificate or equivalent.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

"The instructors are so much fun. They push you to be successful and to try your hardest to really be creative. The program gives you a realistic look at what the industry is actually going to be. I learned such an amazing amount from beginning to end."

Shelly Court,
Fashion Design and Merchandising '07

At the end of her first year, Shelly won a three-month paid internship with Goody Products, Inc. Her designs with Goody are available for purchase in 2008.

Fashion Design and Marketing - continued

CURRICULUM

FASHION DESIGN CERTIFICATE

Year I Term I	Credits
ACC 126 Accounting Basics	3
OR	
ACC 170 Financial Accounting I	4
DES 250 History of Design	3
FDM 152 Foundations of Fashion Design	3
FDM 155 Textiles and Fabric Design I	3
FDM 201 Fashion Drawing	3
FDM 187 Visual Merchandising	3
	18 or 19

Year I Term II

BUS 158 Small Business Management	5
FDM 153 Fashion Design Professional	3
FDM 154 Industrial Sewing	2
FDM 156 Textiles and Fabric Design II	3
FDM 250 Fashion History	3
PAT 265 Pattern Drafting I	6
	22

Choosing Your Electives

When you're ready for Year II of Fashion Design and Marketing, you can look forward to choosing from a list of elective courses. You can mix and match from the lists of electives according to your interests and career goals, provided you fulfill the program prerequisites when combining lists. Electives selected outside of the Fashion Design and Marketing program must be approved by the program.

FASHION DESIGN AND MARKETING DIPLOMA

Year II Term I	Credits
FDM 256 Factory Management	3
MKT 155 Retailing	3
FDM 162 Surface Design	3
PAT 267 Computerized Pattern Drafting I	3
Approved electives	10
	22

Year II Term II

FDM 273 Apparel Production	3
FDM 258 Fashion Promotion	3
FDM 295 Practicum	3
FDM 270 Retail Buying	3
Approved electives	10
	22

Year II Electives

Students focusing on Marketing and Merchandising should consider taking the following electives:

BUS 170 Introduction to Management	4
BUS 268 Organizational Behaviour	5
BUS 269 Management Communications	3
ECN 180 Microeconomics	4
ECN 253 Macroeconomics	5
MKT 188 Introduction to Marketing	5
MKT 250 Advertising – Essentials	3
MKT 270 Retail Administration	3
MKT 281 Marketing Logistics	3
STS 250 Statistics	5

Students focusing on Apparel Design and Production should consider taking the following electives:

FDM 254 Tailoring	3
FDM 235 Garment Construction	3
FDM 255 Haute Couture	3
FDM 251 Costume Making	3
PAT 266 Pattern Drafting II	6
PAT 275 Computerized Pattern Drafting II	3

GRADUATION

Students must successfully complete 40 credits to be granted the Fashion Design Certificate. To qualify for the Fashion Design and Marketing Diploma, students must successfully complete the Fashion Design Certificate (40 credits), 24 credits of Fashion Design and Marketing Diploma core courses, and 20 credits of approved electives for a total of 84 credits.

TRANSFERS

University of Alberta

Students may receive 33 units of course weight towards the Bachelor of Science in Human Ecology, Textiles and Clothing. In order to receive the total allowable credits stated, students must present all diploma program requirements.

Interior Design

Program Office: 403.320.3213 • business@lethbridgecollege.ab.ca

Chair: Ray Friedman 403.382.6963 • r.friedman@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.320.3318 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

Interior designers create the interior environments people inhabit everyday. Our intensive, two-year diploma program in Interior Design will give you the specialized knowledge and skills you need to apply your creativity in today's design industry.

Our practical, hands-on program is structured around the professional standards of the Council for Interior Design Accreditation (CIDA). Working in small classes with one-to-one instructor support, you'll master various software used throughout interior design practice. You'll work on projects that simulate real-world design problems and gain experience in commercial and residential interior design.

Our design studio courses cover commercial interior design ranging from retail and office to restaurant design. You'll balance this commercial design experience with an understanding of residential interior design, including project work focused on space planning, construction fundamentals and interior detailing. A required practicum lets you demonstrate your design skills and abilities in the workplace or contribute to community-based design projects while gaining valuable industry experience.

Your Interior Design Diploma opens the door to a world of exciting opportunities. With a comprehensive grounding in design theory and application, you'll be ready to apply your creativity in both commercial and residential fields. You'll be ready for a successful career in design!

CAREER OPPORTUNITIES

Our diploma program in Interior Design will prepare you for the pre-professional assistant level. You'll be able to work with design teams in a wide variety of fields.

- Assistant to Interior Designers and Architects
- Product Representative
- Kitchen & Bath Design
- Commercial Design
- Design Consultant
- Residential Design

ADMISSIONS

New students are accepted into the Interior Design program for the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma with a minimum 60% in Grade 12 Math 30 (Applied or Pure) and English Language Arts (ELA) 30-1 or 30-2. Alternate Admission applicants are required to complete placement testing.

In addition to academic requirements, students need to submit a portfolio of creative work, both visual/graphic and written work. A description and details of the required portfolio projects will be mailed to applicants who meet the basic academic requirements for application.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Students are required to lease a Lethbridge College laptop as part of the e-VOLUTION initiative. Laptop fees for students are \$625 per term plus a refundable \$500 deposit.

CURRICULUM

Year I Term I		Credits
IDM 150	History of Interiors	3
IDM 158	Representations I	6
IDM 155	Introduction to Interior Design	3
IDM 179	Design Fundamentals	6
IDM 255	Materials and Finishes	3
IDM 170	Colour, Materials and Lighting	3
		24
Year I Term II		
ENG 156	Business Writing (DL)	3
IDM 159	Representations II	3
IDM 167	Interior Detailing I	6
IDM 181	Design Studio I	6
IDM 190	E-Tools for Interior Design I	6
		24
Year II Term I		
IDM 285	Design Studio II	6
IDM 267	Interior Detailing II	6
IDM 290	E-Tools for Interior Design II	3
		15
Year II Term II		
IDM 286	Design Studio III	6
IDM 287	Design Studio IV	6
IDM 270	Practicum	3
IDM 271	Portfolio	2
		17

(DL) indicates courses available through Distance Learning.

GRADUATION

Upon successful completion of all program requirements, students are awarded a Diploma in Interior Design.

Multimedia Production

Program Office: 403.320.3318 • lynnette.langemann@lethbridgecollege.ab.ca

Chair: Ray Friedman 403.382.6963 • r.friedman@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.320.3318 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

Interactivity and immediacy are the driving forces behind multimedia and our 'wired world'. Our Diploma program in Multimedia Production will give you the grounding you'll need to succeed in the brave new world of converging technologies through practical and hands-on experience.

Working in small teams in classes that are just the right size, you'll blend audio, video, animation, graphics and text in a digital environment to create multimedia content. You will be given an opportunity to choose an area of applied concentration in Video and Motion Graphics, Web and Interactive Programming, or e-Learning Technologies.

Develop your understanding of concepts at the foundation of multimedia and learn how to identify trends in this fast-moving industry. Our combination of theory with individual and team project work will show you how interactive technology is changing the way people think and work, and you'll be ready to translate this knowledge into problem-solving success in the workplace.

Your passion for the interactivity and excitement of multimedia will get you started. With our Multimedia Production Diploma, your imagination is the only limit!

CAREER OPPORTUNITIES

Our Multimedia Production Diploma will prepare you for entry-level positions in a wide range of fields, including:

- Web Designers and Programmers
- Video Producers and Animators
- e-Learning Technologies
- Entrepreneurship

ADMISSIONS

New students are accepted into the Multimedia Production program for the Fall (September) term. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have English Language Arts (ELA) 30-1 or 30-2 or equivalent and Social Studies 30 or 33 or equivalent. Alternate admission applicants are required to take the Reading and Sentence Skills portion of placement testing and may be admitted on that basis.

Applicants who enter and complete the Multimedia Production program without an Alberta High School Diploma, or equivalent, may not be eligible for advanced placement in college and university diploma and degree programs under current and future transfer agreements. Testing may be waived for applicants who have previously completed diploma or degree programs, as well as those who have previously met admission requirements similar to our own, either at Lethbridge College or other institutions.

Multimedia Production assumes professional standards for research and writing. All program assignments must be typed. Lack of keyboarding skills could inhibit achievement.

Professional Suitability

Applicants will submit a 500-word essay which will reflect the applicant's knowledge of the multimedia industry as well as his or her personal motivation for wanting to pursue this career path. The essay may be submitted via e-mail. After reviewing the essay, the Faculty Advisor will contact the applicant.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

(May be offered in a different sequence)

Year I Term I Credits

RSR 160	Research & Writing for New Media	3
DES 155	Graphic Design	4
CMM 153	Digital Audio	3
CMM 156	Digital Video	4
CMM 162	Multimedia Principles and Design	4
CMM 163	Scripting for Multimedia & the Web	4
		22

Year I Term II

CMM 165	Using Flash and Web Standards	5
DES 156	Web Graphics, Layout and Interface Design	6
WRI 150	Writing for Interactive Media	3
CAP 158	Communication Process	3
RSR 170	Interactive Project (Core Integration)	3
CMM 185	The Principles of Animation	4
		24

Year II Term I

CMM 282	Professional Portfolio I	2
CMM 285	3D Modeling and Animation with Maya	5
CMM 288	Programming Rich-Media Applications	5
RSR 256	Video Graphics and Compositing	5
CMM 291	Professional Foundations	5
		22

Year II Term II

CMM 283	Professional Portfolio II	4
FWK 253	Managed Internship	6
CMM 292	Proseminar	6
CMM 293	Capstone Project	6
		22

GRADUATION

Upon successful completion of all program requirements, students are awarded a Multimedia Production Diploma.

TRANSFERS

University of Calgary

Graduates of the Multimedia diploma may receive up to five full course equivalents (one year) credit toward the completion of a 20-credit Bachelor of Arts in Communication Studies from the University of Calgary.

Athabasca University

Graduates of Multimedia will receive two years' credit towards a Bachelor of Professional Arts in Communications from Athabasca University, before completing an additional 60 credits of the university's 120-credit program.

Online Calendar

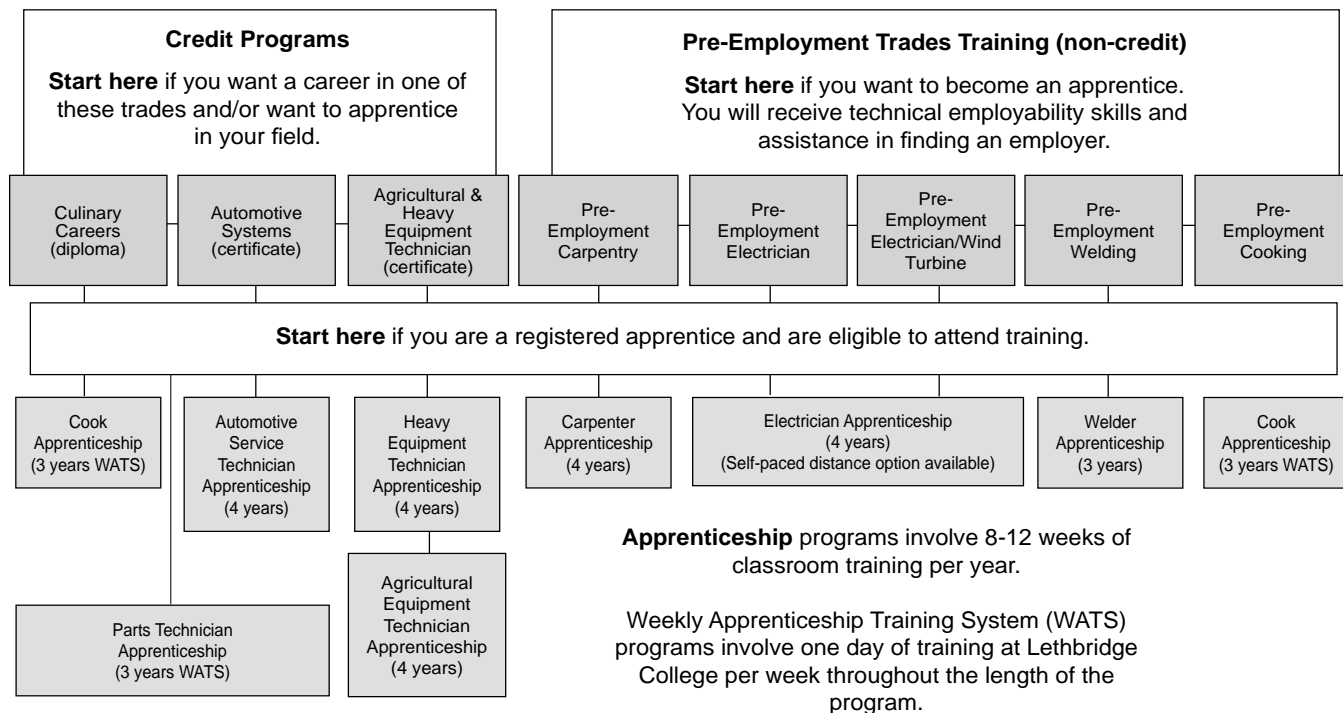
Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Build your future in the trades

Lethbridge College offers a wealth of high-quality trades programming to all learners, regardless of your level of experience in the industry. Whether you are just beginning to explore the trades, are looking to apprentice, or even if you just want to learn a new skill, we can help.



School of Trades & Apprenticeships



Trade up to a better career.

Credit Programming

- Agricultural & Heavy Equipment Technician
- Automotive Systems
- Culinary Careers

Apprenticeship Training

- | | |
|---------------------------------|------------------------------|
| • Automotive Service Technician | • Heavy Equipment Technician |
| • Carpenter | • Parts Technician |
| • Cook | • Welder |
| • Electrician | |

Agricultural and Heavy Equipment Technician

Program Office: 403.320.3411 • carol.erais@lethbridgecollege.ab.ca

Chair: Pat Asplund 403.382.6963 • pat.asplund@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.320.3318 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

Do you enjoy working with machines and equipment? Our practical, one-year (32-week) Agricultural and Heavy Equipment Technician Certificate program will give you the foundation you need to build a successful career in agricultural and/or heavy-duty diesel equipment repair.

Upon successful completion of the Agricultural and Heavy Equipment Technician program, you can enter the Alberta Apprenticeship program with an advanced standing toward the completion of their apprenticeship training. Apprenticeship exams can be written for both the first and second years of Agricultural Equipment Technician and the first and second years of Heavy Equipment Technician upon successful completion of the program. You will receive 300 hours credit towards experience for each of the first and second years of Agricultural Equipment Technician or the first and second years of Heavy Equipment Technician.

Working in small classes, you'll develop your understanding of power trains, steering, suspension, brakes, diesel engines, fuel systems, electrical systems and mobile hydraulics, as well as farm and industrial equipment through theory and lots of hands-on experience. One week of the program will be completed at an Agricultural or Heavy Equipment repair facility where you'll work directly with journeyman technicians.

Our modern shop facilities have the latest in diagnostic technologies and tools. And, you'll test your skills working on a wide range of on- and off-road vehicles and farm equipment.

Move ahead in industry today by obtaining a Lethbridge College certificate in the Agricultural and Heavy Equipment Technician program.

CAREER OPPORTUNITIES

Your Agricultural and Heavy Equipment Technician Certificate will prepare you to begin a career in many diverse fields, including:

- Service Manager/Shop Foreman
- Parts Technician
- Farming and Ranching Service
- Heavy Equipment Service
- Agricultural Equipment Service
- Mobile Repair Service
- Oilfield Equipment Service
- Mining Equipment Service
- Forestry Equipment Service
- Construction Equipment Service
- Manufacturing Equipment Service
- Trucking Equipment Service
- Journeyman Heavy Equipment Technician
- Journeyman Agricultural Equipment Technician

ADMISSIONS

New students are accepted into the Agricultural and Heavy Equipment Technician program for the Fall (September) term with Winter (January) admission into the second term allowed as space is available. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have a 50 percent minimum in Math 20 Pure or Applied and English Language Arts 20-1 or 20-2 or equivalent. Alternate admission applicants are required to achieve a minimum 40th percentile on the Reading Comprehension and Sentence Skills sections and 45th percentile on the Arithmetic section of placement testing.

RECOMMENDED COURSES

The following courses or subjects are recommended for the best possible outcome in the Agricultural and Heavy Equipment Technician program:

- Physics, Chemistry and Science
- Grade 12 Math and English

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Students will require a basic set of hand tools as listed on the program website. An electrical test meter (DVOM) will be required for the second term.

CURRICULUM

Year I Term I Credits

AHM 126	Safety and Hand Skills	6
AHM 127	Power Trains	9
AHM 124	Steering, Suspension and Brakes	11
AHM 129	Farm and Industrial Equipment	4
		30

Year I Term II

AHM 131	Diesel Engines	10
AHM 132	Diesel Fuel Systems	7
AHM 130	Electrical and Electronics	8
AHM 135	Mobile Hydraulics	5
		30

GRADUATION

Upon successful completion of all program requirements, students are awarded a Certificate in Agricultural & Heavy Equipment Technician.

TRANSFERS

Olds College

Graduates of the Agricultural & Heavy Equipment Technician program transferring to the Agricultural Mechanics Diploma program at Olds College may receive credit for one year.

Montana State University - Northern

Graduates of the Agricultural & Heavy Equipment Technician program transferring to the Bachelor of Science Degree in Diesel Technology at Montana State University - Northern may receive credit for one year, upon program approval.

"The instructors here are excellent and provide a wealth of knowledge. I stay on campus in Residence during my training. The people there are friendly and helpful."

*Andi Bacon,
Heavy Equipment Technician
Medicine Hat, AB*

Automotive Systems

Program Office: 403.320.3411 • carol.erais@lethbridgecollege.ab.ca

Chair: Pat Asplund 403.382.6963 • pat.asplund@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.320.3318 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

At Lethbridge College we have over 40 years experience teaching high-quality automotive servicing skills. Our practical, one-year program in Automotive Systems has been designed in consultation with members of industry in order to help you build a successful career in automotive service.

Working in small labs with lots of hands-on practice, you'll develop your understanding of automotive technology – from simple components to advanced computerized vehicle systems. Our shop facilities have state-of-the-art tools and equipment that you will use to repair a wide variety of vehicles, including shop units and real customer vehicles. We encourage you to work on your own vehicle in our shop!

At the end of the program, you'll be diagnosing problems and repairing a wide range of vehicles. You'll be familiar with the latest in shop equipment and electronic diagnostic technology and you'll be ready to start a career in automotive service.

CAREER OPPORTUNITIES

- Apprentice Automotive Service Technician
- Journeyman Automotive Service Technician
- Shop Foreman
- Mobile Repair Service Technician
- Automotive Systems Certificate Instructor
- Shop Owner
- Equipment Salesperson
- Service Manager

ADMISSIONS

New students are accepted into the Automotive Systems program for the Fall term only. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have a minimum of 50 per cent in Math 30 Pure or Applied and English Language Arts 30-1 or 30-2 or equivalent. Alternate Admission applicants are required to achieve a minimum 60th percentile on the Reading Comprehension, Sentence Skills, and Arithmetic sections of placement testing.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

CURRICULUM

Year I Term I			Credits
AST 126	Introduction to Trade Practices		3
AST 123	Automotive Drivetrains		12
AST 124	Automotive Directional Control Systems		7
AST 119	Basic Automotive Electrical I		6
AST 122	Automotive Industry		2
			30
Year I Term II			
AST 132	Automotive Engines		11
AST 129	Automotive Electrical Systems II		14
FWK 125	Automotive Field Work		1
AST 145	Performance Projects		4
			30

GRADUATION

Upon successful completion of all program requirements, students are awarded a Certificate in Automotive Systems.

Culinary Careers

Program Office: 403.320.3213 • business@lethbridgecollege.ab.ca

Chair: Charles Parker 403.320.3226 • charles.parker@lethbridgecollege.ab.ca

Office of the Dean: Suzanne Flannigan 403.320.3318 • suzanne.flannigan@lethbridgecollege.ab.ca

PROGRAM OVERVIEW

Do you enjoy preparing savoury meals? Get on the fast track to a successful and exciting vocation with our new Culinary Careers Diploma.

With a compressed academic schedule you can earn your diploma in 16 months and get started on your career path faster. This program is designed to provide you with a comprehensive, practical skill base in the concepts of professional cooking and the techniques of menu creation and dining room cuisine. Our hands-on approach provides you with the knowledge you will need to gain successful employment in the food service/hospitality industry.

Training is comprised of four 16-week sections as follows:

- Introduction and Restaurant Production Techniques
- Sweet and Savoury Techniques
- Paid Industry Placement
- Dining Room Cuisine

We provide a flexible approach to starting dates for your Dining Room Cuisine Term, giving you the opportunity to derive the greatest benefits possible from your paid industry placement experience. Starting with a foundation in culinary skills, sanitation and safety, you'll move through a comprehensive curriculum that lets you learn in a fast-paced environment. You'll prepare meals for real customers and demonstrate your new found skills in practical exercises.

With this combination of classroom theory and extensive hands-on experience, it's no surprise that the Lethbridge College Culinary Careers graduates have achieved a 100% employment rate.

CAREER OPPORTUNITIES

Lethbridge College graduates are employed throughout Canada and abroad in a variety of culinary opportunities including fine restaurants, hotels, cruise ships, catering companies, flight kitchens, hospitals, care homes, and convention facilities. Opportunities also exist to own and operate your own restaurant or branch out into marketing, product development, teaching and sales.

Recent graduates have found employment as Executive Chefs, Sous Chefs, Head Chefs, Banquet Chefs, Kitchen Managers/Leaders, Cooks, Teachers, Managers, Salespeople and Meatcutters.

ADMISSIONS

New students are accepted in late August and early January each year. Qualified applicants may be admitted into programs outside of normal intakes. Interested applicants are considered on an individual basis by the Chair for acceptance into a program in an alternative or modified format.

ACADEMIC REQUIREMENTS

Applicants are required to have a minimum of 65 Alberta High School credits, with a minimum 60 percent pass mark in Math 20 Applied and English Language Arts (ELA) 20-2, or equivalent.

ALTERNATE ADMISSION

Alternate Admission applicants are required to successfully complete all program pre-admission testing.

NON-ACADEMIC REQUIREMENTS

All students in the Culinary Careers Diploma program must follow the sanitation, hygiene and safety practices standard to the industry and present themselves in the following condition whenever entering any of the Food Service Labs: Students must be clean shaven (moustaches are acceptable), hair must be clean and controlled. Students wear a white uniform, apron and approved footwear.

MEDICAL REQUIREMENTS

Applicants are required to complete a personal medical profile and to update their immunization prior to entry into the program. Applicants may be required to complete a follow-up medical at the discretion of the College Health Centre.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Culinary students are required to pay additional fees for the cost of uniform cleaning.

Culinary Careers - continued

CURRICULUM

	Credits
COC 127 Culinary Careers Introduction	3
COC 131 Nutrition for Cooks	1
COC 132 Industry Work Placement	2
COC 133 Restaurant & Production Skills	22.5
COC 134 Sweet & Savoury Techniques	22.5
COM 137 Communication Skills	1
CUL 200 Dining Room Intro & Menu Design	4
CUL 206 Luncheon A La Carte and Buffets	14
CUL 211 Evening Dining A La Carte	8
CUL 216 Gala Banquets and Ice Carving	2
CUL 220 Skills Assessment and Hot Salon	2
	82

GRADUATION

Upon successful completion of all program requirements, students are awarded a Culinary Careers Diploma.

Graduation Requirements

- Attendance 90 percent
- Theory overall average
- Observed practical mark
- Practical exam

Students will be required to attend Hospitality Recruitment Day where employers from Alberta and beyond come to the College to interview for summer work placements. Past students in our program have achieved 100 per cent employment. Summer work place locations vary from resort areas along the Rocky Mountains to local hotels, restaurants and catering companies.

Our 16-week Dining Room Cuisine section starts after the first week of October and again at the end of January each year, allowing resort area work schedules to be fully complete prior to returning to Lethbridge College. Our Culinary Department has an excellent association with over 50 employers in Alberta who have regularly offered paid employment to our cooking students.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Apprenticeships

Apprenticeship trades training is a combination of on-the-job training, work experience and technical training. People who want to apprentice must be working in the field and must find an employer who is willing to sponsor them. Employers and employees sign a Contract of Apprenticeship, so that the apprentice can work and earn money while training.

Apprentices spend about 80 percent of their time learning on the job from a qualified tradesperson. They spend the remaining 20 percent of their time taking specialized training courses, usually from colleges or technical institutes. There are regular schedules of pay associated with apprenticeship training; the Training Board provides information on this. Receiving your certified 'journeyman' papers or 'ticket' upon completion of your apprenticeship demonstrates your skill level based on provincial and industry standards.

Each province controls its own apprenticeship training programs. The Alberta Apprenticeship and Industry Training Board controls apprenticeship training in Alberta. It sets the curriculum for each program and regulates the term and conditions of apprenticeship. Colleges in Alberta deliver apprenticeship training courses, following the curriculum set by the Alberta Apprenticeship and Industry Training Board.

The high demand for qualified tradespeople means that job opportunities are abundant! Our facilities are modern and well equipped. You'll use the latest equipment and take classes from instructors with real industry experience. In fact, for the last four years, Lethbridge College instructors have been named the best in the field for southern Alberta by the Alberta Apprenticeship and Industry Training Board.

At Lethbridge College, we have over 40 years of experience training apprentices for successful careers.

We offer apprenticeship training for seven trades:

- Automotive Service Technician
- Carpenter
- Cook
- Electrician
- Electrician – Alternate Delivery
- Heavy Equipment Technician
- Parts Technician
- Welder

The Cook, Parts Technician and Welder apprenticeships last three years while the Automotive Service Technician, Carpenter, Electrician and Heavy Equipment Technician apprenticeships take four years to complete.

Apprenticeship programs require 8 to 12 weeks of classroom training each year, in addition to on-the-job training. The Weekly Apprenticeship Training System (WATS) format allows apprentices to take classes once a week during the term of their apprenticeship. At Lethbridge College, the Cook and Parts Technician apprenticeships follow the WATS format. First-to-third year distance electricians have six months to complete the course and fourth year distance electricians have nine months.

We'd be happy to show you around! We are proud of the quality of our trade facilities. To arrange a tour, call 1.800.572.0103 Ext. 3322 or, to register, review the information below.

If you are an apprentice and would like to register for training courses at Lethbridge College, please contact:

Tel. 403.320.3323
Fax 403.317.3503
Toll-Free 1.800.572.0103

If you would like to become an apprentice, contact:

The Alberta Apprenticeship and Industry Training Board
www.tradesecrets.org
E-mail: aitinfo@gov.ab.ca

Alberta Apprenticeship and Industry Training Board Lethbridge Office
Provincial Building, Room 280
200 - 5th Avenue South
Lethbridge, AB T1J 4C7

Telephone: 403.381.5380
Fax: 403.381.5795
Career Information Hotline:
1.800.661.3753

Ask about the Alberta Apprenticeship Scholarship Program. You might discover you're eligible for a financial award!

Apprenticeships - continued

AUTOMOTIVE SERVICE TECHNICIAN

Chair: Pat Asplund 403.394.7348
pat.asplund@lethbridgecollege.ab.ca

North Americans love their cars and when their favourite vehicle needs attention, they want to turn to someone they can trust to provide the service they need. That's where you come in.

As an Automotive Service Technician, you can provide preventative maintenance, diagnose faulty systems, and repair automotive vehicles and light trucks. You can diagnose and repair engines, steering systems, braking systems, drive trains, vehicle suspensions, electrical and air-conditioning systems. You'll even make sure the ride stays smooth through wheel-balancing and alignment when needed.

The direction you choose to follow for your career could see you working in a large shop, specializing in repairing, rebuilding and servicing specific parts, like braking, suspension or steering systems. In smaller shops, Automotive Service Technicians may work on a wider variety of repair jobs, beginning by reading the work order and examining the vehicle. It's the type of career that can be particularly rewarding if you enjoy doing precise work that is varied and challenging.

You'll train in small classes with lots of hands-on practice. You'll also find that our shop facilities have state-of-the-art tools and equipment that you will use to repair a wide variety of vehicles.

Similar Lethbridge College option: Automotive Systems Certificate – a 32-week certificate program. For details, please refer to the program information pages.

CARPENTER

Chair: John Vermeer 403.320.3366
john.vermeer@lethbridgecollege.ab.ca

From major construction projects like bridges and buildings to small finishing touches a new homeowner can be proud of, carpenters have a wide range of career options available. You can put your skills and knowledge to use providing a service that continues to be in strong demand.

Keep your personal interests in mind as you set your goals as a carpenter. Your ability to read plans, select and measure materials, and coordinate projects can help ensure costly mistakes and omissions are avoided on the job site. Attention to detail will keep things from falling through the cracks. You can look forward to pursuing a range of opportunities or specializing in one type of work such as framing, concrete work or finishing work. You could work alone, in teams or with helpers. Whatever direction you take, you'll find the work rewarding if you take pride in creating a variety of things with your hands and honing your expertise in woodcraft.

At Lethbridge College, we'll provide you with the high-quality training you want as part of your Carpenter apprenticeship. You'll relate well to our instructors as they share their practical experiences with you. You'll also appreciate our shops, which will give you access to the equipment and experience you need to succeed in your chosen field.

COOK (WEEKLY APPRENTICESHIP TRAINING)

Charles Parker 403.320.3226
charles.parker@lethbridgecollege.ab.ca

With the right combination of ingredients, training and skill, you can create magic in the kitchen. Lethbridge College has the recipe for your success with our Cook Apprentice program. You supply the enthusiasm and desire to achieve, and we'll supply the experience you need to keep your apprenticeship on the right track.

As a Cook Apprentice you will learn through observation, practice and study. With the Weekly Apprenticeship Training System (WATS) at Lethbridge College, the training takes place with your needs in mind. One day a week is spent at the College gaining the formal experience vital to your culinary future. For the rest of the week you will be putting what you've learned to practical experience on the job. It's the perfect blend that allows you to pursue your education while continuing to earn an income.

From catering special banquets to preparing meals for large institutions to cooking up gourmet delights in an upscale restaurant, your Cook Apprentice training will prepare you for a host of opportunities. You will also benefit from Lethbridge College's well-deserved culinary reputation. Our instructors have been recognized with everything from provincial to international awards for their skills. Their commitment to their craft is your guarantee of a quality experience at Lethbridge College.

Similar Lethbridge College option: Culinary Careers Diploma – a 16-month diploma program. For details, please refer to the program information pages.

ELECTRICIAN

Chair: John Vermeer 403.320.3366
john.vermeer@lethbridgecollege.ab.ca

If you thrive on the opportunity to use your skills in a variety of settings, a career as an electrician could really light up your future. Electricians install, alter, repair and maintain systems designed to provide heat, light, power, control, signal or fire alarms for all types of buildings, structures and premises.

You won't find yourself stuck in an office somewhere as an Electrician. Depending on the direction your career follows, you can expect work conditions to vary with each job, especially in construction. From working outdoors on scaffolding to indoor jobs in clean comfort, the changes can be dramatic, helping to ensure you won't be bored with your chosen career.

If you enjoy working with people, you could consider specializing in specific types of installations, such as residential (housing developments), commercial (office buildings), institutional (hospitals), or industrial (plants, factories). Being organized and having a friendly, courteous approach is vital to jobs in these areas.

Our instructors maintain close ties to industry to stay on top of trends and provide you with the best education for your investment. Classes are limited to a maximum of 16 students which provides for a low student-to-instructor ratio and enhanced learning. Our modern facilities are well-equipped and impeccably maintained.

Lethbridge College offers the electrician program to indentured apprentices through CBAT or Alternate Delivery.

The CBAT delivery method, which is for most apprentices, provides you with a flexible approach to your training. This option offers several advantages, including:

- a combination of lectures, labs and self-study, that lets you work at your own pace;
- flexibility in completion times as students can complete:
 - in less than the required eight or 12 weeks
 - in more than eight or 12 weeks, up to 25 percent extra time if you are having difficulty learning the material;
- students have direct access to instructors on a one-to-one basis at least three hours per day.

ELECTRICIAN - ALTERNATE DELIVERY

Self-Paced Electrician Training Advantages:

- Work at your own pace
- Students in remote locations minimize time away from home
- Do not need to be away from work for 8 to 12 weeks
- Advisor that may be contacted by phone or e-mail

Entrance Requirements (Alternate Delivery)

You must be an indentured Electrician Apprentice that has been indentured in the past 18 months or has attended a technical training period in the past 18 months. If you have attended a technical training period, you must have a pass mark of 75 percent or better on your provincial exam.

Time Requirements (Alternate Delivery)

1st, 2nd, and 3rd year students have up to six months to complete the course, and 4th year students have 9 months to complete.

Supply Requirements (Alternate Delivery)

A computer with a printer, using Internet Explorer 4.0 or higher with Internet access.

How Do I Progress Through the Course? (Alternate Delivery)

Lethbridge College course material that is supplied through the Lethbridge College Bookstore is the primary source of material. At the end of each module, you will be required to write an end of module quiz that you access through the Internet. These quizzes are used to ensure that you have understood the module material. Throughout the course, you will be required to write supervised exams. These marks will count towards your final mark in the course. You must obtain a 65 percent average in theory, lab, and code to be qualified to write your provincial exam. The site for writing these supervised exams will be at Lethbridge College or a site that is closer to the student's residence which will be arranged at the time of registration. Labs must be completed at Lethbridge College during normal class hours, and must be booked with your advisor.

How Do I Begin? (Alternate Delivery)

Eligible apprentices must first contact the Electrical program at Lethbridge College for an interview (contacts are listed below). Once department approval has been given, you may contact the Registrar's Office to enroll in the program. You will be contacted by a Coordinator who will supply you with information needed to receive materials and ID numbers.

Contacts: John Vermeer, Chair/
Alternate Delivery Coordinator,
Cal Whitehead, or Carol Erais at
403.329.7243
eltrem@lethbridgecollege.ab.ca

Apprenticeships - continued

HEAVY EQUIPMENT TECHNICIAN

Chair: Pat Asplund 403.394.7348
pat.asplund@lethbridgecollege.ab.ca

Heavy Equipment Technicians repair, overhaul and maintain heavy equipment such as highway transport vehicles, construction and earthmoving equipment, tractors and mobile industry equipment. If you work with a logical perspective, this could be the career for you. It's a field with strong job prospects now and for the future.

You can expect everything from routine to situations that will challenge your skills and abilities. Heavy Equipment Technicians employed by companies with their own heavy duty equipment usually follow a regular inspection schedule for preventive maintenance and make any necessary repairs. In larger shops, you could specialize in engine overhaul, power shift transmissions, fuel systems, hydraulic controls, electrical and electronic equipment, air-conditioning, or track equipment.

You'll also find that your work environment will vary considerably from one job to another. You could find yourself in a modern shop performing major repairs, or you could be in construction fields, working right on site, contributing directly to the success of a specific project. Either way, you'll find it a rewarding experience if you enjoy achieving expertise with precise work, problem-solving and working with your hands.

Similar Lethbridge College option: Agricultural and Heavy Equipment Technician Certificate – a one-year certificate program equivalent to the first and second years of apprenticeship training. For details, please refer to the program information pages.

PARTS TECHNICIAN

Chair: Pat Asplund 403.394.7348
pat.asplund@lethbridgecollege.ab.ca

Knowing what is what and where it is located in a large warehouse requires a special set of skills that you can acquire as a parts technician. It can be the ideal opportunity for you if you enjoy variety, developing expertise, working with people and participating in your customers' success.

As a parts technician, you'll manage and dispense parts inventories, which may include automotive, heavy duty, farm implement, industrial, recreational vehicle, jobbers, plumbing, electrical and so on. You may be responsible for handling stock, warehousing, identifying and cataloguing parts and assemblies, as well as ordering, receiving, inspecting, sorting, pricing and selling. It all depends upon the size of the wholesale, retail or warehouse distribution business and the types of parts involved.

If you demonstrate the necessary skills and can work effectively with people, you could look forward to advancing to supervisory positions, such as parts department manager, store manager, or even store owner. With some sales experience, interested parts technicians can move into sales representative positions.

Lethbridge College has designed this program specifically with you in mind. We follow the Weekly Apprenticeship Training System (WATS) format. You will attend classes only one day a week, usually from mid-day to early evening, so your time away from the job will be minimized.

WELDER

Chair: John Vermeer 403.320.3366
john.vermeer@lethbridgecollege.ab.ca

Turn up the heat on your future and get involved with an apprenticeship that can allow you to build a solid career. Welders are in demand in a variety of capacities.

Welders join or sever metals in beams, girders, vessels, piping and other metal components. You could also be involved in making metal parts used in construction and manufacturing plants, or welding parts, tools, machines and equipment.

Welding usually involves applying heat to metal pieces to melt and fuse them together. How you will actually do this will depend on the project and such things as the type of metal, its size and shape, and requirements for finished product strength. Welders use different processes and fillers depending upon the type of metal, its size and shape, and requirements for finished product strength.

You can expect to be involved in:

- electric arc welding – created as an electric current flows through an arc between the tip of the welding electrode and the metal. Filler materials are melted and added to fill the joint and make it stronger.
- gas welding – created from the combustion of burning gases, such as oxy-acetylene welding, which melts the metal. As with arc welding, filler materials are used to strengthen a joint.

You'll find the work rewarding if you enjoy building things and working with little direction or supervision. To be successful in the trade, welders need manual dexterity, good vision (glasses are acceptable), eye-hand coordination, the ability to concentrate on detailed work, and patience. You should also expect to work in a variety of environments from outdoor construction sites to indoor jobs in production and repair shops.

As a welder, your career can take you to a variety of industries including vessel or structural steel assembly, steel fabrication, heavy equipment repair, pipeline construction, and commercial and industrial construction.



New View



English as a Second Language

English as a Second Language

Program Office: 403.320.6444 • Program Administrator: Judy Hasinoff 403.320.3437 • esl@lethbridgecollege.ab.ca
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW

Lethbridge College is a great place to study English as a Second Language (ESL). We have over 30 years experience teaching ESL and we teach it on a year-round basis. You can study academic ESL for full or partial terms.

If you would like to attend Lethbridge College, we have excellent services to support your time in Lethbridge. We offer homestay accommodation and college accommodation. Homestay accommodation lets you live with a local Canadian family and experience Canadian culture directly. College accommodation lets you live in a modern college residence building with other students.

Lethbridge is a small, safe city with friendly people. Our College is a very welcoming environment. We hope that you will choose Lethbridge College for your academic ESL studies and your career program studies when you finish ESL.

ADMISSIONS

New students are accepted into the English as a Second Language program for the Fall (September), Winter (January) or Summer (May) terms and almost anytime during those terms.

YOUR INVESTMENT

Fees vary between programs. For fee information, please contact the English Language Centre at 403.320.6444 or esl@lethbridgecollege.ab.ca.

CURRICULUM

ESL classes are offered for 20 hours a week. The average class size is 16 students. We offer beginning, intermediate and advanced levels. A variety of 1 credit electives are available in 12 hour units.

Helping you Succeed

Check out page 25 for more information about our Services for International Learners.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Upgrading and Transitional Programs



Upgrade your skills.

Choose from courses ranging from Math, English, Reading and Spelling to Chemistry, Physics and Biology.

College and University Preparation

Program Office: Main Campus: 403.329.7269 • Fort Macleod Campus: 403.553.4788 • Taber Campus: 403.223.1045
Chair: 403.320.3243 • Office of the Dean: Karen O'Dwyer 403.317.3550

PROGRAM OVERVIEW

Our College and University Preparation courses offer an excellent foundation for your future.

You can choose courses ranging from Math, English, Reading and Spelling to Chemistry, Physics and Biology. We offer a variety of academic levels, from a basic to high school equivalent. Besides being available in Lethbridge, most of our courses are offered at our Fort Macleod Campus. Please check with the Taber campus for courses being offered there.

We give you lots of support! A College advisor will help you decide which courses are right for you. Staff from the Learning Café can help improve your study skills and provide free help with your courses. Service Managers will help you find funding for your education too. You might be eligible for an Alberta Works or Canada/Alberta Works funding. Why not contact us to talk about your education? You might be surprised at what you'll learn!

CAREER OPPORTUNITIES

College and University Preparation courses can lead to many opportunities. Our students have continued into certificate, diploma and degree programs. They have entered professional and apprenticeship programs and have moved on to successful careers. You'll also find that our courses offer a good foundation for beginning employment.

ADMISSIONS

New students are accepted into the College and University Preparation program for courses beginning in the Fall (September) and Winter (January) terms and, in Lethbridge, for the Summer (May) term as well.

ACADEMIC REQUIREMENTS

The College and University Preparation program is open to any person 18 years of age or older who has the desire and the academic skills to cope with a selected course level. Admission is based on academic background, skills assessment and advisement. All applicants must write a placement test and meet with an Academic Advisor for interpretation of the test results and to complete a training plan prior to confirmation of admission. Test results and prior academic success are used to place students in appropriate courses.

YOUR INVESTMENT

Program fees will vary. Fee information is available in the online Calendar at www.lethbridgecollege.ab.ca/programs/. Please select the link to your program and then click on "Your Investment".

Textbook costs vary from approximately \$50 to \$160, depending on the course.

CURRICULUM

Students register in courses that fit their career goals on the recommendation of the College advising team. Transcripts and entry testing decide course level placement.

Course offerings may be subject to change.

BIO 075	Biology	5
BIO 085	Biology	5
BIO 095	Biology	5
CHM 075	Chemistry	5
CHM 085	Chemistry	5
CHM 095	Chemistry	5
COL 004	GED Preparation	2
COL 100	Orientation to College Learning (OCL)	5
CPU 051	Computer Basics	3
CPU 101	Computer Basics	2
CPU 151	Introduction to Computers	3
DEV 001	Developmental Studies	1
DEV 002	Developmental Studies	2
DEV 003	Developmental Studies	3
DEV 004	Developmental Studies	4
DEV 005	Developmental Studies	5
ENG 050	Language and Experience	7
ENG 063	English Basics	5
ENG 070	English	5
ENG 080	English	5
ENG 085	English	5
ENG 090	English	5
ENG 095	English (DL)	5
KEY 050	Keyboarding Fundamentals	3
KEY 139	Introductory Keyboarding	5
LAR 043	Language Arts I	5
LAR 048	Language Arts II	5
LAR 055	Language Arts III	5
MTH 043	Math Fundamentals I	5
MTH 048	Math Fundamentals II	5
MTH 054	Mathematics Foundations	5
MTH 055	Math Fundamentals III	5
MTH 060	Mathematics	5
MTH 064	Real World Math II	5
MTH 075	Mathematics	5
MTH 085	Mathematics	5
MTH 090	Mathematics	5
MTH 095	Mathematics (DL)	5
MTH 097	Mathematics	5
PHY 075	Physics	5
PHY 085	Physics	5
PHY 095	Physics	5
RDG 075	Reading	5
RDG 096	College Reading Essentials	5
SCI 043	Science I	3
SCI 048	Science II	3
SCI 055	Science III	3
SCI 060	Science Foundations	3

SST 043	Social Studies I	3
SST 048	Social Studies II	3
SST 054	Social Studies III	3
SST 063	Canada and the World	5
SST 075	Social Studies	5
SST 085	Social Studies	5
SST 095	Social Studies (DL)	5
SPL 056	Spelling	3

(DL) indicates courses available through Distributed Learning.

Upgrading options for post-secondary students

In addition to any of the courses listed above, post secondary students may also take the following courses. Some restrictions apply. Please check with an Academic Advisor.

ENG 101	Basic Composition	3
RDG 101	Analytical Reading	3
COL 105	Achieving College Success	3
DEV 102	Developmental Studies	2
DEV 103	Developmental Studies	3
MTH 102	Basic Mathematics	3

High School Equivalencies

College and University Preparation courses satisfy post-secondary program entrance requirements as substitutes for Grade 12 level courses. No provincial departmental exams are required. The course numbering designates grade levels:

Courses numbered 070-079 are Grade 10 level courses.

Courses numbered 080-089 are Grade 11 level courses.

Courses numbered 090-099 are Grade 12 level courses.

For further details, consult the Alberta Council on Admissions and Transfer (ACAT) guide or talk to an Advisor.

Orientation to College Learning

Most College and University Preparation courses are delivered during the College's standard Fall and Winter terms. However, the Orientation to College Learning (COL 100) course is held in August for students wishing to prepare for their academic courses beginning in Fall. Contact the Dean or Program Chair for more information.

Registration Changes

Course registrations or "add/drops" must be carried out in consultation with an Academic Advisor and/or Service Manager. It is the applicant's responsibility to register for and maintain credit minimums as required for sponsorship. Credit requirements of sponsoring agencies currently range from 15 to 25 credits.

Honours Status

Students who successfully complete at least 15 credits with a minimum grade point average of 3.50 and with no failing grade are eligible for Honours Status.

GRADUATION

Students in the College and University Preparation program who accumulate at least 18 credits in academic courses are eligible to receive a Credential of Achievement. To qualify, students must take four 090-099 level courses, including at least one English course, and must have a minimum grade point average of 1.50. KEY-139 and CPU-151 are accepted as courses to meet these requirements.

TRANSFER

Courses numbered at any of the 070, 080, or 090 levels in this program are accepted in lieu of high school courses for admission at Alberta's universities, colleges, and technical institutes, as well as at most colleges and universities in the United States. However, students do not receive high school credits towards a diploma from Alberta Education. Lethbridge College issues its own grades and its own credential.

Online Calendar

Please note, information in this calendar was accurate at time of printing.

The online version of this document contains the most current information and is the College's official calendar.

Visit lethbridgecollege.ca

Programs Under Development

Programs at colleges and universities must receive formal approval by the Ministry of Advanced Education, Alberta. The following is a list of programs that Lethbridge College intends to offer once final approval has been granted. Please note the specific programs for the intended year of implementation. Should you have questions pertaining to these programs, please call the program contacts listed below.

NATURAL RESOURCE COMPLIANCE (DIPLOMA)

Proposed Implementation September 2009

Chair: Terry Kowalchuk 403.320.3232 • t.kowalchuk@lethbridgecollege.ab.ca

BACHELOR OF APPLIED SCIENCE - ENVIRONMENTAL ASSESSMENT AND RESTORATION

Proposed Implementation September 2009

Chair: Terry Kowalchuk 403.320.3232 • t.kowalchuk@lethbridgecollege.ab.ca

BACHELOR OF APPLIED SCIENCE - NATURAL RESOURCE MANAGEMENT

Proposed Implementation September 2009

Chair: Terry Kowalchuk 403.320.3232 • t.kowalchuk@lethbridgecollege.ab.ca

Course Descriptions



Course Descriptions

ABOUT THE COURSE DESCRIPTIONS

Indicated to the right of each course title is the number of credits assigned to the course. Any discrepancy between the credits listed on the following pages and those listed in the specific program profiles are not intended. In case of a discrepancy, the program profile is considered correct.

Students wishing to transfer should refer to the Alberta Transfer Guide that lists all course and program transfer agreements between post-secondary institutions in Alberta, Northwest Territories and Nunavut. The Guide and other transfer information are available online at www.acat.gov.ab.ca or by contacting:

Alberta Council on Admissions and Transfer
909, 9942 - 108 Street
Edmonton, AB T5K 2J5
Ph. 780.422.9021 or 310.0000 toll free
acat@gov.ab.ca

COURSE NUMBERING SYSTEM

001 - 099

These courses are upgrading in nature and may serve to meet entrance requirements to colleges or universities. Courses in this category are not post-secondary credit courses.

100 - 199

Includes courses normally offered in college one-year certificate or the first year of a two-year diploma program.

- 100 - 149
Includes courses that normally transfer to technical institutes, colleges or apprenticeship programs.
- 150 - 199
Includes courses that may transfer to universities for elective or subject credit.

200 - 299

These courses are normally offered in the second year of two-year diploma programs. All courses in this classification are considered senior courses in the college curricula.

- 200 - 249
Includes courses that normally transfer to technical institutes, colleges or apprenticeship programs.
- 250 - 299
Includes courses that may transfer to universities for elective or subject credit.

300 - 399

These courses are normally offered in the third year of an applied degree program. All courses in this classification are considered senior courses in the college curricula.

- 300 - 349
Includes courses that normally transfer to technical institutes and colleges.
- 350 - 399
Includes courses that may transfer to universities for elective or subject credit.

FULL-TIME STATUS

In order to be eligible for student loans, Alberta Student Finance requires a learner to be qualified as "full-time". For Lethbridge College that means you must take a minimum 12 credit course load per term.

You may also need to have full-time status for other activities or organizations such as athletic participation in the Alberta Colleges Athletic Conference (ACAC).

Once you are registered, you can confirm your full-time status through the Registrar's Office as necessary. Our Student Awards and Financial Aid Office is also happy to help you complete your student loan applications and requirements.

Course Descriptions ACC 125 - ACC 272

(ACC) ACCOUNTING:

ACC-125 Service Based Accounting (3 credits)

This course is an overview of basic accounting concepts for a service-based business. It covers a basic understanding of the accounting cycle and reinforces theoretical concepts through a basic understanding of an integrated accounting software package.

ACC-126 Accounting Basics (3 credits)

This course is an overview of basic accounting. Topics include an introduction to journals, ledgers, bank reconciliation, payroll, petty cash, GST, and other related accounting transactions. This course is not eligible as an elective in the Business Administration program.

ACC-146 Bookkeeping (5 credits)

This course is an introduction to bookkeeping. It emphasizes GAAP principles to complete procedures and statements required for the basic accounting cycle for service and merchandising businesses. Other topics covered include columnar journals, subsidiary ledgers, special journals, bank reconciliation, payroll, petty cash, GST and PST. This course is not eligible as an elective in the Business Administration program.

ACC-170 Financial Accounting I (4 credits)

This course includes fundamental accounting principles and concepts, the accounting cycle, worksheet preparation, accounting for sales and purchases of merchandise, cash control procedures, and valuation of receivables and inventories. Other topics include financial statement preparation and payroll. The foregoing are applied in relation to the sole proprietorship with an emphasis placed on integrating the basic concepts with accounting practice. Equivalent to ACC-171.

ACC-175 Financial Accounting II (4 credits)

This course covers concepts and principles relating to partnership and corporation accounting. Other topics include accounting for plant and equipment, natural resources, intangible assets, accounting for current and long-term liabilities, analysis and interpretation of financial statements, and accounting for manufacturing operations. Equivalent to ACC-173. Prerequisite(s): take ACC-170.

ACC-245 Computerized Bookkeeping (5 credits)

This course uses an integrated accounting package to introduce computerized bookkeeping to students. Upon completion of this course, students are able to open and close the software package; save, open and close files; use the general, payables, receivables, payroll, inventory and project ledgers; record and correct transactions; and understand the PST, HST, and GST and file for remittance or refund. Students will be able to create new projects, deal with foreign currency and import duties, utilize the budgeting allocation, look up and adjust invoice features, plus plan, design and apply procedures for converting from a manual to a computerized accounting system. Prerequisite(s): take ACC-146 or ACC-170.

ACC-250 Management Accounting I (5 credits)

This course covers the basic concepts of management accounting, consisting of the fundamentals of accounting for planning and control. Topics include manufacturing statements; cost-volume-profit relationships; job order and process costing; actual, normal, and standard cost systems; flexible budgets; inventory planning, control, and costing; and accounting for payroll. Prerequisite(s): take ACC-175.

ACC-251 Management Accounting II (5 credits)

This course covers profit planning, cost allocations, joint and by-product costing, inventory planning, relevant costs and contribution approach, accounting systems, internal control, and measuring performance, variance and analysis, and absorption versus variable costing statements. Prerequisite(s): take ACC-250.

ACC-258 Farm Accounting (3 credits)

This course will build on the competencies gained in ACC-170 (Financial Accounting I) to provide background specific to the operation of farms and ranches. Topics include the cash basis of accounting and its application to income tax purposes and the accrual basis of accounting and its application to the preparation of financial statements for creditors and managerial purposes. The course includes a project which covers the preparation of accounting records and financial statements for a simulated farming operation.

ACC-271 Intermediate Financial Accounting I (5 credits)

This course examines complexities of accounting principles for corporate financial presentation. Special emphasis is placed on asset management and the various methods used by differing industries. Prerequisite(s): take ACC-175.

ACC-272 Accounting for Managers (5 credits)

This course provides service and non-profit managers with an overview of both financial and managerial concepts. It concentrates on management accounting, including cost terms, cost behaviour, relevant information and cost systems. Students learn the basics of the accounting cycle, financial statements and analysis techniques. The course also covers budgets and responsibility accounting. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs.

Course Descriptions ACC 273 - AFO 162

ACC-273 Intermediate Financial Accounting II (5 credits)

This course continues the examination of the complexities of accounting principles for corporate financial presentation. Special emphasis is placed on liability and equity management and the various methods used by differing industries. Prerequisite(s): take ACC-271.

ACC-278 Computerized Accounting for Management (4 credits)

This course is a hands-on approach to performing accounting functions with pre-packaged computer software. It includes the set-up and ongoing maintenance of the general ledger, accounts receivable and accounts payable. Individual accounting projects simulate real world business accounting practices. Not available for supplemental. Equivalent to ACC-276. Prerequisite(s): take BUS-178 and one of ACC-146 or ACC-170.

(AFO) RECREATION FACILITY OPERATIONS:

AFO-130 Parks Equipment Operation (2 credits)

This course is a hands-on laboratory of the common parks equipment used today. Safe operation practices and maintenance considerations will be covered for sod cutters, mowers, aerators, top dressers, chainsaws, rototillers, sweepers, trimmers and others.

AFO-150 Landscape Development & Maintenance (3 credits)

This course provides an overview of the maintenance of soil, plant materials and turf. Topics include soil improvement, selection of appropriate plant materials, maintenance of turf, and landscape development.

AFO-151 Building Operations & Management (4 credits)

This course addresses three areas: building operations and maintenance, lifecycle and risk management, and supervisory management. Building topics include mechanical and structural maintenance, boiler operation, HVAC maintenance energy efficiency, custodial care, automated building systems, and trouble-shooting. Students will also learn how to develop a risk management program and to implement lifecycle planning for facilities. This course is graded CR/NCR.

AFO-154 Area and Facility Planning (3 credits)

This course is an in-depth examination of a select number of common recreation areas and facilities. Topics include: design considerations, material selection, and unique operational factors. Facilities to be examined include trails, athletic fields, community centres, tennis courts, golf courses, playscapes, parking areas, BMX tracks and others.

AFO-156 Golf Course Specialties (3 credits)

This course builds upon the turf management taken in the first term as it relates to operation and maintenance of golf courses. Specifically greens keeping, drainage, tournament preparation, T-boxes, specialty equipment, and relations with other course employees, management, and patrons are discussed.

AFO-157 Park & Sports Field Operations (2 credits)

This course provides training in the operation and maintenance of parks and sports fields. Topics include equipment, planting beds, soil tests, weed control, turf diseases, golf greens and tees, and vandalism. This course is graded CR/NCR.

AFO-158 Facility Maintenance Specialties (2 credits)

This course consists of three areas of specialty that are chosen from a list of five maintenance options. Students may choose to select: 1) Curling Maintenance with topics such as shaving, burning, rock care, pebbling, and ice repair; 2) Natural Ice Maintenance on the developing and maintaining of natural ice surfaces; 3) Arena Maintenance which addresses zamboni blade adjustments, resurfacing, shaving and flooding techniques, edging, line repairs, and arena repairs; 4) Custodial with topics such as janitorial cleaning, product usage, and custodial safety; or 5) Dry Sports which addresses how to maintain fitness equipment and flooring in gyms and weight room facilities. This course is graded CR/NCR.

AFO-159 Facility Health and Safety (2 credits)

This course addresses the development and evaluation of municipal health and safety programs. This course is graded CR/NCR.

AFO-161 Water Safety Instructor/Trainer (4 credits)

This course equips people to instruct aquatics programs and equip others to lead them. Specific topics for this course include class management, teaching, evaluation, supervision, leadership, communication, and administration of aquatic programs. This course is graded CR/NCR.

AFO-162 NLS Lifeguard and Instructor (4 credits)

NLS education is designed to develop a sound understanding of lifeguarding principles, good judgment, and a mature and responsible attitude toward the role of the lifeguard. Specific topics include teaching/learning techniques, course planning, strokes skills, water rescue, first aid, safety, and evaluation techniques. This course is graded CR/NCR.

Course Descriptions AFO 163 - AGR 253

AFO-163 5th Class Power Engineering (5 credits)

Power engineers supervise, operate, and maintain machinery and boilers that provide power, heat, refrigeration, and other utility services in large building complexes. This course will be graded CR/NCR.

AFO-164 Facilities Practicum (3 credits)

Practitioners working as operators in a recreation and parks setting will receive on-going contact and input from an experienced mentor. Written reports and a site visitation by the mentor will be required to ensure a sufficient level of professional development. This course is graded CR/NCR.

AFO-172 Turf and Landscape Irrigation (3 credits)

This course covers the basic types of turf irrigation, system components, controls, operation and water management, site plans and data collection, trouble-shooting, installation and repair, specifications and contract management.

AFO-181 Aquatic Facility Operation & Management (4 credits)

This course is an in-depth study of the growing field of public swimming pool operation and management. Topics include filtration, acid/base chemistry, aquatic facility programming, and general management. Students are required to engage in field trips and exercises of a practical nature to practice specific course skills. This course is graded CR/NCR.

AFO-184 Ice Arena Operation & Management (3 credits)

This course covers detailed examinations of all major aspects of municipal ice arena operations. Major sections include principles of refrigeration, building, plant and ice maintenance, energy conservation, scheduling, general management, security, as well as unique design and construction considerations. This course will be graded CR/NCR.

(AGR) AGRICULTURAL TECHNOLOGY:

AGR-140 Agriculture Seminar (1 credit)

This course is a discussion series involving various outside specialists. Topics deal with contemporary problems, issues and opportunities in the field of agriculture. It includes a written report component.

AGR-150 Safety in the Agricultural Industry (2 credits)

This course provides students with the skills necessary to recognize hazards and avoid injury in the agricultural workplace. Topics include assessment of workplace risks, fire prevention, fire extinguisher use, transportation of hazardous goods, proper storage of flammable products, silo safety, movement of agricultural equipment, proper trailer towing, transport signage, loading and securing cargo, and basic review of road regulations related to movement of agricultural products and machinery.

AGR-155 Special Agriculture Studies (4 credits)

This course involves study in a specific area related to agriculture when warranted and in demand, or when students desire a course in addition to the common offerings. This allows for an in-depth study on an individual or group basis. Students are required to present a final report as a seminar. The Agricultural Technology Program Leader must approve registration in Special Agriculture Studies. Graded alpha or CR/NCR, on the agreement of the Program Leader and student.

AGR-168 Agriculture Soil Management (4 credits)

This course covers the following areas of study: soil conservation and soil productivity, methods of controlling both wind and water erosion and conserving soil moisture. Other topics include salinity control, minimum tillage, surface drainage, crop rotations, water holding capacity of soil, and soil productivity

classification. Equivalent to AGR-172.

Prerequisite(s): take RRM-153.

Corequisite course: AGR-168L.

AGR-185 Farm Accounting I (4 credits)

This course is an introduction to the principles and procedures of accounting, specifically as they relate to a farm business. Requirements for an adequate set of accounting records are presented and illustrated. Topics include the accounting cycle, recording transactions, general ledger, trial balance, income statement, balance sheet, closing entries, fixed asset additions and disposals, depreciation, payroll and bank reconciliation. It concludes with preparing accounting records and financial statements for a simulated farming operation.

AGR-190 Tax Management (4 credits)

This course surveys the Canadian income tax system as it relates to the farm business. Topics include procedures for filing personal farm tax returns and accompanying schedules, assessments and appeals, capital gains and exemptions, rollovers, replacement property, alternate minimum tax, capital cost allowance, application of business losses, mandatory inventory adjustment, income splitting within the farm family and various techniques to reduce taxable income.

Corequisite course: AGR-190L.

AGR-253 Agriculture Finance (3 credits)

This course focuses on the efficient use of capital in the farm business. Equipment costing is covered in considerable detail. Time value of money applications are discussed in the context of investment, estate planning, loans, and buy versus lease decisions. Loan terminology is discussed, as well as the types of loans applicable to farm operations. Equivalent to AGR-283.

Course Descriptions AGR 254 - AGR 285

AGR-254 Agriculture Research Project (2 credits)

This course is the capstone course in the Agricultural Technology program. It provides learners with the opportunity to further develop competencies gained in previous course work. Learners will prepare a production and business plan for a new agricultural enterprise of interest to themselves. All projects will be approved and supervised by faculty. Projects will be individual efforts which include research, data compilation, economic analysis, financial statement preparation, report preparation, and presentation of a business report. The presentation will consist of a multimedia supported oral presentation. Prerequisite(s): take PLT-152, BIO-175, ENG-154, RRM-153.

AGR-255 Special Studies (4 credits)

See AGR-155 Special Studies for course description.

AGR-257 Value Added Agricultural Production (3 credits)

This course includes review of the profit centers in the production, processing and marketing of agricultural products. The emphasis will be on the identification of opportunities for producers to gain a greater share of the overall profits. Topics include description of successful value chains, direct marketing alternatives, regulations and licensing, opportunity identification, product certification standards, sources of project development funding, and enterprise budgeting. A significant portion of the course will be a major enterprise project. Prerequisite(s): take RRM-153, PLT-152, BIO-176, MKT-152.

AGR-258 Sustainable Agriculture (4 credits)

This course includes theory and practical applications for optimizing long-term returns from agricultural resources, while maintaining the long-term viability of the resources. It includes use of GPS for precision farming, fundamentals of precision farming, applications of soil surveys, aerial photos and field mapping, preservation of water resources, maximizing snow entrapment, water quality, fundamentals of groundwater, prevention of water contamination, on farm sewage system fundamentals, and organic farming. Also included is project work which combines field assessment with management planning to develop practical action plans, including economic evaluation and application of best management practices. Major project is the completion of an Alberta Environmental Farm Plan for an assigned farm. Prerequisite(s): take AGR-168, PLT-152, IRR-152. Corequisite course: AGR-258L.

AGR-266 Soil Fertility (4 credits)

This course is a comprehensive discussion of fertilizers and soil fertility pertaining to the production of agricultural crops. Topics include evaluating fertility techniques, nutrient forms absorbed by plants, how fertilizer nutrients are held in the soil and lost from the plant, the use of green manure, organic and inorganic soil amendments, and application methods and costing. Calculations will be done on different blends and nutrients required for different yields. Prerequisite(s): take RRM-153. Corequisite course: AGR-266L.

AGR-270 Agricultural Business Law (4 credits)

This course covers the legal aspects of the farm business. Topics include the court system, contract law, land law, leases, surface rights, expropriation, real estate transactions, secured and unsecured credit, bankruptcy and insolvency.

AGR-280 Animal Nutrition (4 credits)

This course provides an introduction to the basics of nutrition including composition of feeds and nutritional requirements of animals. Partitioning of nutrients, factors affecting feeding efficiency and how production status affects nutritional requirements are combined with an introduction to feed bunk management and ration balancing. Labs include computer-based ration balancing, visits to local feed mills and demonstrations at Agriculture Canada. This course is not available for supplemental or challenge. Prerequisite(s): take AGR-182. Corequisite course: AGR-280L.

AGR-285 Farm Accounting II (4 credits)

This course is a continuation of Farm Accounting I. Topics include the cash basis of accounting and its application to income tax purposes; the accrual basis of accounting and its application to financial statements prepared for creditors and managerial purposes; inventory; worksheet; modified worksheet; classified balance sheet; statement of changes of financial position; GST; enterprise accounting; labour records and T-4 preparation; and setting up a filing system. It concludes with preparation of accounting records and financial statements for a simulated farming operation, using a computerized accounting program. Prerequisite(s): take AGR-185.

Course Descriptions AGR 286 - AHM 131

AGR-286 Agricultural Business Management (4 credits)

This course deals with the overall management of the farm business, concentrating on the planning, organizing, directing and controlling functions of management. The various ways of organizing a farm business are discussed; namely, the proprietorship, partnership, co-operation and joint venture structures. Estate planning will consider ways the family farm business can be transferred to the next generation. The planning function will concentrate on techniques for effective planning and decision-making under risk and uncertainty. A computer spreadsheet program will be used to design and prepare financial spreadsheet applications. This course is not available for supplemental.

AGR-287 Monogastric Production (4 credits)

This course focuses primarily on swine and poultry production in southern Alberta. It covers overviews of the industry, marketing and production requirements, breeding, nutrition, management, and environmental concerns. Costs of production and enterprise viability will be examined along with industry concerns. Labs will be conducted primarily at producer facilities to ensure study of current management practices and equipment. Not available for supplemental or challenge. Prerequisite(s): take BIO-175. Corequisite courses: BIO-259, AGR-287L.

AGR-289 Beef Cattle Production (4 credits)

This course builds on knowledge acquired in previous animal science courses. Topics focus on the beef-cow/calf calendar, including processes and management techniques performed at various stages of production. Feedlot management is also emphasized with concerns for improved production and product quality while meeting animal welfare rights and maintaining a healthy environment. Prerequisite(s): take BIO-175. Corequisite course: AGR-289L.

AGR-291 Ruminant Production (4 credits)

This course focuses primarily on sheep and dairy production in Southern Alberta. An overview of the industry, marketing and production requirements are covered in addition to breeding, nutrition, management, and environmental concerns for both species. Labs will be conducted primarily at producer facilities to ensure current management practices and equipment are studied. Prerequisite(s): take BIO-175.

AGR-294 Animal Health (4 credits)

This course covers the basic causes and characteristics of infectious disease with special reference to proper management and nutrition as preventative tools. Cattle diseases are covered with an emphasis on identification, treatment and prevention. A herd health program is introduced, aimed at reducing stress, minimizing treatment and improving overall production. Prerequisite(s): take BIO-175. Corequisite course: AGR-294L.

(AHM) AGRICULTURE & HEAVY EQUIPMENT TECHNICIAN:

AHM-124 Steering, Suspension & Brakes (11 credits)

This course is delivered in two parts: 1) a study of steering components, front-end alignments, frame types, suspension types, and truck and trailer inspections; 2) a study of hydraulic and air brake operation and repair procedures. Corequisite course: AHM-124L.

AHM-126 Safety and Hand Skills (6 credits)

This course is an introduction to shop practice utilizing safe working habits. It covers shop safety related to hand tools, power tools, fires, welding, WHMIS, wire rope, and other related hazards.

Skills such as flaring, soldering, drilling, threading, filing, measuring and related projects are taught, as well as oxy-acetylene heating and cutting, MIG and arc welding. Corequisite course: AHM-126L.

AHM-127 Power Trains (9 credits)

This course covers the theory of operation and repair of clutches, transmissions, rear axle assemblies and final drives. Hands-on experience with each component will be provided. Corequisite course: AHM-127L.

AHM-129 Farm and Industrial Equipment (4 credits)

This course is a study of the operation and adjustment of farm and industrial equipment. The theories of bearings, seals, belts and chains are an integral part of the course. Also covered will be maintenance in the following areas: engines, power trains, fuel systems, engine oil systems, engine coolant systems, electrical systems and hydraulic systems. Equivalent to AHM-128. Corequisite course: AHM-129L.

AHM-130 Electrical and Electronics (8 credits)

This course covers the study of basic electrical and electronic circuits, the operation and repair of starters and alternators and the test equipment used in the repair of mobile equipment. Equivalent to AHM-133. Corequisite course: AHM-130L.

AHM-131 Diesel Engines (10 credits)

This course covers the study of two- and four- stroke gas and diesel engine design and related engine components. Engine systems such as induction, lubrication, cooling, exhaust, starting and emissions are included. The lab consists of overhaul procedures on diesel engines. Corequisite course: AHM-131L.

Course Descriptions AHM 132 - AST 129

AHM-132 Diesel Fuel Systems (7 credits)

This course covers the study of diesel fuel systems and their components. Engine tune-up, engine dynamometer testing, and fuel system diagnostics will be included in the lab component. Corequisite course: AHM-132L.

AHM-135 Mobile Hydraulics (5 credits)

This course covers the study of hydraulic fundamentals, open and closed centre systems, pumps, actuators, hoses, couplings, valves, motors, oils and test equipment. Equivalent to AHM-134. Corequisite course: AHM-135L.

(ART) ART EXPLORATIONS:

ART-150 Art Explorations (4 credits)

This course is an introductory survey of three areas: drawing, painting, and mixed media. Concentration on the basic introductory process involved in each acquaints students with the understanding of the organization, facility, requirements and equipment needed. In addition, hands-on experience in each of these areas will be provided. Students will be introduced to conceptual and skills-based development in art. The emphasis of this course will be on learning through examples, warm-ups, exercises, discussions, critiques and projects. Supplies are not included in the cost of tuition. A supply list will be provided in the first class.

ART-160 Painting I (3 credits)

This course introduces the basic principles, techniques and concepts of contemporary painting. Students will have the opportunity to develop drawing and painting theory and skill through a range of media, including forms of watercolour, oil and/or acrylic. Students will be introduced to conceptual and technical development of two-dimensional work through hands-on exercises, examples, discussions, critiques and projects.

Supplies are not included in the cost of tuition. A supply list will be provided at the first class. Not available for supplemental.

ART-170 Sculpture I (3 credits)

This course is an introductory examination of the theory and practice of sculpture. Concentration is on the basic introductory processes and principles involved with three-dimensional forms. A range of basic sculptural media will be explored, including some of the following: wire, paper, clay, plaster, metals, wood, stone, and found objects. Students will be introduced to conceptual and skills-based development in sculpture through hands-on exercises, examples, discussions, critiques and projects. Supplies are not included in the cost of tuition. A supply list will be provided at the first class. Not available for supplemental.

(AST) AUTOMOTIVE SERVICE TECHNICIAN:

AST-119 Basic Automotive Electrical I (6 credits)

Students will study electrical theory, including electron theory, voltage, current, resistance, circuits, circuit faults and magnetism. Some simple automotive circuits will be discussed, as will automotive batteries. Diagnostic skills will be stressed. Practical work will be performed in the shop where possible. Corequisite course: AST-119L.

AST-122 Automotive Industry (2 credits)

Students will practice basic computer skills while studying the various government departments and agencies related to the trade. Trade-specific business operations will be discussed.

AST-123 Automotive Drivetrains (12 credits)

Students will study the drivetrain in the automobile from the clutch to the brakes, including clutch, introduction to manual transmission, driveline, differential and brakes. Emphasis will be on safety and diagnosis. Students' hands-on projects begin with shop units and progress to customer units where practical. Corequisite course: AST-123L.

AST-124 Auto Directional Control Systems (7 credits)

Students will study suspension, steering and alignment systems. Emphasis will be on safety, diagnosis and repair. Students will begin with shop units and progress to customer units where practical. Corequisite course: AST-124L.

AST-126 Intro to Trade Practices (3 credits)

Students will study safety, basic materials, shop safety and tools. Basic welding will be covered with an emphasis on safety. Students will study and practice entry level jobs such as oil changes, service jobs and tire service. The focus of the class will be to prepare students to be productive in an entry-level position in the industry. Corequisite course: AST-126L.

AST-129 Auto Electrical Systems II (14 credits)

Students will study automotive electrical systems and circuits including circuit diagrams, circuit protection devices, circuit operation and fault diagnosis. Students will be introduced to basic automotive circuits and accessories, as well as starting and charging systems. Test equipment will be studied and used in a practical setting. Students will analyse circuits on live units where possible and perform repairs as required. Prerequisite(s): take AST-119. Corequisite course: AST-129L.

Course Descriptions AST 132 - BIO 095

AST-132 Automotive Engines (11 credits)

The operation of the internal combustion engine will be studied, along with current industry practices for inspection and repair. Testing and diagnosis will be stressed. A shop engine will be dismantled, inspected and reassembled, after which students will perform repairs on live units where possible. Prerequisite(s): take AST-126. Corequisite course: AST-132L.

AST-145 Performance Projects (4 credits)

Students will perform applied research into the extreme applications in the automotive industry. Students will pick a project of personal interest and research the project using all available information. Where possible, the product or procedure will be performed in the shop and the results compared to the research. The student will analyse the value of the product or procedure based on the results of the research and/or the practical testing. Corequisite course: AST-145L.

(ATH) ATHLETICS:

ATH-101 Athletics (1 credit)

Note: Limited to those chosen to play on one of the College inter-collegiate teams. The credits granted are suggested by the Director of Athletics, and approved by the appropriate College administrator. Where possible, the course is considered for determining the eligibility for graduation. It provides recognition for the experiences gained and the physical conditioning involved. Graded CR/NCR.

ATH-102 Athletics (2 credits)

Note: Limited to those chosen to play on one of the College inter-collegiate teams. The credits granted are suggested by the Director of Athletics, and approved by the appropriate College administrator. Where possible, the course is considered for determining the eligibility for graduation.

It provides recognition for the experiences gained and the physical conditioning involved. Graded CR/NCR.

ATH-103 Athletics (3 credits)

Note: Limited to those chosen to play on one of the College inter-collegiate teams. The credits granted are suggested by the Director of Athletics, and approved by the appropriate College administrator. Where possible, the course is considered for determining the eligibility for graduation. It provides recognition for the experiences gained and the physical conditioning involved. Graded CR/NCR.

ATH-201 Athletics (1 credit)

Note: Limited to those chosen to play on one of the College inter-collegiate teams. The credits granted are suggested by the Director of Athletics, and approved by the appropriate College administrator. Where possible, the course is considered for determining the eligibility for graduation. It provides recognition for the experiences gained and the physical conditioning involved. Graded CR/NCR.

ATH-202 Athletics (2 credits)

Note: Limited to those chosen to play on one of the College inter-collegiate teams. The credits granted are suggested by the Director of Athletics, and approved by the appropriate College administrator. Where possible, the course is considered for determining the eligibility for graduation. It provides recognition for the experiences gained and the physical conditioning involved. Graded CR/NCR.

ATH-203 Athletics (3 credits)

Note: Limited to those chosen to play on one of the College inter-collegiate teams. The credits granted are suggested by the Director of Athletics, and approved by the appropriate College administrator. Where possible, the course is considered for determining the eligibility for graduation. It provides recognition for the experiences gained and the physical conditioning involved. Graded CR/NCR.

(BIO) BIOLOGY:

BIO-075 Biology 075 (5 credits)

This course is an introduction to the organization of life. A survey of the modern classification system will familiarize students with the major groups of living organisms and anatomical similarities and differences. Specific topics include the processes characteristic of living things, cellular structure and function, the organization and basis of classification (taxonomy), viruses and the Kingdoms Monera, Protista, Fungi, Plantae and Animalia. Not available for supplemental.

BIO-085 Biology 085 (5 credits)

This course involves the study of ecology, mitosis, the structure and functioning of DNA, the process of protein synthesis, and genetics. The emphasis in ecology will give students an understanding of the biological world, processes involving energy transfers, biogeochemical cycles, and the impact of humans on their environment. The role of DNA and protein synthesis in genetics will be examined. Not open to supplemental. This course requires BIO-075 or equivalent.

BIO-095 Biology 095 (5 credits)

This course covers biochemistry and human anatomy and physiology. Biochemistry provides an understanding of the chemical processes within the human body. Human anatomy and physiology includes the study of the major organ systems within the human body. Laboratory work will include microscopy, dissection and analysis of test results. Not open to supplemental. This course requires BIO-085 or equivalent.

Course Descriptions BIO 141 - BIO 152

BIO-141 Biology for Health Sciences (5 credits)

This course is specifically for pre-assessed students intending to enter a program within the Centre for Health, Justice and Human Services at Lethbridge College. It will provide students with a multidimensional, contextual learning experience for acquisition of pre-requisite content and skills in biology, including biological concepts, terms, and applications and the development of laboratory techniques, skills and procedures. Successful completion to the standard set by the program(s) pre-requisite requirement will provide opportunity for entry into the identified program(s) in the Centre for Health, Justice and Human Services.

BIO-142 Intro to Medical Microbiology (4 credits)

This course is for students intending to work in a clinical setting. It provides an introduction to the major groups of pathogenic micro-organisms, fungi, bacteria, viruses, prions, chlamydia, rickettsia, protozoans and other parasites that they are likely to encounter in a clinical setting. The course covers structure, mechanisms of transmission and other characteristics of organisms concentrating on bacteria and viruses, and will allow students to develop skills of handling, culturing, and recognizing these organisms. Not available for supplemental. Corequisite course: BIO-142L.

BIO-145 Intro to Anatomy & Physiology (5 credits)

This course is a systematic study of the structural basis of the human body. It includes a study of anatomical terms, body organization, basic cell structure and basic chemistry and histology of the human body. It includes the study of all body systems, including integumentary, respiratory, digestive, skeletal, muscular, nervous, circulatory, lymphatics, urinary, endocrine, and reproductive.

The course features an in-depth study of skeletal, muscular, and nervous systems in the lab. Included is study of histology, internal anatomy, eye, ear, kidney, arteries, veins, and lymphatics as seen on models. Included is one lab studying cadavers. Corequisite course: BIO-145L.

BIO-146 Joints and Soft Tissues (3 credits)

This course studies the articulating surfaces of the skeleton, and their ranges of motion. The normal range of motion will be critically compared to disorders and disease involving joints. Students will learn pathologies related to joint function, including rotator cuff injury, whiplash, golfer's elbow, tennis elbow, carpal tunnel syndrome, herniated discs, hip arthroplasty, meniscus injuries of the knee, sprained ankle, osteoarthritis and rheumatoid arthritis. Emphasis will be placed on muscle origins, insertions and actions, their innervations and joints they act upon. Discussion of connective tissue structure and ligaments will be included. Prerequisite(s): BIO-145.

BIO-149 Introduction to Physiology (2 credits)

This course studies the basic anatomy and physiology of the major organ systems of the human body. Not available for supplemental.

BIO-150 Cellular Basis of Life (5 credits)

This course is a foundational post-secondary biology course and emphasizes biological chemistry, the major types of cell structures and functions, metabolism, homeostasis, cellular transport mechanisms, energy transformation pathways, DNA and RNA in gene expression. It compares prokaryotes and eukaryotes. This course examines body form, habitat, life cycle, characteristic molecules and enzymes in plants. It overviews use of cellular and molecular biology in agriculture, biotechnology, medicine, and its global application.

In order to be successful in this course, students should have completed Biology 30 or equivalent. Corequisite course: BIO-150L.

BIO-151 Environmental Issues (3 credits)

This course is an introduction to the key concepts and principles that govern how nature works, and how they might be applied to environmental and resource problems. Concepts are presented in the context of current environmental issues facing the Earth and its inhabitants. A component of the course includes lifestyle options that may help students become more environmentally responsible and informed citizens of the planet. Service Learning opportunities may be available. Not available for supplemental.

BIO-152 Physiology of Aging (3 credits)

This course focuses on the structure and function of the body relative to basic chemistry, histology, and body systems. The body systems studied are the skeletal, muscular, respiratory, circulatory, nervous, urinary, gastrointestinal, integumentary, endocrine, and reproductive, with an emphasis on diseases and disorders associated with aging and cancer. The course includes lab work with identification of bony landmarks on the skeleton, muscles, internal anatomy, heart, brain, nerves, eye, ear, and kidney. The lab includes the use of models and dissections. Corequisite course: BIO-152L.

Course Descriptions BIO 155 - BIO 164

BIO-155 Human Nutrition (3 credits)

This course examines the sources, composition and functions of the macromolecules, water, vitamins, and minerals that are necessary components of the human body. Additionally, the social context and habits of eating and food, nutrition for a healthy lifestyle, sport, and disease will be discussed, as well as the chemical composition of food. Service Learning opportunities may be available. Not available for supplemental.

BIO-156 Wellness and Health Issues (3 credits)

This course utilizes a holistic approach to the concepts of wellness and health. Wellness includes physical, emotional, social, intellectual, spiritual and occupational dimensions. Concerns and issues dealing with personal and community achievement of wellness will be examined. Not available for supplemental.

BIO-157 Diversity of Life (5 credits)

This course is a foundational biology course and complements BIO-150. It emphasizes anatomy and physiology, growth and development of protists, fungi, plants, and animals. It examines fundamental lineages of eukaryotes and their biological diversity, studies cell specialization, development of tissues, organs, body systems, nutrition, and homeostasis. In order to be successful in this course, students should have completed Biology 30 or equivalent. Corequisite course: BIO-157L.

BIO-160 Anatomy and Physiology I (4 credits)

This course is a comprehensive study of the structural basis of selected systems of the human body. It is used with BIO-161 for a complete study of the human body. It includes a study of anatomical terms and body organization, basic chemistry of the body, histology, skeletal system, muscular system, gastrointestinal system, and reproductive system.

The course includes lab work with the microscopic study of histology, identification of the bony landmarks of the skeleton, and identification of muscles and their origins and insertions on the skeleton. Not available for supplemental. Corequisite course: BIO-160L.

BIO-161 Anatomy and Physiology II (4 credits)

This is a continuation of the BIO-160 course and completes the study of the systems of the human body. This is a comprehensive study of the respiratory systems, circulatory system, blood and lymphatic system, urinary system, nervous system, special senses, endocrine system, and electrolytes. It includes labs on urinalysis and hematology and the identification of internal anatomy, blood vessels and lymphatics, parts of the brain, cranial nerves, spinal nerves, parts of the kidney, eye, and ear. The labs include the use of models and dissections. Not available for supplemental. Prerequisite(s): take BIO-160. Corequisite course: BIO-161L.

BIO-162 Microbiology (4 credits)

This course is an introduction to the pathogenic micro-organisms of humans with a major emphasis on bacteriology and aseptic techniques. The primary objective of laboratory work is the handling and identification of disease-causing bacteria. Discussed are defence mechanisms, chemical and cellular immunity and anatomical barriers to infection in addition to the details of particular viral, bacterial, fungal, parasitic, and prion diseases/infections. Not available for challenge or supplemental. Corequisite course: BIO-162L.

BIO-163 Terrestrial Ecology (5 credits)

This course is a study of the interrelationships between living organisms and their terrestrial environments. Elements of the physical world, which shape and define ecosystems across the globe, are emphasized. The distribution and abundance of plants and animals are examined in relation to various environmental gradients. A detailed analysis of population ecology includes an investigation of intra- and inter-specific population regulation. The collection and analysis of ecological data is undertaken in laboratory and field exercises. Not available for supplemental. Equivalent to BIO-255. Corequisite course: BIO-163L.

BIO-164 Plant Taxonomy (5 credits)

This course is a survey of the Plant Kingdom. Both lecture and lab address the identification and classification of primitive plants, gymnosperms, and angiosperms, including deciduous trees and shrubs (both foliage and winter twig condition), grasses, aquatic and wetland plants, and forbs (wildflowers). Emphasis is placed on the morphological, anatomical, and physiological taxonomic characteristics. Habitat and plant ecological relationships supplement the identification and classification. Keying unknown plant samples is studied and practiced. Not available for supplemental. Equivalent to BIO-154. Corequisite course: BIO-164L.

Course Descriptions BIO 165 - BIO 269

BIO-165 Introduction to Biotechnology (3 credits)

This introductory course stresses techniques, documentation and instrumentation in medicine, agriculture, forestry, fisheries, mining, oceanography, the environment, radiation, and nutrition biotechnology. It introduces legal aspects, commercialization, and impact of biotechnology on humanity. This course looks at recombinant DNA technology, gel electrophoresis, forensics and DNA, vaccines, drug development, plant breeding, cell cloning, water and solid waste treatment, and scanning: MRI, CT, ultrasound. In order to be successful in this course, students should have completed Biology 30 or equivalent. Corequisite course: BIO-165L.

BIO-166 Introduction to Biotechnology (6 credits)

This course is designed to introduce students to the concepts of biotechnology as they relate to working in the biotechnology industry. Included are overviews of product development, GLP and cGMP, employer expectations, basic laboratory math and statistics, buffer preparation, handling of equipment and reagents (eg.,enzymes), introduction to experimental design, safety considerations, ethics at the workplace, and introduction to relevant biotech databases available on the Web.

BIO-168 Zoology (5 credits)

This course surveys the orders and major families of mammals and birds with an emphasis on evolutionary biology, ecology, distribution, and behaviour. Laboratory and field studies involve bird and mammal identification, classification, and an examination of their structural and functional adaptations. Not available for supplemental. Equivalent to BIO-158. Corequisite course: BIO-168L.

BIO-170 Body Structure and Function (5 credits)

This course is a systematic study of the macro- and micro-structural basis of selected systems of the body. It is a comprehensive study of the basic chemistry, histology, muscular, skeletal, gastrointestinal, respiratory, circulatory, and urinary systems. Acid base balance is included. Labs include identification of skeletal locations, origin and insertion of selected muscles, and internal anatomy on models and by dissection. The labs include urinalysis, haematology, and locations of arteries, veins and lymph nodes. Not available for supplemental. Corequisite course: BIO-170L.

BIO-175 Animal Science (4 credits)

This introductory course is designed to allow students to gain a wider perspective of animal husbandry practices and the various species currently under production in southern Alberta. The course includes a brief introduction of physiology, nutrition, reproduction and current environmental and welfare issues. Basic production principles, demonstrations and hands-on lab work are included. Equivalent to AGR-182. Corequisite course: BIO-175L.

BIO-176 Food Science (3 credits)

This course introduces the preservation and processing techniques associated with food manufacturing including milk, meats, cereals, vegetables, fruits, beverages and confectionary items. Principles of food packaging, food safety, risks and hazards are identified, with a simultaneous introduction of governmental regulation of food and nutritional labeling.

BIO-259 Animal Physiology (4 credits)

This course is an introduction to the physiology of livestock common to southern Alberta. All of the major organ systems will be studied, with an emphasis on manipulation of the digestive and reproductive systems to maximize production. Labs will include dissection of digestive tracts (monogastrics and ruminants), artificial insemination, and semen evaluation of cattle. Equivalent to BIO-262. Prerequisite(s): take BIO-175. Corequisite course: BIO-259L.

BIO-262 Animal Physiology (5 credits)

This course is an introduction to the physiology of livestock common to southern Alberta with all of the major organ systems being studied. A primary focus will be placed on understanding physiology to improve production. Labs will range from dissection of digestive tracts, semen evaluation and artificial insemination, to carcass evaluation. Equivalent to BIO-259. Prerequisite(s): take BIO-175. Corequisite course: BIO-262L.

BIO-269 Aquatic Ecology (5 credits)

This course emphasizes the biotic relationships and abiotic factors affecting floral and faunal communities in aquatic systems along with the techniques required to sample respective aquatic fauna. The influence of chemical and physical characteristics on system productivity and ecosystem health will also be studied. The identification, structure and life history traits of common aquatic organisms from the phytoplankton, zooplankton, insect, crustacean and bivalve groups are the emphasis of lab and field studies. Not available for supplemental. Equivalent to BIO-159. Corequisite course: BIO-269L.

Course Descriptions BIO 270 - BUS 180

BIO-270 Forensic Biology (4 credits)

This course is designed as an overview of forensic biology for students with a primary interest in the application of biology to the sciences of forensic medicine and crime detection. It is an advanced course that takes a broad approach to the study of human variation and identification, trauma, and death, from various perspectives such as medicine and human nursing, justice and policing, prehistory and cultural context, and general public interest. It is not a course in criminalistics. This course is a balance of the biological sciences of forensic investigation, including genetics and serology, anthropology and measurement, physiology, toxicology and pathology, medicine and nursing. The laboratory work provides further practical knowledge about scientific methods for advanced laboratory procedures, skills in identification of human remains, and investigative and analytical techniques of crime investigation. Not available for supplemental. Prerequisite(s): take BIO-160. Corequisite course: BIO-270L.

BIO-350 Comparative Animal Biology (4 credits)

This course is a survey of the higher animal kingdom, focusing on the biology of mammals, reptiles and amphibians. Topics covered include reproductive strategies, ethology, evolutionary biology, anatomy, physiology and ecology. Select families in the animal kingdom will be compared across these topics. Not available for supplemental. Corequisite course: BIO-350L.

(BLK) BLACKFOOT LANGUAGE:

BLK-151 Blackfoot Language I (3 credits)

This is an elementary Blackfoot language course in vocabulary and grammar with instruction in skills of listening, speaking, reading and a small amount of writing. The course also takes some Blackfoot culture into consideration. Equivalent to NAT-151.

BLK-251 Blackfoot Language II (3 credits)

This course will continue with the development of Blackfoot vocabulary and grammar and build on the foundation provided in Level I. The course will focus on the relationship of culture to language. Equivalent to NAT-251. Prerequisite(s): take BLK-151.

(BUS) BUSINESS ADMINISTRATION:

BUS-124 Service-Based Small Business Management (3 credits)

This course is an introduction to the organization and operation of a small business, focusing on the development of a summary business plan which students can use in the operational and financial start of their business. Not available for supplemental.

BUS-158 Small Business Management (5 credits)

This course is an introduction to the organization and operation of a small business. Topics include patterns of small business management, legal problems and governmental control, capital needs and capital sources, accounting and financial controls, the problems of location, the business environmental-building site and related features, personnel and employee relationships. Not available for supplemental.

BUS-166 Business Law (3 credits)

This course explains how the law governs and facilitates business enterprise and provides an overview of the key areas fundamental to the running of a business such as contracts, torts, bailment, insurance, agency, employment, land transfers, tenancy, mortgage, partnership and corporate law. Not available for supplemental.

BUS-170 Introduction to Management (4 credits)

This course introduces the learner to the four basic components of management: planning, organizing, leading and controlling. Students will learn the major aspects of each and apply them to various scenarios and case studies.

BUS-176 Financial Planning (4 credits)

This course provides the opportunity to critically analyse one's personal financial position, gather knowledge for competent decision-making regarding the accumulation and growth of personal wealth, and increase awareness relating to the optimum distribution of financial resources.

BUS-177 Entrepreneurship (3 credits)

This course uses an interactive classroom environment for students to learn about the field of entrepreneurship and to assess their own propensity toward it. Not available for supplemental.

BUS-178 Information Management & Applications (3 credits)

This course is a modularized introduction to computer literacy. A general orientation to computers and the most popular business-oriented software packages, including e-mail, will be covered. Not available for supplemental. Equivalent to BUS-173.

BUS-180 Scheduling Management (3 credits)

This course familiarizes learners with project management methodology. Students use scheduling software for organizing, tracking and controlling common business projects or events. Not available for supplemental. Prerequisite(s): take BUS-178.

Course Descriptions BUS 181 - BUS 291

BUS-181 Sales Systems (3 credits)

This course will introduce learners to software as a tool for incorporating business concepts in retail, primarily in terms of managing and controlling point of sale and related services and inventory functions. Not available for supplemental. Prerequisite(s): take BUS-178.

BUS-182 Internet Skills (3 credits)

This course focuses on the use of electronic communications technology and the analysis and creation of websites. It includes the transfer of data between computer applications. Not available for supplemental. Equivalent to BUS-295. Prerequisite(s): take BUS-178.

BUS-266 Advanced Spreadsheet Applications (3 credits)

This course covers spreadsheet applications used to solve common business problems. A hands-on approach is used throughout and advanced topics include macros and spreadsheet integration with other software programs. Not available for supplemental. Prerequisite(s): take BUS-178.

BUS-267 Database Design (3 credits)

This course covers database application software used to solve business problems. A hands-on approach is used throughout the course to learn a variety of useful database design techniques. Not available for supplemental. Prerequisite(s): take BUS-178.

BUS-268 Organizational Behaviour (5 credits)

The primary intention of this course is to provide students with a comprehensive understanding of human behaviour in organizations. Topics include motivation and individual behaviour; stress and its management; perception and personality; emotions and values; decision-making; inter- and intra-group dynamics; communication; leadership; power; conflict; and change in

Canadian organizations. In addition to the theory component, students will have an opportunity to develop analytical and decision-making skills through discussion of cases, simulation exercises, research projects and reports. The format of the class uses lectures, discussion, and questions and answers. Not available for supplemental. Prerequisite(s): take BUS-170.

BUS-269 Management Communications (3 credits)

This course provides theory and practice in effective communication skills in relating to others both on and off the job. Emphasis is placed on class participation, including discussion groups, self-evaluation, and role-play scenarios. Topics include the psychological factors of communicating, motivating others, effective listening and speaking, helpful group behaviour and leadership skills. Not available for supplemental.

BUS-273 Advanced Spreadsheets for Accounting (4 credits)

This course introduces and applies a spreadsheet application as it is used to solve common business problems. Logic and in-depth understanding of macros will form integral components of this course. Not available for supplemental. Prerequisite(s): take BUS-178, ACC-175.

BUS-275 International Business (3 credits)

This course is an introduction to international business and a variety of economic and finance tools, enabling students to analyse and understand international business events. It offers opportunity to apply analytical tools in several cases and projects. Not available for supplemental. Prerequisite(s): take MKT-188, ECN-180, BUS-170.

BUS-278 Industrial & Labour Relations (3 credits)

This course places emphasis on the practical application of basic skills required to manage either in unionized workplaces or those that might be faced with a certification application. Lectures, readings, case studies, simulations, and assignments will serve to acquaint students with the structure and functioning of the Canadian industrial relations system, basic employment law concepts, the union certification process, negotiation and administration of collective agreements, strikes and dispute resolution. Not available for supplemental.

BUS-285 Advanced Small Business Management (3 credits)

This course teaches the specifics of the management of a small business. It covers evaluation of a business opportunity and the organizing, buying, franchising, financing and marketing of a business. It discusses the management of finances, operations, personnel, taxes, growth and transfer. Not available for supplemental. Prerequisite(s): take BUS-177, MKT-188, ACC-170.

BUS-291 Writing a Business Plan (3 credits)

This course teaches how to prepare a workable business plan, the key to starting a successful new venture. This is an application course, which allows students to develop and write their own business plans after conducting a feasibility study. The course structure is flexible to allow for emphasis on areas as requested by the students. Each student will complete a working business plan. Not available for supplemental. Prerequisite(s): take BUS-285.

Course Descriptions BUS 292 - CAP 161

BUS-292 Business Finance (5 credits)

This course covers the time value of money, bond and dividend valuation, and analysis of cash flows with regard to capital budgeting and leasing. Topics are examined with regard to risk and international setting. Prerequisite(s): take ACC-175.

BUS-298 Human Resource Management (5 credits)

This course gives students comprehensive knowledge of the various techniques and activities utilized in acquiring, developing and maintaining an effective workforce. Topics include designing and analyzing jobs; human resource planning; recruitment and selection; orientation and training; career development; performance appraisal; financial compensation; employee benefits and services; labour-employee relations; collective bargaining and contract administration; and occupational health and safety. Topics will be discussed in light of various environmental challenges such as government policies, demographic trends, and organizational trends. In addition to theory presented through readings, lectures and videos, specific applications will be analyzed through cases, videos, projects and research activities. Not available for supplemental.

(CAD) COMPUTER ASSISTED DESIGN:

CAD-155 Introductory Autocad (5 credits)

This course will introduce the student to the fundamentals of a CAD system and deal with the use of CAD in the production of engineering drawings. Topics include control commands, viewing commands, graphic creation commands, graphic editing commands, command modifiers, keyboard modifiers, symbol creation, layers and plotting skills.

Learned knowledge and developed skills will be applied to comprehensive drawing projects. Not available for supplemental. Equivalent to CAD-150. Corequisite course: CPU-150.

CAD-250 Advanced CAD I (4 credits)

This course introduces students to advanced applications and customization techniques applicable to AutoCAD. Topics include 3D drawing, prototype drawing creation, plotting, linetype and hatch pattern creation, external databases, express tools, advanced dimensioning, menu customization, editing the program parameters file (ACAD.PGP), writing attribute extraction files, creating script files and importing and exporting files. Not available for supplemental. Prerequisite(s): take CAD-155.

CAD-255 Advanced CAD II (3 credits)

This course provides students with advanced applications using industry standard CAD software. The emphasis will be on the application of CAD software for advanced CAD projects and advanced customization techniques. Topics include: implementation of drafting office standards, introduction of advanced customized programming for CAD software, file management, productivity techniques, and advanced 3-dimensional applications. This course will focus on advanced CAD projects for Engineering Design and Drafting Technology students. Not available for supplemental. Prerequisite(s): take CAD-250.

(CAP) COMMUNICATION ARTS:

CAP-152 Mass Communication (3 credits)

This course is an overview of the history, functions, roles and effects of mass communications from the earliest to the most current methods. Communication media such as newspaper, magazine, radio, television and computers are studied.

CAP-155 Reporting (5 credits)

This course is an introduction to reporting, focusing on information gathering and dissemination for the news media, including the importance of accuracy and deadlines. Beginning skills include understanding a news story, using a stylebook, interviewing, note taking and use of a tape recorder, and writing and supporting a lead. Corequisite course: CAP-155L.

CAP-156 Introduction to Advertising (3 credits)

This course is an introduction to the philosophy and principles of advertising with an emphasis on the electronic and print media.

CAP-157 Media Writing (3 credits)

This course emphasizes proficiency in Canadian Press (CP)/BN style, including spelling, punctuation and grammar. Students also learn the skills of organizing effectively, researching, summarizing, and critically evaluating their own work and the work of others.

CAP-158 Communication Process (3 credits)

This course is an introduction to the sociology and psychology of communication. It deals with theory of communication, intrapersonal, interpersonal and socio-cultural systems and relationships of communications to numerous scientific disciplines. It includes discussion groups and practical exercises in communication.

CAP-161 Producing and Script Writing (3 credits)

This course covers the skills used by television or multimedia producers from idea development through the finished program including: storyboarding and script writing, marketing a program idea and the program itself, program budgeting, casting and staffing. Equivalent to WRI-150. Prerequisite(s): take CPU-170.

Course Descriptions CAP 165 - CAP 253

CAP-165 Media Tech Visual I (4 credits)

This course introduces students to the care and use of video and still digital cameras and related software. Emphasis is placed on developing skills to produce visual images used in the media and includes content and composition, dealing with variable lighting conditions, space and motion, controlling depth of field and image editing.

CAP-170 Communication Law (3 credits)

This is an introduction to law as it affects the mass media in Canada. The course will cover the federal, provincial and international laws and regulations that apply. Emphasis will be placed on developing an understanding of free speech and freedom of the press, how that has evolved to apply to the media world and the effects of Canadian laws and regulations on freedom of expression in a democracy. Topics will include constitutional guarantees of free speech, court systems, defamation, contempt of court, privacy, freedom of information, confidentiality, secrecy including trade secrets, CRTC and advertising regulations, obscenity, censorship, injunctions, publication bans, copyright and ethics.

CAP-171 Media Tech Audio (2 credits)

This course introduces students to the equipment used in a typical radio station. Students will learn how to work with hand-held recorders (mini-disc), a radio mixing board and a newswire service. This course will utilize both theory and extensive hands-on work. Equivalent to CAP-125.

CAP-173 Intro to Computer Fundamentals (3 credits)

This course is a foundation to all of the Communication Arts fields of study. It is an introduction to the use of computers and software relevant to the media.

The software involves word processing, desktop publishing, electronic publishing, graphics, manipulation and insertion, database, spreadsheets and presentation tools.

CAP-175 Media Tech Visual II (4 credits)

Students will develop advanced video and still digital camera skills and techniques for production of images used in television, the internet and print publications. The course will have an emphasis on content used in the various media. Prerequisites: take CAP-165. Corequisite course: CAP-175L.

CAP-191 Campus Media I (6 credits)

This course is a practicum for Ad/PR students in the campus radio station and the campus newspaper. It covers reporting, writing, commercial production and advertising layout. Not available for supplemental. Prerequisite(s): take CPU-190, WRI-174.

CAP-210 Practicum (4 credits)

This course is offered to students for three weeks during the second year. They are assigned to a media company in or near Lethbridge, working under the supervision of a member of the media. They are expected to perform the duties of an entry-level employee of the business. Not available for supplemental. Equivalent to CAP-299.

CAP-250 Broadcast Production I (6 credits)

This course covers the theory and practical applications of operation of CRLC Radio and assigned production projects for Shaw TV. Students will be involved in music selection, preparation of program logs, commercial writing and production, announcing, and reporting for both radio and television. Students are assigned mandatory rotating shifts on CRLC Radio and at Shaw TV.

Assignments include work off campus. Not available for supplemental. Equivalent to CAP-275, CAP-202. Prerequisite(s): take CAP-163, CAP-168. Corequisite courses: CAP-252, CAP-273, CAP-288, CAP-250L.

CAP-251 Broadcast Production II (6 credits)

This course is a continuation of CAP-250, Broadcast Production I. Not open to supplemental. Equivalent to CAP-285, CAP-203. Prerequisite(s): take CAP-250. Corequisite courses: CAP-253, CAP-283, CAP-210, CAP-251L.

CAP-252 Broadcast Journalism I (5 credits)

This course covers the reporting component of broadcast journalism. Students are assigned to sports events, city council, school board public meetings, and assorted breaking news events. Students must conduct interviews, gather information, and report for CRLC Radio and SHAW TV. Writing, performance and production skills are emphasized with ongoing critiques. Not available for supplemental. Prerequisite(s): take WRI-174.

CAP-253 Broadcast Journalism II (5 credits)

This course emphasizes the generation of news for radio and television. Students cover councils, boards, commissions, special events, sports and business. They write and produce stories for CRLC Radio and Shaw TV. Student work is critiqued. This course also deals with job search methods. Not available for supplemental. Prerequisite(s): take CAP-252. Corequisite course: CAP-285.

Course Descriptions CAP 254 - CAP 272

CAP-254 Public Relations I (3 credits)

This course covers the philosophy and practice of public relations and the beginning skills of practical public relations application. The public, tools, techniques and media involved in PR are discussed.

CAP-255 Sales Practice (3 credits)

This course is a study of how the advertising sales person can be a consultant and adviser to clients. It covers methods of selling an abstract product - time and space - through the use of rating books and rate cards. Information flows from sales to finished products are developed. Equivalent to MKT-279.

CAP-256 Broadcast Presentation (3 credits)

This course covers broadcast production from in front of a television camera and behind a radio microphone. It includes standard announcing, interviewing and hosting techniques for both radio and television. Equivalent to CAP-196. Prerequisite(s): take CAP-171, CAP-175, PRS-173.

CAP-257 New Media for Journalists (4 credits)

This course examines techniques and systems necessary to help journalists excel in both traditional and new media. Students will work with different software to enhance desktop-style publications, to expand on digital transfer of information and to capitalize on opportunities linking journalism and the internet. Equivalent to CAP-272. Prerequisite(s): take CPU-190.

CAP-260 Print Journalism II (5 credits)

This course covers in-depth reporting skills and practice in covering more difficult beat areas, in rewriting and in investigative reporting. Actual news coverage takes place on and off campus. Areas of interest will branch out into specialized areas such as politics, science and business.

Not available for supplemental. Equivalent to CAP-276. Prerequisite(s): take CAP-160. Corequisite course: CAP-266.

CAP-262 Editing I (4 credits)

This course is an introduction to copy reading, headline writing, the functions and responsibilities of the copy desk and practical experience in handling copy for The Endeavour, the student newspaper. Not available for supplemental. Prerequisite(s): take WRI-174.

CAP-263 Editing II (4 credits)

This course is a continuation of CAP-262 focusing on management issues handled by editors. Not available for supplemental. Prerequisite(s): take CAP-262.

CAP-266 Campus Newspaper I (6 credits)

This course covers publishing the campus newspaper, The Endeavour. It includes news writing and editing techniques in an on-the-job training atmosphere. Not available for supplemental. Prerequisite(s): take CPU-190, WRI-174.

CAP-267 Campus Newspaper II (6 credits)

This course is a continuation of CAP-266 Campus Newspaper I. Not available for supplemental. Prerequisite(s): take CAP-266. Corequisite course: CAP-299.

CAP-269 Broadcast Management Issues (3 credits)

This course is a practical approach to the legal, regulatory and management issues involved in radio and television operations. Topics include Canadian legal pitfalls such as defamation, contempt, privacy, copyright and censorship relevant to broadcasting.

The course will also deal with labour and regulatory concerns as well as practical management issues that relate to personnel and other administrative functions. Not available for supplemental. Equivalent to MGT-265. Prerequisite(s): take CAP-152.

CAP-270 Print Journalism III (5 credits)

This course covers in-depth reporting and specialized writing. It is individualized for print students. Equivalent to CAP-286. Prerequisites: take CAP-260. Corequisite course: CAP-267.

CAP-271 Magazine Design (3 credits)

This course covers editorial content design of a general-issue magazine. Students will learn how to lay out features using photographs, other illustrations and typefaces. They will receive instruction in story starts and turns, departmental features and cover design. The students will employ their magazine design skills in their final term in the production of a full-sized glossy magazine. Equivalent to CAP-282. Prerequisite(s): take CAP-153, CAP-160.

CAP-272 New Media for Journalists (5 credits)

This course examines techniques and systems necessary to help journalists excel in both traditional and new media. Students will work with different software to enhance desktop-style publications, to expand on digital transfer of information and to capitalize on opportunities linking journalism and the Internet. Equivalent to CAP-257. Prerequisite(s): take CAP-266. Corequisite course: CAP-267.

Course Descriptions CAP 273 - CAP 299

CAP-273 Program Production I (2 credits)

This course involves the production of public affairs programs for both radio and television. Students receive both theory and practical hands-on training in all phases of producing programs for CRLC Radio and SHAW TV. The course requires extensive personal interaction with the emphasis on teamwork. Students will work with broadcast mixers, portable recorders (mini disc and cassette), video cameras, TV editing equipment, BURLI and SAW Plus audio editing programs. Course work requires off-campus assignments including projects in the SHAW TV studios. Not available for supplemental. Prerequisite(s): take CAP-168. Corequisite courses: CAP-252, CAP-250.

CAP-274 Public Relations II (3 credits)

This course covers practice of the theories learned in CAP-254, public relations case studies and practical tasks performed by public relations practitioners. News releases, press kits, special event planning, and report writing are stressed, within the context of working with a community-based organization. Prerequisite(s): take CAP-254.

CAP-275 Broadcast Production I (7 credits)

This course covers the theory and practical applications of operation of CRLC Radio and assigned production projects for Shaw TV. Students will be involved in music selection, preparation of program logs, commercial writing and production, announcing, and reporting for both radio and television. Students are assigned mandatory rotating shifts on CRLC Radio and at Shaw TV. Assignments include work off campus. Not available for supplemental. Equivalent to CAP-250, CAP-202. Prerequisite(s): take CPU-190.

CAP-276 Print Journalism I (4 credits)

This course covers in-depth reporting skills and practise in covering more difficult beat areas, in rewriting and in investigative reporting. Actual news coverage takes place on and off campus. Areas of interest will branch out into specialized areas such as politics, science and business. Not available for supplemental. Equivalent to CAP-260. Prerequisite(s): take WRI-174.

CAP-280 Marketing & PR in Multimedia (3 credits)

This course covers marketing and promotion of multimedia products. Topics include: sales, advertising, use of traditional media and public relations techniques.

CAP-281 Visual Communications (3 credits)

This course involves preparing visual materials for use in a public relations and/or advertising setting. It covers preparation and design requirements for logos, displays, posters, PowerPoint presentations, slidetape presentations, script writing and simple A/V and multimedia productions. It moves from traditional design and preparation methods to today's varied computer and multimedia programs. Not available for supplemental. Prerequisite(s): take CPU-190.

CAP-282 Magazine Design (4 credits)

This course covers editorial content design of a general-issue magazine. Students will learn how to lay out features using photographs, other illustrations and typefaces. They will receive instruction in story starts and turns, departmental features and cover design. The students will employ their magazine design skills in their final term in the production of a full-sized glossy magazine. Equivalent to CAP-271. Prerequisite(s): take CPU-190.

CAP-283 Program Production II (2 credits)

This course is a continuation of CAP-273, Program Production I. Not available for supplemental. Prerequisite(s): take CAP-250, CAP-252. Corequisite courses: CAP-253, CAP-251.

CAP-285 Broadcast Production II (7 credits)

This course is a continuation of CAP-275, Broadcast Production I. Not open to supplemental. Equivalent to CAP-251, CAP-203. Prerequisite(s): take CAP-275.

CAP-286 Print Journalism II (4 credits)

This course covers in-depth reporting and specialized writing. Equivalent to CAP-270. Prerequisite(s): take CAP-276.

CAP-288 Commercial Writing II (3 credits)

Students are required to write and produce commercials for use on CRLC Radio, along with assigned class projects. Not available for supplemental. Equivalent to WRI-274. Prerequisite(s): take CAP-188. Corequisite course: CAP-250.

CAP-291 Campus Media II (6 credits)

This course is a continuation of CAP-191, Campus Media I. Not available for supplemental. Prerequisite(s): take CAP-191.

CAP-299 Practicum (4 credits)

This course is offered to students for three weeks during the second year. They are assigned to a media company in or near Lethbridge, working under the supervision of a member of the media. They are expected to perform the duties of an entry-level employee of the business. Not available for supplemental. Equivalent to CAP-210.

Course Descriptions CHM 075 - CIT 154

(CHM) CHEMISTRY:

CHM-075 Chemistry 075 (5 credits)

This course is an introduction to the study of matter. Topics include the basic structure of matter, the organization of the Periodic Table of the Elements, the structure of the atom, the formation of ions, chemical bonding, IUPAC nomenclature, chemical formulas, chemical reactions, isotopes, mole concepts, molar mass, and mole relationships. Laboratory work emphasizes proper techniques, the methodology of scientific problem solving, interpretation of data, and laboratory report writing. Not open to supplemental. This course requires MTH-060 or equivalent or placement testing at the MTH-060 level.

CHM-085 Chemistry 085 (5 credits)

This course is a continuation of Chemistry 075. Topics include organic chemistry, qualitative and quantitative aspects of chemistry, the nature and structure of matter, gas and solution chemistry. Laboratory work emphasizes proper techniques, the methodology of scientific problem solving, interpretation of data, and laboratory report writing. Not open to supplemental. This course requires CHM-075 or equivalent.

CHM-095 Chemistry 095 (5 credits)

This course is a continuation of Chemistry 085. Topics include thermodynamics, energy, rates of chemical reactions, electrochemistry, equilibrium, and acids and bases. Laboratory work emphasizes proper techniques, the methodology of scientific problem-solving, interpretation of data, and laboratory report writing. Not open to supplemental. This course requires CHM-085 or equivalent.

CHM-141 Chemistry for Health Sciences (5 credits)

This course is specifically for pre-assessed students intending to enter a program within the Centre for Health, Justice and Human Services at Lethbridge College.

It will provide students with a multi-dimensional, contextual learning experience for acquisition of pre-requisite content and skills in chemistry including concepts, terms, and applications and the development of laboratory techniques, skills and procedures. Successful completion to the standard set by the program(s) pre-requisite requirement will provide opportunity for entry into the identified program(s) in the Centre for Health, Justice and Human Services.

CHM-151 Chemistry in Context (3 credits)

This course is designed for non-chemistry majors. Students will become chemistry literate while applying chemical principles to broader social issues. Topics include: the air we breathe, the ozone layer, global warming, energy, water, acid rain, nuclear fission and fusion, plastics and polymers, organic molecules in drugs and in the environment, nutrition and future developments.

CHM-270 Environmental Chemistry (4 credits)

This course includes background theory and practice relevant to solutes and solution chemistry; nutrient and contaminant vectors; nutrient cycling; fluxes of chemical species and energy and methods of monitoring chemical profiles with the objective of achieving optimum sustainable productivity. Content also includes the chemical analysis of contaminants such as heavy metals, specific inorganics, hydrocarbons, and salinization. Practical experience is gained in the characterization, monitoring and interpretation of key chemical parameters within soils, water and air. Not available for supplemental. Corequisite course: CHM-270L.

(CIT) COMPUTER INFORMATION TECHNOLOGY:

CIT-151 Introduction to Games Design (3 credits)

This course is for non-computer programmers who are interested in games design elements. The course provides students with an overview of the game development process (GDP) before moving on to implementing custom modules in a role-playing game. Students will work on a small game modification where they will script dialogue and cut-scenes and in-game events. Students will set up and populate game levels with characters and monsters of their own creation. Theory is supplemented by practical examples in the lab. Not available for supplemental.

CIT-152 Computer Hardware Maintenance (3 credits)

This course provides an introduction to computer hardware including safety, maintenance and repair. Students will learn how to trouble-shoot PC hardware problems. This involves working safely with a PC in order to modify hardware components and install and configure a basic operating system. Not available for supplemental.

CIT-154 Programming in C (5 credits)

This course is an introduction to C programming covering basic to intermediate components and features of the language. Theory is supplemented by practical examples in the lab concentrating on business-oriented functions. Structured, top-down, modular design is reinforced. Students will be able to write stand-alone applications and intermediate-sized routines, which form part of a larger application. Not available for supplemental. Equivalent to CIT-153. Corequisite course: MTH-152.

Course Descriptions CIT 156 - CIT 266

CIT-156 Programming With C++ (4 credits)

Students will learn to build reusable objects making use of encapsulation, polymorphism and inheritance in the C++ programming language. Throughout the course, the emphasis will be on using object-oriented approaches to solving problems. Not available for supplemental. Equivalent to CIT-254. Prerequisite(s): take CIT-154, MTH-152.

CIT-157 HTML and Web Publishing (3 credits)

This course will provide students with the knowledge and skills to be proficient in the area of World Wide Web publishing. Students will learn HTML and be introduced to SGML as authoring and mark-up languages. Students will develop skills at writing JAVA applets, Perl Scripts and forms handling CGI for use in web publishing. Not available for supplemental.

CIT-158 Introduction to Networking (4 credits)

This course will provide an introduction to network technology including terminology, hardware, software, wiring and line features. Students will receive both theory and practical experience with basic network technology. They will establish simple peer-to-peer networks. Not available for supplemental. Prerequisite(s): take MTH-152. Corequisite course: CIT-158L.

CIT-163 Database Management Systems (4 credits)

This course covers knowledge and skills in relational database development and management. Emphasis will be placed on designing, developing, loading, modifying, and querying a database environment using a host language.

Other topics covered include discussion and application of data structures, models of hierarchical, network, and relational databases, discussion of storage devices, data administration and data analysis, design and implementation. Not available for supplemental. Equivalent to CIT-262.

CIT-255 Server Network Administration (3 credits)

This course provides the student with the knowledge and skills of addressing problems in client/server network administration. The course will focus on the development and maintenance of software applications distributed among several computers, including requirements for analysis, design, implementation and testing. It will discuss client/server implementations, static analysis techniques, system safety, security, and integrity. Not available for supplemental. Prerequisite(s): take CIT-158.

CIT-259 Advanced Internet Systems (3 credits)

This course is a capstone course where students combine networking, programming, database development and database administration to design, create and implement advanced web-based solutions. Not available for supplemental. Prerequisite(s): take CIT-158, CIT-157, CIT-163. Corequisite course: CIT-255.

CIT-260 Algorithms and Problem Solving (3 credits)

This course provides students with an intensive orientation to many traditional computer science algorithms. Emphasis will be given to solution efficiency. Students are expected to enter this course literate in the languages of its prerequisites. All lectures will be language neutral. All labs will be problem-solving exercises. Not available for supplemental. Prerequisite(s): take CIT-156.

CIT-261 Operating Systems (4 credits)

This course covers the activities performed by operating systems, including hardware interfacing, process creation and scheduling, deadlocks, memory management and system security. In the lab, students will gain experience with various personal computer operating systems. Not available for supplemental. Equivalent to CIT-251.

CIT-264 Advanced Database Mgmt Systems: Oracle (3 credits)

This course prepares students to build forms and reports using Oracle as a web-centric solution to accessing data in a multi-user environment. Not available for supplemental. Equivalent to CIT-263. Prerequisite(s): take CIT-163.

CIT-265 E-Commerce Administration (4 credits)

This highly specialized course will focus on the back end of e-commerce. This administration course builds skills in the area of portal-management, internet security, application servers, and software available for advanced web-based solutions. Not available for supplemental. Prerequisite(s): take CIT-154, CIT-158, CIT-157, CIT-163. Corequisite course: CIT-265L.

CIT-266 Object Program Systems Applications (4 credits)

The course will expand on the topics introduced in CIT-154 and CIT-156. Object-oriented languages will be used to implement algorithms and advanced programming concepts will be discussed. Not available for supplemental. Prerequisite(s): take CIT-156.

Course Descriptions CIT 270 - CIV 247

CIT-270 IT Integration Seminar (2 credits)

This course prepares the student for the IT Field Work experience and integrates issues in information technology workplaces. Topics covered may include resume writing, job search, IT workplace professionalism, and legal and ethical issues in information technology. Not available for challenge or supplemental. Prerequisite(s): take CIT-152, CIT-156, CIT-157, CIT-158, CIT-163, ENG-156.

CIT-271 IT Field Work (3 credits)

This course is a field work experience in an approved information technology corporate setting to provide in-depth work experience in the profession. Not available for challenge or supplemental. Prerequisite(s): take CIT-152, CIT-156, CIT-157, CIT-158, CIT-163, ENG-156.

CIT-274 Assembly Language Programming (3 credits)

Topics include architecture of a microprocessor, instruction set and addressing modes, macros and procedures, use of interrupts to interface to hardware and interface to operating systems, including network operating systems, link assembly programs to high-level languages. Architectures of a wide variety of machines will be discussed. Not available for supplemental. Prerequisite(s): take CIT-154, CIT-158, MTH-152.

CIT-275 Intro to Systems Design I (5 credits)

This course involves systems development through the use of structured analysis methods within the framework of an established life cycle. The initiation of a project, preliminary investigation, systems requirements, fact-finding techniques, data-flow concepts and diagrams, cost/benefit analysis, design of input/output and controls, on-line system design considerations, system testing and implementation, hardware and software selection will be covered.

Not available for supplemental. Equivalent to CIT-150. Prerequisite(s): take CIT-163.

CIT-276 Systems Design II (5 credits)

This course builds on the concepts and skills acquired in CIT275. Students will work in a functional team environment using the systems development life cycle to analyze, design and implement a live system. Human factors and ethical issues will be stressed. Not available for supplemental. Equivalent to CIT-250. Prerequisite(s): take CIT-275.

CIT-277 Games Programming (3 credits)

This course provides students with an overview of the game development process before moving on to learn the fundamental skills required to program a game modification (MOD) using a common game engine. Projects cover weapons programming, user interface additions, player alternations and game- client events. Theory is supplemented by practical examples in the lab. Students will work on small game modifications culminating in a final project which students will design using the GDP and implementing a custom MOD with a new game style. Not available for supplemental. Prerequisite(s): take CIT-266.

(CIV) CIVIL ENGINEERING TECHNOLOGY:

CIV-218 Highways (4 credits)

This course is a review of first-year surveying with emphasis on new topics such as roadway classification, geometric design controls for horizontal and vertical alignment, organization of highway projects and construction contracts, co-ordination of inspection services and survey control.

Emphasis is on computations for circular curves, vertical parabolic curves, triangulation and coordinates, construction surveys, survey records, earthwork, and measurements for contract pay quantities. Not available for challenge. Prerequisite(s): take CAD-155, ENF-161, CPU-248, SUR-162. Corequisite course: CIV-218L.

CIV-237 Work Experience (2 credits)

In this course, students are placed in a position equivalent to an "Engineering Technologist in Training" setting on a day-to-day basis. Students are required to participate as part of the engineering project team and complete tasks as specified by their supervisor. The settings for the placement will provide more challenging work tasks with opportunities for problem-solution. Attendance is mandatory.

CIV-240 Major Report (1 credit)

This course is an introduction to the processes involved in the research, compilation, preparation and presentation of a major technical report. Not available for supplemental. Prerequisite(s): take ENG-154.

CIV-247 Irrigation Structures (4 credits)

This course covers the fundamentals required for the design, construction, supervision and inspection of hydraulic and timber systems. Four different types of hydraulic structures will be designed and students will draw a chute drop structure with specifications, design calculations and cost estimates. The students will also design and draw a timber bridge in accordance with CSA and CWC Standards. Not available for supplemental. Prerequisite(s): take ENF-161. Corequisite course: ENF-152.

Course Descriptions CIV 249 - CJP 156

CIV-249 Timber Design and Detailing (3 credits)

This course covers the fundamentals required for designing and inspecting timber structures. Students design and draw a commercial building in accordance with CSA and CWC Standards. Students produce a complete set of working drawings with specifications and design calculations. Not available for supplemental or challenge. Corequisite course: ENF-152.

CIV-253 Water Resources (4 credits)

This course covers basic theoretical background in hydrology with an emphasis on design flood estimation techniques. Topics include map studies of drainage basins and rivers, precipitation measurement and analysis, statistical and empirical analysis of stream flow data to develop design flood estimates, mass curve analysis for reservoir planning, and stream flow measurement. Not available for challenge or supplemental. Prerequisite(s): take CPU-150, SUR-162.

CIV-257 Environmental Engineering (5 credits)

This course covers the broad scope of water resource topics as they relate directly to the environment. Some topics presented are water and waste water characteristics, water and waste water treatment, solid waste disposal, water distribution systems and sewage collection system design. Not available for challenge or supplemental. Prerequisite(s): take ENF-161.

CIV-263 Steel Design and Detailing (4 credits)

This course covers the fundamentals required for designing the structural members and connections for steel structures. Aspects of engineering inspection of steel structures are reviewed.

Students design and draw a commercial building in accordance with CSA and CISC Standards. Students produce a complete set of AutoCAD working drawings with specifications and design calculations. Not available for supplemental. Prerequisite(s): take ENF-150 or ENF-152. Corequisite course: CIV-263L.

CIV-266 Reinforced Concrete Design (4 credits)

This course covers the fundamentals required for designing and inspecting reinforced concrete structures. Students design and draw a reinforced concrete office building in accordance with CSA Standards. Students provide a complete set of working drawings with specifications and design calculations. Not available for supplemental. Prerequisite(s): take ENF-150 or ENF-152. Corequisite course: CIV-266L.

CIV-274 Infrastructure Servicing (4 credits)

This course covers applied technology fundamentals required for the design, construction, supervision and inspection of municipal servicing such as site and lot grading, storm and sanitary sewers, water distribution and residential surface improvements. Many aspects will integrate computer technology with design functions. Not available for supplemental. Prerequisite(s): take CPU-248, CIV-253, ENF-161.

(CJP) CRIMINAL JUSTICE:

CJP-101 Criminal Justice Seminar I (1 credit)

This course is designed to meet the individual and group needs of students in the Criminal Justice Certificate program. Content relates to adjustment to college, personal growth, problem-solving, and self-esteem.

It includes preparation for summer and/or permanent employment, and the personal and educational steps needed to acquire these goals. Not available for challenge or supplemental.

CJP-102 Criminal Justice Seminar II (1 credit)

This course is designed to meet the individual and group needs of students in the Criminal Justice Certificate program. Content relates to adjustment to college, personal growth, problem solving and self-esteem. Also includes preparation for summer and/or permanent employment, and the personal and educational steps needed to acquire these goals. Not available for challenge or supplemental.

CJP-152 Criminal Justice Practicum I (3 credits)

This course is a practicum to broaden knowledge of the operational workings of a variety of criminal justice agencies. Students will develop the necessary skills, knowledge and attitudes for working within the criminal justice system. Although every effort will be made to facilitate students' schedules, each applicant for practicum must be aware of the possibility of having to work a variety of shifts, including weekends, evenings and midnights. Students who apply for this course will be required to undergo a security check. Not available for supplemental.

CJP-156 Law Enforcement Firearms (3 credits)

This course emphasizes firearm handling and usage by law enforcement personnel. Topics addressed include safety, maintenance, lawful use of force and the fundamentals of shooting. Policy and procedure with respect to dispatching wildlife will be covered. Learners will participate in field training sessions in order to demonstrate hands-on proficiency relating to the classroom theory. Equivalent to CJP-154.

Course Descriptions CJP 158 - CJP 171

CJP-158 Criminal Justice Seminar III (3 credits)

This course is designed to meet the individual and group needs of students in the Criminal Justice Certificate program. Content relates to adjustment to college, personal growth, problem-solving, and self-esteem. It also includes preparation for permanent employment, and the personal and educational steps needed to acquire these goals.

CJP-160 Introduction to Criminal Justice System (3 credits)

This course is a study of Canada's criminal justice system in the sequence as seen by an offender who traverses it. The structure and jurisdictions of the three levels of government involved are examined, together with the development, role and functions of the police and other agencies, the courts, sentencing philosophies, correctional institutions, community corrections and diversion. Also considered are discretion, limitations of authority and the decision points throughout the system.

CJP-161 Ethics & Interpersonal Skills (3 credits)

This course covers human dynamics in various settings in the criminal justice system. It includes emphasis on authority figures, attitudes and their dynamics, professionalism and ethics, basic intervention and mediation techniques, and human behaviour and crime. Characteristics unique to various cultures that have direct implications for persons involved in the criminal justice system are examined.

CJP-163 Human Relations for Commercial Vehicle Enforcement (3 credits)

In this course, students will examine the various dynamics of human behaviour that specifically relate to the duties of Commercial Vehicle Enforcement Officers.

Students will learn about and practice various theories and skills about professionalism, ethics, dress and deportment, and communication principles.

CJP-164 Loss Prevention (3 credits)

This course is an overview of the loss prevention field including the methods and procedures to control the internal and external loss of assets. Methods of prevention and techniques of detection are emphasized.

CJP-167 Security Emergency Planning (3 credits)

This course covers thorough and detailed planning and procedures to cope with all types of emergencies and unusual events that can threaten the integrity of a facility or its personnel. The emphasis is on analysis and actual preparation of plans for designated facilities and institutions.

CJP-168 Security Investigation (3 credits)

This course will give students an overview of an investigation from a security officer's perspective, including examination of specific statutes relevant to security. Topics will include crime scene analysis, security investigation and methods of recording incidences culminating in the presentation of evidence in criminal/civil proceedings.

CJP-169 Security Management (3 credits)

This course covers the viability and success of a security operation, depending greatly on the quality of the management process. Particular attention is given to organizational structure, the role of the manager and all the traditional organizational responsibilities that must be carried out. Emphasis is given to the growing role of accountability and liability in establishing standards of performance.

CJP-170 Criminalistics (3 credits)

This course includes extensive laboratory and practical exercises to provide a working knowledge in the identification, collection, preservation, and evaluation of physical evidence for forensic purposes. It includes taking fingerprints, dusting and lifting latent prints, iodine fuming, casting impressions; physical matching of tool marks, documents, glass fractures, hair, fibres, soil, paint and ballistics utilizing various microscopes; evidence gathering employing metal detectors, vacuum sweepers and night scopes. The forensic laboratory is also studied.

CJP-171 Use of Force (5 credits)

This course is based on the Alberta Association of Chiefs of Police Use of Force model. Police recruits are taught the correct and effective methods for securing scenes and situations that may be threatening or hostile in nature. This officer safety training course includes training in tactical communications, dealing with multiple assailants, building and room clearance, rapid deployment, vehicle stops, searches and the correct use of police issue batons and handcuffs. Learners are exposed to and learn coping strategies for TASER and Oleoresin Capsicum (pepper spray) assaults. Equivalent to CJP-271.

Course Descriptions CJP 173 - CJP 250

CJP-173 Investigative Techniques I (3 credits)

This is an introductory level police investigative techniques course provided to front-line police officers, which focuses on the day-to-day practical applications of the Criminal Code and various other statutes, including the Traffic Safety Act. Police officers learn and apply the fundamental skills associated with laser and radar principles, Level 1 accident investigation, impaired driving investigation, evidence and court preparation and includes providing evidence in a mock trial. Police officers also learn how to properly conduct interviews, interrogations and take cautioned statements. Emphasis is placed on learning the techniques and strategies associated with the hard skills of the regular and day-to-day investigational techniques. Equivalent to CJP-355.

CJP-175 Interviewing (3 credits)

This course covers basic interviewing techniques and focuses on the structure and functions of various types of interviews. The emphasis is on interpersonal relationships, feedback, barriers to effectiveness, paraphrasing as well as obtaining statements from complainants, victims and witnesses. Role-playing is employed extensively.

CJP-176 Security Surveys (3 credits)

This course covers all phases and considerations necessary to carry out thorough and effective surveys of all aspects of the operations of a facility. Learning is reinforced by practical assignments to be completed by students in detailed reports.

CJP-180 Law, Youth & Young Offenders (3 credits)

This course covers the definition and control of crime by young offenders through an investigation of the evolution of law as it is applied to young people in Canada.

The emphasis is on a detailed analysis of Bill C-7: Youth Criminal Justice Act, including an exploration of the roles of police, courts, correctional agencies, and community in dealing with youth crime. An overview of historical and current explorations for the criminal behaviour of young people is included.

CJP-183 Diversity Issues in CJ (3 credits)

This course examines multiculturalism and its relationship to the criminal justice system in Canada. Among the issues discussed are the recognition, acceptance, and affirmation of ethnic, racial and religious diversity within the framework of Canada's policy of multiculturalism. Particular emphasis is placed on Aboriginal history and traditions. Special attention is focused on the application of these issues to policing, corrections, and other aspects of the criminal justice system. Students will have the opportunity to develop the sensitivities and skills which will assist them in understanding and working with different cultures, and to be responsive to the needs and expectations of culturally diverse communities.

CJP-186 Investigative Techniques II (3 credits)

This is an intermediate level police investigative techniques course provided to front-line police officers that focuses on the day-to-day practical applications of common investigative practices. Police officers learn and apply the fundamental skills associated with conflict mediation, alternate dispute resolution and restorative justice. In addition to miscarriages of justice, persons at risk, domestic violence and sexual assault, police officers are also instructed in matters of crime scene assessment, forensic evidence, drug investigation, methamphetamine labs, biohazardous and explosive materials, organized crime, parole and probation and the Serious Habitual Offender Comprehensive Action Plan.

CJP-191 Alternative Dispute Resolution (3 credits)

This introductory course examines alternative dispute resolution, providing an overview of conflict resolution and alternative sentencing methods for young offenders and adults. The course's main focus involves training in mediation and family group conferencing (FGC) as well as other methods of conflict resolution. Police officer discretion is an integral part of implementing all methods of conflict resolution. Mediation and FGC provide a community-based response to criminal and discipline behaviours. FGC is also appropriate for use with young offenders under the age of 12 who can't be charged criminally or under the Youth Criminal Justice Act. Not available for supplemental. Equivalent to CJP-291.

CJP-250 Enforcement Techniques (3 credits)

This course provides an understanding of the legal and moral requirements for the care, custody and control of prisoners and the use of various forms of restraints. It provides an analysis of selected sections of Part III of the Criminal Code pertaining to weapons and the Firearms Act. Instruction is provided in practical skills and techniques for the care, control and safe handling of firearms. Equivalent to CJP-182.

Course Descriptions CJP 252 - CJP 280

CJP-252 Criminal Justice Practicum II (3 credits)

This practicum course provides second-year Criminal Justice students the opportunity to experience the daily operations of a specific police department and to assist them in making an educated career choice. Students will develop the skills, knowledge and attitudes necessary to become successful police officers. Although every effort will be made to facilitate the student's schedule, each applicant for practicum must be aware of the possibility of having to work a variety of shifts, including weekends, evenings and midnights. Students who apply for this course will be required to undergo a security check. Not available for supplemental.

CJP-255 Notebooks and Reports (3 credits)

This course covers the proper use of notebooks. The format of reports used in the criminal justice system are studied and performed through situational assignments using visual aids. Equivalent to CJP-165. Prerequisite(s): take ENG-175, COM-175.

CJP-256 Criminal Investigation (3 credits)

This course covers introduction to, and history of, criminal investigations, preliminary, continuing and follow-up investigations, sources of information, and the non-legal aspects of offences against people and property, victimless crimes, etc.

CJP-257 Investigative Techniques (3 credits)

This course covers introduction to major theoretical concepts and approaches to serious crimes. Included are investigative techniques of safe attacks, search techniques (ground, building and vehicle), line-ups, organized crime (gangs), polygraph use, counterfeit detection, hostage taking, barricaded person situations and child abuse. Not available for supplemental.

CJP-260 Specific Crimes (3 credits)

This course is an in-depth analysis of selected Criminal Code offences, including the statutory provisions, elements of the offence and relevant case law. Offences covered include theft and theft-related offences, breaking and entering and committing an indictable offence, false pretences, fraud, forgery, uttering, fraudulently obtaining food and lodging, instruments for the purpose of forgery, possession of stolen property, public mischief, causing a disturbance, assault, assaulting a peace officer, sexual offences, homicide, robbery, extortion and arson. Prerequisite(s): take LAW-175.

CJP-261 Selected Statutes (3 credits)

This course examines key provisions of a selection of both federal and provincial statutes most commonly encountered by those employed in the criminal justice system. Included is a review of related regulations, orders-in-council and ministerial orders. Students complete a series of assignments in each of these areas.

CJP-263 Traffic Enforcement (3 credits)

This course examines the federal and provincial laws related to traffic enforcement. The law and practical application of enforcement tools such as speed-measuring devices, screening devices and instruments are examined. Investigations into, and reporting of, motor vehicle accidents are conducted. In addition, methods on how to enforce traffic laws and control the flow of traffic are studied.

CJP-267 Natural Resource Legislation (5 credits)

This course covers the study of statutes, regulations and relevant case law pertaining to fisheries, parks, wildlife, and the environment, including the historical and constitutional aspects of this legislation. Overview of native hunting and fishing rights are part of the course. Prerequisite(s): take LAW-161.

CJP-268 Police Administration (3 credits)

This course covers the basic organizational concepts (formal and informal), operating principles, and administrative procedures of police services. Also explored are management skills, communication and human resource management, with emphasis on proactive-consultative style of management. The Alberta Police Act and relevant regulations, along with the Alberta Police Officer's Collective Bargaining Act are reviewed.

CJP-278 Criminology (3 credits)

This course is an introduction to the major theoretical concepts, both historical and modern day, which provide explanations of crime, criminals, and criminality. The relationships with other sciences, and between theory and practice, are included. Scientific foundations for a modern criminal policy are discussed.

CJP-280 Commercial Vehicle Enforcement (3 credits)

Commercial vehicle enforcement is a specialized field of traffic enforcement. Officers who conduct commercial vehicle enforcement play a critical role in ensuring highway safety and protecting our highway infrastructure. In this course, you will learn about the roles and duties of a Commercial Vehicle Enforcement Officer. In addition to examining the role and function of an Officer, we will cover key legislation and topics relating to commercial vehicle enforcement such as vehicle safety inspections, driver and vehicle licensing requirements, dangerous goods, weights and dimensions and more. If you are interested in a career as a Commercial Vehicle Enforcement Officer, or want to enhance your traffic enforcement knowledge, this course is a must.

Course Descriptions CJP 282 - CMM 162

CJP-282 Evidence and Court Procedures (5 credits)

This course covers the Canada Evidence Act, the Alberta Evidence Act, and Rules of Evidence. Court forms from a criminal justice perspective are compiled. The focus of the course is to prepare and provide the opportunity for the learner to testify in court.

CJP-287 Crisis Intervention (3 credits)

This course provides students with an understanding of the mechanics involved in a crisis situation. It provides a basic understanding in the areas of victimology, human interaction and behaviour. It places emphasis on providing knowledge, skills and techniques for safe and effective intervention, mediation, and referral in a range of situations. The learning process will be reinforced with role-playing exercises similar to real-life situations.

CJP-357 Environmental Compliance Techniques (3 credits)

This course examines the role of environmental inspectors and investigators in ensuring public and private industrial operations comply with environmental legislation established to protect the environment against degradation or damage. Compliance options and alternatives are presented in dealing with violations. The principles of administrative law form a major part of this course.

CJP-359 Conservation Law Investigation (5 credits)

This course is a thorough examination of the investigative function of the natural resource officer. Topics include searching and recoding information from the violation scene, the collection and preservation of evidence, investigative leads to locate witnesses and the proper use and care of the officer's field notebook.

A comprehensive sample investigation report is a requirement of the course. Laboratory exercises include interviewing and interrogation techniques, surveillance, intelligence and covert operations. Corequisite course: CJP-359L.

CJP-369 Patrol Procedures (5 credits)

This course provides students with the skills and abilities necessary to conduct effective and efficient enforcement patrols. Areas of study include responsibilities and techniques, dealing with complaints, planning, conducting and evaluating patrols, compliance checks, searches, profiling resource users, basic maintenance, use and care of specialized enforcement tools and equipment, communication methods, and organized resource crime. This course provides 12 weeks of classroom instruction, extensive applied lab activities and a field trip. Corequisite course: CJP-369L.

CJP-379 Case Management (3 credits)

This course focuses on the integration of a wide variety of concepts, skills and procedures in the context of a complex investigation or case. Learners, working in teams, will be actively involved in investigating a broad range of incidents and will take the cases from occurrence or complaint through to disclosure to Crown Counsel. Prerequisite(s): take CJP-282, CJP-267, CJP-359.

(CMM) COMMUNICATION MULTIMEDIA:

CMM-121 Basic Television and Audio (2 credits)

This course is an introduction to television and audio equipment and its proper use and care. A basic approach to troubleshooting is included. Not available for supplemental.

CMM-152 Influence of Communication (3 credits)

This course is an overview of the history, functions, roles and effects of mass communication and how they converge in the new media. Also covered is the influence of Canadian law in the acquisition and delivery of information through the new media. Topics may include civil and criminal libel, contempt of court, shield laws, obscenity, censorship, copyright, privacy, government secrecy, regulatory bodies and agencies, constitutional provisions for freedom of expression and ethics. Not available for supplemental.

CMM-153 Digital Audio (3 credits)

We live in a world of sound. In this course, you will learn to capture, edit and mix the sound bites that make up the audio texture of the real world, and add sound to the virtual spaces you create and recreate in the multimedia world. Equivalent to CMM-155.

CMM-156 Digital Video (4 credits)

Whether you are simply capturing and combining sequences from the life around you, or using video graphics techniques to design at the speed of light, you will need to edit your footage and take control of the process to bring your video project to life. The concepts you learn and the editing fundamentals you master in this course will give you a solid foundation in using digital video creatively and effectively in your multimedia presentations.

CMM-162 Multimedia Principles & Design (4 credits)

Successful multimedia projects require teamwork and planning. Through research, observation and hands-on practice, you will learn important lessons about how multimedia production teams conceive, organize and manage projects, and what proven professional practices are followed to ensure success. Equivalent to CMM-161.

Course Descriptions CMM 163 - CMM 293

CMM-163 Scripting for Multimedia & Web (4 credits)

The computer program is your willing servant, and it only has one question: "What next?". In this basic programming course, you will learn various ways to answer that question and tell your multimedia applications and web pages what to display, and how to behave. Using the basic building blocks of designing and delivering interactive content, you'll explore the pre-built functionality of authoring applications.

CMM-165 Using Flash and Web Standards (5 credits)

The network is the computer! Learning to use interactive applications together with industry standards, such as XML, CSS and Javascript to access, format and display data on the network will set you apart as a true producer on the next-generation WWW. Prerequisite(s): take CMM-163. Corequisite course: CMM-165L.

CMM-185 The Principles of Animation (4 credits)

You will learn and apply the principles and methods of classical animation, and its more recent 2D and 3D digital variants. Using motion studies, solid body interactions, cyclical movement, and adding synchronized audio and ambient effects, you will explore and apply the techniques the pros use to bring animated characters and inanimate objects to life. Equivalent to CMM-275.

CMM-282 Professional Portfolio I (2 credits)

In this seminar course, you will research and evaluate current best practices for designing and producing a professional portfolio. In addition to taking part in discussions, group presentations and critiques, you will develop and submit a treatment and outline for your own digital portfolio.

CMM-283 Professional Portfolio II (4 credits)

As you create your professional e-portfolio, you will not only be showcasing your work, but perhaps more importantly, documenting the underlying learning, and establishing your status as a lifelong learner and committed professional. By organizing your e-portfolio and making it accessible on your Internet domain, you will reinforce the fact that you are, indeed, a professional, prepared to learn and grow with the industry. Prerequisite(s): take CMM-282.

CMM-285 3D Modeling & Animation/ Maya (5 credits)

Building on your knowledge of basic animation principles and practices, you will use the industry's standard software tools for modeling and animating in 3D. You will learn to apply advanced techniques to develop animated characters and 3D environments, create mechanical simulations and incorporate the kinds of special effects required by the advertising and film industries. Prerequisite(s): take CMM-185.

CMM-288 Programming Rich-Media Applications (5 credits)

As a multimedia programmer, it is up to you to make the various digital media in your projects as interactive as possible. In this course, you will learn to take greater control of media assets and script your projects to make the user experience highly interactive. You'll be introduced to object-oriented programming practices, and learn to write programs that are simpler to understand and easier to maintain. You'll also learn more about the importance of documentation, making your elegant code accessible and reusable by others in the production chain. Equivalent to CMM-277. Prerequisite(s): take CMM-165.

CMM-291 Professional Foundations (5 credits)

This course is intended to give you a deeper understanding and appreciation of the interrelated professional activities involved in multimedia production in general, as well as provide you with a conceptual point of entry into the special discipline you have chosen as an area of applied concentration.

CMM-292 Proseminar (6 credits)

The proseminar course is designed to give you an opportunity to collaborate with your co-learners and the Program Team to integrate advanced topics and the most current industry practices with workplace learning and other activities in the final semester. You will take part in planning and hosting web events, inviting key people in the industry to engage with you in discussing current industry issues and directions or collaborate with you in evaluating technologies and experimenting with solutions. Prerequisite(s): take CMM-291.

CMM-293 Capstone Project (6 credits)

Although your instructors will be very much involved with organizing and supporting this final project, the real goal is to give you a chance to extend your knowledge in multimedia, and your chosen area of applied concentration, through a significant achievement in independent learning. This capstone project lets you demonstrate your individual commitment to, and preparation for, life-long learning. Prerequisite(s): take CMM-291.

Course Descriptions CMM 295 - COL 101

CMM-295 Telling Stories II (3 credits)

CMM-295: Telling Stories II will give you the requisite skills to share your story with the world. This course will allow students to bring their story ideas to fruition by introducing them to the production and delivery of video. Using the narrative script developed in ENG-290: Telling Stories I, students will develop skills in visual composition, lighting, audio, editing, titling and compression schemes for various delivery methods. A four-minute short film will serve as the final project and will be made accessible through a variety of formats: video sharing websites, CD, and cell phones. Prerequisite(s): take ENG-290.

(COC) CULINARY CAREERS:

COC-127 Culinary Careers Introduction (3 credits)

This course is a prerequisite required by all students entering Culinary Careers. Students will gain basic knowledge, skills and attitudes toward sanitation, safety, kitchen equipment and knife safety.

COC-131 Nutrition for Cooks (1 credit)

This course introduces nutritional concepts that focus on healthy eating and living styles. Students will learn to identify the various types of restricted diets and understand consumers' allergies and nutritional requirements. Prerequisite(s): take COC-127.

COC-132 Industry Work Placement (2 credits)

Students spend a minimum of 480 hours in a paid industry position in a full-service restaurant, hotel, golf course, private club or institutional operation, where opportunities exist to gain additional experience in preparing a wide variety of quality food items. This course is noted for its varied selection of industry partners that annually visit the campus to interview students during Hospitality Recruitment Day.

Graded credit or no credit (CR/NCR). Not available for supplemental. Prerequisite(s): take COC-127.

COC-133 Restaurant & Production Skills (22.50 credits)

This 16-week course offers students the opportunity to develop skills fundamental to the cooking trade. Emphasis is placed on practical skills that enable students to perform multiple tasks in an organized and expeditious fashion, mirroring industry environments. Learners are encouraged to develop team skills and customer interaction techniques demanded by modern restaurant operations. Theory modules focus on breakfast, beverages, salads, sandwiches, soups, vegetables, starches, food costing, controls and procedures. All exams are written through T.L.M., a computer-based testing platform. Prerequisite(s): take COC-127.

COC-134 Sweet and Savoury Techniques (22.50 credits)

This 16-week course focuses on two distinct areas: bakeshop production and understanding techniques for producing savoury food items. In the bakeshop, students will cover baking ingredients, yeast goods, pastries and cakes. In the savoury lab, students will cover seasoning, sauces, boning and filleting, appetizers, buffets, and cooking techniques for meat fish and poultry. Prerequisite(s): take COC-127.

(COL) COLLEGE SUCCESS:

COL-004 GED Preparation (2 credits)

This course is designed to help students earn the General Education Development Tests (G.E.D.), accepted by many employers as an alternative to a high school diploma. Students will review their knowledge of social studies, science, written skills, literature and the arts, and mathematics. Particular attention will be given to reading and mathematical skills. The cost of the testing is included in the course registration fees.

COL-050 Orientation to College Learning (5 credits)

This course is designed to prepare students for college or university studies prior to entry into a program. Students will be shown the proven learning and study methods necessary for academic success. Some topics include memory skills, note-taking, questioning skills, test preparation, math strategies, and textbook reading. In addition, students will explore topics related to life skills such as budgeting, time management, self motivation and awareness, relationship building and goal setting. Equivalent to COL-100.

COL-100 Orientation to College Learning (5 credits)

This one-month course prepares students for entry into college or university so that they can make a successful transition into the academic world prior to beginning their formal program of study. Orientation to College Learning presents the tools and attitudes students need to be confident, independent learners at Lethbridge College or elsewhere. Students have opportunity to develop proven learning and study methods and to explore related life skills that will enhance success, not only in the academic world but in the workplace and in private life as well. This course is strongly recommended for beginning students. Equivalent to COL-050.

COL-101 College Success (3 credits)

This course provides a comprehensive examination of the skills and attitudes needed to succeed in post-secondary programs. Specific study skills are presented and the implications these skills have to other areas of life are considered. Topics include goal setting, motivation, personal responsibility, time management, memory and concentration, study reading, note-taking and test-taking. Equivalent to COL-105.

Course Descriptions COL 103 - COM 175

COL-103 Intro to Learning Strategies (1 credit)

This course is an introduction to specific learning strategies students require to succeed in post-secondary programs. Students will explore a core set of chiefly academic learning strategies such as note-taking, memory, study reading, test-taking and time management.

COL-105 Achieving College Success (3 credits)

This course provides a comprehensive examination of the skills and attitudes needed to succeed in post-secondary programs. Specific study skills are presented and the implications these skills have to other areas of life are considered. Topics include goal setting, motivation, personal responsibility, time management, memory and concentration, study reading, note-taking, and test-taking. Equivalent to COL-101.

COL-120 General Studies Initiative (1 credit)

This General Studies course is designed for students in the Initiative Program. Students will pursue a mixture of self-guided and teacher-directed activities. Students will participate in seminars and peer activities that leave them better prepared to face the challenges of student life.

(COM) COMMUNICATION SKILLS:

COM-137 Communication Skills (1 credits)

This is a 16-hour course for students enrolled in the Culinary Careers Diploma. The course focuses on communication skills necessary for attaining, maintaining and advancing in a career in the food service and hospitality industry. Prerequisite(s): take COC-127.

COM-146 Effective Speaking (2 credits)

This course covers practical application given to oral communication in the areas of interpersonal and nonverbal communication, public speaking, assertiveness, and interview skills. Not available for supplemental. Equivalent to SPH-146.

COM-155 Customer and Team Relations (3 credits)

Effective relations with both customers and team members are essential for organizations to be successful. This course equips students with customer service skills that will result in a Service Best certificate. Team relation exercises will help equip students to function in work settings.

COM-158 Leadership Communication Skills (3 credits)

This course will provide learners an opportunity to explore their personal communication style and to develop the interpersonal skills needed for effective relationships in the workplace. The importance of understanding group dynamics, leadership styles, conflict resolution strategies, and team development models will be reinforced using business scenarios. Learners will also gain knowledge on how to facilitate a successful meeting, as well as prepare for behaviour descriptive interview questions. Each learner will be exposed to public speaking by doing an individual presentation to their peers.

COM-159 Applied Interpersonal Communication (4 credits)

Healthy communication is an essential skill for justice professionals. This course requires learners to focus on self-awareness and self-esteem before moving into the interpersonal area of verbal and non-verbal communication. These concepts are the foundation of practical applications of the interviewing techniques, skills, and strategies required to gain information from offenders and effect personal change. A study of the ethical context for this work is key.

COM-162 Interpersonal Relationships & Communication (3 credits)

This course is designed to improve students' self-concepts and provide them with the skills to successfully relate with others on a personal, social and business basis. Designed for personal growth and attitude change, this course provides opportunities to develop communication skills, recognition and understanding of self concept, skills in enhancing interpersonal relationships, procedures for goal-setting and techniques for decision-making. Not available for supplemental.

COM-170 Helping Relationships (3 credits)

This course covers techniques of interpersonal communication through introduction to the helping relationships process. In the process, the client is an interactive participant; the direction of the interaction is provided by the client. Topics include problem-solving, decision-making, conflict resolution, characteristics of a helper, and the helping process. Hands-on helping skills are developed in order to communicate more effectively with clients. Not available for supplemental. Prerequisite(s): take COM-162.

COM-175 Applied English & Communication in CJ (3 credits)

Learners will be introduced to the theory of pre-employment testing and interviews, with emphasis on the Behavioural Descriptive Interview (BDI). Learners will apply these theories through practical classroom interview exercises and will also develop application letter and resume writing skills. Prerequisite(s): take ENG-175.

Course Descriptions COM 254 - CON 150

COM-254 Correctional Report Writing (3 credits)

This course addresses the specific requirements of report structure and content in the correctional field. Reports utilized in both community and institutional corrections (federal and provincial) will be addressed, as well as those required for work with young offenders. The interpretation of, need for, and use of statistics in management problem solving are examined, together with the preparation and interpretation of information in the form of graphs and tables. Electronic reporting will also be addressed. Not available for supplemental. Equivalent to CJP-254. Prerequisite(s): take ENG-176.

COM-263 Interpersonal Skills (3 credits)

This course covers the interpersonal skills needed to handle sensitive situations encountered when dealing with the public in the renewable resources conservation field. Emphasis is placed on verbal judo and technical communications. Students further enhance their verbal and written communication skills through various exercises.

COM-265 Technical Presentations (3 credits)

This course provides students with the opportunity to prepare and present short technical reports with the use of various multimedia technologies. The intent is to simulate the types of presentations technologists will encounter in industry and increase students' effectiveness in communications. Not available for challenge or supplemental. Prerequisite(s): take ENG-154.

COM-275 Interviewing Techniques (3 credits)

This course will cover basic interviewing techniques and focuses on the structure and functions of various types of interviews.

The emphasis is on interpersonal relationships, rapport building, barriers to effective communication, paraphrasing as well as obtaining statements from complainants, victims and witnesses. Role-playing is employed extensively. There will be an emphasis regarding interviewing persons with special needs and persons from diverse cultural groups. Prerequisite(s): take COM-175.

COM-460 Reports and Investigations (3 credits)

The ability to communicate in writing is an essential skill for the correctional professional. Students will demonstrate competency in the completion of a variety of reports, including pre-sentence and parole investigations, community assessment, institutional reports, temporary absence plans, incident reports and internal investigations. Technical competency is an expectation and content of reports must be appropriate. Students must demonstrate an understanding of the purpose of the reports, their routing and possible outcomes. This is a Directed Field Study (DFS) course. Not available for supplemental.

(CON) CONSTRUCTION:

CON-133 Residential Construction (3 credits)

This course covers the principles and practices of light construction. The various phases of residential construction are covered in a logical sequence. The main topics include the building site, footings and foundations, framing practices for floors, walls, partitions and roofs. The Alberta Building Code is an integral part of the course. Not available for supplemental. Equivalent to CON-130. Corequisite courses: DRF-165, CON-133L.

CON-140 Contracts, Specifications and Inspections (4 credits)

This course is an introduction to the Canadian legal system, the basic components and requirements of building contracts, types of contracts used in the construction industry and their applications, duties, rights and obligations of the contracting parties, general conditions of the contract and the various statutes that affect the construction industry as a whole. The lab gives students a hands-on approach to contract management. Topics include organization of the contract documents (contract, specifications, drawings, and addendum), control of the tendering process, revisions to the contract, measurement and payment, change orders, claims and disputes, documentation and administration of the contract and the role of the inspector. Not available for challenge or supplemental. Corequisite course: CON-140L.

CON-150 Codes, Details and Drawings (3 credits)

The structuring of the Alberta Building Code (accessing, interpreting and employing the content) is closely examined through study and practical exercise. The proper detailing of systems and assemblies are examined through sketch and label exercises and identification on the "as build drawings." The methodology and conventions employed in the drafting of project drawings are examined through a variety of blueprint reading and interpreting exercises. Not available for supplemental or challenge. Prerequisite(s): take CAD-155.

Course Descriptions CON 155 - COR 150

CON-155 Managing the Construction Process (4 credits)

This course examines the management principles and techniques as applied to effective on-site control of construction works. Transferable concepts include responsibilities, effective management and leadership, decision and actions, project planning, network scheduling techniques, setting objectives, measuring progress and monitoring costs, Total Quality Management, teamwork and partnering. Not available for supplemental or challenge.

CON-209 Business Management in Construction (3 credits)

This course covers the fundamentals of business organizations and management in the construction industry. Topics may include conditions and requirements, legal structuring, corporate organization, policies and procedures, budgeting and accounting, cost control, contract documents and trade agreements, ACTS, claims, negotiations, bank and surety relationships, effective supervision and the directing of a profitable organization. Not available for supplemental.

CON-212 Building System Services (4 credits)

This course deals with the fundamental concepts of the design and implementation of the mechanical and electrical systems for both residential and light commercial buildings. Methods for the design, installation and operation of water supply, plumbing and storm drainage, electrical supply, heating and air conditioning will be studied. Not available for supplemental. Prerequisite(s): take DRF-250, ENF-161.

CON-222 Heavy Construction I (3 credits)

This course is a practical overview of construction problems and building techniques. Topics may include site investigation, layouts, earthworks and braces excavations, dewatering, piling, forming, and concreting techniques and the analyzing of shoring and reshoring for the temporary support of concrete slabs during the construction of buildings. Not available for supplemental. Equivalent to CON-211. Prerequisite(s): take ENF-135. Corequisite course: ENF-152.

CON-223 Estimating Fundamentals (4 credits)

This course covers the fundamentals of estimating types, uses and limitations; conceptual, area/volume and system estimates, indices, variables and modifiers. This course also addresses formatting the detailed estimate including methods and measurements; pricing the take off; burdens and indirects; risk of margins; summarizing and tendering. Not available for supplemental. Equivalent to CON-216. Prerequisite(s): take CON-140, CON-150.

CON-225 Heavy Construction II (3 credits)

This course is a continuation of the building techniques introduced in Heavy Construction I. Topics include structural frames and enclosing flooring, roofing, partitioning and supplying interior finishes to a commercial-industrial structure. Not available for supplemental. Equivalent to CON-252, CON-221. Prerequisite(s): take CON-222.

CON-250 Detailed Estimating (4 credits)

This is the senior estimating course. It offers in-depth application of the concepts and techniques set out in Estimating Fundamentals.

This will include the preparation of a responsive tender, employing estimating software and incorporating a contract document for a selected civil or commercial project. All items of cost impact will be considered. Not available for supplemental. Equivalent to CON-255, CON-217, CON-224. Prerequisite(s): take CON-223. Corequisite course: CON-250L.

CON-252 Heavy Construction (4 credits)

This course is a practical overview of construction problems and building techniques. The construction process will be described from start to finish for a commercial/industrial building project. Not available for supplemental. Equivalent to CON-225, CON-221. Prerequisite(s): take ENF-135. Corequisite course: ENF-152.

CON-255 Construction Estimating (5 credits)

This course covers estimating types, uses and limitations, indices, variables and modifiers. The course also covers the components of a detailed estimate, and the tendering process. Estimating software will be incorporated throughout the course. Not available for supplemental. Equivalent to CON-250, CON-217, CON-224. Prerequisite(s): take CON-140, CON-150.

(COR) CORRECTIONS:

COR-150 Introduction to Corrections (3 credits)

This course examines correctional systems in Canada. It covers the history of corrections, the role of corrections in contemporary society, and the interrelationships between the various components (including community-based corrections, correctional centres, and parole). Correctional treatment and after care are reviewed. Emphasis is placed on the formal and informal relationships that exist in correctional organizations and the relationships between staff and inmates in correctional centres. Equivalent to COR-152, CJP-150.

Course Descriptions COR 152 - COR 355

COR-152 Fundamentals of Corrections (2 credits)

This course examines correctional systems in Canada. It covers the history of corrections, the role of corrections in contemporary society, and the interrelationships between the various components (including community corrections and correctional institutions). Correctional treatment and aftercare are reviewed. Emphasis is placed on the formal and informal relationships that exist in correctional organizations, including the roles of both staff and inmates. Equivalent to COR-150, CJP-150.

COR-153 Corrections Professional Seminar (1 credit)

Since correctional services is a field of constant change, this course will be used to address topics which are not covered in other courses. Included will be career development strategies.

COR-154 Suicide Prevention (1 credit)

This interactive course meets professional training requirements by helping participants recognize risk and learn how to intervene to prevent the immediate risk of suicide. Learners will be sensitized to their own attitudes towards suicide and identify the intervention needs of a person at risk. They will develop their skills through observation and supervised simulation experiences in large and small groups.

COR-253 Correctional Classification (3 credits)

This course addresses the central process of correctional classification, which involves assigning housing, programs and the level of supervision required by offenders. The implications of classification for case management, security and control, and the management of risk are included. Not available for supplemental. Equivalent to CJP-253.

COR-262 Drugs in Corrections (3 credits)

This course covers the role that addictive substances and addiction plays within the correctional population. Drug recognition and the physiological effects of drugs and alcohol intoxication and the identification of symptoms of drug and alcohol intoxication and addiction are studied. The identification and management of offenders who are abusers or addicts of drugs or alcohol is reviewed. Not available for supplemental. Equivalent to CJP-262.

COR-277 Corrections Administration (3 credits)

This course is an overview of a variety of correctional institutions and operational structures with particular emphasis on supervision and the human element. Motivation theory, organizational behaviour, manpower development, labour relations and personnel evaluation are studied. Also considered are the traditional management tasks within such an organization, the importance of change and control and how the system is influenced by governmental priorities. Equivalent to CJP-277.

COR-279 Correctional Casework & Counselling (3 credits)

This course is an examination of the principles, ethics, and values associated with effective casework processes in corrections. Case studies are employed to give students direct and practical experience in the casework processes used in correctional organizations and agencies. An overview of counselling techniques employed within corrections and young offenders is included. Equivalent to CJP-279.

COR-285 Correctional Methods (3 credits)

This course is an examination of the principles, ethics, and values associated with effective casework processes in corrections.

Case studies are employed to give students direct and practical experience in the casework processes used in correctional organizations and agencies. An overview of counselling techniques employed within corrections and young offenders is included. Equivalent to CJP-285.

COR-287 Crisis Resolution (3 credits)

Upon completing this course, learners will recognize that crises are turning points in offenders' lives which involve both threats and opportunities. Included in the course content are a brief overview of key areas of offender victimology, the non-violent de-escalation of crises, and the process of validation and importance of relationships in terms of facilitating personal change in offenders. Learners will learn how to assist offenders in the management of their behaviour and emotions and will apply the steps of resolution-based crisis intervention in real-life role-play situations.

COR-350 Crime-Related Victimology (3 credits)

This course focuses on the victims of crime. It covers the nature of victimization, the effects of victimization, and the treatment of victims in the criminal justice system. Victim-offender mediation programs are investigated, as is the connection between early victimization and criminal behaviour.

COR-355 Violence and Criminal Behavior (3 credits)

Students explore the roots and manifestations of violence in Canadian society, and the implication of violence in corrections. The management of violent offenders, on an individual basis and in gangs, is the primary focus of this course. Techniques for diffusing violent behaviour are also learned and applied in practice.

Course Descriptions COR 360 - COR 456

COR-360 Aboriginal Peoples (3 credits)

In this course, students explore the historical and sociological reasons why aboriginal peoples make up a disproportionate percentage of the correctional population in Canada. The nature and types of correctional programming for First Nations people will be surveyed, with particular emphasis on healing traditions within correctional environments. The delivery of community programs in aboriginal communities is also addressed. The development of a program for aboriginal offenders in the community or institutions is a requirement of this course.

COR-374 Professional Correctional Worker (3 credits)

The purpose of this course is to provide correctional staff with the tools to face the daily complexities of their workplace. Among the subjects addressed are adaptation to change, stress management, workload and time management, the achievement of personal balance, self-assessment and personal care, the development and maintenance of a fit and healthy lifestyle, emotional intelligence and career planning. A significant element of the course is the completion of a personal self-management plan.

COR-378 Women in Corrections (3 credits)

This course is divided into two parts: the female offender and the roles of women as correctional professionals. It addresses the special needs of female offenders and current initiatives to address them. The course explains the challenges women face working in predominately male environments and the effects and influences which women have as professionals.

COR-380 Justice in Community (3 credits)

In this advanced justice course carried out in the community, students will enhance their knowledge of the role of the community in the human experience as it relates to responding to crimes and offenders in a holistic manner. This course covers the concepts of justice and the beliefs in operation as society deals with correction or punishment of criminals. A survey of history is included in order to explore the changing beliefs that underpin corrections and to understand the concepts behind important current movements in corrections practice such as restorative justice.

COR-385 Issues & Trends in Corrections (3 credits)

In this course, learners will explore current and emerging issues associated with the incarceration and treatment of offenders around the world, and the impact of these issues on staff and the management of offenders.

COR-387 Crisis Management (3 credits)

This course covers the management of crises situations, with emphasis on early identification of potential crises, prevention, control and resolution. The emphasis is on correctional events such as riots and hostage situations, although the content has application within a wider context such as policing and security.

COR-450 Community/Institutional Resources (3 credits)

In this course, students learn about the resources available to support offenders in the community or the institution (depending on the work setting). Students will demonstrate an awareness and understanding of the resources available for changing behaviour; promoting personal development and growth; recreation, and personal health.

In terms of staff, students will demonstrate an awareness and understanding of resources available for personal health and wellness, promotion and development, and employee assistance programs. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-455 Comparative Corrections (3 credits)

Knowledge of other correctional systems is essential to understanding the values and restrictions of our own. Students will demonstrate competency in this area by completing a comprehensive paper comparing correctional practices in at least three other countries with those in Canada. Students will be required to demonstrate competency in reviewing literature, collecting and analyzing data, and written communication. Initial outlines of proposed studies require approval of faculty supervisor.

COR-456 Correctional Technology (3 credits)

This course tests students' knowledge of, and competence in, institutional technology, tactical technology and information systems. Institutional technology includes door and key control systems, sensing devices, emergency alarms, body alarms, scanners, cameras and other security devices. Tactical technology includes the use of weapons (lethal and non-lethal), security hardware, and other technical aids to security. Information technology includes inmate management information systems, organizational software programs, and the operation of associated hardware. This is a Directed Field Study (DFS) course. Not available for supplemental.

Course Descriptions COR 457 - COR 474

COR-457 Community Involvement (3 credits)

In this fourth-year course, students learn and demonstrate skills and abilities in establishing and fostering positive community relations related to the field of corrections. Students will demonstrate ongoing involvement and leadership, or administer within an associated community, educational or public program. An evaluation of the program is an essential part of this course. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-460 Offender Supervision (3 credits)

This course covers tasks and situations related to offender supervision in a variety of correctional environments. Students learn and demonstrate competency in interviewing offenders, observing and assessing their behaviour, and documenting their observation; directing and controlling offenders singly and/or in groups; and correcting offenders behaviour and carrying out discipline appropriately. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-461 Specialized Offender Study (3 credits)

This course examines the different needs of different groups of offenders. Students will demonstrate significant knowledge of a specific identifiable group of offenders through program involvement. Alternatively, students may select a particular offender group and conduct research to enhance their knowledge. A comprehensive report is a requirement of this course in either case. Prior approval of the work site supervisor and DFS Co-ordinator is required. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-466 Applied Correctional Methods (3 credits)

In this course, students apply and demonstrate competency in the skills necessary to be effective correctional professionals. These include an understanding of the goals and objectives of the agency and their application; competency in the essential tasks of the agency; and application of skills specific to the agency. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-467 Management Offender Movement (3 credits)

The movement of offenders to and from institutions for court, medical, or compassionate reasons is an integral aspect of correctional operation. Students must demonstrate an awareness of security issues relative to offender escorts, including security ratings; competence in the application of restraining devices; and sensitivity to issues relating to offenders appearing in public under escort. Demonstrated competency in the supervision of work crews and camps may also be considered. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-470 Administrative Methods (3 credits)

In this course, students acquire, demonstrate and apply knowledge relevant to the placement agency or organization including mission statement, organizational structure, administrative responsibilities of key positions, policy, procedures and directives. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-471 Program Management (3 credits)

In this course, students will be directly involved with the day-to-day management and supervision of correctional programs. Review and application of policy will be essential topics of this course. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-472 Program Development (3 credits)

In this course, students will demonstrate the ability to initiate and develop a program related to the goals of the agency. Competence will be demonstrated through development of a plan, determination of resources required, organization, completion of the initial objective, and assessment of results. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-473 Mentorship in Correctional Settings (3 credits)

Mentorship offers senior students the opportunity to learn and demonstrate skills necessary to develop junior personnel within the agency. Students in this course must demonstrate effective supervision and leadership skills including training and coaching of junior staff, evaluation career counselling and mentoring. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-474 Safety in the Correctional Environment (3 credits)

This course explains the risks inherent in correctional work. Students must demonstrate knowledge of the purpose and application of institutional safety systems and responses to violations. These include codes, emergency procedures, fire responses, inmate and staff evacuation procedures, industrial hazards and the control of dangerous contraband. This is a Directed Field Study (DFS) course. Not available for supplemental.

Course Descriptions COR 475 - CPU 170

COR-475 Critical Incident Management (3 credits)

In this course, students will learn about and demonstrate an ability to apply the principles of critical incident management, including assessing situations, defining problems, deploying resources and resolving situations. This is a Directed Field Study (DFS) course. Not available for supplemental.

COR-476 Court Security (3 credits)

In this course, students will acquire the skills necessary for the protection of officials and the public in courtroom settings. This will include the application of personal authority, tactics, and weapons to prevent, contain and deal with disruptions by offenders or the public in the courtroom. Knowledge of prisoner security issues is required for competence in this course. This is a Directed Field Study (DFS) course. Not available for supplemental.

(CPL) CAREER PLANNING:

CPL-150 Community Service Learning (3 credits)

This course will provide opportunities for students to participate in Service Learning, a program that connects the curriculum to volunteerism within the community. Students are matched with community service projects related to their classroom studies. While meeting actual community needs, students gain valuable hands-on experiences which enhance their educational goals. In addition to the academic reinforcement, Service Learning strengthens student leadership skills and offers opportunities to better understand such values as human diversity, social justice, and engaged citizenship.

CPL-155 Natural Resource Careers (3 credits)

This course provides an overview of employment skills required by the environmental industry.

Topics include job market research, networking, resume writing and entrepreneurship. Students will prepare a portfolio identifying their training skills. Not available for supplemental.

(CPU) COMPUTERS:

CPU-051 Computer Skills (3 credits)

This course teaches students the computer skills required to successfully meet the requirements of college courses in the use of basic word processing, file management, internet and library research, e-mail, and Web-CT. Not open to supplemental.

CPU-101 Computer Basics (2 credits)

This course is designed for post-secondary students who have little to no computer experience and who need to learn to use the electronic resources routinely required of LCC students. The course will teach students how to use LC Online, WebCT, e-mail, the internet, and library databases, and how to use basic word processing functions. Equivalent to CPU-008.

CPU-135 Introduction to Database (2 credits)

This introductory level course will provide students with hands-on training in the basic operations of Microsoft Access. Topics covered include creating tables, entering data, creating basic relationships, queries and reports.

CPU-136 Introduction to Spreadsheet (2 credits)

This introductory level course will provide students with hands-on training in the basic operations of Microsoft Excel. Topics covered include creating and formatting worksheets and charts, writing formulas, performing what-if analysis, and other built-in functions.

CPU-137 Introduction to PowerPoint (1 credit)

The student will learn the basic functions and capabilities of Microsoft PowerPoint to create office presentations.

CPU-150 Computers in Engineering Technology (2 credits)

This course is an applied computer course focusing on the application of databases and spreadsheets to engineering applications and problems. Not available for supplemental. Equivalent to ENF-148, CPU-152.

CPU-151 Introduction to Computers (3 credits)

This course is an introduction to personal computers, requiring little or no previous knowledge of computer use and application. Students review the components and operation of microcomputers and gain a working knowledge of the operating system, word processing, spreadsheet, and other software applications. The course forms the basis for computer applications and subsequent courses in the respective program areas. The course will be taught in the lab and the commons area in the Instructional Building. Some scheduled class times may be replaced by time in the commons. This will be flexible and determined during the term.

CPU-155 Commercial Vehicle Enforcement Computer Applications (3 credits)

In this course, students will learn word processing, spreadsheet, e-mail and Internet skills and accessing mainframe applications that are specific to Alberta Infrastructure and Transportation. This course will be taught using Windows NT operating system.

CPU-170 Production Software I (2 credits)

This course is an introduction to the use of computers and software relevant to the media. Students learn operation of both PC and Macintosh computers on a system including e-mail, internet, word processing, spreadsheets, presentation tools, desktop publishing, audio editing, graphics and file management essentials. Note: Limited to Communication Arts students. Equivalent to CAP-174.

Course Descriptions CPU 190 - CSP 140

CPU-190 Production Software II (2 credits)

This course covers the study and practice in advertising and editorial layout for the print media and advanced production technologies for radio. Prerequisite(s): take CPU-170.

CPU-221 Database Management (3 credits)

This course develops database management skills at an advanced level using MS Access. Prerequisite(s): take CPU-135, OAA-148.

CPU-224 Spreadsheet Business Applications (3 credits)

Students will develop advanced level spreadsheet skills to solve business math problems using MS Excel. Prerequisite(s): take CPU-136, MTH-135.

CPU-226 Form and Webpage Design (3 credits)

This course prepares students to create business web pages and business forms using graphic design principles utilizing MS FrontPage and MS Word. Prerequisite(s): take CPU-120, CPU-249.

CPU-248 Computer Applications in Civil Engineering (3 credits)

This course emphasizes the use of software currently available for civil engineering. The major focus will be applications of industry relevant design software. Students will also build on spreadsheet and database skills to be used later in the program. Presentation software and presentation techniques are also a component of the course. Not available for supplemental. Equivalent to CIV-248. Prerequisite(s): take CPU-150, CAD-155.

CPU-249 Desktop Publishing (5 credits)

This course covers the theory and applications of desktop publishing. Emphasis is on the fundamentals, formatting, and special applications as they relate to office work and the production of documents for publication. Not available for supplemental. Prerequisite(s): take KEY-140, CPU-151.

CPU-251 Computer Applications (3 credits)

This course covers projects requiring the use of spreadsheet, word processing, database and/or presentation software. It bridges the gap between merely knowing the various tasks a certain type of software can perform and actually using the program to edit a newsletter, design a three-fold brochure, track automobile experts, prepare and present reports, or perform some basic data analysis. Students are introduced to integrated applications. Not available for challenge or supplemental. Prerequisite(s): take CPU-151.

CPU-253 Technology in Education (3 credits)

This course provides learners with an exposure to and analysis of educational software. Assistive technology in educational settings, including K - Grade 12 information technology curriculum are covered. Not available for supplemental.

CPU-254 Basic Desktop Publishing (3 credits)

This course will introduce learners to desktop publishing and apply it in the preparation of typical business pamphlets, brochures or similar documents. Not available for supplemental.

CPU-255 Introduction to Programming (3 credits)

This course is an introduction to programming for graphical software packages. Emphasis is on the creation of simple routines to build an understanding of the structure of languages and for application in survey data processing and graphical software packages. Not available for supplemental. Prerequisite(s): take CAD-250.

CPU-275 Advanced Programming (4 credits)

This course examines advanced concepts in programming for graphical software packages. Emphasis will be placed on more complex routines for automating data transfer from raw survey data to graphical software packages. Not available for supplemental. Prerequisite(s): take CPU-255.

(CSP) CENTRAL STERILE PROCESSING:

CSP-140 CSP Practicum (4 credits)

This course is an eight-week, full-time work experience at Chinook Regional Hospital. Students will spend five weeks in the Central Processing Department, two weeks in the Surgical Suite and one week in the Day Procedures Department. Emphasis is on the development of skills necessary to perform the technical functions related to the decontamination, assembly, function testing, care, handling and sterilization of surgical instruments and equipment. Students will have the opportunity to apply classroom theory with the practical experience gained in the practicum setting. Graded CR/NCR. This course is not subject to supplemental. Equivalent to CSP-155. Prerequisite(s): take CSP-150, CSP-160.

Course Descriptions CSP 150 - CYC 175

CSP-150 Medical Terminology/ Anatomy & Physiology (4 credits)

This course covers the study of prefixes, suffixes and word roots from which most medical terms are derived, taught in combination with anatomy and physiology, to understand the structure and function of organs and systems in the human body. This course is not subject to supplemental.

CSP-160 Surgical Instrument Processing (6 credits)

This course equips students with a thorough knowledge of the complexities, precautions, and techniques associated with microbiology, infection control, disinfection, and sterilization technology. Students will develop the skills necessary to perform the technical functions related to the care, handling, disassembly, and assembly of medical equipment and surgical instruments. This course is not subject to supplemental.

(CUL) CULINARY CAREERS:

CUL-200 Introduction to Menu Design (4 credits)

This course allows students to prepare and cut a selection of meat, fish, poultry, game and seafood for dining room service; describe and explain the principles of basic dining room sanitation and safety; describe common types of menus and explain the categories within the menu structure; create luncheon and evening menus.

CUL-206 Luncheon a la Carte & Buffets (14 credits)

This course allows students to describe, identify and prepare a selection of typical foods for buffets and lunch a la carte; describe the typical control mechanisms as they apply to kitchen management; establish selling prices and analyse menu dynamics.

It covers basic concepts of managing and motivating employees, writing job descriptions, recruiting methods, preparing a job description, maintaining employee records, calculating related costs, obtaining food and labour costs, using proven employee evaluation methods, selecting staff, and training requirements for hotel and restaurant staff.

CUL-211 Evening Dining a la Carte (8 credits)

This course allows students to manage an evening dining restaurant and practice cooking a variety of modern dishes on line; understand purchasing and inventory controls, basic purchasing criteria, receiving, storing and issuing; prepare for customer service and understand the concepts involved with serving guests.

CUL-216 Gala Banquets and Ice Carving (2 credits)

This course allows students to practice ice-carving techniques, and understand and practice the techniques used to prepare and execute a gala dinner for 150 to 250 guests.

CUL-220 Skills Assessment & Hot Salon (2 credits)

This course allows students to plan, order and prepare a complete meal for 20 or more guests using modern culinary techniques and evaluate skills gained in fine cuisine.

(CYC) CHILD AND YOUTH CARE:

CYC-157 Foundations of CYC Communications (3 credits)

This course is designed to improve the self-concept and self-awareness of students and to provide them with skills to relate effectively with team members, clients, and others. Designed for personal growth and attitudinal changes, this course provides opportunities to develop communication skills and the first stages of helping relationship skills to enhance interpersonal and helping relationships. Not available for supplemental.

CYC-163 Behaviour Management (2 credits)

This course gives students an understanding of techniques of learning theory and behaviour modification in work with children and adolescents. Students will learn behavioural programming and its application to a variety of treatment settings. Not available for challenge or supplemental. Prerequisite(s): take CYC-169.

CYC-169 Observation, Reporting & Assessment (3 credits)

The course will cover the importance of observing and recording behaviour and significant information in a clear, concise and comprehensive manner utilizing the ecological perspective. A distinction will be made between observation and interpretation or impression, and the importance of this distinction will be highlighted throughout the course. Students will learn measurement and assessment techniques relevant to determining and addressing the needs of youth. Not available for supplemental.

CYC-172 Family Violence (3 credits)

This course covers family violence, child physical, emotional, and sexual abuse, identification of abuse, legal issues, reporting laws and techniques for working with victims. Focus is placed on societal attitudes, family dynamics and counselling strategies with the abused child. Not available for supplemental.

CYC-175 Therapeutic Interventions (3 credits)

This course covers treatment interventions and approaches to child management that are preventative, manage immediate behaviour and allow intervention from a positive frame of reference. The focus is on the therapeutic milieu, residential treatment, conflict resolution and child management approaches. Not available for supplemental. Prerequisite(s): take CYC-179, COM-162 or CYC-157, and HSP-150.

Course Descriptions CYC 178 - CYC 251

CYC-178 CYC Clinical Practice I (4 credits)

This first field experience involves the progressive development of skills in observation, interviewing, assessment, program planning, and execution of planned activities under supervision. Placements provide experience in agencies that provide services to children and youth (schools, community youth programs, group homes and treatment centres). The course includes an integration seminar component that provides students with an opportunity to apply information and skills from course work and discuss, analyse, and consolidate how their experiences can improve their future professional practices. Attendance in the seminar portion is mandatory. Equivalent to CYC-176. Prerequisite(s): take COM-162 or CYC-157, CYC-169, CYC-179, HSP-150. Corequisite courses: CYC-163, CYC-175, CYC-180, CYC-193, CYC-194.

CYC-179 Child & Youth Care Foundations (2 credits)

This course covers the social policies and legislation pertinent to working in the Child and Youth Care profession, with a particular emphasis on the Child Welfare Act. It examines the role of the child and youth care worker in a variety of residential and community-based services, and the ethical codes which guide Child and Youth Care practice. Equivalent to CYC-173. Corequisite course: HSP-150.

CYC-180 Counselling Techniques I (4 credits)

This course, by building on the techniques of effective interpersonal communication, introduces students to the dynamics of the professional helping relationship. The micro-skills approach will be utilized to develop the fundamental counselling skills necessary for the student to function successfully in the helping environment. Not available for supplemental. Prerequisite(s): take COM-162 or CYC-157. Corequisite course: CYC-178.

CYC-182 Outdoor Educational Experience (1 credit)

Students in the first year of the program are required to take this course prior to entering the second year. Students will be involved in experiential, adventure-based and multi-disciplinary activities for education and personal development in and through the outdoors. Not available for challenge or supplemental. Corequisite course: CYC-183.

CYC-183 Therapeutic Activities in CYC (3 credits)

This course will provide students with experience, knowledge and skill development in therapeutic and recreational activities for children and youth. Activity areas will include a wide range of physical, creative and cultural activities. Corequisite course: CYC-182.

CYC-193 Group Process (3 credits)

This course is an introduction to the processes and skills necessary for becoming an effective group member as well as leader of group processes in a variety of settings. Some of these include, but are not limited to, psycho-education or special topic groups for children, youth and families. Areas to be covered include examination of students' own style of relating within groups, communication skills, leadership, decision-making, problem-solving and group facilitation and attending to these components for participants in group processes they lead. Not available for challenge or supplemental. Prerequisite(s): take COM-162 or CYC-157, CYC-169, CYC-182, CYC-183. Corequisite course: CYC-194.

CYC-194 Activity Leadership (3 credits)

This course focuses on two major areas: personal leadership skills and activity programming process. The course examines the role of therapeutic recreation; the relationship of goals, objectives, teaching strategies, and evaluation within the activity programming process; and leadership, teaching, and presentation strategies within activities. Students examine their personal leadership and teaching behaviours and have opportunities to practice leadership and program design within class and field placements. Not available for supplemental. Prerequisite(s): take CYC-169, CYC-182, CYC-183, COM-162 or CYC-157. Corequisite courses: CYC-193, CYC-194L.

CYC-251 Family Support & Intervention (3 credits)

This course provides students with an understanding of family dynamics as it applies to themselves and their clients. The course examines the practice of family support and intervention as it pertains to child and youth care practice on both a theoretical and experiential level. Not available for supplemental. Prerequisite(s): take CYC-179, CYC-180, HSP-150, HSP-151.

Course Descriptions CYC 256 - DCE 350

CYC-256 CYC Clinical Practice II (6 credits)

This course is a further development of skills in the area of observing, assessing, program planning and evaluation of treatment and activity programs for vulnerable children and youth. The focus of the practicum is on helping relationships and professional relationships with staff and supervisors. Practical experiences are offered in residential and community-based treatment programs for children, youth and families. Students are expected to play a significant role in each subsequent work experience. Students are required to attend integration seminars to apply information and skills from course work and to discuss, analyse, and consolidate how their experiences can improve their future professional practices. Attendance at the seminar portion of the course is mandatory. Not available for challenge or supplemental. Equivalent to CYC-258. Prerequisite(s): take CYC-180, CYC-178. Corequisite courses: CYC-278, CYC-280.

CYC-263 Professional Practice in CYC (3 credits)

This course is designed to provide students with an expanded understanding of a variety of topics relating to the practice of child and youth care. Collectively the presentations will enable students to examine the knowledge and skills they have acquired to this point in the program in the context of exploring special practice issues. Not available for supplemental. Corequisite course: CYC-263L.

CYC-269 Case Management and Evaluation (3 credits)

This course is designed to provide students with knowledge and application of case management and evaluation procedures for the human services. Students learn to develop short- and long-term treatment plans, and are exposed to a variety of intervention strategies, which form the basis of effective case management in

the child, and youth care profession. The course will focus on developing students' knowledge, skills, and specific procedures within a holistic/ecological model of practice. Not available for supplemental. Prerequisite(s): take CYC-256, CYC-278, CYC-280. Corequisite course: CYC-271.

CYC-271 CYC Clinical Practice III (9 credits)

This course is a further development of skills in the area of observing, assessing, program planning, case management and evaluation of treatment and activity programs for vulnerable children and youth. The focus of the practicum is on helping relationships, professional relationships with staff and supervisors and workplace skills. Practical experiences are offered in residential and community-based treatment programs for children, youth and families. Students are expected to play a significant role in each subsequent work experience. Students are required to attend integration seminars to apply information and skills from course work and to discuss, analyse, and consolidate how their experiences can improve their future professional practices. Attendance at the seminar portion of the course is mandatory. Not available for challenge or supplemental. Prerequisite(s): take CYC-256, CYC-278, CYC-280. Corequisite course: CYC-269.

CYC-278 Crisis Intervention (3 credits)

This course covers specific knowledge regarding crises experienced by young people and their families. Emphasis is on crisis intervention theories and the acquisition of basic skills required to intervene effectively in crisis situations. Not available for supplemental. Prerequisite(s): take CYC-180. Corequisite courses: CYC-256, CYC-280.

CYC-280 Counselling Techniques II (4 credits)

This course covers interviewing and counselling interventions and topics pertinent to the Child and Youth Care profession. Areas of concentration include development of advanced listening skills, use of solution-focused therapeutic techniques from a strength-oriented perspective, and an examination of specific topics related to therapeutic interventions in human services. Prerequisite(s): take CYC-180, CYC-163, CYC-175, CYC-178. Corequisite courses: CYC-256, CYC-278.

(DCE) DEGREE - CONSERVATION ENFORCEMENT:

DCE-245 DFS Orientation (1 credit)

This is an orientation to Directed Field Studies (DFS) designed to give students the knowledge and skills to enter the DFS component of the Bachelor of Applied Science Conservation Enforcement program. Topics covered in this course include DFS and work-based learning, what it is and how it enhances continued learning opportunities, reflective learning as demonstrated by Directed Field Studies Reports (DFS), and keys to a successful placement.

DCE-350 Administrative Procedures (5 credits)

This course provides students with the knowledge and skills to effectively enter the government workforce. Organizational structure and administrative procedures common to governmental agencies and private organizations involved in the management of natural resources are presented. Topics include supervision, management principles, work planning, risk management, employee programs and the relationships between management and unions.

Course Descriptions DCE 352 - DCE 475

DCE-352 Parks and Protected Areas (5 credits)

This course provides the knowledge and skills to enable students to prepare operational work plans, prepare budget and perform cost-benefit analysis for the management of parks and districts. This will include the ability to identify the various functions and duties of park operations and districts, understand and develop practices of natural resource management which allows proper use of those resources in conjunction with adequate protection, identify and deal with problems inherent with the use of park resources by visitors. Projects are an integral part of this course. Corequisite course: DCE-352L.

DCE-377 Environmental Law (3 credits)

This survey course will have students assess the environmental issues of our day, how governments and people assess issues, establish policy and create legislation. Students will examine Canadian legal institutions that shape environmental law by examining specific court and administrative law decisions and focusing on the legislative and common law processes and remedies available to respond to violations, claims and investigations. Students will also become conversant on a particular environmental law issue by writing a term paper on an issue of their choice.

DCE-389 Problem Wildlife Management (5 credits)

This course covers the investigation and control of wildlife damage to crops and the predation of livestock. Controlling wildlife nuisances and problems are an ongoing duty for enforcement officers and agricultural field personnel. Methods of prevention and control used in the field by resource management agencies are covered. Classroom learning is reinforced in hands-on labs and field trips. Prerequisite(s): take RRM-258. Corequisite course: DCE-389L.

DCE-390 Issues in Resource Enforcement (3 credits)

This course presents students a series of short, topical presentations that deal with contemporary problems or issues unique to the discipline of conservation enforcement. Students are expected to critically analyse and evaluate media articles, research reviews in the resource field, describe concepts associated with dialogue, discussion and mediation in the communication process, as well as examine and assess various technological advancements in the field.

DCE-455 Field Enforcement (5 credits)

This key course in Directed Field Studies provides students the opportunity to learn and demonstrate the skills necessary to perform practical field enforcement functions common to conservation enforcement agencies. Upon successful completion, students will be able to meet agency and academic standards for interpreting and applying legislation, conducting regulatory patrols, performing competently within agency policies, procedures, directives and guidelines, and completing and issuing various enforcement documents.

DCE-456 Investigations (5 credits)

This course covers provincial, federal, and international legislation enacted to protect and manage wildlife populations and the habitat. Students will learn to interpret and apply this legislation. Illegal harvest, trafficking, public safety violations, powers of arrest, search and seizure and forensic analysis of evidence will be examined in an agency specific setting.

DCE-460 Community Involvement (3 credits)

In this course students will learn and demonstrate skills and abilities in establishing and fostering positive community relations. Essential to the success of conservation enforcement field personnel, students will evaluate, develop and foster community support.

Students will create and deliver educational/public involvement programs that complement their duties and benefit management and protection of natural resources.

DCE-465 Public Safety (3 credits)

Students will acquire the skills and knowledge necessary to recognize and respond to public safety incidents. Students will be expected to actively participate in the planning and delivery of Occupational Health and Safety Standards, hazard recognition and mitigation or be directly involved in public safety programs, which may include responding to incidents such as vehicle accidents, searches, mountain rescues, water rescues, fire suppression, hazardous material spills, and environmental contamination.

DCE-470 Habitat Protection (3 credits)

Students will acquire the skills and knowledge necessary to interpret environmental legislation designed for habitat protection. Students will utilize approved techniques to identify and investigate disturbances, and identify and evaluate incidents of non-compliance and develop appropriate courses of action.

DCE-475 Problem Wildlife Techniques (5 credits)

Wildlife damage to crops, property, livestock as well as wildlife-human conflicts are very complex and politically sensitive issues. This course will develop competency in wildlife control and preventative techniques. A large component of this course will deal with issues such as public safety, crisis management, policies and procedures, depredation investigation and incident planning.

Course Descriptions DCE 476 - DES 156

DCE-476 Commercial Fisheries (3 credits)

Provincial and federal legislation has been enacted to protect and manage fish populations. Commercial fishing, with proper regulation and enforcement, is regarded as an acceptable use of this renewable resource. Fishery regulations are viewed as tools of management and are a prime example of a resource-based enforcement program. This course may look at issues related to both inland and saltwater fisheries, depending on the students' placement location.

DCE-480 Administrative Techniques (3 credits)

Students will acquire, demonstrate and apply knowledge relevant to the placement agency/organization including organizational structure, administrative responsibilities, policies, procedures, directives and mandates.

DCE-485 Program Management (5 credits)

Students will be directly involved with the day-to-day management and supervision involved in the delivery of conservation enforcement programs. Review and implementation of policy will be essential topics of this course.

DCE-486 Advanced Enforcement Planning (5 credits)

This course covers the advanced enforcement planning strategies used to make the best use of available manpower and budget allocations to fulfil both the agency mandate and specific district/park issues. It examines "needs" assessment, planning, prioritizing district activities and employee supervision. The course will develop problem-solving and critical-thinking skills for supervisory positions.

DCE-487 Mentorship (3 credits)

This course challenges senior students and agency supervisors to learn and demonstrate skills necessary in developing junior personnel within the agency. Students must demonstrate effective supervision and leadership

skills including recruiting and interviewing methods, position descriptions, work plans, personnel evaluations, positive and timely feedback, career counselling and mentoring.

DCE-490 Senior Enforcement Project (3 credits)

This course offers students a self-directed learning experience in which students research and report on key issues relevant to one or more of the goals of conservation law enforcement through a series of briefing notes. Topic selection must be relevant to the needs of the placement agency and location.

DCE-491 Senior Enforcement Project (5 credits)

This course offers students a self-directed learning experience in which students research and report on key issues relevant to one or more of the goals of conservation law enforcement through a series of briefing notes. Topic selection must be relevant to the needs of the placement agency and location.

DCE-495 Independent Study (3 credits)

This course is a self-directed learning experience in which students pursue a research topic encompassing one or more of the goals of conservation law enforcement. Topic selection must be relevant to the roles and responsibilities of a conservation law enforcement professional. Students are required to demonstrate abilities in reviewing literature, collecting, and analysing field data, and advanced written communication skills. Initial outlines of proposed studies require approval by the faculty supervisor.

DCE-496 Independent Study (5 credits)

This course is a self-directed learning experience in which students pursue a research topic encompassing one, or more of the goals of conservation law enforcement. Topic selection must be relevant to the roles and responsibilities of a conservation law enforcement

professional. Students are required to demonstrate abilities in reviewing literature, collecting, and analysing field data, and advanced written communication skills. Initial outlines of proposed studies require approval by the faculty supervisor.

(DES) DESIGN:

DES-153 Basic Design (3 credits)

This course introduces the basic elements and principles of design. Included is an introduction to colour. Students will explore basic principles and concepts that relate to a range of design areas. The emphasis of this course will be on learning through examples, warm-ups, exercises, discussions, critiques and projects. Supplies are not included in the cost of tuition. A supply list will be provided at the first class. Not available for supplemental.

DES-155 Graphic Design (4 credits)

Developing an awareness of the relationships between image, type and graphic elements is critical to graphic design. In this course, you will use digital tools to explore methods of improving visual communication in interactive media. Equivalent to CMM-150.

DES-156 Web Graphics, Layout & Interface Design (6 credits)

Here you will extend and apply your ability to communicate visually into web page and site design, print layout, motion graphics, and designing for virtual reality and interactive environments. You will also explore the challenges of designing for the new generation of networked appliances, such as cell phones, pocket PCs and PDAs.

Course Descriptions DES 250 - DRF 165

DES-250 History of Design (3 credits)

This course offers a theoretical exploration of the designing process. It encompasses historical and factual knowledge of the changes that have occurred during the last two centuries in architecture, clothing, interior design and furniture as well as graphic design and photography.

(DEV) DEVELOPMENTAL STUDIES:

DEV-001 Developmental Studies (1 credit)

These academic support courses provide supplemental instruction to learners registered in College and University Preparation courses for which students may be under-prepared or otherwise at-risk. These courses focus on developing a learner's ability to be self-directed, independent learners using learning strategies appropriate to their learning style and subject demands.

DEV-002 Developmental Studies (2 credits)

These academic support courses provide supplemental instruction to learners registered in College and University Preparation courses for which students may be under-prepared or otherwise at-risk. These courses focus on developing a learner's ability to be self-directed, independent learners using learning strategies appropriate to their learning style and subject demands.

DEV-003 Developmental Studies (3 credits)

These academic support courses provide supplemental instruction to learners registered in College and University Preparation courses for which students may be under-prepared or otherwise at-risk. These courses focus on developing a learner's ability to be self-directed, independent learners using learning strategies appropriate to their learning style and subject demands.

DEV-004 Developmental Studies (4 credits)

These academic support courses provide supplemental instruction to learners registered in College and University Preparation courses for which students may be under-prepared or otherwise at-risk. These courses focus on developing a learner's ability to be self-directed, independent learners using learning strategies appropriate to their learning style and subject demands.

DEV-005 Developmental Studies (5 credits)

These academic support courses provide supplemental instruction to learners registered in College and University Preparation courses for which students may be under-prepared or otherwise at-risk. These courses focus on developing a learner's ability to be self-directed, independent learners using learning strategies appropriate to their learning style and subject demands.

DEV-102 Developmental Studies (2 credits)

These courses are designed for post-secondary learners who have specialized learning needs not directly addressed in class course content - typically learners who have English as a second language, students with learning disabilities, and students who are on probation. After an initial assessment, an individualized program is developed to address these needs in a way that increases learner confidence and develops appropriate learning strategies for success in the student's program of studies.

DEV-103 Developmental Studies (3 credits)

These courses are designed for post-secondary learners who have specialized learning needs not directly addressed in class course content - typically learners who have English as a second language, students with learning disabilities, and students who are on probation.

After an initial assessment, an individualized program is developed to address these needs in a way that increases learner confidence and develops appropriate learning strategies for success in the student's program of studies.

(DRF) DRAFTING:

DRF-153 Introduction to Drafting (4 credits)

This introductory course will develop basic skills in the use of manual drafting equipment and standard drafting practices. Topics include use of equipment, lettering, line work, geometric construction, orthographic projection, dimensioning and pictorial drawing. Not available for supplemental. Equivalent to DRF-152.

DRF-163 Mechanical Drafting (5 credits)

This course is a continuation of DRF-153, Introduction to Drafting. Pictorial drawing and dimensioning is reviewed and a more in-depth study of these subjects is undertaken. New topics will include auxiliary views, manufacturing processes and section views. Prerequisite(s): take DRF-153.

DRF-165 Architectural Design & Drafting I (5 credits)

This course is an introduction to architectural drafting. Students will prepare a set of working drawings for a single-family residence making reference to the Building Code. Working drawings may include floor plan, foundation plan, wall section or cross section and elevations. Not available for supplemental. Prerequisite(s): take CAD-155, DRF-153. Corequisite courses: CAD-250, CON-133.

Course Descriptions DRF 224 - DRF 271

DRF-224 Advanced Drafting (3 credits)

This course focuses primarily on the skills needed to produce illustrative drawings for the purpose of communicating design ideas. It introduces and provides practical experience in four main areas: 3D Surface Modelling, 3D Rendering, Exploded Assembly Drawing and 2-point Perspective Drawing. Prerequisite(s): take CAD-250, DRF-165.

DRF-244 Practicum (2 credits)

This course is a practicum for the full spectrum of engineering disciplines covered in the Engineering Design and Drafting Technology program. Field placement puts students in actual engineering office practices on a day-to-day basis. Students are required to participate as part of an engineering team and to complete actual work assignments as specified by the engineering supervisor or their appointee. Attendance is mandatory. Not available for supplemental or challenge.

DRF-250 Architectural Design & Drafting II (6 credits)

This course gives students an understanding of topics related to the design of commercial building methods, materials and planning calculations. Commercial drawings will be prepared using the Building Code, design computations, and a variety of architectural resource materials. An understanding of commercial building plans is gained through the preparation of drawings. Not available for challenge or supplemental. Prerequisite(s): take DRF-165, CAD-250.

DRF-263 Pressure Vessel & Intro to Piping Design (5 credits)

This course is an introduction to pressure vessel and piping design. Drawings and designs are prepared according to practices related to the petrochemical industry. Subject content will include: pressure vessel and piping design symbols and terminology, pressure vessel designs and drawings, and pressure vessel design calculations conforming to ASME Section VIII code requirements. Process piping design will include designs and drawings such as isometric, mechanical flow, instrumentation, sections, details, and hoop strength calculations. This course will involve three dimensional and isometric CAD drawings as they apply to a petrochemical facility design model. Prerequisite(s): take DRF-163, CAD-250.

DRF-265 Mechanical Design and Drafting I (5 credits)

This course is a continuation of DRF-163, Mechanical Drafting. Topics will include tolerancing, welding terminology, strength of fillet welds in tension, weldment drawings, thread nomenclature, strength of thread calculations, detail, and general assembly drawings. There will be a final design project, done in design groups of three students, encompassing all of the materials covered in this course. Not available for supplemental. Prerequisite(s): take CAD-250, DRF-163.

DRF-267 Topographical Drafting (5 credits)

This course covers the fundamentals of topographic map-making, covering areas such as map projection methods, map reference grids, interpretation of topographic features, marginal map information, aerial photographic compilation and interpretation, and related engineering applications.

Topics such as geographic information systems, NAD 27/NAD 83, global positioning systems, and satellite imagery are also discussed. Prerequisite(s): take CAD-250, SUR-162.

DRF-269 Municipal Design and Drafting (7 credits)

In this course, students study typical municipal construction plans to learn primary municipal design practices and how information should be interpreted and recorded by the draftsman. The course will deal with an overview of residential subdivision design and drafting for site grading, storm, water, sanitary, roadways, sidewalks, pavement, quantity estimates and costing. The course project is to prepare a set of working designs and drawings for a municipal subdivision. Not available for supplemental. Prerequisite(s): take DRF-267, ENF-161.

DRF-270 Advanced Piping Design (3 credits)

This course will focus on gas plant layout and design, 3-dimensional modeling (using industry standards), general arrangement drawings, elevation and detail drawing, pump sizing calculations, hoop strength calculations, and pipe selection criterion. Not available for supplemental. Prerequisite(s): take DRF-263.

DRF-271 Mechanical Design and Drafting II (5 credits)

This course deals with the design and selection of various machine components and machine drive systems. It will also introduce students to the fundamentals of parametric 3D models and CAD/CAM. Students will apply design process procedures in the preparation of working drawings for a given machine design problem. Not available for challenge or supplemental. Prerequisite(s): take DRF-265, CAD-250, ENF-150.

Course Descriptions EAP 130 - ECE 162

(EAP) ENGLISH FOR ACADEMIC PURPOSES:

EAP-130 Intercultural Communication I (3 credits)

This course is intended for post-secondary students with English as a Second Language. As an introduction to intercultural communication, this course will help students develop effective and relevant communication skills and culturally appropriate attitudes. Students will be able to discuss cultural and educational questions from their other classes. In addition, students will develop citizenship skills and community awareness through interaction with others within LC and the local community and through intercultural studies comparing other countries and Canada.

EAP-135 Intercultural Communication II (3 credits)

This course is intended for post-secondary students with English as a Second Language. Students will practice and enhance previously learned communication skills and culturally appropriate attitudes for specific audiences. Students will be able to discuss cultural and educational questions from their other classes. Students will continue to develop citizenship skills and interact with others through volunteer work in LC and the local community. Intercultural awareness and communication will also be addressed through intercultural studies comparing Canada and the world with personal experience. Prerequisite(s): take EAP-130.

(ECE) EARLY CHILDHOOD EDUCATION:

ECE-151 Health, Safety and Nutrition (3 credits)

This course provides content specifically focused on the wellness of young children and those who care for them in early childhood education programs. The course content focuses on basic principles of health and

well-being, nutrition through implementation of the Canada Food Guide, and safety issues pertaining to early childhood. Not available for supplemental. Equivalent to ECE-158.

ECE-154 Guiding Children's Behavior (3 credits)

In this course, students will learn how to effectively guide young children's behaviour using positive child guidance strategies. Students will learn the importance of the early childhood education professional developing rapport with young children and supporting the development of positive self-esteem. Students will reflect on their own experiences with young children and use their developing knowledge of child growth and development to understand why children behave in the ways they do. Not available for supplemental. Prerequisite(s): take COM-162. Corequisite courses: PSY-171, ECE-154L.

ECE-155 Introduction to Early Childhood Education (3 credits)

This course covers the goals and essential components for successful preschool experiences. The historical, social and psychological influences that have shaped early childhood theory and practice through the years are also examined. Students will gain an insight into the role of the early childhood worker and will examine their own personal philosophy for early childhood work, in light of current appropriate child care practices. Not available for supplemental.

ECE-156 Development Through Play (3 credits)

This course is an introduction to play as a natural but integral factor of the child's intellectual, physical, social, emotional, language and creative development. Students will learn how to organize meaningful play experiences for the optimum growth of individual children in a variety of settings. Choice of appropriate play materials, equipment,

and the physical arrangements of both indoor and outdoor space is also considered. Not available for supplemental. Corequisite courses: PSY-171, ECE-156L.

ECE-159 Children With Special Needs (3 credits)

This course is an introduction to children with special needs. It presents an overview of the various developmental disabilities and their characteristics. Early intervention, individual planning and the needs of the family will be discussed. Not available for supplemental. Equivalent to RSP-157. Corequisite course: PSY-170.

ECE-160 Observation and Recording (2 credits)

Students develop the skill of observing and recording the behaviours of young children. Students examine the concept of behaviour, the rationale for observation and a variety of observation techniques. The process of recording observations and the sources of error in records will be examined in detail. Students will be required to complete practical assignments in field placement and other ECE settings. Not available for supplemental.

ECE-162 Creative Experiences I (3 credits)

This first-year course is one of three that places emphasis on developmentally appropriate activities for young children. The content of creative experience courses will provide knowledge of the young child's growth and abilities (physically, creatively, intellectually, socially and emotionally). This information will be applied to skills and attitudes when planning, implementing, guiding and evaluating activities offered for individual children and groups. The focus is on the integration of language arts experiences through children's literature and creative arts experiences into an early childhood curriculum. Not available for supplemental. Corequisite courses: ECE-162L.

Course Descriptions ECE 180 - ECE 263

ECE-180 Field Placement I (3 credits)

Students are placed in a variety of settings in the community such as child-care centers, kindergartens and playschools. Students will use their developing skill in observing and recording children's behaviour. Appropriate interaction skills will also develop during this first field placement as students begin to integrate classroom knowledge with practical experience in the field. The field placement is under the guidance of experienced early childhood professionals with the co-operation of the coordinator/operator involved. Students are expected to demonstrate personal and professional attitudes and behaviours necessary for functioning as effective early childhood professionals with young children. Not available for supplemental. Corequisite courses: ECE-155, COM-162, PSY-170.

ECE-181 Field Placement II (5 credits)

Students are placed in a variety of settings in the community such as child-care centers, kindergartens and playschools. Students will plan, implement, and evaluate developmentally appropriate activities and play areas for young children. Students continue to develop skill in recording observations of children's development and refine their developing interaction skills. The field placement is under the guidance of experienced early childhood professionals with the co-operation of the co-ordinator/operator involved. Students are expected to demonstrate personal and professional attitudes and behaviours necessary for functioning as effective early childhood professionals with young children and their families. Not available for supplemental. Prerequisite(s): take ECE-180, ECE-162. Corequisite courses: ECE-156, PSY-171.

ECE-251 Diversity in ECE (2 credits)

This course will examine the anti-bias curriculum including gender, age, race, culture and class.

Effective cross-cultural communication strategies will be explored. Not available for supplemental.

ECE-252 Child and Family (2 credits)

This course increases understanding and awareness of young children and their families. It examines the historical and societal influences on the family as well as the critical issues confronting families. The dual role of the program and caregiver in relation to the family is examined. Not available for supplemental. Prerequisite(s): take ECE-155, PSY-170.

ECE-253 Family and Community (2 credits)

This course is a more in-depth study of the needs of families with a focus on building skills for working with young children and their families. It examines the sociological factors that impact family life as well as the importance of family involvement within the program and the value of parent education to enhance and support parents in their role as primary caregivers. Awareness and knowledge of community agencies that support families are also stressed. Not available for supplemental. Prerequisite(s): take ECE-252.

ECE-257 Organization & Administration (3 credits)

This course covers a variety of types of ECE programs. This information is examined together with legal and professional procedures necessary for the initiation and the operation of a centre. Optimum use of space, equipment, personnel and resources are considered in the creation of centres, which serve the child's developmental needs. Not available for supplemental. Prerequisite(s): take ECE-264.

ECE-260 Infant and Toddler Programming (3 credits)

This course covers meeting the individual and group needs of infants and toddlers. It reviews developmental needs of young children (birth to 36 months) and examines how to plan and

establish an environment suitable to this age group. This includes examining the adult role, routines, scheduling and suitable activities. Not available for supplemental. Prerequisite(s): take PSY-171.

ECE-262 Creative Experiences II (3 credits)

This course is the second of three courses that places emphasis on developmentally appropriate activities for young children. The content of creative experience courses will provide knowledge of the young child's growth and abilities physically, creatively, intellectually, socially and emotionally. This information will be applied to skills and attitudes when planning, implementing, guiding and evaluating activities offered for individual children and groups. The focus will be on the integration of music, gross motor and creative movement experiences into an early childhood curriculum. Not available for supplemental. Prerequisite(s): take ECE-162.

ECE-263 Creative Experiences III (3 credits)

This course is the third of three courses that places emphasis on developmentally appropriate activities for young children. The content of creative experience courses will provide knowledge of the young child's growth and abilities physically, creatively, intellectually, socially, and emotionally. This information will be applied to skills and attitudes when planning, implementing, guiding and evaluating activities offered for individual children and groups. The focus will be on the integration of science and field trips, math and cooking experiences into an early childhood curriculum. Not available for supplemental. Prerequisite(s): take ECE-162. Corequisite course: ECE-263L.

Course Descriptions ECE 264 - EDU 150

ECE-264 Pre-School Programming (3 credits)

This course covers the major objectives and current philosophy underlying an individualized, child-centered, play-oriented program. Techniques of program planning and curriculum development appropriate to the needs of the child in areas such as cognitive, social, emotional, physical and creative development are examined. Students are introduced to the legal requirements and the professional procedures necessary for implementing various programs. Optimum use of space, equipment, personnel and resources are considered. Not available for supplemental. Prerequisite(s): take ECE-156, PSY-171.

ECE-266 Team Building (2 credits)

This course focuses on the principles of effective teamwork in the workplace and examines group processes. Relationships with adults, particularly co-workers, parents and community personnel are addressed. Not available for supplemental. Prerequisite(s): take COM-162.

ECE-270 Inclusion of Children with Special Needs (3 credits)

This course emphasizes the inclusion of children with special needs. It examines the importance of adult attitudes, play-based assessment and interdisciplinary services. Strategies for adapting learning environments to address the special needs of children with delays while maintaining the integrity of developmentally appropriate practice will be presented.

ECE-280 Field Placement III (4 credits)

In this course students are placed in a variety of settings in the community such as child-care centres, kindergartens and playschools. Students will plan, implement, and evaluate developmentally appropriate activities and play areas for young children. Students will demonstrate skills, knowledge and attitudes

necessary for working with families. Students will develop a basic record-keeping system for an early childhood education environment and implement this system. The field placement experience is under the guidance of experienced early childhood professionals with the cooperation of the coordinator/operator involved. Students are expected to demonstrate personal and professional attitudes and behaviours necessary for functioning as effective early childhood professionals. Not available for supplemental. Prerequisite(s): take ECE-181, ECE-154.

ECE-281 Field Placement IV (4 credits)

In this course students are placed in a variety of settings in the community such as child-care centres, kindergartens and playschools. Students will plan, implement, and evaluate developmentally appropriate activities and play areas for young children. Appropriate field trips for the children in the field placement program will be planned, implemented and evaluated. Students will begin the process of self-evaluation of their attitudes and skills in working with children and families. The record-keeping system developed in Field Placement III will be evaluated, changes will be implemented and the system will be used throughout the field placement. The field placement experience is under the guidance of professionals with the co-operation of the coordinator/operator involved. Students are expected to demonstrate personal and professional attitudes and behaviours necessary for functioning as effective early childhood professionals with young children. Not available for supplemental. Prerequisite(s): take ECE-262, ECE-264 ECE-280. Corequisite course: ECE-263.

(ECN) ECONOMICS:

ECN-180 Microeconomics (4 credits)

Microeconomics is the study of the decisions made by individual households, firms, and industries in the production and consumption of goods and services. It includes comprehensive coverage of supply and demand and the factors which impact these. Equivalent to ECN-181.

ECN-253 Macroeconomics (5 credits)

Macroeconomics is an overview of economic life, considering the total size, shape and functioning of economic experience rather than the workings of individual firms. It includes topics of national interest such as inflation, employment, fiscal policy, monetary policy, and international trade. It is recommended that ECN-180 be completed before ECN-253.

(EDU) EDUCATION:

EDU-150 Special Needs Assistant Role (1 credit)

This course will focus on the roles and responsibilities of the teacher assistant in supporting students with disabilities under the guidance of the teacher in the classroom. Professional behaviors, attitudes toward children with special needs and a philosophy of education will be some of the topics discussed. Equivalent to EDU-151, EDU-140.

Course Descriptions EDU 151 - ENF 135

EDU-151 Role of the Special Needs Educational Assistant (2 credits)

This course is an introduction to the professional behaviours and attitudes that are required by the Educational Assistant in the school system. Emphasis will be on the government's special education standards in the schools, the coding classification for students with disabilities, the philosophy and practice of inclusion, the legal and ethical issues concerning children with disabilities and the roles and responsibilities of the Educational Assistant in supporting students with disabilities under the guidance of the teacher. Not available for supplemental. Equivalent to EDU-150, EDU-140.

EDU-152 Individual Program Plans in Schools (1 credit)

This course will focus on the Individual Program Plan development, implementation and evaluation from a supportive perspective. Students will have an opportunity to assess information, analyze and write Individual Program Plans and develop assisting plans to support specific curriculum and learning needs. The role of the Special Needs Educational Assistant in the Individual Program Planning will be emphasized. Prerequisite(s): take CYC-169 or RSP-153.

EDU-155 Math Instructional Support (3 credits)

This course provides instruction for children who are having challenges in math. The special needs assistant will learn instructional techniques and how to adapt the curriculum to meet the learning needs of the student under the supervision of the classroom teacher. Not available for supplemental. Corequisite course: EDU-155L.

EDU-156 Language Arts Instructional Support (3 credits)

This course provides instruction for children having challenges in the area of language arts. The special needs assistant will learn instructional techniques and how to adapt the curriculum to meet the learning needs

of the students under the supervision of the classroom teacher. Not available for supplemental. Corequisite course: EDU-156L.

EDU-158 Physical & Medical Impairments (2 credits)

Educational issues and techniques in supporting students with physical and medical disabilities will be examined. The need for assistive devices and technology will be discussed. Not available for supplemental. Prerequisite(s): take ECE-159.

EDU-250 Speech & Language Development (3 credits)

This course provides an in-depth study of the development of speech, language and communication skills in children. Speech, language and communication disorders that affect children are discussed. Students will learn specific techniques and intervention strategies to support children with special needs in the classroom. Not available for supplemental. Equivalent to EDU-157.

EDU-252 ESL Instructional Support (3 credits)

This course will provide theories associated with English as a second language acquisition in children/adolescents. Students will learn techniques for assisting children who are ESL to speak or to listen as well as develop vocabulary/grammatical and phonological development. The role of the Special Needs Educational Assistant in classrooms with children whose first language is not English will be emphasized.

EDU-255 Educational Trends (2 credits)

This course will cover traditional and non-traditional classroom methods. The techniques and strategies arising from each method will provide the knowledge and flexibility necessary to respond to children with diverse needs using educationally sound practices. In addition, alternative deliveries of education for children and youth will be explored, such as home schooling,

virtual learning, adaptive behavior classrooms and other new trends in educational programs with emphasis on the impact of these approaches to the educational assisting field. Not available for supplemental.

EDU-260 Positive Behavioral Supports (3 credits)

Learners will increase their skills in behavioural management techniques and practical strategies to manage children with behavioural difficulties which affect their ability to reach their potential within a school environment. Prerequisite(s): take RSP-155.

EDU-266 Sensory Impairments (3 credits)

This course is a blend of theory and practice, examining educational issues and techniques in supporting children with visual and hearing impairments. The use of augmentative communication systems such as sign language and picture exchange system and amplification systems will be discussed. Equivalent to EDU-159.

(ENF) ENGINEERING FUNDAMENTALS:

ENF-135 Statics (4 credits)

This introductory course deals with statics, the study of forces acting on structural members such as trusses and beams. It provides students with the fundamentals required for further study in structural design. It deals with applied physics and problem-solving. Topics include forces and their effects, resultants of coplanar force systems, equilibrium of coplanar force systems, analysis of structures, centroids and centre of gravity, and moments of inertia. Not available for challenge or supplemental. Prerequisite(s): take PHY-143. Corequisite course: ENF-135L.

Course Descriptions ENF 150 - ENG 070

ENF-150 Strength of Materials (4 credits)

This course studies the strength of materials, those properties of a material that enable it to resist the action of external forces and the resulting internal stresses of deformation. It provides students with the fundamentals required for further study in structural design. Topics include stress and strain, connections, bending and shearing stresses, direct stresses, thermal stresses, design properties, shearing forces and bending moments, flexure and deflection in beams and columns. Not available for challenge or supplemental. Prerequisite(s): take MTH-149, ENF-135.

ENF-152 Strength of Material Analysis (5 credits)

This course studies the strength of materials, those properties of a material that enable it to resist the action of external forces and the resulting internal stresses of deformation. It provides students with the mathematical fundamentals required for further study in structural design. Topics include stress and strain, connections, bending and shearing stresses, direct stresses, thermal stresses, design properties, shearing forces and bending moments, flexure and deflection in beams and columns. Not available for challenge or supplemental. Prerequisite(s): take ENF-135, MTH-160, PHY-143.

ENF-155 Properties of Engineering Material (5 credits)

This course will introduce students to various engineering materials, including plastics, concrete, wood and metals. Students will be provided with an understanding of the structure, behaviour, properties, processing and application of these materials. Laboratory work will be used to reinforce and supplement theoretical concepts. Not available for supplemental. Corequisite course: ENF-155L.

ENF-157 Soils (5 credits)

This course is an introduction to soil mechanics. Topics include a geologic overview and rock classification. It looks at the origin and characteristics of soils deposits: composition, terminology and analytical calculations. Methods of conducting subsurface site investigations, compaction on earthen works, fundamentals of groundwater flow and drainage may also be discussed. Laboratory projects may include identification of rock and soil types, soil structure, index properties, classification tests and systems, grain size analysis, moisture-density relationships and in-situ density methods. Not available for supplemental. Corequisite course: ENF-157L.

ENF-161 Fluid Mechanics (4 credits)

This course covers the fundamental concepts of delivering water in pipes or channels. It includes properties of fluids, pressure, water flow in pipes and channels, energy losses and hydraulic gradient. Other topics include the basic principles of flow to enable students to go on to specific applications of water resource study. Not available for supplemental. Prerequisite(s): take MTH-149. Corequisite courses: ENF-135, ENF-161L.

ENF-165 Asphalt Technology (2 credits)

This course covers the skills necessary for employment as a materials inspector in the paving contracting industry. Topics include properties and physical characteristics of bituminous materials, types of pavements, paving, aggregate and design of asphalt concrete, production, construction and maintenance of asphalt. The course is offered in an eight-week format. Not available for supplemental. Prerequisite(s): take ENF-157. Corequisite course: ENF-165L.

ENF-169 Concrete Technology (2 credits)

This course covers the fundamentals of concrete, concrete ingredients, design and proportioning of concrete mixes, properties of plastic and hardened concrete, concrete construction practices, and special types of concrete. The laboratory will give practical experiences in working with concrete and to perform the common quality control tests used in the industry. Not available for challenge or supplemental. Prerequisite(s): take ENF-157. Corequisite course: ENF-169L.

(ENG) ENGLISH:

ENG-050 Language and Experience (7 credits)

This course uses integrated language practices to build skills in reading, speaking, and writing about common adult life experiences. It aims to increase fluency, to develop confidence in sharing life experiences with others, and to enhance skills in sentence construction, mechanics, spelling, vocabulary, and reading comprehension.

ENG-063 English Basics (5 credits)

This integrated language skills course is designed to develop the writing and reading skills required for workforce literacy and/or further course work in the College and University Preparation program. The course will focus on reading a variety of employment related text, completing various writing assignments, and correcting errors in basic grammar, spelling, and punctuation. Not available for supplemental.

ENG-070 English 070 (5 credits)

The main focus of this course is on writing effective paragraphs and essays by studying writing techniques, sentence structure, grammar and mechanics using a variety of print and non-print media. Not available for supplemental.

Course Descriptions ENG 080 - ENG 155

ENG-080 English 080 (5 credits)

The focus of this course is on the skills required to write effective essays. Students will have the opportunity to use different print and non-print materials to increase their skills in writing clear, accurate, and effective ideas in a variety of essay types, including a research essay. Not available for supplemental. This course requires ENG-070 or equivalent.

ENG-085 English 085 (5 credits)

This course is an introduction to the study of literature: poetry, fiction and drama. The course is strongly literature oriented with language activities growing out of the literary selections studied. Not available for supplemental.

ENG-090 English 090 (5 credits)

This course enables students to achieve the writing requirements for entrance to many post-secondary programs. The focus of the course is on revising and editing to clearly and effectively express ideas in a variety of academic and practical writing tasks, including a major research paper. Students will use a variety of print and non-print media as a basis for writing. Not available for supplemental. This course requires ENG-080 or ENG-085, or equivalent.

ENG-095 English 095 (5 credits)

This course covers practice in writing short essays (750 words), and in analyzing and interpreting poetry, the short story, the modern play, the Shakespearean play and/or the novel. Personal evaluation and criticism are encouraged. Not available for supplemental. This course requires ENG-085 or ENG-090 or equivalents.

ENG-101 Basic Composition (3 credits)

This course is designed for students who have successfully completed Grade 12 English but who want or need to review fundamentals of writing before continuing with program-level composition courses.

The course will review basic writing concerns with an emphasis on revision and editing to produce logical, accurate writing. Sentence structure, paragraph structure and essay writing will provide the focus of the course. Not available for supplemental.

ENG-133 English Techniques (3 credits)

This course will provide extensive discussion, practise and testing on spelling, punctuation, sentence structure and grammar, including parts of speech, sentence types and patterns, verbals, modifiers, parallelism, and other topics. Students must master these fundamentals of English in order to succeed in the Office Assistant field. Completion of ENG-133 is a prerequisite for enrolment in ENG-145 in the Winter term. Not available for supplemental.

ENG-142 English for Allied Health (3 credits)

This course covers general writing skills required for a career in Allied Health Services. Students will develop the ability to write memos, business letters, short reports, summaries, resumes and cover letters. They will review effective interview skills and be introduced to basic library research and online research skills. Not available for supplemental.

ENG-145 Effective Writing (3 credits)

In this course students will complete the study of English grammar they began in ENG-133. They will apply their knowledge by creating several types of business documents. The course will enrich their business vocabulary. Not available for challenge or supplemental. Prerequisite(s): take ENG-133.

ENG-146 Technical Report Writing (3 credits)

This course will focus on the essential technical writing skills that specifically relate to the duties of Enforcement Officers. An emphasis will be placed on report writing, data collection, communication memos and the

appropriate use of grammar including syntax and semantics associated with properly written documents.

ENG-150 Composition (3 credits)

This first-year composition course provides students with a solid grounding in the concepts and strategies of academic writing. As they read and analyze texts from a range of disciplines, students will learn to write discourse that reflects the expectations of their specific fields of study. The course will focus on processes that help students develop their thinking with evidence and present their ideas in a clear prose style. Not available for supplemental.

ENG-154 Writing for Technologists (3 credits)

Students will develop communication skills necessary for writing various types of documents encountered in industry. This includes correspondence such as e-mail, memos and letters. Students will also develop analytical and research skills necessary for writing summaries, informal reports such as progress and incident reports, and formal research reports. Resumes and cover letters will also be covered. Not available for supplemental. Equivalent to ENG-143.

ENG-155 Scientific & Technical Writing (3 credits)

This course prepares students for writing in the environmental science field. Students will develop research skills and become familiar with scientific and technical journals, indexes, and abstracts. Students will also learn to write scientific and technical reports (following the CBE style manual), summaries, descriptive/informative abstracts, business letters, memos, and a mailable resume and cover letter. Not available for supplemental. Corequisite course: BIO-163.

Course Descriptions ENG 156 - ENG 190

ENG-156 Business Writing (3 credits)

Students will master the technical skills required for effective business writing. Assignments will cover topics from basic business letters to informal and short business reports. (Student Accountants may receive credit after C.M.A. registration and passing the C.M.A. final exam). Service Learning opportunity may be available. Not available for supplemental. Equivalent to ENG-158.

ENG-165 Intro to Creative Writing (3 credits)

This course is an elective for students or would-be-writers in the greater community who wish to develop their creative potential beyond the confines of traditional non-fiction genres such as the essay and freelance article. The focus is on the genres of poetry, fiction, and drama/creative non-fiction. Class time is divided between lecture/discussion and workshop analysis of student works. Students will be expected to complete set assignments within each of the three chosen genres and will be encouraged to attend local readings sponsored by the Canada Council, where they will have the opportunity to meet and discuss the work of professional creative writers. Service Learning opportunity may be available. Not available for supplemental. Equivalent to HUM-152.

ENG-175 English Composition I (3 credits)

This course prepares students for success in a career in the Criminal Justice field by developing effective written communication skills. The course provides thorough review, practice, and feedback on clear, concise and effective writing. A heavy emphasis will be placed on grammar and writing skills. Class format and assignments closely follow current law enforcement English testing procedures, since several agencies require applicants to write and pass an English entrance exam emphasizing grammar, spelling and word usage.

Appropriate resumes and cover letters for law enforcement positions will be covered. Not available for supplemental.

ENG-176 English Composition II (3 credits)

This course emphasizes the need for effective written communication in the law enforcement field. Clear, concise and accurate writing is stressed, including mastery of basic grammar. The course provides thorough review, practice, and feedback on writing skills. It covers general writing skills necessary for careers in the Criminal Justice system. Specifically, the content is a reinforcement of grammar and spelling skills, as a continual preparation for police applicant exams and essay writing skills. Some assignments closely follow current law enforcement agencies' English testing procedures. Other written assignments reflect business communication skills required by practitioners in the law enforcement field. The course introduces library research techniques, enabling students to access and work with the professional literature in the Criminal Justice field. Business letters and application forms applicable for law enforcement positions comprise the remainder of the course content. Not available for supplemental. Prerequisite(s): take ENG-175.

ENG-180 Survey of Canadian Literature (3 credits)

This course introduces students to the Canadian literary tradition through a sampling of major authors and their works in the three main literary genres of poetry, fiction and drama. Some early works will be considered; however, emphasis will be on the significant works of the twentieth and twenty-first centuries. Works are chosen primarily from English-Canadian authors. Works and authors will be discussed in the context of major trends in Canadian literature, such as the development of Modern and Post-Modern styles of writing.

In addition, some major themes and concerns predominant in Canadian literature will be considered. Students will read assigned poems, short stories, novels and plays. In addition, they will be required to seek out and read considerable critical commentary and other resource materials. Students will write tests on each course unit, as well as essays of literary analysis and interpretation. Service Learning opportunity may be available. Not available for supplemental.

ENG-185 Writing for Children and Young Adults (3 credits)

This writing course may appeal to any would-be-writer in the greater community who wishes to take a three-credit course in creative writing for children and young adults. The focus is on writing traditional literature (folktales, myths, fables, legends and hero tales, folk epics), alphabet/counting books, wordless books, picture books, light verse, juvenile and young adult fiction and non-fiction. In order to be successful in this course, students should have completed Grade 12 English or equivalent.

ENG-190 Intro to Language & Literature (3 credits)

This course introduces students to English studies at the post-secondary level. The course focuses on exploring language in written texts, particularly short prose fiction and non-fiction, as well as poetry. Students will increase their awareness of different uses of language and rhetorical strategies as they respond to and interpret literature, analyse readings, and develop their own essays, including an academic research paper. Not available for supplemental.

Course Descriptions ENG 257 - ENV 290

ENG-257 Public Relations Writing (3 credits)

This course continues the development of writing skills for the public relations industry. Students will examine writing as it applies to news releases, newsletters, annual reports, features and storyboards. Not available for supplemental. Equivalent to WRI-257. Prerequisite(s): take CAP-160.

ENG-260 Intro to Dramatic Literature (3 credits)

This course is an introduction to dramatic literature and its development in the European tradition. Starting with Ancient Greece and moving forward to the present day, this course surveys the theatre of the Ancient Classics through to the movements of the modern and postmodern stage. Plays are read both as literary works that establish meaning independent of production and as works meant for theatrical production. In consideration of the latter, the history of each play's production is examined, along with the social contexts in which each play first appeared. Consideration is also given to how each play fits into the major genres of drama and how each uses or misuses the traditional elements of drama. Film versions and live productions of various plays supplement the student's understanding and experience of the plays discussed in class.

ENG-285 Children's Literature (3 credits)

This course introduces the student to the historical development and evolution of children's literature, examining both fictional genres such as folklore, fantasy and realistic works, poetic genres including nursery rhymes, nonsense verse, traditional rhyme and free verse. Classical and contemporary works such as picture books, fairy tales and adventure books will be included in the selection of texts for the course. Themes of self and society, multiculturalism, alienation and family will be examined in both a national and international context. The stages of child development as they relate to

children's literary genres will also be explored. Not available for supplemental. Prerequisite(s): take ENG-150 or ENG-190.

ENG-290 Telling Stories I (3 credits)

Everyone has a story to tell, but not everyone has the requisite skills of a storyteller. Before you can tell your story effectively, you need to learn how others have told their stories. ENG-290: Telling Stories I is dedicated to exploring the theory of narrative and its practice in select novels, short stories and films. The narratives studied are organized around a particular theme such as identity, progress, and ritual. The course examines how the theory of narrative is in conversation with the practice of narrative encountered in the theme-organized sample of literature and film and encourages students to locate their own creative practices in this conversation. The course culminates with each student proposing an original screenplay arising out of their discoveries of narrative and its evolution. This 3-credit course is complemented by a second 3-credit course, CMM-295: Telling Stories II, where the student's original screenplay is produced in the form of a four-minute short film. Prerequisite(s): take any one of ENG-190, HUM-190, CAP-161 or WRI-150.

(ENV) ENVIRONMENTAL SCIENCES:

ENV-255 Land Use Practices (3 credits)

This course examines the common practices of the following land uses in Canada: agriculture, forest resource extraction, oil and natural gas extraction, mining and recreation. Students learn about the impacts these practices have had on the natural resources and the modern efforts to reduce the impacts, conserve the resources, strive toward sustainable development and remedy the deleterious effects of natural resource development in Canada. Students also learn about the principles of multiple land use practices and the successful

application of same in Canada. The provincial and federal legislations that govern, control and influence those land use practices also constitute part of the course. Not available for supplemental. Equivalent to ENV-250.

ENV-275 Environmental Sampling & Forensics (5 credits)

This course involves the proper collection, preservation and handling of environmental samples that are used to support the enforcement of environmental regulations. Crime scene security, quality assurance, quality control and the continuity of evidence are included in the course. Various methods of assessment will be used to analyse biological, physical and chemical samples. Not available for supplemental. Corequisite course: ENV-275L.

ENV-280 Contaminant Management (5 credits)

This course is an introduction to the fundamentals of managing a variety of contaminated sites. Topics include causes of contamination and chemical analysis and identification of contaminants. Site assessment techniques such as site mapping and sampling are undertaken in relation to human health and safety precautions. Not available for supplemental. Corequisite course: ENV-280L.

ENV-290 Site Restoration & Reclamation (5 credits)

This course will discuss preventative and control methods associated with the operational phases of resource projects such as mining and logging, including road drainage design. Reclamation, restoration and rehabilitation methods used during post-operational and decommissioning of resource projects will also be discussed. Performance measurements, monitoring and reporting techniques will be investigated. Not available for supplemental. Corequisite course: ENV-290L.

Course Descriptions ENV 297 - ESL 024

ENV-297 Environment Impact Assessment (4 credits)

This course is an introduction to the environmental impact assessment (EIA) and auditing processes in Canada. Topics include the history of EIAs and audits and the relevant legislation from several provinces and the federal government. The methods and techniques used to collect data to undertake EIAs and audits are included in the laboratory component in the course. Not available for supplemental. Corequisite course: ENV-297L.

ENV-350 Integrated Resource Management (3 credits)

Integrated resource management requires an adaptive, coordinated, interagency approach to comprehensive environmental and resource management. It requires public participation and shared decision-making to promote balance. This course examines the complex and often competing uses of natural resources. It will involve the basic concepts of IRM, sustainable development, public process, resource planning structure, and alternative dispute resolution. This section will involve a resource-based research project and presentation. Students will select any management area that demonstrates the concepts of IRM and SD, research the area with respect to resource uses, examine issues and conflicts and management processes or mechanisms used to achieve balanced management in that area.

ENV-355 Environmental Quality (3 credits)

This course will provide a global environmental perspective on topics affecting environmental health. It will focus on biological impacts on soil, water and air. Topics covered will include pollution, air quality, global environment change, bio-indicators, global forest decline, carbon sequestration, industry impacts, and alternate energy.

The objective is to give students a global perspective on the environment, changes that have occurred and solutions to these changes. Corequisite course: ENV-355L.

ENV-370 Research & Experimental Design (3 credits)

This course will introduce students to the concepts and components of research planning and experimental design as it applies to resource management. Students will incorporate data collection techniques into the scientific process to organize, conduct and report proper results. The course will focus on sampling design as it pertains to the field of resource management, and the reporting of properly tested data. Prerequisite(s): take STS-255.

(ESL) ENGLISH AS A SECOND LANGUAGE:

ESL-015 Canadian Culture Activities ESL (1 credit)

This elective course is offered in a 12-hour unit and will vary according to student requests and instructor interest. It could include games in English, ESL and sports, visits to local sites and attending local events as a group.

ESL-016 ESL Note-taking (1 credit)

This elective course is offered in a 12-hour unit and will involve preparation for listening to Canadian speakers with a focus on understanding both content and style.

ESL-017 Career Opportunities for ESL (1 credit)

This elective course is offered in a 12-hour unit to students registered in the ESL program at the advanced level who wish to learn more about other programs offered by LC.

ESL-018 Community Activities for ESL (1 credit)

This elective course is offered in a 12-hour unit and is designed for non-native speakers of English to discover more about the community in which they live while practicing their English skills.

ESL-019 ESL Writing Workshop (1 credit)

This elective course is offered in a 12-hour unit to students requiring additional assistance with their skills in writing English. Focus will range from personal writing to pre-academic content.

ESL-020 Speak Publicly in English (1 credit)

This elective course is offered in a 12-hour unit and will teach students how to speak with confidence publicly while retaining audience interest.

ESL-021 Pronunciation for ESL Students (1 credit)

This elective course focuses on correct pronunciation for students whose first language is other than English. It is offered in a 12-hour unit.

ESL-022 Communicating in English (1 credit)

This elective course focuses on successful communication through speaking and listening for students whose first language is other than English. Classes will include conversational English, slang and listening. It is offered in a 12-hour unit.

ESL-023 ESL and the Computer (1 credit)

This elective course is offered in a 12-hour unit and focuses on various elements of Computer Assisted Language Learning (CALL) for self-study and enhanced learning.

ESL-024 PowerPoint for ESL Students (1 credit)

Students in this 12-hour elective will learn PowerPoint skills for giving presentations in English.

Course Descriptions ESL 026 - ESL 054

ESL-026 TOEFL Preparation Level I (1 credit)

This elective course is offered in a 12-hour unit and is intended for students interested in successfully passing the TOEFL exam. It will focus on test-taking skills and understanding the TOEFL format.

ESL-027 TOEFL Preparation Level II (1 credit)

This elective course is offered in a 12-hour unit and is intended for students interested in gaining more skills in how to successfully pass the TOEFL exam. It will focus on additional test-taking skills and mastery of TOEFL content. Prerequisite(s): take ESL-026.

ESL-028 Study and Work Success I (3 credits)

This course is offered to ESL students 5 hours per week and runs concurrently with the ESL Credit program. Students will learn study skills which will assist them in being successful students. They will also learn how to find and retain jobs in the Canadian workplace. The course is compulsory for funded students. Corequisite courses: ESL-033, ESL-043, ESL-053, ESL-063, ESL-073, ESL-083, ESL-093.

ESL-029 Study and Work Success II (5 credits)

This course is offered to ESL students 5 hours per week and runs concurrently with the ESL Credit program. Students will learn study skills which will assist them in being successful students. They will also learn how to find and retain jobs in the Canadian workplace. This course offers more ESL studies at this level over a longer timeframe. The course is compulsory for funded students. Corequisite courses: ESL-034, ESL-044, ESL-054, ESL-064, ESL-074, ESL-084, ESL-094.

ESL-033 ESL 3A (14 credits)

Students who have very limited oral English skills and weak or no literacy skills in their first language are placed in this course.

Emphasis is placed on listening and speaking, with attention being paid to questioning, discussing, and inferring. Materials are functional and are used for both oral and simple writing activities. A variety of classroom and community-based activities encourage real language usage. Not subject to challenge or supplemental. Corequisite course: ESL-028.

ESL-034 ESL 3B (20 credits)

Students who have very limited oral English skills and weak or no literacy skills in their first language are placed in this course. Emphasis is placed on listening and speaking, with attention being paid to questioning, discussing, and inferring. Materials are functional and are used for both oral and simple writing activities. A variety of classroom and community-based activities encourage real language usage. This course offers more ESL studies at this level over a longer timeframe. Not subject to challenge or supplemental. Corequisite course: ESL-029.

ESL-043 ESL 4A (14 credits)

The primary goal of this mid-level beginning course is to provide basic vocabulary and structure to enable students to more readily understand and respond to some questions and instructions, to communicate regarding basics for life in Canada and to provide a framework for further ESL studies. Classroom activities include Total Physical Response, mimes, games, music, storytelling, role-playing, survey taking, field trips and information quests into the community. Not subject to challenge or supplemental. Corequisite course: ESL-028.

ESL-044 ESL 4B (20 credits)

The primary goal of this mid-level beginning course is to provide basic vocabulary and structure to enable students to more readily understand and respond to some questions and instructions, to communicate regarding basics for life in Canada, and to provide a framework for further ESL studies.

Classroom activities include Total Physical Response, mimes, games, music, storytelling, role-playing, survey taking, field trips and information quests into the community. This course offers more ESL studies at this level over a longer timeframe. Not subject to challenge or supplemental. Corequisite course: ESL-029.

ESL-053 ESL 5A (14 credits)

This course is designed for students who have a higher level of literacy in their first language, or previous ESL. They must also have some knowledge of English, as this course builds on the basics presented in the beginner levels. While communication is still at the core of the course, more emphasis is placed on the written language. The curriculum follows a functional-notional syllabus, with a strong life-skills component. Not subject to challenge or supplemental. Corequisite course: ESL-028.

ESL-054 ESL 5B (20 credits)

This course is designed for students who have a higher level of literacy in their first language, or previous ESL. They must also have some knowledge of English, as this course builds on the basics presented in the beginner levels. While communication is still at the core of the course, more emphasis is placed on the written language. The curriculum follows a functional-notional syllabus, with a strong life-skills component. This course offers more ESL studies at this level over a longer timeframe. Not subject to challenge or supplemental. Corequisite course: ESL-029.

Course Descriptions ESL 063 - ESL 093

ESL-063 ESL 6A (14 credits)

At this level, classes are divided into skill areas that are taught by different instructors. Grammar emphasizes basic structures as well as some variations and their semantic differences. Reading follows a core, skill-oriented text; some simple authentic and interest-related materials are also utilized. Writing is based on learning basic techniques, creativity and communication. Speaking and listening include aural discrimination skills, pronunciation and a wide variety of conversation activities. Not subject to challenge or supplemental. Corequisite course: ESL-028.

ESL-064 ESL 6B (20 credits)

At this level, classes are divided into skill areas that are taught by different instructors. Grammar emphasizes basic structures as well as some variations and their semantic differences. Reading follows a core, skill-oriented text; some simple authentic and interest-related materials are also utilized. Writing is based on learning basic techniques, creativity and communication. Speaking and listening include aural discrimination skills, pronunciation and a wide variety of conversation activities. This course offers more ESL studies at this level over a longer timeframe. Not subject to challenge or supplemental. Corequisite course: ESL-029.

ESL-073 ESL 7A (14 credits)

The four skill areas - reading, writing, speaking/listening and grammar - are taught more with a view of Academic Upgrading than in the lower levels, as many students from this level will continue their studies. The reading component follows a skill approach and includes specific instruction in spelling; writing is both academic and job-oriented; grammar includes a comprehensive review and focuses on subtle semantic variations; and speaking/listening encourages both formal and informal communication on a variety of up-to-date topics.

Not subject to challenge or supplemental. Corequisite course: ESL-028.

ESL-074 ESL 7B (20 credits)

The four skill areas - reading, writing, speaking/listening and grammar - are taught more with a view of academic upgrading than in the lower levels, as many students from this level will continue their studies. The reading component follows a skill approach, and includes specific instruction in spelling; writing is both academic and job-oriented; grammar includes a comprehensive review and focuses on subtle semantic variations; and speaking/listening encourages both formal and informal communication on a variety of up-to-date topics. This course offers more ESL studies at this level over a longer timeframe. Not subject to challenge or supplemental. Corequisite course: ESL-029.

ESL-083 ESL 8A (14 credits)

This course is designed for students with a very advanced knowledge of English as a Second Language, yet lack the fine-tuning necessary for ease in successful communicative use of the language. Students in this course encounter in-depth analysis of various written forms such as scientific writing, the novel, poetry and several types of essays. They are expected to complete assignments in each of these areas, giving particular attention to correct usage and thorough comprehension. This is done in an environment where they can comfortably explore their own areas of particular weakness. The course is intensive, requiring completion of several major projects including some which take students into the community, as well as many more daily assignments than at the lower levels. Corequisite course: ESL-028.

ESL-084 ESL 8B (20 credits)

This course is designed for students with a very advanced knowledge of English as a Second Language, yet lack the fine-tuning necessary for ease in successful communicative use of the language. Students in this course encounter in-depth analysis of various written forms such as scientific writing, the novel, poetry and several types of essays. They are expected to complete assignments in each of these areas, giving particular attention to correct usage and thorough comprehension. This is done in an environment where they can comfortably explore their own areas of particular weakness. The course is intensive, requiring completion of several major projects including some which take students into the community, as well as many more daily assignments than at the lower levels. This course offers more ESL studies at this level over a longer timeframe. Not subject to challenge or supplemental. Corequisite course: ESL-029.

ESL-093 ESL 9A (14 credits)

This is the most advanced course in ESL offered by the English Language Centre. Students will study intensive reading, writing, grammar, speaking and listening, with particular attention to the essay, oral presentations, discussions and vocabulary expansion. Focus will be on preparation for academic studies in post-secondary programs for English speakers. Not subject to challenge or supplemental. Corequisite course: ESL-028.

Course Descriptions ESL 094 - FAS 156

ESL-094 ESL 9B (20 credits)

This is the most advanced course in ESL offered by the English Language Centre. Students will study intensive reading, writing, grammar, speaking and listening, with particular attention to the essay, oral presentations, discussions and vocabulary expansion. Focus will be on preparation for academic studies in post-secondary programs for English-speakers. This course offers more ESL studies at this level over a longer timeframe. Not subject to challenge or supplemental. Corequisite course: ESL-029.

(EST) TECHNOLOGY STUDIES:

ETS-151 Introduction to Technology Studies (4 credits)

This course covers the impact of technology on society, environmental issues, sustainable development, workplace safety, historical perspective and future trends.

(FAD) FIRST AID:

FAD-150 Safety Oriented First Aid/CPR (2 credits)

This course covers comprehensive training in artificial respiration, treatment for choking, control of bleeding, treatment and prevention of shock, immobilization of broken bones, recognition and treatment of heart attack and stroke and two-person CPR (Basic Rescuer Level). Standard First Aid and CPR-C certification is recognized by Alberta Occupational Health and Safety and is awarded upon successful completion of the course. Other components of the course are directly related to program requirements, eg. WHMIS, sports injuries, and/or enhanced modules in general first aid.

(FAS) FETAL ALCOHOL SPECTRUM DISORDER:

FAS-150 Diagnosis of FASD (1 credit)

This course provides students with an introduction to the challenges faced by professionals seeking to assess and diagnose clients who have been prenatally exposed to alcohol and other drugs. Students will discuss the prevalence of FASD within the community and province. The psychology of addictions and the use of alcohol and drugs within the region will be reviewed. The concepts of harm reduction theory will be incorporated into case scenarios. The role of the student in the diagnostic process is presented with skills introduced that are essential in assisting the diagnostic team in the collection and documentation of pertinent information. An extensive review of the primary, secondary and physical disabilities associated with FASD will be presented with an emphasis on the importance of early diagnosis to guide intervention through the developmental process.

FAS-151 Prevention of FASD (1 credit)

This course examines primary, secondary and tertiary levels of prevention for Fetal Alcohol Spectrum Disorder. A brief overview of alcohol addiction will be conducted. Examination of regional, provincial and national initiatives will be undertaken as well as reflection on the personal role the student can take in prevention of this condition. Prerequisite(s): take FAS-150.

FAS-154 Case Management with FASD (2 credits)

During this course, students will be introduced to several strategies needed for the effective planning and supporting of individuals living with FASD. Topics will include case management procedures, evaluation processes and the development of treatment/support plans from a multidisciplinary team perspective.

Emphasis will be placed on establishing natural and long-term supports for children, youth and adults with FASD. Not available for supplemental. Prerequisite(s): take FAS-155.

FAS-155 Intervention Strategies (3 credits)

This course provides the students with the opportunity to identify and explore research-based intervention strategies proven successful in community programs dealing with pregnant women who have addictions to alcohol and/or drugs, women who have given birth to a child with FASD, and individuals affected by FASD. Emphasis will be placed on the diagnosis of FASD as a protective factor, promoting the creation of an environment that supports the strengths of those with FASD and developing support interventions for the barriers affected individuals typically encounter. The complexities of assessing the varying capabilities of FASD-affected individuals, including intelligence, behaviour, learning, language, fine motor skills and social ability will be detailed. The need to evaluate parenting and coping skills in FASD-affected parents with a new baby will be explored. The challenge and techniques of developing creative, effective and appropriate interventions throughout the lifespan will be addressed. Prerequisite(s): take FAS-150.

FAS-156 Brain and Behaviour (2 credits)

This course examines how the brain is directly affected by prenatal alcohol exposure. The effects of neurological damage and impairment will be examined in relation to specific behaviour patterns that are often associated with Fetal Alcohol Spectrum Disorder. The student will study the impact of prenatal alcohol exposure on various neurodevelopmental areas, including attention, memory, cognition, language and impulsivity. Corequisite course: FAS-150.

Course Descriptions FAS 165 - FDM 187

FAS-165 Practicum in FASD (3 credits)

The purpose of this practicum is to provide students with an opportunity to apply FASD and addiction theory in a variety of environments including, but not limited to, private homes, group homes, schools, foster care and early intervention programs. Students will use proven intervention strategies while working in a variety of settings. Students will be expected to successfully apply information learned within the classroom to develop effective and appropriate intervention strategies in a variety of supervised environments. An emphasis will be placed on connecting the client to existing services and supports within the community. Practicum placement will be supported by four integration seminars. Equivalent to FAS-166.

FAS-166 Practicum I (2 credits)

This course is the first practicum experience for Fetal Alcohol Spectrum Disorder Education students. In this supervised practicum placement, students will have an opportunity to interact with children, adults and/or families affected by Fetal Alcohol Spectrum Disorder. During this practicum, students will develop an awareness of the supports available to those living with FASD. Students will demonstrate skills in understanding diagnosis, brain functioning and behaviour and will begin to utilize various intervention strategies. Not available for supplemental. Equivalent to FAS-165. Prerequisite(s): take FAS-150, FAS-155.

FAS-176 Practicum II (2 credits)

This course provides students with the opportunity to progressively demonstrate skills in the area of observation, assessment, behavioral support, prevention and family support. Students will focus on understanding case management and connecting the persons supported to supports in the community.

Students are expected to successfully demonstrate effective and appropriate intervention strategies. Placements may occur within disability services, the education system, early intervention, addictions, advocacy, health or justice. Not available for supplemental. Prerequisite(s): take FAS-166, FAS-156. Corequisite course: FAS-154.

(FDM) FASHION DESIGN AND MERCHANDISING:

FDM-101 Industrial Sewing (1 credit)

In this course, students learn to efficiently use and care for all equipment in the sewing lab. They will apply these skills in the assembly of a skirt and assigned samples. Corequisite course: FDM-101L.

FDM-152 Foundations of Fashion Design (3 credits)

This course is a comprehensive study of the elements and principles of design, colour theory, figure/body type analysis, and the psychology of fashion. Additional emphasis will be placed on drawing, writing for fashion, target markets and developing a fashion line. Not available for supplemental. Equivalent to FDM-140.

FDM-153 Fashion Design Professional (3 credits)

This course walks the designer through the process of creating a ready-to-wear line of clothing, merchandising and marketing that line and presenting the line in a portfolio, interview and resume. Not available for supplemental. Prerequisite(s): take FDM-152.

FDM-154 Industrial Sewing (2 credits)

In this course, students learn to efficiently use and care for all equipment in the sewing lab. They will apply these skills in the assembly of a skirt and assigned samples. Corequisite course: FDM-154L.

FDM-155 Textiles and Fabric Design I (3 credits)

Fashion sense will develop with this basic study of textiles, their strengths and weaknesses, care and maintenance, as well as fabric choices for the various garment designs. Also included is a study of textile fibres and yarns. Corequisite course: FDM-155L.

FDM-156 Textiles and Fabric Design II (3 credits)

Fashion sense will develop with this basic study of textiles, their strengths and weaknesses, care and maintenance, as well as fabric choices for the various garment designs. Also included is a study of weaves, prints and patterns, both modern and classic. Prerequisite(s): take FDM-155. Corequisite course: FDM-156L.

FDM-162 Surface Design (3 credits)

This course analyzes the techniques used in the surface design of both woven and knitted fabrics. Various types of experimental and industrial surface embellishments, direct dyeing and finishing processes are included. Not available for supplemental. Note: Some of the assigned projects use chemicals that may be hazardous during pregnancy. Therefore, it is recommended that women who either are pregnant or are planning to become pregnant during this course should consider selecting a different option. Prerequisite(s): take FDM-101, FDM-155.

FDM-187 Visual Merchandising (3 credits)

This course is an understanding of the many modes of communication available to get messages to consumers. Topics will include visual displays, public speaking and print media.

Course Descriptions FDM 201 - FDM 273

FDM-201 Fashion Drawing (3 credits)

This course is a study of collation of important colour theories and their uses in the fashion industry. Students will learn the elements and principles of line and shape. Also included is an introduction to the fashion figure and basic textile rendition.

FDM-225 Tailoring (2 credits)

This course examines the basic skills involved in construction of a tailored jacket, an essential garment in most fashion collections. Students will complete samples demonstrating tailoring techniques. Using their tailored jacket blocks, students will design and create an industry-standard pattern and sew a lined tailored jacket, which includes two-piece set-in sleeves, collar, lapel and welt pocket. Specialty fabrics may be used. Not available for supplemental. Equivalent to FDM-260. Prerequisite(s): take PAT-266, FDM-235.

FDM-235 Garment Construction (3 credits)

In this course students will develop and apply knowledge, skills and sewing techniques in completing assigned samples that demonstrate garment construction in accordance with industry standards. They will apply those skills in completing projects that are constructed from their own industry standard patterns. Specialty fabrics may be used. Students will complete a basic pant, blouse/shirt, casual skirt and casual jacket. Lining and underlining must be demonstrated in at least one project. Prerequisite(s): take PAT-266.

FDM-250 Fashion History (3 credits)

This course is an introduction and informative journey through the fashion industry during the 20th century. Strong emphasis is on fashion terminology, costumes, cycles, environmental influences as well as a study of fashion designers. Not available for supplemental. Prerequisite(s): take DES-250.

FDM-251 Costume Making (3 credits)

This course is an introduction to basic modern costume designs used in the theatre industry. Students become competent with the methods and designs of the time. The course covers the period from the 17th century to the present. Students will complete numerous samples and use their sewing and pattern drafting skills to complete a final project. Not available for supplemental. Prerequisite(s): take FDM-154, PAT-265.

FDM-254 Tailoring (3 credits)

This course examines the basic skills involved in construction of a tailored jacket, an essential garment in most fashion collections. Students will complete samples demonstrating tailoring techniques. Using their tailored jacket blocks, students will design and create an industry-standard pattern and sew a lined tailored jacket, which includes two-piece set-in sleeves, collar, lapel and welt pocket. Specialty fabrics may be used. Not available for supplemental. Prerequisite(s): take PAT-266, FDM-235.

FDM-255 Haute Couture (3 credits)

This course examines techniques used in the finishing of garments in detail and by hand. The practices learned are ideally suited to custom wear and haute couture. Some theory of the haute couture industry is examined. Sewing projects are more complex and are constructed using an industrial pattern. Not available for supplemental. Prerequisite(s): take FDM-235, PAT-266.

FDM-256 Factory Management (3 credits)

This course will help students understand plant factory set up, floor management and timed production, organizational skills in the operation of an apparel plant, costing, production and quality control, personnel management, employee assessments and relationships. Principles of pattern grading are also covered.

FDM-258 Fashion Promotion (3 credits)

This course is an introduction to the planning, co-ordination, development and execution necessary to produce a successful fashion event. Public relations skills, written and oral communications will be emphasized leading to the production of an actual event as a group project. Not available for supplemental. Prerequisite(s): take FDM-187.

FDM-270 Retail Buying (3 credits)

This course provides students with a thorough understanding of the retail buyer's role and responsibilities in a merchandising environment. Topics and assignments include merchandise planning, procurement, negotiations, inventory management and applied research. Major emphasis is placed upon the use of computers and business application software in the resolution of merchandise management problems. Students will also be introduced to till operation and functions. Not available for supplemental. Prerequisite(s): take MKT-155.

FDM-273 Apparel Production (3 credits)

This course examines techniques used in production sewing on industrial sewing machines in detail. The practices learned are ideally suited to ready-to-wear production. Projects are basic and numerous. Not available for supplemental. Prerequisite(s): take FDM-154, FDM-256.

Course Descriptions FDM 295 - FWK 253

FDM-295 Practicum (3 credits)

This course is a summary of skills acquired from core courses. This practicum is a structure of learning experiences including written assignments and placement with a fashion industry-related vendor. Students are not guaranteed that they will obtain a placement within the city. The assignments will introduce students to a practical application of professional, merchandising, fashion design, sales, and resume and interview skills. Not available for supplemental. Prerequisite(s): take FDM-153.

(FWK) FIELDWORK:

FWK-125 Automotive Field Work (1 credits)

One week will be spent in an automotive shop setting with a work-site based experience host. The student will be exposed to industry demands and conditions. Graduates will prepare a complete resume, application and cover letter.

FWK-150 Field Work (3 credits)

This course covers on-the-job learning experience for students, designed to combine work experience with academic preparation. Field work affords students the opportunity to become involved in a chosen work experience which utilizes the knowledge and skills they are acquiring in class and to receive academic credit for the work experience by reporting on it. Not available for supplemental.

FWK-155 CMT Practicum (4 credits)

This course is an eight-week, full-time work experience at various labs in the Lethbridge area. Emphasis is on development of the skills necessary to perform the technical functions related to duties of a cellular molecular technician. Students will have the opportunity to apply classroom theory and lab techniques with practical experience. Prerequisite(s): take BIO-150, BIO-166.

FWK-160 Field Placement I (2 credits)

This course is a general practicum designed for exposure to a variety of children with near-code or coded academic difficulties. Students in this practicum focus on adjusting to a professional school environment with reporting protocols to the teacher emphasized. Students will use their developing skills to make objective observations while helping in the classroom and reflect on their helping skills. Learning to record in an objective manner is an important part of this practicum. Students are expected to act and behave in a professional manner within the school environment. Students will be placed in schools in the community and surrounding areas. Integration seminars will give students opportunities to discuss and analyze experiences in their placement settings. Not available for supplemental. Corequisite courses: EDU-151, RSP-153, ECE-159.

FWK-161 Field Placement II (4 credits)

Equivalent to FWK-162.

FWK-162 Field Placement II (3 credits)

Learners will complete their field placement in a school setting for the purpose of observation and the opportunity for the practical application of skills, knowledge and attitudes gained through courses. Equivalent to FWK-161. Prerequisite(s): take FWK-160.

FWK-163 Field Placement II (2 credits)

This is a focused practicum designed for exposure to a specific near-code child or coded child in an individual or small-group assignment. Students in this practicum will refine their observation and recording skills and focus on the academic skills needed by the child they are supporting, always using the reporting protocol to the teacher. They will learn the balance between individual assignments and full-classroom assistance.

Students will be placed in schools in the community and surrounding areas. Integration seminars will give students opportunities to discuss and analyze experiences in their placement settings. Not available for supplemental or challenge. Prerequisite(s): take FWK-160.

FWK-250 Field Work (3 credits)

This course is an on-the-job learning experience for students, designed to encourage them to recognize and describe (in a report) the link between their work experience and their academic training. Field Work affords students the opportunity to become involved in a chosen work experience which utilizes the knowledge and skills they are currently acquiring at the college and receive academic credit for it. Students presently enrolled in the Business Administration Program who have already acquired relevant and appropriate experience related to their career goals and the program may receive credit for Field Work. Not available for supplemental. Equivalent to HOS-250.

FWK-252 Work Experience (2 credits)

This course is a practicum to expose the geomatics student to the broad spectrum of geomatics. Students are provided an opportunity to work and perform duties associated to their field of study. Not available for supplemental.

FWK-253 Managed Internship (6 credits)

Throughout your program, you've been learning about industry standards, professional practices and real world problem-solving, and now you want a taste! The internship is designed to give you that exposure to the workplace, while providing support and mentoring, and helping you integrate 120 hours of workplace learning with the theoretical and applied learning in your final semester course work. Prerequisite(s): take CMM-291.

Course Descriptions FWK 255 - GEO 160

FWK-255 International Development Studies Fieldwork (12 credits)

The International Development Studies Fieldwork course provides the learner with the opportunity to work on an international development project in a developing country and contribute to Canada's international development goals. The fieldwork experience will contribute to the learner's personal and professional growth. The project will allow the learner to develop skills in appropriate technologies regarding water and sanitation; will provide the opportunity to share basic knowledge and practices of public health and hygiene, and will provide the opportunity to live and work at the village level in one of the poorest regions of the developing world. The learner should have the fundamental skill set for one or more of the following competency sectors: water and sanitation, public health, and communications and small business enterprise. The primary objective of the course offering is to provide the learner with the opportunity to experience the many challenges faced in the poorest regions in the developing world and return to Canada with a fact-based understanding of the realities of these challenges. Pre-requisite(s): Must have successfully completed two semesters as a full-time student in a diploma or degree program with a GPA of 2.75 or better. Must participate in two weekend workshops to be held in October and November (pre-placement requirement) prior to the placement in South Africa.

FWK-260 Field Placement III (3 credits)

In this practicum, students will be placed in a variety of schools, including alternate schools in the community and surrounding areas. This further narrowing of focus is designed to further expose students to academic strategies and experience with a coded student. Students will focus on research and application of strategies tailored to a child with a specific code under the guidance of a classroom teacher.

Experiences in the computer room, duties outside of the classroom and alternate classrooms/schools will be explored. Integration seminars will give students opportunities to discuss and analyze experiences in their placement settings. Not available for supplemental or challenge. Prerequisite(s): take FWK-162 or FWK-163.

FWK-262 Field Placement IV (3 credits)

In this final practicum, students will be placed in a variety of schools, including alternate schools in the community and surrounding areas. They will be expected to demonstrate the knowledge, skills and attitudes necessary as an Educational Assistant by applying the information learned in all of their classes. Some specialization is available in the practicum, depending on the practicum site. Students will locate, summarize and utilize scholastically sound educational resources under the direction of the classroom teacher. Integration seminars will give students opportunities to discuss and analyze experiences in their placement settings. Not available for supplemental or challenge. Prerequisite(s): take FWK-260.

FWK-272 Corrections Practicum I (3 credits)

This course involves the first-hand observation of correctional practitioners at work in selected correctional settings. Placements will be in one-week blocks, or extended throughout the term, depending on the location. Ongoing contact between the faculty supervisor and the student, together with written reports, will ensure that a high degree of professional development occurs. Equivalent to CJP-272.

FWK-273 Corrections Practicum II (3 credits)

This course involves the first-hand observation of correctional practitioners at work in selected correctional settings. Placements will be in one-week blocks, or extended throughout the term, depending on the location.

Ongoing contact between the faculty supervisor and the students, together with written reports, will ensure that a high degree of professional development occurs. Equivalent to CJP-273.

(GEO) GEOGRAPHY:

GEO-150 Geographical Science (5 credits)

This course will focus on the study of the physical Earth as it relates to the recognition of landforms, vegetation, water, soils and human features on the Earth's surface. It will also introduce the use of remote sensing in the identification of these features. Not available for challenge or supplemental. Corequisite course: GEO-150L.

GEO-155 Data Sources (2 credits)

This course is designed to cover the design and operation of land-related information systems and their role in digital mapping and spatial data management. Topics of discussion include concepts of information and LRSs, the multipurpose cadastre, spatial data management, georeferencing, land information modelling, geoprocessing, input/output operations, file storage, database management and distributed processing, techniques involved in project specifications, data sources design and implementation, and the selection of computer hardware/software for the LRSs. Not available for supplemental.

GEO-160 Map Interpretation (3 credits)

This course covers the fundamentals of topographic maps for the purposes of portraying, interpreting and measuring map data. Such topics as map projection methods, map reference grids, map location grids, interpretation of topographic features, map symbology and marginal map information will be discussed and applied. Not available for challenge or supplemental. Prerequisite(s): take GEO-150.

Course Descriptions GEO 165 - GEO 280

GEO-165 Geographic Information Systems (4 credits)

This course is an introduction to the basic functions of a geographic information system (GIS), the hardware and software components of a GIS and explores GIS applications in the resource management fields. The lab component uses the ArcGIS program and its extensions to provide students with practical experience with the most popular GIS software. Students gather both spatial and attribute data using GPS technology, enter it into the computer, organize and manipulate it and then analyse it for spatial relationships. Not available for supplemental. Equivalent to RRM-276. Prerequisite(s): take RRM-196. Corequisite course: GEO-165L.

GEO-166 Physical Geology (5 credits)

Geology is the scientific study of the Earth. Physical geology is the division of geology concerned with Earth materials, changes in the surface and interior of the Earth, and the dynamic forces that cause those changes. In the weekly lab exercises, students will learn to identify the common rocks and minerals and to analyse bedrock structures and surficial landforms through the use of maps and airphotos. Field trips will afford students the opportunities to study southern Alberta examples of geological features in their field settings. Not available for supplemental. Equivalent to RRM-266. Corequisite course: GEO-166L.

GEO-170 Remote Sensing (3 credits)

This course covers the use of aerial photographs for the identification and interpretation of landforms and features. A full range of data products will be used including black and white, colour and infrared photos and various satellite imagery. In addition, basic photogrammetric principles will be discussed and applied. Not available for challenge or supplemental. Prerequisite(s): take GEO-150.

GEO-180 Geodesy (2 credits)

This course will study the concepts and methods concerned with the determination of the size and shape of the Earth and the exact positions of points on its surface. Topics of discussion include horizontal and vertical datum, gravitation and centrifugal forces, measurements of gravity and reduction of gravity, gravity anomalies, separation of the geode and ellipsoid, deflection of the vertical; orthometric and dynamic heights. Not available for supplemental. Equivalent to GEO-270. Corequisite courses: GEO-160, GEO-170, SUR-162.

GEO-250 Land Planning (3 credits)

This course examines the planning process as it relates to the development of land. Topics include land planning policy and regulations, land development concepts, subdivision design and the requirements for subdivision plans. Not available for supplemental. Corequisite course: SUR-260.

GEO-255 Geographic Information Systems I (3 credits)

This course is an introduction to the concepts and applications of Geographic Information Systems (GIS). Topics include background, database development and applications, graphics, practical applications, file development and maintenance. Students will use a geographic information system to manipulate and modify data and graphics. Not available for challenge or supplemental. Prerequisite(s): take CAD-250, DRF-153, CPU-150. Corequisite course: GEO-255L.

GEO-256 Geographic Information Systems II (2 credits)

This course covers field application and analysis of geo-data using the latest collection technology and digital mapping and Geographic Information Systems (GIS).

Field work will include Global Positioning Systems (GPS) data collection, raster and vector map creation and spatial and attribute data analysis. Prerequisite(s): take GEO-255.

GEO-260 Cartography (4 credits)

This course examines the creation of maps. The content includes concepts and properties of maps; classifications of maps; theory of distortions; map projections including conical, polyconic, cylindrical and perspective and the UTM, 3TM and 10TM projections. Not available for supplemental. Prerequisite(s): take GEO-160.

GEO-276 Advanced GIS (4 credits)

This course reviews and expands upon the principles of GIS covered in the introductory GIS course (GEO 165) and introduces the new topics of data quality assessment, GIS development and implementation, advanced analysis techniques, environmental modeling and specialized environmental applications. The weekly labs support these topics and prepare the students for the final project, an environmental analysis project of their own creation using the ArcGIS program and its extensions. Not available for supplemental. Prerequisite(s): take GEO-165. Corequisite course: GEO-276L.

GEO-280 Advanced Graphical Information Systems (5 credits)

This course is an advanced applications course, incorporating current software and techniques in the GIS field. Students will study the theoretical aspects of various GIS applications and then apply the theory in the form of applied GIS projects. This course is not available for supplemental. Prerequisite(s): take GEO-155, GEO-255.

Course Descriptions GEO 290 - GMZ 371

GEO-290 Advanced Digital Remote Sensing (5 credits)

This will be a course in digital image analysis of aerial and satellite data for earth observation and studies of environmental and land use change at a variety of spatial scales. Topics will include data integration, classification, and predictive modeling. Practical exercises will focus on the use of industry standard digital image analysis software and applications. Prerequisite(s): take GEO-170.

(GMZ) GAMES PROGRAMMING:

GMZ-350 2D Graphic Programming (3 credits)

A solid understanding of programming, problem solving and object oriented programming is required before attempting to develop any game. This class will continue to build software development skills using C++ coding and appropriate design algorithms. Polymorphism, encapsulation, inheritance and classes, as well as other advanced programming techniques are discussed and practiced. Students learn how to access Windows resources for games, multithread and build the framework for Windows games. This course provides the launching point for all subsequent courses. Not available for supplemental. Prerequisite(s): take CIT-156.

GMZ-351 3D Graphic Programming (3 credits)

This course integrates the concepts learned and skills developed in the previous classes. Students apply 3D theory to create a rendering pipeline, the foundation for the game engine. Students will learn 3D graphic programming techniques such as bilinear filtering, texturing, materials, lighting and how to develop an object-oriented hierarchy for the game engine. Not available for supplemental. Prerequisite(s): take GMZ-350, GMZ-360.

GMZ-355 Network Programming for Games (3 credits)

Online gaming has become the buzz of the industry with almost every new title online embedded. In this course students develop skills in peer-to-peer network programming and client/server architecture programming using industry standards such as TCP/IP. Not available for supplemental. Prerequisite(s): take CIT-255, GMZ-350.

GMZ-358 Entrepreneurship & Game Design (3 credits)

This course explores games design elements, providing an overview of the game development process (GDP) and business entrepreneurship before moving on to implementing custom modules in a role-playing game. Students will work on a small game modification where they will script dialogue and cut-scenes and in-game events. Students will set up games with characters and monsters of their own creation. Not available for supplemental.

GMZ-360 Algorithms and Data Patterns (3 credits)

In this course, students will learn how to use popular data structures and algorithms to program the most efficient ways to store and work with game data, enabling the games to run as quickly and effectively as possible. Students will sort, search, compress and recurse game data, seeing the concepts put into practice through interactive graphical demonstrations. Not available for supplemental. Prerequisite(s): take CIT-156.

GMZ-366 Physics Programming (5 credits)

In this course, students develop a physics game engine for testing collisions of objects in the gaming environment. This experience builds on the skills learned in Math for Games Programming and is closely integrated with the 3D Modeling course. Not available for supplemental. Prerequisite(s): take MTH-351.

GMZ-367 Scripting Languages (5 credits)

In this course, students explore scripting languages used in game engine modifications. Topics include language types, syntax, how to extend the language and why scripting languages are used rather than native code. Languages covered include Xml, Lua, Python and Ruby. Not available for supplemental. Prerequisite(s): take CIT-266.

GMZ-370 Game Development I/O - Input & Sound (3 credits)

Sound is an important element in video games because of its ability to create mood thereby altering situations. Students develop skills in digitizing sound, sound effects, and creating a playback engine for outputting the sounds and music (including mp3s). The input portion of the class covers peripherals such as the keyboard, mouse and joystick. Not available for supplemental. Prerequisite(s): take GMZ-350.

GMZ-371 Portfolio Project Development (5 credits)

Students compile their previous work and continue to build a unique game as part of a portfolio development project. Portfolios are critical in obtaining employment in the industry. Not available for supplemental. Prerequisite(s): take MTH-351, GMZ-358, GMZ-367. Corequisite courses: GMZ-351, GMZ-370, GMZ-366.

Course Descriptions HIS 165 - HSP 155

(HIS) HISTORY:

HIS-165 Contemporary Canadian History (4 credits)

This course is designed to give students an opportunity to carefully examine the history of our nation. It will provide a survey of the major events, particularly on the political, economic and cultural history of Canada after Confederation. Not available for challenge or supplemental.

HIS-170 Western Civilization (3 credits)

This course provides students with an introduction to the history of western civilization including the important philosophical, religious, military, political and economic foundations of ancient, medieval and modern western societies. Students will engage in formal research projects, based on the course material, culminating in a research paper that analyzes the historical antecedents of a topic of their choosing. Not available for challenge or supplemental. Equivalent to HIS-260.

HIS-265 Canadian History (3 credits)

This course provides students with intermediate level instruction in Canadian history. Students will engage in formal research projects, culminating in a research paper examining the historical antecedents of a current issue in Canadian society. Students will be introduced to the major philosophical, cultural, economic, and political landmarks of Canadian history including pre-conquest society, European contact, colonial North America, becoming a nation, expansion and settlement, WWI, the Depression, WWII, the Cold War, prosperity, regionalism, and Quebec nationalism, and globalization. Students are expected to use a variety of research and learning tools including extensive use of the course text, on-line support, WebCT resources, scholarly, historical and social science resources, newspapers, news magazines and news broadcasts. Service Learning opportunity may be available.

Available for challenge or supplemental. Prerequisite(s): take any one of HIS-165, HIS-170, PSC-150, PSC-161, or PSC-165.

HIS-270 American History (3 credits)

This course provides students with intermediate level instruction in American history. Students will engage in formal research projects, culminating in a research paper examining the historical antecedents of a current issue in American society. Students will be introduced to the major philosophical, cultural, economic and political landmarks of American history including pre-Columbian society, European contact, colonial North America, the revolutionary period, the Constitution and the founding of the federation, western conquest and settlement, the Civil War, industrialization, ascendancy to a world power, WWI, the Depression, WWII, the Cold War, the civil rights movement, and globalization. Students are expected to use a variety of research and learning tools including extensive use of the course text, on-line course support, WebCT resources, scholarly historical and social science resources, newspapers, news magazines and news broadcasts. Not available for supplemental. Prerequisite(s): take any one of HIS-165, HIS-170, HIS-265, PSC-161, or PSC-165.

(HSP) HUMAN SERVICE PRACTICE:

HSP-125 Medication Administration (1 credit)

This course is an introduction to the fundamental knowledge and skills required of paraprofessionals to safely administer medications to individuals receiving services in non-medical community programs. The rights of medication administration, value and expectations of documentation, and procedure for administering oral, PRN, eye, skin, ear, and nose medications, inhalers, suppositories, and enemas will be covered. Case scenarios and role-playing will provide situations that

require students to problem-solve immediate responses, documentation and follow-up actions. While this is not a pharmacology course, students will gain an understanding of the types of medication packaging and common medication administration abbreviations and become familiar with common drug classifications. Not available for supplemental. Equivalent to RSP-125.

HSP-150 Foundations of Human Services (2 credits)

This course explores the roles and responsibilities of the human service worker in a variety of helping professions. Topics will include ethical decision making practices, advocacy for vulnerable populations, legal and human rights, and the importance of respectful interactions. Learners will discuss how their personal values and beliefs affect professional relationships. Not available for supplemental.

HSP-151 Family Systems and Development (3 credits)

This course is an introduction to the family as a dynamic system. The stages of family development are presented and discussed. An examination of family dynamics and issues within families are covered. Not available for supplemental. Equivalent to CYC-151.

HSP-155 Introduction to Art Therapy (3 credits)

This course will provide a comprehensive background into the history and evolution of art therapy. Students will be involved in several art experientials in order to appreciate how the creative process can be used as a rehabilitative tool when working with various populations. Not available for supplemental.

Course Descriptions HSP 160 - HUM 150

HSP-160 Community Linkages (1 credit)

The focus of this course is to explore the wide range of community agencies and support services available to individuals with disabilities and their families. The role of the support worker in advocating for individuals is emphasized, as is the importance of building the community's capacity to support people throughout their lifespan. Not available for supplemental.

(HTH) HEALTH:

HTH-121 Hospital Administration (2 credits)

This course covers a basic understanding of the hospital and how various units and systems work within a hospital setting. Topics include hospital organization, nursing organization, safety, emergencies and security, body mechanics and ergonomics, telephone and reception and time and stress management. Not available for supplemental.

HTH-125 Patients' Records (3 credits)

This course covers the basic concepts of the Unit Clerk's responsibility regarding the processing of physicians' orders by providing the information of basic medical records and charts, chart forms, supplies and requisitions, medical terminology and common abbreviations and the importance of written communication and documentation of physicians' orders. This course is not subject to supplemental.

HTH-131 Unit Clerk Practicum (2 credits)

This course is a three-week practicum, consisting of 120 hours of work experience in a hospital setting. The experience will allow participants to practice their newly learned skills in a Unit Clerk setting. During the practicum experience, students will be assigned rotations that may include a variety of shifts such as days, evening or nights.

The rotation may also include weekends. This course is not subject to supplemental. This course is graded CR/NCR.

HTH-134 Nursing Science IV (2 credits)

This course discusses and demonstrates the following to enable the student to develop into safe, competent care providers in the med/surg environment: theory/knowledge; nursing skills; integration of knowledge and skills of the Anatomy and Physiology, Physical Assessment, Nutrition, Gerontology, Nursing Foundations, and Pharmacology; development of clinical attitudes and judgment. Prerequisite(s): take ENG-150, COM-162, LPN-135, HTH-132, LPN-115, LPN-139, LPN-124, LPN-140, HTH-133, LPN-119, LPN-120, SOC-167, PSY-170, LPN-144, LPN-128, LPN-129, LPN-145. Corequisite course: HTH-134L.

HTH-135 Transition to Graduate Nursing (3 credits)

This course focuses on the role and responsibilities of the graduate Practical Nurse, including trends and issues, and leadership at an introductory level. Prerequisite(s): take ENG-150, COM-162, LPN-135, HTH-132, LPN-115, LPN-139, LPN-124, LPN-140, HTH-133, LPN-119, LPN-120, SOC-167, PSY-170, LPN-144, LPN-128, LPN-129, LPN-145.

HTH-141 Health Care Billing (2 credits)

This course covers the information required for unit clerks to work in a medical office environment. Topics covered include basic Alberta Health Care billing, third party and direct billing, business functions related to the medical office, booking and scheduling, and a look at the different branches of medicine and related specialties. Not available for challenge or supplemental.

HTH-250 Health Issues in Education (3 credits)

This course will provide students with an overview concerning the promotion of health and safety, the prevention of illness, as well as the maintenance and quality care of children with diverse needs in schools. Not available for supplemental.

HTH-255 Professional Growth (3 credits)

The focus of this seminar course will be on 'interdisciplinary health care team members as partners'. The more advanced roles for the practical nurse in leadership and delegation, case management, consultation and referrals will be the major themes. Difficult working relationships and important ethical/legal issues related to licensure and practical nursing practice will be explored. Students will engage in activities to promote employment opportunities. Prerequisite(s): take NSG-251, NSG-252, NSG-253, NSG-256, PSY-170, PSY-251. Corequisite courses: NSG-257, NSG-258, NSG-259, NSG-267.

(HUM) HUMANITIES:

HUM-150 Logic (3 credits)

This is designed as a course in logical self-defence. In everyday life we are faced with the problem of making judgments. We must learn how to evaluate what we have read or been told if we are to make reasonable decisions. Once students have learned to recognize inappropriate evidence or excessive claims, they will be more able to ensure they do not inadvertently add to the confusion surrounding many issues by thinking, speaking or writing in an illogical fashion.

Course Descriptions HUM 152 - HUM 190

HUM-152 Introduction to Creative Writing (3 credits)

This humanities course is an elective for program students or would-be writers in the greater community who wish to take a three-credit university-transfer course that will develop their creative potential beyond the confines of traditional non-fiction genres such as the essay and freelance article. The focus is on the genres of poetry, fiction, and drama/creative non-fiction. The course will devote approximately four weeks to journal writing and set creative writing exercises intended to provide the necessary skills and raw materials from which to draft original poems, and narrative and dramatic scenes. The remainder of the time will be divided at the instructor's discretion between poetry, short fiction, and drama/creative non-fiction. Students will be expected to complete set assignments within each of three of the four genres. After the first month or so, in-class time will be divided between lecture/discussion of professional writing models and/or matters of craft and workshoping for student work. Service Learning opportunity may be available. Not available for supplemental. Equivalent to ENG-165.

HUM-155 Ethics (3 credits)

HUM-155: Ethics is a philosophy course that focuses on ethical theories and moral issues. The course has two aspects: one emphasizes meta-ethical thinking, or thinking about the nature of ethics itself, and one emphasizes ethical thinking, or thinking about what to do in a particular situation. The course is both theoretical and practical. The course has implications that will impact upon students as persons in their private or public lives. Service Learning opportunity may be available.

HUM-158 Creative Problem-Solving (3 credits)

This course is an introduction to the process of creative problem-solving and personal and group development through creative behaviour.

Concentration is on using methods and strategies of the creative process as a means to promote personal development and resolve problems individually and in small groups.

Applications will focus on innovation, management and business change, including marketing. Students will be introduced to conceptual and skills based development through hands-on activities such as case studies, journals or portfolios, graphic organizers, videos and visual presentations, puzzles, games, projects, discussions and presentations. Not available for supplemental.

HUM-160 Ancient Civilizations (3 credits)

This course surveys the development of ancient civilizations to familiarize students with the rich and varied stories of our human past and to increase awareness of the debt we in the 21st century owe to the peoples of the past. The aim of the course is to introduce students to some of the methods and theories of archaeology, to trace the development of urbanism and civilization after the invention of agriculture, and to acquaint students with the representative cities, archaeological evidence, and characteristics of specific cultures of the past. It pays particular attention to the social organization, physical remains, arts and history of ancient states in Mesopotamia, Egypt, the Far East, the Middle East, Greece, Rome, Europe and the Americas. Not available for supplemental.

HUM-165 Introduction to Archaeology (3 credits)

HUM-165 is the introductory course to the history, methods, techniques and practice of archaeology. Archaeologists study the past primarily through the material remains left by the occupants of a site. It is through the identification and interpretation of this evidence that we gain an understanding of our human heritage.

Lectures presented throughout the course focus on methods archaeologists use to locate and excavate sites, analytical techniques used to process the data they collect, and interpretive methodologies. Examples discussed in class incorporate both historical and pre-historical cross-cultural archaeology.

HUM-180 Introduction to World Religions (3 credits)

This humanities course will explore the major religious traditions of the world with regards to their historical evolution and philosophical framework. Major religious figures, significant events and religious literature from Hinduism, Buddhism, Judaism, Christianity and Islam will be studied in depth, with reference also to the rich religious traditions China, Japan, India, and North America. The goal of this course is not to examine the religious traditions in terms of right or wrong, but rather to be able to gain an understanding and hopefully an appreciation of each tradition on its own merits based on historical, political and social context. Service Learning opportunity may be available. Not available for supplemental.

HUM-190 Popular Culture (3 credits)

This humanities course serves as an introduction to cultural theory via a brief survey of Western popular culture. Students will analyse, according to cultural theory and concepts, various aspects of the popular culture of the past century, with examples drawn from the mass media and a wide variety of cultural texts. The course will follow the evolution of popular culture and the dialectical nature of idea exchange, by examining American popular culture and the influence it has had on the Canadian experience.

Course Descriptions HUM 195 - HUM 295

HUM-195 Cultural Anthropology (3 credits)

This humanities/social science course explores the wonderful diversity of human cultures around the globe. It takes the view that we can learn more about ourselves by learning more about others. Anthropology, the study of humanity, asks a fundamental question: If we are all human beings, then why do we seem to be so different from each other? This course will help students increase their knowledge and understanding of the peoples with whom they share the Earth. It surveys approaches used by anthropologists to study humanity in all its variety and probes some of their explanations for diverse human cultural practices. The course considers how anthropology helps us understand contemporary global problems such as population growth, hunger, economic globalization and ethnic conflict. Not available for supplemental.

HUM-250 Police and Community Relations (3 credits)

This is an intermediate human relations course provided to front-line police officers, which focuses on the identification and understanding of the complexities of a culturally diverse work environment. Police recruits will learn to recognize personal biases that may impact their work as a law enforcement officer. Through lecture and field trips, police officers learn strategies for customer service, bias-free policing, self-regulation and personal stress management enabling them to be more effective in an increasingly multicultural community.

HUM-265 Archaeology of Ancient Civilizations (3 credits)

This course surveys the development of ancient civilizations to familiarize students with the rich and varied cultures of the human past in order to increase awareness of the debt we, in the 21st century, owe to past diverse cultural developments.

Consequently, the course will trace the development of urbanism and civilization subsequent to the emergence of agriculture, and will familiarize students with the representative cities, archaeological evidence, technological developments, and cultural characteristics of those civilizations. In particular, students will focus on the social organization, physical remains, arts, and history of the ancient states in Mesopotamia, Egypt, the Far East, the Middle East, South and Southeast Asia, Greece, Rome, Africa, and the Americas. Not available for supplemental. Prerequisite(s): take any one of HIS-170, HUM-165, HUM-180, or HUM-195.

HUM-281 Christianity (3 credits)

This humanities course introduces students to the Christian religion. It surveys the past 2000 years in the life of the Christian Church from the time of Jesus of Nazareth to the present. The aim is to show how the Christian Church, in all its present-day diversity, emerged from humble beginnings, how Christianity developed and adapted to changing circumstances, how it met and responded to internal challenge and crisis, and how debates and differences led to disagreements and divisions. It is a story full of great individuals, powerful ideas, persecutions, political power-plays, heresies, corruption, revolution and creativity. Not available for supplemental. Prerequisite(s): take any one of HUM-155, HUM-160, HUM-180, HUM-195, or HIS-170.

HUM-285 Buddhism (3 credits)

This course is a comprehensive introduction to the history, thought, and practices of the Buddhist tradition. Students will learn about the origins of Buddhism, its spread, and its subsequent growth through sectarian developments. Although a historical approach is used in structuring the material, emphasis will be placed on the doctrines and teachings of Buddhism, with particular attention to those

unifying elements which transcend the tradition's diversity. The study of Buddhist symbolism, art, mythology, and meditative practices will enhance our understanding of the pervasive, ongoing, and profound influence of Buddhist culture in the world. Available for challenge or supplemental. Prerequisite(s): take any one of HUM-155, HUM-160, HUM-180, HUM-195, or HIS-170.

HUM-291 Film Studies (3 credits)

This humanities course will explore film, specifically the "art" of watching film, and examine film with respect to a variety of aspects: film history, cinematography, mise-en-scene, editing, story, thematic elements, film genres, auteurism, adaptations and film theory. The student will be engaged in film on a variety of levels over the semester, from film critic to director, developing a sense of video literacy and film appreciation. The class will consist of lectures, the viewing of films, group discussion, and final class projects. The breadth of the course demands that students view some assigned films outside of class time. Not available for supplemental. Prerequisite(s): take any one of HUM-155, HUM-190, HUM-195, or ENG-190.

HUM-295 Anthropology of Gender (3 credits)

This humanities/social science course examines the roles of women and men in a cross-cultural perspective that highlights variations in gender roles and interpersonal relations around the world. The aim is to introduce students to the anthropological study of gender, to help them acquire language and tools to think critically about gender, to explore historical changes in gender roles and relations and to reflect critically on gender in modern industrial and post-industrial nations. Not available for supplemental. Prerequisite(s): take any one of HUM-155, HUM-180, HUM-190, HUM-195, SOC-153, or SOC-160.

Course Descriptions HUM 350 - IDM 271

HUM-350 Ethics and Correctional Issues (3 credits)

Students will address historical and current correctional issues from an ethical perspective, developing in the process a strong ethical foundation for decision-making. Instruction will focus on guiding students to become more aware of issues and the implications of their actions, in the increasingly complex correctional environment.

(IDM) INTERIOR DESIGN:

IDM-150 History of Interiors (3 credits)

This course is a historical survey of Western art, architecture and interior environments considered in the setting of physical, socio-economic, political and cultural environments. Not available for supplemental.

IDM-155 Intro to Interior Design (3 credits)

The broad aims of the course will be to expose students to a series of design topics, concerns and issues as they relate to human behaviour and to develop design assessment and awareness. Not available for supplemental.

IDM-158 Representations I (6 credits)

This course introduces drawing as a means of communication. Focus is on the development of freehand skills with various media. Students will gain sensitivity and expertise with line, play of light, shade and shadow, proportion and basic perspective. Not available for supplemental. Equivalent to IDM-154.

IDM-159 Representations II (3 credits)

The skills introduced in Representation I will be further developed, practiced and refined, with particular emphasis on the application of drawing representation as a communications skill, integral to the design process. Other appropriate media will be introduced. Not available for supplemental. Equivalent to IDM-156. Prerequisite(s): take IDM-158.

IDM-167 Interior Detailing I (6 credits)

This course is an introduction to manual drafting. It covers the detailing of components relating to buildings and their furnishings, with projects focusing on the development of working drawings and related documents. Not available for supplemental. Equivalent to IDM-166.

IDM-170 Colour, Materials and Lighting (3 credits)

This course is an in-depth study of colour theory and application as it relates to interior design. Topics include technical information, psychological and behavioural aspects, and application of textiles for residential and commercial use, lighting as an integral part of the design process, principles of vision, perception, and lighting, technical aspects of light sources and fixtures, psychological effects of lighting. The interrelationships between colour, textiles, and lighting will be studied. Not available for supplemental.

IDM-179 Design Fundamentals (6 credits)

This course is an introduction to the elements, principles and processes of design and two- and three-dimensional problem-solving necessary to understand the design of human environments. Not available for supplemental.

IDM-181 Design Studio I (6 credits)

Students will be introduced to and learn to apply residential design theory through practical projects utilizing basic design problem-solving processes which include consideration of the physical, functional and psychological needs of various inhabitants. Not available for supplemental. Equivalent to IDM-180. Prerequisite(s): take IDM-179.

IDM-190 E-Tools for Interior Design I (6 credits)

In this course, students will be introduced to and become proficient with various software used throughout interior design practice.

Emphasis will be on AutoCAD, software for millwork design and software from leading design manufacturers. Not available for supplemental.

IDM-255 Materials and Finishes (3 credits)

Students will gain an overview of interior materials, elements, finishes and finishing techniques. Research and critical analysis components and a hands-on approach will be emphasized. Not available for supplemental.

IDM-267 Interior Detailing II (6 credits)

This course covers the design and detailing of components for commercial interiors (i.e. restaurants, offices and retail environments) with projects related to Design Studios II, III, and IV. Not available for supplemental. Prerequisite(s): take IDM-167.

IDM-270 Practicum (3 credits)

This is a summary course utilizing skills acquired from core courses. This practicum will be a structure of learning experiences containing assignments and placement with a design-related employer. The placement will be a competition for positions; a limited number of positions will be available. Students are not guaranteed a placement. The course will introduce students to a practical application of professional interior design, resume and interview skills. Not available for supplemental. Prerequisite(s): take IDM-150, IDM-155, IDM-158, IDM-159, IDM-167, IDM-170, IDM-179, IDM-181, IDM-190, IDM-255.

IDM-271 Portfolio (2 credits)

Existing drawings and design work will be used to develop a professional quality design portfolio in digital and/or material format. Not available for supplemental.

Course Descriptions IDM 285 - IND 263

IDM-285 Design Studio II (6 credits)

Students will be introduced to and apply commercial design theories related to cafe and restaurant design. Extensive portfolio work will be expected that combines the principles of colour, light, interior detailing, materials, design fundamentals, textiles and drafting. Not available for supplemental. Equivalent to IDM-280. Prerequisite(s): take IDM-179, IDM-181.

IDM-286 Design Studio III (6 credits)

This course is an examination of functional requirements and aesthetic considerations in designing office environments. It involves planning and designing an office environment from programming to presentation drawings, based on a specified client/company profile. Not available for supplemental. Equivalent to IDM-283. Prerequisite(s): take IDM-179, IDM-285.

IDM-287 Design Studio IV (6 credits)

This course is an examination of functional requirements and aesthetic considerations in designing retail and/or hospitality environments. It involves planning and designing a retail or hotel/resort environment or the like, from programming to presentation drawings, based on a specified client profile. Not available for supplemental. Equivalent to IDM-284. Prerequisite(s): take IDM-179, IDM-285.

IDM-290 E-Tools for Interior Design II (3 credits)

This course continues from and builds on software skills acquired in E-Tools for Interior Design I. Emphasis will be on three-dimensional drawing, modeling, and rendering of interior spaces and components. Prerequisite(s): take IDM-190. Not available for supplemental.

(IND) INDEPENDENT STUDY:

IND-151 Independent Study (1 credit)

Independent study is a learning experience in which students pursue a topic related to their program or

proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

IND-152 Independent Study (2 credits)

Independent study is a learning experience in which students pursue a topic related to their program or proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

IND-153 Independent Study (3 credits)

Independent study is a learning experience in which students pursue a topic related to their program or proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

IND-162 Independent Study (2 credits)

Independent study is a learning experience in which students pursue a topic related to their program or proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

IND-251 Independent Study (1 credit)

Independent study is a learning experience where students pursue a topic related to their program or proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

IND-252 Independent Study (2 credits)

Independent study is a learning experience where students pursue a topic related to their program or proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

IND-253 Independent Study (3 credits)

Independent study is a learning experience where students pursue a topic related to their program or proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

IND-261 Independent Study (1 credit)

Independent study is a learning experience where students pursue a topic related to their program or proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

IND-263 Independent Study (3 credits)

Independent study is a learning experience where students pursue a topic related to their program or proposed career. Students are responsible for developing an outline of the project they wish to undertake. Further information may be obtained from their Program Leader. Not available for challenge or supplemental.

Course Descriptions IND 450 - KEY 140

IND-450 Corrections Independent Study (3 credits)

This course is a self-directed learning experience in which students pursue a research topic encompassing one or more of the goals of corrections. Topic selections must be relevant to the roles and responsibilities of a corrections professional. Students will be required to demonstrate competency in reviewing literature, collecting and analyzing data and written communication. Initial outlines of proposed studies require approval of faculty supervisor. This is a Directed Field Study (DFS) course. Not available for supplemental.

IND-460 Senior Corrections Project (3 credits)

This course is a directed learning experience in which the student pursues an applied project encompassing one or more of the goals of corrections and/or the correctional institution where they are working. The topic selections should be relevant to the student's placement agency and location. The Directed Field Study Co-ordinator must approve all projects at the outline phase. The final paper must be more than 5,000 words (20-30 pages) in length. This is a Directed Field Study. Not available for supplemental.

(IRR) IRRIGATION TECHNOLOGY:

IRR-152 Introduction to Irrigation (3 credits)

This course provides the background required to understand irrigated agriculture in Western Canada. Topics include the importance of irrigation in various economies with particular emphasis of the Alberta economy, a discussion of the government's role in irrigation funding, study of the major water storage and distribution works in Alberta and Irrigation District operations, and water resource issues including tenure and resource allocation. Interprovincial and international water rights will be studied.

The course also includes an introduction to surface, sprinkler, and micro irrigation systems and a study of the costs and returns of irrigated farming in Alberta. A research paper is a major course requirement. Equivalent to AGR-193.

IRR-250 Agricultural Sprinkler Systems (4 credits)

This course provides competencies required to purchase, maintain and operate an agricultural sprinkler system in western Canada. Topics include system selection, affects of soils, capacity calculations and crop requirements. Basic hydraulics including pipeline sizing, valve sizing, friction losses and calculation of Total Dynamic Head, are also covered. Pipeline selection, installation, purchasing and practical exercises involving selecting components for side roll and center pivot systems are included, as are pump selection, energy use calculations, proper pump set-up and maintenance. Prerequisite(s): take AGR-193, AGR-162.

IRR-252 Sprinkler Systems & Irrigation Management (4 credits)

This course covers the purchasing, operation, maintenance and management of sideroll and pivot sprinkler systems in Western Canada. System outcomes include basic hydraulics, pipeline installation, calculation of total dynamic head, pump selection, energy use calculations, system set-up, purchasing, and maintenance. Management outcomes provide the learner with skills required to actively manage irrigations in Western Canada including crop water requirements, soil moisture measurement and irrigation scheduling by both predictive and monitoring methods. Prerequisite(s): take RRM-153, AGR-168, PLT-152, IRR-152. Corequisite course: IRR-252L.

(IST) INTERNATIONAL STUDIES:

IST-250 International Study Tour (3 credits)

Learners taking this course will prepare for, and participate in, a study tour. The learner will have the opportunity to enhance research and presentation skills, obtain or improve upon their awareness of world cultures, and gain a greater knowledge of many aspects of international business in the global marketplace. (As the program offering the course will set screening criteria, only eligible students will be permitted to enroll.) Not available for challenge or supplemental.

(KEY) KEYBOARDING:

KEY-050 Keyboarding Fundamentals (3 credits)

This course teaches the fundamentals of touch-typing. It develops the keyboarding skills required for students to successfully complete class assignments which must be word-processed.

KEY-139 Introductory Keyboarding (5 credits)

This course covers the fundamentals of touch-typing. It develops skills required for typing business and personal letters, tables, memorandums and reports. It cannot be included as part of the credit requirement for the one-year and two-year Office Administration programs. Not available for challenge or supplemental.

KEY-140 Document Processing I (5 credits)

The emphasis of this course is on developing production speed and accuracy. Proper formatting of business documents is covered, including letters, tables, memorandums and reports using Microsoft Word. Please note: Students must be capable of keyboarding at a minimum of 30 words per minute. Not available for supplemental.

Course Descriptions KEY 141 - LAW 172

KEY-141 Document Processing II (5 credits)

This course covers advanced level keyboarding, business documents, two-page letters and memos, boxed tables, braced-heading boxed tables, manuscripts with footnotes and endnotes and repetitive documents. Not available for supplemental. Equivalent to KEY-145. Prerequisite(s): take KEY-140.

KEY-143 Keyboard Skill Building (1 credit)

Students will use an individualized diagnostic/prescriptive method as a means to build employable keyboarding speed and accuracy.

KEY-145 Document Processing II (4 credits)

This course covers advanced level keyboarding, business documents, two-page letters and memos, boxed tables, braced-heading boxed tables, manuscripts with footnotes and endnotes and repetitive documents. Not available for supplemental. Equivalent to KEY-141. Prerequisite(s): take KEY-140.

KEY-249 Data Entry (2 credits)

This course covers data input methods including skill development (speed and accuracy) for alphabetic and numeric input. Actual projects involving various business applications are handled. Prerequisite(s): take CPU-120.

(LAR) LANGUAGE ARTS:

LAR-043 Language Arts I (5 credits)

This course is designed to introduce basic literacy skills in reading, writing, speaking and listening, using adult appropriate materials with a life skills focus. Not open to supplemental.

LAR-048 Language Arts II (5 credits)

This course is designed to introduce intermediate literacy skills in reading, writing, speaking and listening, using adult appropriate materials with a life skills focus. Not open to supplemental.

LAR-055 Language Arts III (5 credits)

This course is designed to introduce advanced literacy skills in reading, writing, speaking and listening, using adult appropriate materials with a life skills focus. Not open to supplemental.

(LAW) LAW:

LAW-160 Introduction to Law (5 credits)

This course is an introduction to the legal system and legal institutions in Canada, conveying the principles, powers and privileges Canadian law conveys as an instrument of democracy, from the role and origin of law, through the building blocks of the legal system, to substantive law. Emphasis is on the effect various legal decisions have on the participants of the legal process. Equivalent to CJP-162.

LAW-161 Introduction to Natural Resource Law (5 credits)

This course introduces students to the Canadian legal system and sources of natural resource law. It examines the evolution and creation of law with a direct focus on the role of resource law enforcement in resource management. The fundamental principles of the Canadian judicial system, trials, sentencing, appeals and the Canadian Charter of Rights and Freedoms will also be reviewed. Selected provincial and federal natural resource laws that regulate air, contaminated land, fisheries and wildlife will be addressed. Provincial and federal court procedure, officer authorities, and common defences will be examined. Not available for supplemental.

LAW-165 Criminal Law (3 credits)

This course covers the history of criminal law, history and structure of the Criminal Code, the Constitution Act including the Canadian Charter of Rights and Freedoms, sources of interpretation, criminal responsibility and common law and statute law defence practices. Not available for supplemental.

LAW-170 Correctional Law (3 credits)

This course covers general aspects of Canadian law as it applies to the field of corrections, as well as acts and regulations specific to corrections. Expectations of correctional staff in light of the Charter of Rights and the Criminal Code are reviewed, together with the application of common case law to corrections. Specific legislation covered includes the Corrections and Conditional Release Act, the Prison and Reformatories Act, Provincial Corrections Act, FOIP and victim-related legislation. Current legal issues in corrections will be explored. Not available for supplemental. Prerequisite(s): take LAW-165.

LAW-172 Law for Corrections (4 credits)

This course covers the historical foundations of Canadian law and the process by which laws are developed. Included are the principles and purpose of sentencing as well as the sentencing instruments available to the court such as Discharges (with probation), Conditional Sentence Orders, and Incarceration. Early release from incarceration, both federal and provincial, via Parole and Temporary Absence are studied through the Correctional & Conditional Release Act, The Prison & Reformatories Act and the Alberta Corrections Act. Study of the Criminal Code is highlighted throughout this course with particular attention to search and seizure, use of force and Judicial Interim Release via Recognizance Orders and Peace Bonds. The Charter of Rights and Freedoms and Freedom of Information and Privacy Act (FOIP) are studied from the perspective of victim-related legislation. Current legal issues in corrections will be explored with students expected to make written and classroom presentations. Not available for supplemental.

Course Descriptions LAW 175 - MAN 241

LAW-175 Procedural Law (3 credits)

This course involves a brief look at statute, case and common law pertaining to search warrants. It also examines the law pertaining to the processing of charges through the courts, including the procedure for getting witnesses to court with subpoenas. A large portion of the course involves examination of citizen and peace officer powers of arrest and release procedures. Prerequisite(s): take LAW-165.

LAW-180 Provincial & Federal Statutes (3 credits)

This course focuses on the application of commonly used provincial and federal statutes. Police recruits will learn the technical applications of provincial legislation such as the Gaming and Liquor Act, Residential Tenancy Act, Environmental Protection Enforcement Act, Youth Tobacco Act, Traffic Safety Act and Mental Health Act. Police Officers also learn the technical applications of federal legislation such as the Immigration Act, Human Rights, Criminal Code, Controlled Drugs and Substances Act and the Youth Justice Act. Additional topics will include training in occupational health and safety related issues, including WHMIS, WCB claims, investigations and reports.

LAW-190 Criminal Procedural Law (3 credits)

This is a course in Canadian law for front-line Police officers, which focuses on the complexities of the Canadian Charter of Rights and Freedoms as it pertains to and influences case law, common law and various sources of statute law. Police officers are instructed in the interpretation and use of statute law, powers of arrest and detention, search and seizure and legal processes used to compel/direct individuals who are in lawful custody. Police officers are also educated in the processes required to obtain warrants for arrest and search warrants of various types.

Emphasis is placed on the Canadian Charter of Rights and Freedoms, Criminal Code, Freedom of Information and Privacy Act, Provincial Offences Procedures Act, Youth Justice Act, Firearms Act, Police Act and the Law Enforcement Review Board. Equivalent to LAW-350.

LAW-265 Introduction to Environmental Law (3 credits)

This course includes sources of environmental law, Canadian and global environmental issues, the legal system and environmental protection, division of powers and common law and the environment. The regulatory framework of environmental law will be discussed using provincial and federal acts and legislation. An overview of environmental legislation including the Alberta Environmental Protection and Enhancement Act (EPEA), The Canadian Environmental Protection Act (CEPA), the Fisheries Act and the Canadian Environmental Assessment Act (CEAA) will provide the regulatory framework for land use planning and mitigation. Not available for supplemental.

(LPN) PRACTICAL NURSING:

LPN-127 Clinical IV - Acute Care (4 credits)

This course focuses on the nursing needs of clients throughout the life cycle in acute care settings.

LPN-146 Maternity Nursing (3 credits)

This course is an introduction to the needs and nursing intervention of child-bearing families. Community resources and client teaching are addressed.

LPN-147 Pediatric Nursing (3 credits)

This course is an introduction to the needs and nursing interventions of child-rearing families. Community resources and client teaching are addressed.

LPN-148 Focused Practicum (3 credits)

This course provides opportunities for students to apply nursing knowledge and skills of medication administration and team leading. Prerequisite(s): take ENG-150, COM-162, LPN-135, HTH-132, LPN-115, LPN-139, LPN-124, LPN-140, HTH-133, LPN-119, LPN-120, SOC-167, PSY-170, LPN-144, LPN-128, LPN-129, LPN-145.

LPN-149 Comprehensive Practicum (4 credits)

Preceptored experience provides the opportunity to make the transition from a student to a graduate role. Prerequisite(s): take ENG-150, COM-162, LPN-135, HTH-132, LPN-115, LPN-139, LPN-124, LPN-140, HTH-133, LPN-119, LPN-120, SOC-167, PSY-170, LPN-144, LPN-128, LPN-129, LPN-145, HTH-134, LPN-127, LPN-146, LPN-147, HTH-135.

(MAN) MANUFACTURING:

MAN-241 Food Processing I (4 credits)

This course covers the fundamental manufacturing issues specific to the food industry. Topics may include basics of food microbiology and microbiology trouble-shooting, fundamentals of industrial hygiene, food handling, plant sanitation and pest control. Not available for supplemental.

Course Descriptions MAS 122 - MAS 254

(MAS) MESSAGE THERAPY:

MAS-122 Practicum I (1 credit)

This course reinforces the basic information taught in massage theory classes. The in-house clinic provides a professional setting in which to practice basic knowledge and techniques, covering areas of draping, bolstering, positioning and turning clients. Introduction to record-keeping, filing systems and journal entries are taught. FOIP and other confidentiality concerns are covered. Body mechanics and personal safety issues are addressed and monitored for both student and client. Students will begin to develop an ethical professionalism. All time will be spent on campus.

MAS-123 Practicum II (2 credits)

This course reinforces the basic information gathered in the advanced massage course and builds upon the basics. Students will learn correct terminology, identify musculature and locate skeletal landmarks. Knowledge will show assessments and treatment while rendering services to the general public. Students develop skills in pathology, anatomy and physiology, while utilizing advanced techniques in massage. Prerequisite(s): take MAS-122.

MAS-130 Pathology (3 credits)

This course provides students with the understanding of pathology as it relates to basic structure and functioning of body systems. In detail study, the course examines pathology as it relates to massage and painful tissues. Students will learn which pathologies they can and cannot affect with massage. Prerequisite(s): take BIO-145.

MAS-140 Basic Massage (5 credits)

This course introduces students to practical massage techniques and theory. It includes physiological, psychological and mechanical effects of massage, indications and contraindications and introduction to strokes.

Work involves hands-on practice. At the end of the course, students will be able to competently perform a full body massage. Corequisite courses: MAS-140L, BIO-145.

MAS-144 Contemporary Practices (3 credits)

Students will develop an understanding of and broaden their knowledge of issues such as professionalism, boundaries, communication with clients and allied health disciplines, healthy work environments versus unhealthy work environments, ethics, informed consent and other contemporary issues massage therapists face in today's competitive marketplace.

MAS-145 Advanced Massage (4 credits.)

This course reviews the basics and moves on to explore greater depth of massage treatment techniques and advanced strokes dealing with acute to chronic pathologies. It involves hands-on practice. Prerequisite(s): take MAS-140. Corequisite course: MAS-145L.

MAS-149 Massage Seminar (1 credit)

This course involves lecture/seminars of a specialized nature as it relates to the field of massage. It may include such topics as reflexology, sports, and craniosacral therapy.

MAS-251 Massage Techniques I (4 credits)

This course focuses on exposing the student to a variety of therapeutic techniques that treat deep tissue pathologies. Various advanced techniques including neuromuscular therapy, ice massage, trigger point therapy and cross fiber frictioning will be addressed. Upon completion of the course, it is expected that the student will have a strong understanding of the anatomical and physiological mechanisms of common soft tissue injuries and be able to apply the advanced techniques taught to successfully treat a variety of conditions.

Equivalent to MAS-141. Prerequisite(s): take MAS-140. Corequisite course: MAS-251L.

MAS-253 Assessment for Massage I (3 credits)

Instruction will be given to equip students with the skills to effectively interview a client and perform a basic physical assessment. Students will learn gait, palpation, joint, nerve and muscle testing assessment techniques. Pathologies will be assessed, contraindications will be addressed, as well as the special tests for each part of the body. This course will deal with the lower extremities of the body: foot and ankle, lower leg, knee, hip and lumbar spine. Interpretation of the information, development of a care/treatment plan and documentation for communication with other health care professionals will be addressed. Equivalent to MAS-126. Prerequisite(s): take MAS-140. Corequisite course: MAS-253L.

MAS-254 Special Populations I (5 credits)

Special Populations I is designed to begin integrating complex dysfunctions and pathologies students will encounter in their practices with appropriate treatment protocols. The special populations covered will be either pathology based (for example, asthma) or mechanically based (for example, hyperlordosis), and each module will take students through the process the dysfunction/pathology takes and the treatment protocol that would be implemented. It is expected that students will integrate techniques covered in previous courses and also begin to show acquired knowledge skills. Body mechanics and massage techniques used in these situations will be covered. Not available for supplemental. Equivalent to MAS-121. Prerequisite(s): take MAS-140. Corequisite course: MAS-254L.

Course Descriptions MAS 255 - MGT 261

MAS-255 Practicum III (2 credits)

In this practicum, the individual will demonstrate skills, competency and confidence in contraindications, communications and self-care, as well as assessments and the treatment thereof. Practicum placement off-site will take place here, as will many ad-hoc events. Equivalent to MAS-124. Prerequisite(s): take MAS-123.

MAS-256 Sports Massage (4 credits)

This course explores the theory and practice of sports massage, including its history and the role of the sports massage therapist. The indications and contraindications to different sports are addressed as well as specific techniques, positioning, and pre and post event massage. Prerequisite(s): take BIO-145, BIO-146. Corequisite course: MAS-256L.

MAS-257 Massage Techniques II (3 credits)

This course focuses on applying advanced massage and hydrotherapy techniques to clients in a spa and esthetic practice setting. Students will address the physiological effects of several techniques including paraffin dips, wraps, mud applications and skin exfoliation. Instruction in contraindications, technical protocols and treatment modifications will be provided. Upon completion of the course, the student will be able to successfully incorporate a variety of spa and esthetic techniques into a traditional massage treatment. Equivalent to MAS-142. Prerequisite(s): take MAS-251. Corequisite course: MAS-257L.

MAS-258 Assessment for Massage II (3 credits)

This course will continue and build upon the skills acquired in Assessment for Massage Therapists I. Students will review the orthopedic assessment procedures and then focus on the upper extremities.

This will include assessment and care/treatment plans of the wrist and hand, elbow, shoulder and cervical spine. Equivalent to MAS-128. Prerequisite(s): take MAS-253. Corequisite course: MAS-258L.

MAS-259 Practicum IV (2 credits)

In this final practicum, students will apply therapeutic massage techniques to clients in a clinical setting and will present assessment data and treatment plans for individual clients. Practicum placement and ad hoc events will take place. Prerequisite(s): take MAS-255.

MAS-260 Special Populations II (4 credits)

This course continues where Special Populations I left off. More complex pathologies will be covered as well as the manifestation of multiple pathologies and how to approach the treatment of the increasingly complex client. The focus is on therapeutic massage for clients with special needs such as chronic disease conditions and disabilities, seniors, and post-surgical clients. Prerequisite(s): take MAS-254. Corequisite course: MAS-260L.

(MGT) MANAGEMENT:

MGT-251 Events & Conference Management (4 credits)

This is a course in events and conference management including planning, meetings, trade show exhibits, special events, development of marketing plans, organization of convention sales, selling to associations, corporations and other markets. Advertising, negotiations and contracts, admission systems and other services as well as convention billing and post convention review will be covered. Upon completion students are eligible to write the American Hotel and Lodging Association Certification Exam.

MGT-255 Special Events Management (3 credits)

This course is an introduction to responsibilities of event co-ordination through creation of a detailed plan from established objectives and strategies, implementing policies and procedures, training, motivating and leading staff and volunteers, monitoring and evaluating the event and making necessary adjustments. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs.

MGT-256 Restaurant & Lounge Management (5 credits)

Students will be taught the basics of operating controls and service procedures for managing today's fast-paced food industry. This course covers dining room safety, purchasing, inventory, managerial controls, and practical customer service. It entails the physical mechanics of tending bar, including handling spirits and beer, and introduces wine service. Along with the technical training, there is practical training in the Garden Court Restaurant.

MGT-261 Strategic Planning (3 credits)

This course covers the theory and practical steps in the development of strategic plans. Topics include mission statements, SWOT analysis, strategy development, and plan evaluation. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs.

Course Descriptions MGT 265 - MKT 160

MGT-265 Broadcast Management Issues (2 credits)

This course is a practical approach to the legal, regulatory and management issues involved in radio and television operations. Topics include Canadian legal pitfalls such as defamation, contempt, privacy, copyright and censorship relevant to broadcasting. The course will also deal with labour and regulatory concerns as well as practical management issues that relate to personnel and other administrative functions. Not available for supplemental. Equivalent to CAP-269. Prerequisite(s): take CAP-152.

MGT-269 Management Issues in Advertising/Pr (5 credits)

This course investigates the variety of duties required of today's managers in the public relations and advertising industries. It offers an overview of management issues including budgeting, position descriptions, staff motivation, production of annual reports and prospecti, government lobbying, fundraising, volunteer management, entrepreneurship and visionary leadership. Students will develop an annual report, prepare a fundraising strategy and organize office staff and strategies according to institutional goals. Not available for supplemental. Prerequisite(s): take CAP-262.

MGT-370 Correctional Management (3 credits)

This course is a comprehensive exploration of management theory as applied within corrections. Management functions are examined, including mission statements and organizational values, policy and procedures, organizational development, formal and informal organizational structures, monitoring and evaluating staff performance, employee discipline, and labour relations. The correctional subculture is also addressed.

MGT-375 Correctional Leadership (3 credits)

This course addresses current theory and practice in correctional leadership. Among the topics included are customer service (including CAPRA), public involvement in corrections, meeting leadership, project management, coaching and motivational techniques, training and facilitation practices, and public relations.

(MKT) MARKETING:

MKT-152 Commodity Marketing (3 credits)

This course is an overview of the alternatives available in the marketing of grains, oilseeds and livestock. Topics include priced and un-priced marketing strategies, futures contracts, put and call options, the mechanics of futures trading, hedging and the interpretation of market information through fundamental analysis and technical charting techniques. Students use the DTN System to chart commodity prices over the course of the term. Equivalent to AGR-279.

MKT-155 Retailing (3 credits)

This course is an introduction to retailing and examines current trends such as franchises, box stores, superstores, e-commerce, the swing of malls back into the downtown core, department stores, national chains, small independent retailers, store organization, the buying function and pricing, as well as other aspects of contemporary retailing. Not available for supplemental.

MKT-156 Merchandising (5.00 cr.)

This course is an introduction to retailing and examines trends such as the franchise explosion, the swing of malls back into the downtown cores, department stores, the national chains, small independent retailers and their problems, store organization, the buying function and pricing, as well as other aspects of contemporary retailing.

MKT-158 Media Marketing Fundamentals (3 credit)

This overview course will introduce learners to fundamental concepts of marketing and market research and how they relate to the practices of public relations and advertising sales. Students will be offered a working knowledge of basic marketing theories and concepts, marketing research principles and marketing situational analysis. Students will examine buyer behaviour, market identification and segmentation, market research, data acquisition and analysis, and communicating research results. This course is designed particularly for learners in the Communication Arts program. Not available for supplemental.

MKT-160 Marketing and Research Essentials (5 credits)

This overview course will introduce students to fundamental concepts of marketing and market research. Learners will be offered a working knowledge of basic marketing theories and concepts, marketing research principles and marketing situational analysis. Using case studies and final marketing research project, learners will examine buyer behaviour, market identification, market segmentation, pricing, logistics, market research through primary and secondary data sources, data acquisition and analysis and finally communicating research results. This course is designed particularly for students in the Advertising/Public Relations program. Not available for supplemental.

Course Descriptions MKT 188 - MKT 281

MKT-188 Introduction to Marketing (5 credits)

This course covers the nature and scope of marketing management's role in the economy, marketing research, consumer motivation, behaviour and buying patterns, the industrial market, product planning and development, the distribution channels (emphasis on retailers and wholesalers), the price system, personal selling and advertising. The case study method is used to analyse the problems and concepts concerned with the distribution of goods from producers to consumers. Student knowledge is applied to a practical analysis of case material. Not available for supplemental.

MKT-250 Advertising - Essentials (3 credits)

This course examines advertising, including the vocabulary to produce, create, and write advertising; using advertising visual elements; a small and large business use of advertising using specialized media, marketing and advertising research. Not available for supplemental. Equivalent to BIS-104.

MKT-251 Real Estate (3 credits)

This course examines real estate as a profession, real estate ownership and property rights, title and legal descriptions, and other legal aspects related to ownership of property. It also examines real estate brokerage and marketing, appraisal, investments, and real estate financing and credit. Not available for supplemental. Equivalent to BIS-261. Prerequisites: take MKT-188, BUS-166.

MKT-260 International Marketing (3 credits)

This course is an understanding of marketing strategy from a multinational or international point of view, focusing on the world as the potential marketplace rather than local or domestic economy. Foreign nations are viewed both as sources of new potential sales and as sources of competition in the domestic market.

The same basic marketing inputs and strategies can be used as successfully in widely different markets, provided they are adjusted in terms of environmental and cultural differences. The course broadly covers the environment for international marketing, marketing tools in international marketing, and building international marketing strategy. Topics such as free trade versus protectionism and trade with Pacific Rim countries are discussed. Prerequisite(s): take MKT-188.

MKT-270 Retail Administration (3 credits)

This course covers department store organization, consumer demand and its identification, buying techniques, stock assortment, methods of control, applied software and hardware systems, promotion, selling supervision and budgeting. A separate segment will deal with the idiosyncrasies of the fashion industry and areas of marketing quickly spreading to what have traditionally been non-fashion items. Other aspects to be covered include the trend to centralized operations, the support divisions, as well as recent trends and their impact on the retail scene. Not available for supplemental. Prerequisite(s): take MKT-155.

MKT-275 E-Commerce (3 credits)

Learners taking this course will discover, analyse and evaluate the electronic commerce methods used by businesses. The course will take a marketing perspective and examine the Internet as a tool for managers/owners. The evolution of the Internet will be studied as a method of forecasting future changes. The course will be centred around discussing e-commerce strategies for marketing, sales, communication, purchasing, logistics and support activities. Students will have access to the Internet for learning and assignment purposes, but there will not be technical computer lab instruction. Not available for supplemental. Prerequisite(s): take MKT-188.

MKT-277 Merchandise Administration (5 credits)

This course analyses the Canadian retail market by classifying retail structures, considering its idiosyncrasies and understanding the retail customer. Students are prompted to develop a retail strategy following a strategic planning process that can be applied to a retail location decision, how store space should be designed, and optimum ways to present merchandise for sale, including inventory management, pricing, selling, and customer service. Prerequisite(s): take MKT-188 or MKT-156.

MKT-279 Applied Sales (3 credits)

This course covers the ability to handle people, the basis of leadership in all endeavors. This ability is little more than salesmanship under another name. It is the universal application of the principle of selling which justifies its study, even by those who never expect to become salesmen, because it is the art of handling people and selling ideas to them. The course uses cases, research, presentation, micro sales situations and class discussion and involvement. Not available for supplemental. Equivalent to CAP-255. Prerequisite(s): take MKT-188 or MKT-156.

MKT-281 Marketing Logistics (3 credits)

This course covers aspects of inventory, warehousing, transportation, purchasing, packaging, and materials handling all within a framework of the marketing decisions in these areas necessary to enhance customer service in supply chain management. Field studies are utilized to provide practical examples of how these things really work. Prerequisite(s): take MKT-188.

Course Descriptions MKT 283 - MTH 090

MKT-283 Advertising (5 credits)

This course covers advertising as an integral element of the marketing mix. Topics of study include the media, their particular advantages and limitations to the advertiser, the problems of originating and placing advertising, budgeting and control of advertising expense, and implications of the social responsibility of advertisers. Not available for supplemental. Equivalent to BUS-283. Prerequisite(s): take MKT-188 or MKT-156.

MKT-284 Marketing of Services (3 credits)

This course is an introduction to marketing as it pertains to services. Specific topics include analyzing potential customer groups, product life cycles, pricing considerations, distribution of products and the development of a marketing plan. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs. Equivalent to ORG-284.

MKT-288 Marketing Management (5 credits)

This course covers the nature and scope of marketing management's role in the economy, marketing research, consumer motivation, behaviour buying patterns, the industrial market, product planning and development, distribution channels (emphasis on retailers and wholesalers), the price system, personal selling and advertising. The case study method is used to analyse the problems and concepts concerned with the distribution of goods from producers to consumers. Student knowledge is applied to a practical analysis of case material. Prerequisite(s): take MKT-188.

MKT-290 Marketing Research (5 credits)

This course covers the basic research concepts and stages in the research process and how they relate to decisions about conducting specific projects.

Students conduct hands-on research studies for a variety of projects, giving practical experience in designing surveys, conducting focus groups, observation research, interview research and Internet research. Projects vary from term to term as available. Prerequisite(s): take MKT-188.

(MTH) MATH:

MTH-043 Math Fundamentals I (5 credits)

This course covers reading and writing numbers, understanding of whole-number concepts; addition, subtraction, multiplication and division of whole numbers; and measurement skills. Decimals, graphing and some computations with decimals are introduced. Effective problem-solving processes with practical applications are developed.

MTH-048 Math Fundamentals II (5 credits)

This course covers whole number concepts, problem-solving strategies, computation skills with whole numbers, decimals, computation with decimals, equivalents, and graphing.

MTH-054 Mathematics Foundations (5 credits)

This course covers the mathematical skills necessary to undertake pre-algebra and algebra courses in mathematics. Topics include operations with whole numbers, integers, decimals, fractions, rational expressions and percents; metric measurement; geometry; and problem-solving strategies.

MTH-055 Math Fundamentals III (5 credits)

This course covers whole numbers, integers, rational numbers, decimals and fractions, percent and rates, metric measurement, geometry, graphing, equivalents, and use of the calculator. Effective problem solving strategies are developed.

MTH-060 Mathematics (5 credits)

This course covers preparation for introductory algebra and includes solution of simple linear equations and inequalities, basic manipulation with exponents.

MTH-064 Real World Math II (5 credits)

This course will prepare students to handle real-life mathematics applications, thereby showing the importance of math in daily life. Concepts covered focus on work-related issues such as calculating gross and net pay, income tax deductions, balancing chequing and savings accounts, borrowing money, using credit, calculating transportation costs, and costs of independent living.

MTH-075 Mathematics (5 credits)

This course requires a minimum score of 60 percent in MTH-060 or 070 or equivalent or placement testing. Studies cover the basic techniques of algebra from operations on rational numbers through equations and inequalities, factoring and algebraic fractions. It includes basic geometry and trigonometry.

MTH-085 Mathematics (5 credits)

This course requires a minimum score of 60 percent in MTH-075 or 080 or equivalent or placement testing. This course is a continuation of algebra and geometry from MTH-075 and includes factoring, systems of equations, quadratic equations, operations with radicals, rational expressions, rational exponents, graphing, and trigonometry on oblique triangles.

MTH-090 Mathematics (5 credits)

This course requires a minimum score of 60 percent in MTH-080 or MTH-085 or equivalent or placement testing. This course covers radicals and exponents, trigonometry, polynomials and functions, relations and graphing.

Course Descriptions MTH 095 - MTH 165

MTH-095 Mathematics (5 credits)

This course requires a minimum score of 60 percent in MTH-085 or MTH-090 or equivalent or placement testing. Topics include functions; transformations; polynomial, exponential, logarithmic, and trigonometric functions and analysis; conic sections, sequences, series and combinations.

MTH-097 Mathematics (5 credits)

This course is an introduction to differential and integral calculus with practical applications to distance, velocity and acceleration, maxima and minima, sequences and limits, related rates, the integral as an area, and volumes by revolution.

MTH-102 Basic Mathematics (3 credits)

This course is for students who need to upgrade their math skills before continuing a non-mathematical program. It reviews whole numbers, the metric system, fractions, decimals, percent and ratio, introductory algebra, and basic graphing. Not available for supplemental.

MTH-135 Office Math Applications (2 credits)

This course will develop the mathematical skills needed by an office assistant. This will be accomplished by presenting basic principles of mathematics and immediately applying them to the solution of business and personal financial problems. The applied functional approach of this course zeros in on the real world and gets students to appreciate the math function in business. Not available for supplemental.

MTH-141 Math for Health Sciences (5 credits)

This course is specifically for pre-assessed students intending to enter a program within the Centre for Health Justice and Human Services at Lethbridge College.

It will provide students with a multidimensional, contextual learning experience for acquisition of pre-requisite content and skills in mathematics including concepts, terms, expressions, applications, equation, and problem-solving. Successful completion to the standard set by the program(s) pre-requisite requirement will provide opportunity for entry into the identified program(s) in the Centre for Health Justice and Human Services.

MTH-145 Mathematical Transitions (5 credits)

This course is specifically for pre-assessed students intending to enter a program within the Centre for Applied Management or the Centre for Agriculture, Trades & Technologies. This transitional course is focused on the review and development of specific Math 30 Pure and Math 30 Applied concepts and skills required for success in each of the identified program areas. Successful completion to the standards set by the program(s) pre-requisite requirements will provide opportunity for entry into programs in the identified academic centres.

MTH-149 Pre-Calculus (3 credits)

This course is a quick, but extensive, review of high school algebra and trigonometry that technology students need to be successful in Engineering calculus courses. Topics will include arithmetic and basic algebra review without a calculator, algebraic equations, functions and graphs, trigonometry, vectors, exponential and logarithmic functions, and basic geometry. Equivalent to MTH-146.

MTH-152 Mathematics for CIT (3 credits)

This course covers the basic mathematical calculations required for data processing. Topics covered include binary, octal, hexadecimal arithmetic, sets, logic, Boolean algebra, solution of equations by Gaussian row reduction and matrix calculations. Not available for supplemental.

MTH-156 Techniques of Calculus (5 credits)

This course covers functions, limits, derivatives, and extreme problems, definite integral, differentiation and integration of rational functions. Not available for supplemental examination.

MTH-160 Calculus I (3 credits)

This is a technical math course specifically suited to engineering technologists. This course introduces probability and descriptive statistics and provides a basic understanding of differential calculus and its applications. Topics may include basic probability, frequency distributions, descriptive statistics, evaluating limits, discontinuous and continuous functions, the definition of derivative, rules for taking derivatives of certain types of functions including algebraic, trigonometric, logarithmic and exponential functions, and application questions including optimization and rates of change. Not available for supplemental. Equivalent to MTH-154.

MTH-165 Calculus II (3 credits)

This is a technical math course specifically suited to engineering technologists. It includes a basic understanding of Integral calculus and its applications along with an introduction to differential equations and Taylor series. Topics may include the definition of integration and the fundamental theorem of calculus, rules for integrating functions including algebraic, trigonometric, logarithmic and exponential functions, and applications of integration including centers of mass, work, fluid pressure, areas and volumes. Topics in differential equations may include slope fields, exponential growth and decay, trajectories and fluid flow. Not available for supplemental or challenge. Equivalent to MTH-180. Prerequisite(s): take MTH-160.

Course Descriptions MTH 351 - NSG 154

MTH-351 Math for Games Programming (3 credits)

In this course, students will learn mathematical skills that apply to game programming, including fundamentals of mathematics, algebra, physics simulations, rendering and lighting, optimization, matrices and vectors. In addition, problem-solving skills are fundamental skills in game programming and will be reinforced through labs and assignments. Not available for supplemental. Prerequisite(s): take MTH-152.

(MUS) MUSIC:

MUS-150 Music Appreciation (3 credits)

This course is a general introduction to the art music of the western world. Students will develop listening skills, a musical vocabulary, and some knowledge of prominent composers and their works in a historical context. Not available for supplemental.

(NAT) NATIVE AWARENESS:

NAT-155 Native Cultural Awareness (3 credits)

This introductory course is designed for students considering a career in human services or any other occupation in which they will be interacting with Native people. It is intended to increase the student's general understanding of and sensitivity toward Native peoples and cultures. An overview will familiarize students with major Native events and issues, which will help students gain a better understanding of Native/non-Native relations. The broad scope of the subject matter in this course will be enhanced whenever possible by guest speakers.

(NSG) NURSING:

NSG-145 Health and the Practical Nurse (3 credits)

Course focus will be on the "client as partner" and on the role of the practical nurse. Roles, responsibilities, codes of ethics and governing acts of legislation will be introduced. Major theories, principles and models that guide nursing practice will be explored, as well as health determinants and cultural influences on health beliefs and lifestyle. Corequisite courses: NSG-146, NSG-147.

NSG-146 Basic Nursing Skills (3 credits)

Students will develop theoretical principles and basic nursing skills needed to support clients with activities of daily living and in meeting basic health needs. Maintaining client and worker safety in the health care environment is highlighted. Corequisite courses: NSG-145, NSG-147, BIO-160.

NSG-147 Practical Nursing Clinical I (1 credit)

The clinical experience will allow students to apply theory and skills from semester one courses in the Practical Nursing program. Primary placement will be in a long-term care facility and require students to assist clients in meeting basic health needs within the scope of practice for the practical nurse. Corequisite courses: NSG-145, NSG-146, BIO-160.

NSG-148 Health and Individuals (3 credits)

Course focus will be on health and individuals and the role of the practical nurse. Students will develop an understanding of common personal and environmental factors that threaten health and wellness, as well as the body's protective responses to such conditions.

The potential for healthy responses to becoming pathological will be explored.

Prerequisite(s): take NSG-145, NSG-146, NSG-147, BIO-160.

Corequisite courses: NSG-167, NSG-149, NSG-159, BIO-161, NSG-154.

NSG-149 Intermediate Nursing Skills (3 credits)

Students will develop and enhance existing knowledge and skills related to fundamental principles of medication administration in conjunction with clinical nursing skills needed to support clients in meeting more complex health needs. Prerequisite(s): take NSG-145, NSG-146, NSG-147, BIO-160. Corequisite courses: NSG-167, NSG-148, NSG-159, BIO-161, NSG-154.

NSG-150 Concepts of Health I (3 credits)

This course provides an introduction to concepts of health and wellness for individuals and families, the role of the nurse, and the use of group process strategies to support self-directed learning. Corequisite course: NSG-163.

NSG-154 Practical Nursing Clinical II (4 credits)

The clinical experience will allow students to apply theory and skills from semesters one and two to increasingly complex situations, allowing students to focus on holistic health assessment and practice in a variety of settings. Prerequisite(s): take NSG-145, NSG-146, NSG-147, BIO-160, COM-162, ENG-150. Corequisite courses: NSG-148, NSG-149, NSG-159, NSG-167, BIO-161.

Course Descriptions NSG 155 - NSG 256

NSG-155 Concepts of Health II (3 credits)

This course provides an introduction to the concepts of community and population health, adult learning principles and strategies, the relationship of evidence to nursing practice, and strategies for individual contributions to effective group process. This course continues to explore concepts of health and wellness for individuals and families. Prerequisite(s): take NSG-150. Corequisite course: NSG-173.

NSG-159 Pharmacology (3 credits)

The students will apply theoretical and practical knowledge of therapeutic drugs, their effects on the body, and nursing responsibilities related to medication administration. Prerequisite(s): take BIO-160. Corequisite course: BIO-161.

NSG-163 Nursing Practice I (7 credits)

This first nursing practice course provides the foundation for developing therapeutic and caring relationships with clients and introduces concepts of health assessment and basic nursing skills. Practice occurs in the context of healthy or stable individuals across the lifespan in different cultural contexts and settings.

NSG-167 Health Assessment (4 credits)

Students will develop knowledge of the core principles and skills needed for holistic health assessment through opportunities for theoretical and practical application. Prerequisite(s): take NSG-145, NSG-146, NSG-147, BIO-160. Corequisite courses: NSG-148, NSG-149, NSG-159, BIO-161, NSG-154, NSG-167L.

NSG-173 Nursing Practice II (7 credits)

This course includes physical health assessment techniques and the practice of basic nursing skills. Practice occurs in the context of healthy or stable individuals and families across the lifespan in different cultural contexts and settings. Prerequisite(s): take NSG-163, BIO-160.

NSG-250 Health, Illness and Healing I (3 credits)

This course provides an introduction to acute and chronic health challenges for adults with varied cultural backgrounds in diverse geographical settings. It integrates concepts of gerontology, health promotion, illness prevention, epidemiology, pathophysiology, and therapeutics. Prerequisite(s): NSG-150, NSG-163, BIO-160, BIO-161, ENG-190, NSG-155, NSG-173, BIO-162, PSY-160, SOC-160.

NSG-251 Health and Illness (3 credits)

Course focus will be on health and illness and the role of the practical nurse in promoting health in clients with common acute and chronic health challenges. Students will participate in this process-oriented course to further develop critical thinking skills needed to determine nursing assessment and management priorities based on health data. Prerequisite(s): take NSG-167, NSG-148, NSG-149, NSG-159, BIO-161. Corequisite courses: NSG-252, NSG-253, NSG-256.

NSG-252 Senior Nursing Skills (3 credits)

Students will continue to establish competency in nursing and medication administration skills that are more commonly used in acute and complex settings, while reinforcing theories and practical applications learned in semesters one and two. Prerequisite(s): take NSG-148, NSG-149, NSG-159, NSG-154, NSG-167, BIO-161. Corequisite courses: NSG-251, PSY-170, NSG-256, NSG-253, PSY-251.

NSG-253 Practical Nursing Clinical III (4 credits)

The clinical experience will allow students to apply theory and skills from semesters one, two, and three when caring for clients experiencing common acute and chronic health challenges in a variety of settings. Prerequisite(s): take NSG-148, NSG-149, NSG-154, NSG-159, NSG-167, BIO-161. Corequisite courses: NSG-251, NSG-252, NSG-256, PSY-170, PSY-251.

NSG-255 Health, Illness and Healing II (3 credits)

This course focuses on the experiences of child-bearing and child-rearing families with varied cultural backgrounds in diverse geographical settings. It integrates concepts of health promotion, illness prevention, epidemiology, pathophysiology, and therapeutics. Prerequisite(s): NSG-150, NSG-163, BIO-160, BIO-161, ENG-190, NSG-155, NSG-173, BIO-162, PSY-160, SOC-160.

NSG-256 Pathophysiology (3 credits)

Students will have the opportunity to gain knowledge and understanding of physical pathology that threatens health status. The course will provide a sound theoretical base for students within a variety of health care settings. Prerequisite(s): take NSG-159, NSG-167, BIO-160, BIO-161. Corequisite courses: NSG-251, NSG-252.

Course Descriptions NSG 257 - NSG 293

NSG-257 Health and Families (4 credits)

Course focus will be on health and families and the role of the practical nurse in promoting health and wellness during child-bearing and rearing years. Major theory includes ante-partum, intra-partum, and post-partum nursing process and practice. Care of newborns, infants, children and teens in health and illness is explored. The special challenges of the 'Sandwich Generation' will be discussed. Prerequisite(s): take NSG-251, NSG-252, NSG-253, NSG-256, PSY-170, PSY-251. Corequisite courses: NSG-258, NSG-259, NSG-267.

NSG-258 Full Scope of PN Skills (2 credits)

Students will continue to build on senior nursing skills, as well as in advanced medication administration expertise. Theory and practice will be provided to enable students to reach competence in their full scope of practice. Prerequisites: take NSG-251, NSG-252, NSG-256, NSG-253, PSY-170, PSY-251. Corequisite courses: NSG-257, NSG-259, NSG-267.

NSG-259 Practical Nursing Clinical IV (5 credits)

The clinical experience will allow students to apply theory and skills developed throughout the program to establish competency in full scope of practice skills in a variety of settings. Prerequisite(s): take NSG-251, NSG-252, NSG-253, NSG-256, PSY-170, PSY-251. Corequisite courses: NSG-257, NSG-267, NSG-258, HTH-255.

NSG-263 Nursing Practice III (12 credits)

This course teaches increasingly complex nursing skills and provision of basic nursing care for clients with acute and chronic health challenges across the lifespan, including child-bearing and child-rearing families. Prerequisite(s): NSG-150, NSG-163, BIO-160, BIO-161, ENG-190, NSG-155, NSG-173, BIO-162, PSY-160, SOC-160.

NSG-267 Community Nursing (3 credits)

The focus of this course is on developing nursing knowledge and skills needed to provide care to a variety of individuals, families and groups in the community who are at various positions on the age and health continuum. Students will explore the determinants of health and concepts of holistic care that support health promotion and disease prevention. Prerequisite(s): take NSG-251, NSG-252, NSG-253, NSG-256, PSY-170, PSY-251. Corequisite courses: NSG-257, NSG-258, NSG-259.

NSG-276 Focused Practicum (2 credits)

The practicum placement is an opportunity for the student to choose an area of specialization within which to explore professional inclusion. Level of clinical performance will encompass full scope of practice skills in this preceptored placement. Prerequisite(s): take HTH-255, NSG-257, NSG-258, NSG-259, NSG-267.

NSG-277 Comprehensive Practicum (4 credits)

The practicum placement is an opportunity for students to apply knowledge, skills and attitudes gained throughout their educational experience. Transition from student to graduate will occur under the guidance of a preceptor and may occur in a variety of settings. Level of clinical performance will encompass full scope of practice skills. Prerequisite(s): take HTH-255, NSG-257, NSG-258, NSG-259, NSG-267.

NSG-279 Professional Seminar I (3 credits)

This course is an exploration and examination of professional nursing practice concepts and issues. The focus will be on historical and contemporary roles as well as the ethical and legal responsibilities of the registered nurse within the context of the nursing profession and the health care system. Topics include the application of theory to practice, multidisciplinary health care team issues, professional association and union roles. Prerequisite(s): NSG-263 and NSG-250 or NSG-255.

NSG-290 Applied Therapeutics (3 credits)

This course provides an introduction to integrative therapeutic modalities including: conventional (i.e., allopathic), alternative and complementary therapies used in health care and the pathophysiologic, psychologic, energetic, and spiritual basis for these therapies. The nurse's role in promoting quality of life through appropriate use of various treatment modalities and dealing with implications and effects is explored. Prerequisite(s): NSG-155.

NSG-293 Nursing Practice IV (12 credits)

In this course, students provide nursing care for clients with acute and chronic health challenges across the lifespan, including child-bearing and child-rearing families. Prerequisite(s): NSG-150, NSG-163, BIO-160, BIO-161, ENG-190, NSG-155, NSG-173, BIO-162, PSY-160, SOC-160, NSG-263, NSG-290.

Course Descriptions NSG 390 - OAA 237

NSG-390 Standards of Perioperative Nursing (5 credits)

This course introduces the student to the specialty of perioperative nursing and explores the perioperative experience of the patient and roles of the surgical team.

NSG-391 Standards of Scrub Role (2 credits)

In this course, the exploration of the perioperative role of the scrub nurse is identified. Principles of aseptic technique, care and handling of instruments and equipment will be discussed. Prerequisite(s): take NSG-390.

NSG-392 Standards of Circulating Role (2 credits)

The focus of this course is the exploration of the perioperative role of the circulating nurse. Anesthesia effects, assessments, communication skills required and responsibilities of the circulation nurse to the patient and surgical team will be discussed. Prerequisite(s): take NSG-390, NSG-391.

NSG-393 Implementation of Standards (6 credits)

This course builds on knowledge from the previous courses and students are given the opportunity to apply their skills and knowledge to the surgical setting under the direction and supervision of a clinical instructor. Students must successfully complete all pre-requisite courses in order to enrol in the clinical experience. Prerequisite(s): take NSG-390, NSG-391, NSG-392.

NSG-394 Perioperative Practicum (3 credits)

Under supervision of a preceptor, students will have the opportunity to apply the skills and knowledge learned from previous courses during a 144 hour, 18-day working experience. Students will have the opportunity to gain basic knowledge of recovery room nursing.

This practicum may occur at alternative sites. Prerequisite(s): take NSG-390, NSG-391, NSG-392, NSG-393.

(OAA) OFFICE ADMINISTRATION:

OAA-142 Office Procedures (5 credits)

In this course, students will learn to make decisions, organize information, schedule appointments, use proper telephone technique, coordinate business conferences, handle procedures for travel arrangements, create and format special documents, prepare resumes and portfolios, learn procedures for incoming and outgoing mail and e-mail and gain an understanding of time management and office ergonomics. Presentation of material provides practical experience simulating on-the-job situations. Not available for supplemental. Prerequisite(s): take KEY-140.

OAA-145 Electronic Transcription (3 credits)

In this course, students will learn the technical skill of transcribing documents. They will learn how to co-ordinate the skills of listening, following directions, and strengthening their English language skills by practicing punctuation, spelling, grammar, vocabulary, editing and proofreading. Students will learn to use reference books quickly and efficiently and to develop a first-time correct technique in completing their documents. Not available for supplemental. Prerequisite(s): take KEY-140.

OAA-148 Records Management (2 credits)

This course is designed to prepare students to maintain records in the office. Students will practice alphabetic, subject, numeric and geographic classification systems and electronic file management. Not available for supplemental. Equivalent to OAA-140.

OAA-220 Notetaking (3 credits)

This course teaches an alphabetical speed writing system to enable students to take minutes, messages, class notes, etc. accurately and quickly. It can also be used as a speed builder refresher for those students who have already acquired a speedwriting system. Not available for supplemental. Prerequisite(s): take KEY-140.

OAA-233 Medical Office Procedures (5 credits)

This course covers the knowledge and skills required to work in a medical office environment. The course content provides theory as well as hands-on practice in order to competently perform business functions related to the medical office. Topics to be covered include medical terminology; Alberta Health Care billing and out-of-province billing; communication skills; legal aspects; records management; record keeping; and a look at the different branches of medicine. Please note: Students must be familiar with Microsoft Word. Not available for supplemental.

OAA-237 Legal Office Procedures (5 credits)

This course is intended for administrative assistants who wish to work in the legal field. Their function is vital to the successful law practice. The role demands a high degree of knowledge, accuracy and professionalism. This course will focus on general file management within a law firm with a specific examination of six areas of practice as follows: Criminal Law, Civil Litigation, Family and Matrimonial, Wills and Estates, Conveyancing, and Corporate. Please note: Students must be familiar with Microsoft Word. Not available for supplemental.

Course Descriptions OAA 240 - PAT 266

OAA-240 Meeting & Conference Planning (3 credits)

The focus of this course will be to provide opportunities for students to apply hands-on administrative and organizational skills to the planning, organizing, and implementing of successful meetings and conferences. The emphasis will be on identifying priorities, assigning time lines, developing a master plan and preparing all necessary documents. Not available for supplemental. Prerequisite(s): take BUS-180.

OAA-242 Integrated Office Simulation (3 credits)

This capstone real-world simulation provides the student with the opportunity to integrate prior skills and learning to advanced problem-solving situations which are typical of actual business office situations. Prerequisite(s): take CPU-224, CPU-249. Corequisite course: CPU-221.

(ORG) ORGANIZATION:

ORG-148 Office Dynamics (4 credits)

In this course, students will learn the importance of making a positive contribution to the organization through the development of team- working skills, problem-solving and conflict resolution. The students will also recognize the qualities needed to be effective administrative assistants and their place in the organizational structure of the business.

ORG-251 Entrepreneurship/Small Business Management (3 credits)

This course is designed to introduce students to the organization and management of small businesses, whether an independent operation or a component of a larger organization. Topics will include small business management, legal requirements, starting a business, contracting of services, financial requirements, personnel issues and common problems.

The skills and knowledge covered in this course are common to all type of business operations, from multimedia to retail to construction to e-commerce sites.

ORG-253 Service Planning & Evaluation (4 credits)

This course addresses the theoretical and logistical aspects of delivering recreation programs. Specific topics include need assessment, goals and objectives, service delivery formats, establishment of fees, liability and risk management, and service evaluation. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs.

ORG-254 Public Relations (3 credits)

This course deals with the development and delivery of an effective public relations strategy for an organization. The course addresses the development and maintenance of public support. Specific topics include reputation building, strategies, key publics, advertising, media relations, handling of complaints, public designation, developing news releases, and use of audio-visual equipment. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs.

ORG-262 Organizational Fund Raising (3 credits)

This course covers the practical aspects of fund raising for community organizations. Specific topics include planned giving, campaign planning, direct mail, and operation of special events. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs.

ORG-270 Organizational Administration (4 credits)

This course addresses administration theory and practice as it relates to the effective operation and management of organizations. Specific concepts include: planning, organizing, leading and controlling, as well as an examination of board operations. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs.

ORG-299 Management Practicum (3 credits)

Practitioners working in a recreation and parks setting in a management capacity will receive ongoing contact and input from an experienced mentor. Written reports and a site visitation by the mentor will be required to ensure a sufficient level of professional development. Please note: This course is intended for students in the Recreation Facility Operations and Recreation Management programs.

(PAT) PATTERN MAKING:

PAT-265 Pattern Drafting I (6 credits)

This course is the theoretical study of basic principles of flat pattern-making using the two-dimensional method of apparel design. Students will also study standard and custom sizing and fitting with an emphasis on accuracy. Not available for supplemental. Equivalent to FDM-265. Corequisite course: PAT-265L.

PAT-266 Pattern Drafting II (6 credits)

This course applies the theory of two-dimensional drafting to full-scale projects. Students will develop original ideas encompassing different types of apparel. An introduction to draping on a three-dimensional form is also covered. Not available for supplemental. Equivalent to FDM-266. Prerequisite(s): take PAT-265.

Course Descriptions PAT 267 - PED 155

PAT-267 Computer Pattern Drafting I (3 credits)

This course is a basic introduction to computerized pattern drafting and its applications. Computerized pattern drafting systems are used to develop block patterns as well as to alter stock patterns. Concepts of basic computer grading are included. Emphasis is on use for garment and sewn product manufacturers. Not available for supplemental. Prerequisite(s): take PAT-265.

PAT-275 Computer Pattern Drafting II (3 credits)

This course introduces students to advanced applications and customization techniques applicable to computerized pattern drafting. This will include the use of three-dimensional techniques. Not available for supplemental. Prerequisite(s): take PAT-267.

(PCA) PERSONAL CARE AIDE:

PCA-147 Household Management (4 credits)

This course covers the necessary skills of household management, time management, money management, household cleaning and scheduling, laundering, menu planning, meal preparation, food shopping and community awareness, leisure recreation services, community services e.g. handibus and supports. The addition of a Food Safe course will provide for sanitation and food handling awareness. Not available for supplemental. Equivalent to PCA-146.

PCA-148 Practicum (3 credits)

This course is full-time work experience for 240 hours (6 weeks) in an institution or community setting to practice and further develop skills acquired in the program to meet the needs of the client. Graded CR/NCR. Not available for supplemental. Prerequisite(s): COM-162, ENG-142, FAD-150, PCA-147, PCA-164, PCA-165, PSY-140.

PCA-164 Health Maintenance I (5 credits)

This course is an introduction to the general practice of health maintenance and health care needs of all people. The concepts of good physical and mental health are introduced and fundamental procedures to maintain health including nutrition, asepsis, simple pharmacology and activation are discussed. Some basic nursing theory is introduced. Students are instructed in methods of providing assistance for personal care with an emphasis on its safe delivery. The role of the personal care/home care worker with the health care system is discussed with emphasis on being a team member. Not available for supplemental. Equivalent to PCA-160.

PCA-165 Health Maintenance II (4 credits)

This course enables students to practice the skills learned in Health Maintenance I in both laboratory and clinical environments. Graded CR/NCR. Not available for supplemental. Equivalent to PCA-162. Prerequisite(s): PCA-164.

(PED) PHYSICAL EDUCATION:

PED-123 Academic Success Athletics I (3 credits)

This course provides recognition for the learning and experiences gained and the physical conditioning involved. NOTE: Students with credit in ATH-103 will not receive credit for PED-123.

PED-133 Academic Success Athletics II (3 credits)

This course provides recognition for advanced learning and experiences gained and the physical conditioning involved. NOTE: Students with credit in ATH-103 will not receive credit for PED-133. Prerequisite(s): take PED-123.

PED-150 Exercise and Healthful Living (3 credits)

This course introduces students to physical fitness and wellness theory, with practical application in laboratory experiences. Topics include health/skill-related fitness and program design, nutrition, weight control, motivation, stress and addictive behaviour management, and cardiovascular health. Lifestyle modifications promoting health and wellness for life will be emphasized. Not available for supplemental.

PED-153 Training and Personalized Fitness (3 credits)

This course serves as a preparation for subsequent physical activity courses or for physically demanding professions. The student will be challenged to improve his/her overall fitness level through a variety of fitness training activities. There is an emphasis on wellness and lifestyle modifications, as well as team building in an enjoyable exercise climate. Not available for supplemental.

PED-155 Applied Anatomy & Kinesiology (6 credits)

This course is an introduction to human anatomy and physiology. It also introduces students to biomechanics. Not available for supplemental. Corequisite course: PED-155L.

Course Descriptions PED 157 - PED 180

PED-157 Health, Wellness and Fitness (3 credits)

This course is designed for students planning to enter the field of Corrections. The primary goal of this course is to enhance the learner's awareness of lifestyle activities and practices which will enable them to remain healthy throughout their careers. Topics to be covered will include wellness and exercise, components of fitness, nutrition, weight management, stress management, and cardiovascular health. Physical wellness will be achieved through a variety of fitness activities. Knowledge gained will be incorporated into a personalized exercise program. Exposure to relevant employment testing will be included.

PED-158 Practicum I (3 credits)

This first year practicum course provides the student with an on-site learning experience, working closely with the fitness, sport, wellness industry and schools in a personal fitness training setting. The learner will observe, participate and evaluate applied skills, content and personal experiences at two separate placings, i.e., a profit and a non-profit organization. Not available for supplemental.

PED-160 Weight Training and Exercise (3 credits)

This course focuses on developing personalized fitness through weight training. Students will learn how to use free weights, machines and other forms of resistance training. They will develop their individual training program through areas of progressive resistance methods, flexibility, nutrition, safe and functional strength training techniques and exercise routines. Not available for supplemental.

PED-161 Judo Level I (3 credits)

This self-defence course will emphasize Judo instruction in dealing with evasion from attacks and various control techniques while standing or on the ground.

The student will learn a safe approach to basic throws, breakfalls, grappling techniques, improved physical fitness and combative awareness. Not available for supplemental.

PED-162 Leisure Activities & Sports (3 credits)

This course focuses on a variety of indoor and outdoor activities that will be used as a means of improving students' personal fitness levels. Students will gain an appreciation and understanding of the importance of physical activity, sports skills and other lifestyle behaviours related to fitness topics. Not available for supplemental.

PED-170 Volleyball (3 credits)

This course introduces students to the fundamentals of volleyball, as well as planning and conducting principles, which are used in training sessions. Development of basic skills, strategies, offensive and defensive team play, and rules will be emphasized. Successful completion of this course will provide students an opportunity to receive certification with the National Coaching Certification Program (NCCP). Service learning opportunity may be available.

PED-172 Latin/Hip Hop/Swing Dance (3 credits)

This course focuses on the development of introductory skills, fundamental steps, patterns and techniques of dances (such as Merengue, Salsa, and Cumbia), variations of the Swing/Jive and other selected social dances. The Hip Hop portion of the course will focus on the development of skills, exploration of movement fundamentals and the creation of dance choreographies. The historical background of each dance style will also be taught. Not available for supplemental.

PED-173 Basketball (3 credits)

This course introduces students to the fundamentals of basketball, as well as planning and conducting principles used in training sessions.

Development of basic skills, strategies, physical conditioning, offensive and defensive team play and the rules will be emphasized. Through participation, students will fine-tune their technical skills and develop their teaching and coaching skills. Successful completion of this course will provide students an opportunity to receive certification with the National Coaching Certification Program (NCCP). Not available for supplemental. Service Learning opportunity may be available.

PED-174 Soccer (3 credits)

This course introduces students to the fundamentals of soccer, as well as planning and conducting principles used in training sessions. Development of basic skills, strategies, offensive and defensive team play, and rules will be emphasized. Through participation, students will fine-tune their technical skills and develop their teaching and coaching skills. Successful completion of this course will provide students an opportunity to receive certification with the National Coaching Certification Program (NCCP). Not available for supplemental. Service Learning opportunity may be available.

PED-180 Coaching Theory (3 credits)

This 'introduction to competition' course examines the theoretical aspects of coaching which can be applied to any sport. Part A focuses on planning a practice and part B focuses on designing a sport program. Topics to be covered include introduction to coaching, ethical coaching, practice planning, nutrition, teaching and learning, sport program design and mental preparation. Successful completion of this course will provide students an opportunity to receive certification with the National Coaching Certification Program (NCCP). Not available for supplemental.

Course Descriptions PED 181 - PED 257

PED-181 Resistance/Fitness Leadership (3 credits)

This course focuses on developing professional accreditation through the Alberta Fitness Leadership Association (AFLCA) in two areas: Fitness Theory Component (20 hours) and Resistance Training Leader Specialty (28 hours). The training theory from these two components will provide the learner with specialty skills and knowledge to give personal training advice and instruction in a resistance/weightroom environment. Successful completion of the practical component, Heartsaver CPR, and provincial exams will certify the student as a fitness leader by the Alberta Provincial Fitness Unit. Service Learning opportunity may be available. Not available for supplemental. Prerequisite(s): take PED-160.

PED-185 Kickboxing and Fitness (3 credits)

This course introduces students to combative body movements including punches, kicks, elbows, knees, and self-defence skills. Students will develop cardiovascular and muscular conditioning, flexibility, agility and mental toughness in this growing sport and fitness modality. Not available for challenge or supplemental.

PED-188 Fitness Leadership (3 credits)

This course focuses on developing professional accreditation through the Alberta Fitness Leadership Association (AFLCA) in two areas: (1) Resistance Training Leader Specialty (25 hours), and (2) Group Exercise Leader Specialty (20 hours). The technical skills taught in these two components will provide the learner with specialty knowledge in the resistance/weightroom environment, and various group exercise modules.

Successful completion of the practical component through in-class practicum hours, Heart-saver CPR, and Provincial exams will certify the student as a fitness leader by the Alberta Provincial Fitness Unit. Not available for supplemental. Prerequisite(s): take PED-150, PED-160.

PED-250 Defence and Tactics (3 credits)

This course provides instruction in defence and control tactics and restraining techniques relating to the correctional environment. Students will be required to maintain physical fitness as a necessary condition for application of tactics. Obstacle course training and testing will be provided. Not available for supplemental.

PED-251 Self Defence and Fitness (3 credits)

This course is designed to introduce self-defence tactics to the Criminal Justice Policing students and Conservation Enforcement students. A variety of control tactics that may be necessary in various community enforcement agencies will be taught. A fitness component will be incorporated into the self-defence training (i.e. obstacle course training, running and resistance training). Not available for supplemental.

PED-252 Current Trends in Fitness (3 credits)

This course will develop the student's understanding of how the fitness industry is influenced by trends and will provide students with the tools to stay informed as the trends change. Topics include past and current trends, client centered approach to personal training, body-mind-spirit image and exercise adherence. Job related issues such as professionalism, liability, ethics and the client referral process will also be covered. The student's creative, analytical and research skills will be challenged through various assignments, class discussions and debates.

The student will also gain practical experience with many of the current trends found in the fitness industry today. Not available for supplemental. Prerequisite(s): take PED-181.

PED-255 Exercise Physiology (3 credits)

This course develops the student's understanding of how the body's physiological systems function during exercise and how these systems adapt to physical training. The influences of environment, nutrition, age and gender on exercise performance will also be discussed. Not available for supplemental. Equivalent to PED-262. Prerequisite(s): take BIO-160, BIO-161.

PED-256 Athletic Injury/Rehabilitation (3 credits)

This course will introduce students to concepts of therapeutic modalities for fitness and sport-related injuries, assessment techniques, and functional rehabilitation procedures. Taping and basic massage will also be covered. Not available for supplemental. Service Learning opportunity may be available. Prerequisite(s): take BIO-160.

PED-257 Therapeutic Exercise (3 credits)

This course will discuss principles of therapeutic exercise to treat the injured physically active person, to facilitate enhanced recovery and to ensure a safe return to activity. This course will incorporate lecture, demonstration and laboratory experience to instruct principles of therapeutic exercise. Students will be taught different types of stretches and the rationale for stretching. Therapeutic exercise principles and practices related to patient treatment will include stretching, proprioceptive neuromuscular facilitation, and exercise equipment. Students will develop detailed programs related to each stretch/therapeutic exercise. Equivalent to PED-135. Prerequisite(s): take BIO-145, BIO-146. Corequisite course: PED-257L.

Course Descriptions PED 258 - PGM 162

PED-258 Practicum II (3 credits)

This second-year course is a continuation of the practicum experience the student completed in Practicum I. The learner will apply skills, knowledge and techniques through various fitness modules acquired from several second-year courses relating to exercise prescription and individual/team program design for the fitness and sports industry. Not available for supplemental. Prerequisite(s): take PED-158.

PED-259 Exercise Program Design (3 credits)

This theoretical course will develop students' exercise prescription skills. Training principles, exercise physiology and exercise psychology will be applied to designing personalized and group exercise programs. Students will explore various exercise options to ensure client needs and goals are met. Exercise guidelines for general and special populations will be utilized by students in their assignments. Documentation, professionalism and monitoring will also be discussed. Not available for supplemental. Prerequisite(s): take BIO-160, BIO-161.

PED-260 Biomechanics/Applied Kinesiology (3 credits)

This course will introduce students to the study of biomechanics and its application to human movement analysis. Topics include angular and linear kinematics and kinetics of movement, equilibrium and fluid mechanics. This course will develop students' knowledge of identifying and correcting faults in sport and exercise movement for the purpose of performance improvement and safety. Not available for supplemental. Prerequisite(s): take BIO-160.

PED-262 Exercise Physiology (4 credits)

This course develops the student's understanding of how the body's physiological systems function during exercise and how these systems adapt to physical training.

The influences of environment, nutrition, age and gender on exercise performance will also be discussed. Equivalent to PED-255. Prerequisite(s): take BIO-160, BIO-161.

PED-265 Fitness Assessment (3 credits)

This course will develop students' fitness assessment skills as required by the Canadian Society of Exercise Physiology Certified Personal Trainer certification. Fitness assessment protocols designed for special populations such as older adults will also be covered. Not available for supplemental. Equivalent to PED-267. Prerequisite(s): take BIO-160. Corequisite course: PED-256.

PED-267 Fitness Assessment (4 credits)

This course will develop the student's fitness assessment skills as required by the Canadian Society of Exercise Physiology Certified Personal Trainer certification. Fitness assessment protocols designed for special populations such as older adults will also be covered. Equivalent to PED-265. Prerequisite(s): take BIO-160.

PED-271 Advanced Conditioning (3 credits)

This course will provide opportunities for students to develop their personal fitness, athletic abilities and performance. Students will develop theoretical and practical experience in designing and instructing high intensity workouts. Safety concerns, exercise equipment, techniques and prescription will be covered. Students will also gain skills in designing periodization plans for both individual and team sports. Not available for supplemental. Prerequisite(s): take PED-150, PED-160, PED-181. Corequisite course: PED-259.

PED-282 Judo Level II (3 credits)

This course is designed to teach students a higher level of fitness and an increased level of grappling techniques.

The basic principles of Judo, Seiryoku-Zenyo (maximum efficiency/maximum effort), Jita Kiyouei (mutual welfare and benefit), will progress from Judo Level I. Not available for supplemental.

(PGM) PROFESSIONAL GOLF MANAGEMENT:

PGM-140 Internship I (3 credits)

This course includes the opportunity to practice many of the theoretical concepts studied in the first year of the Professional Golf Management program. Emphasis is given to the areas of study listed under the content, in particular: club fitting, repair, construction, renovation and back shop operation.

PGM-152 Golf Skills (2 credits)

This course is an introduction to the scoring game. Students will gain a basic understanding of how players score in golf, the basic fundamentals of the short game, an evaluation of how your short game compares to better players and an introduction to psychology.

PGM-160 Golf Management I (3 credits)

This course is an introduction to club repair. Each student will be familiar with golf club specifications. Corequisite course: PGM-160L.

PGM-161 Golf Management II (2 credits)

This course focuses on three key aspects: back shops, introduction to rules and careers, and orientation to CPGA.

PGM-162 Golf Management III (2 credits)

This course is an introduction to understanding the golf swing and applying it effectively through the use of a standardized method to the many different golf swings that instructors encounter.

Course Descriptions PGM 240 - PLT 150

PGM-240 Internship II (3 credits)

This course provides the opportunity to practice many of the theoretical concepts studied in the first year of the Professional Golf Management program. Emphasis is given to the areas of study listed under the content, in particular: club fitting, repair, construction, renovation and back shop operation.

PGM-263 Golf Management IV (3 credits)

This class introduces the students to the rules of golf and is vital for their chosen field as golf professionals.

PGM-264 Golf Management V (3 credits)

Students will learn the intricacies of junior leadership, group dynamics, and learning styles. Careful consideration and training will ensure students are well prepared for any opportunities that may be present in all golf group environments, with special attention given to junior development.

PGM-320 Turf Management (2 credits)

This course covers the basic concepts of general course maintenance. The course will outline general information regarding greens and fairways. A special emphasis is on mowing. Equivalent to PGM-156.

PGM-330 Food & Beverage Management I (2 credits)

This course provides students with a philosophy for the management of the food and beverage operation in public and private golf courses. Equivalent to PGM-180.

PGM-335 Food & Beverage Management II (2 credits)

This course is a continuation of PGM-330, Food and Beverage Management I. Emphasis is placed on the financial management in the food and beverage department of public and private golf courses, detailed accounting for profit, break even and loss. Equivalent to PGM-280.

PGM-340 Golf Management VI (2 credits)

Students will learn the requirements to become a fully qualified member of the CPGA. This class will prepare students for the Class A CPGA entrance exam. Careful consideration and training will be given to ensure graduates are fully prepared to successfully seek out and secure quality positions in the golf industry. Practical application during study will involve participation in the APGA buying show. Equivalent to PGM-261.

PGM-345 Golf Management VII (2 credits)

This course deals with studying elite players and assessing their similarities and differences. From this model, a coaching philosophy is developed and implemented in the form of a coaching plan. This plan will have foundations from psychology and kinesthetic application. Coaching will include not only playability but also effective execution of practice strategies. Equivalent to PGM-262.

(PHY) PHYSICS:

PHY-075 Physics 075 (5 credits)

This course begins with a general introduction to basic science tools such as exponents, scientific notation, the SI metric system, handling formulas and graphing techniques. Some specific physics topics include uniform motion and acceleration, work, energy, simple machines and heat. This course requires MTH-060 or equivalent or placement testing at the MTH-060 level.

PHY-085 Physics 085 (5 credits)

This course expands on the topics introduced in PHY-075. Newton's laws of motion, including their vector nature, are introduced, followed by a discussion of motion in two dimensions and gravity. The second section of the course looks at waves in general and then uses sound and light as specific examples of wave properties. This course requires PHY-075 and MTH-075 or equivalents.

PHY-095 Physics 095 (5 credits)

This course deals with mechanics (gravitation and momentum), static and current electricity, magnetic fields and electromagnetic induction, properties of the electron, atom and nucleus. This course requires PHY-085 and MTH-085 or equivalents.

PHY-143 Applied Physics (3 credits)

Physics concepts in this course will be applied to practical topics found in engineering applications. Topics include one and two dimensional kinematics, vectors, work and energy, simple machines, efficiency, wave and vibration as applied in survey and remote sensing, and an introduction to fluid mechanics. Not available for supplemental. Equivalent to PHY-153.

(PLT) PLANT SCIENCE:

PLT-150 Pasture and Forage Production (3 credits)

This course is a comprehensive introduction to the production and management of pasture and forage crops. Students will learn the agronomy of different species of forages grown in Western Canada and how to manage and market them for profit. Topics include the production and marketing of forage seed; management decisions that affect the quality (and price) of irrigated and dryland forages for the export market; the use of domesticated and native forage species for conservation and reclamation; and the advantageous use of forages in rotation with other crops and in organic farming technologies.

Course Descriptions PLT 152 - PSC 150

PLT-152 Introduction to Botany (4 credits)

This course is an introduction to plants and plant-like organisms. It includes the study of morphological, anatomical, and physiological characteristics of plants, as well as an examination of the ecological role of plants in the environment. The emphasis in introductory botany will be to provide students with an understanding of the basic structure of plants, life processes, and adaptations to various environmental factors. The course includes lab work that will provide the opportunity to develop skills in handling histological material and plant species, as well as basic taxonomy. Corequisite course: PLT-152L.

PLT-260 Special Crops (4 credits)

This course covers the following crops: potatoes, sugar beets, green and dry peas, chickpeas, lentils, beans, faba beans and special herbs grown in Alberta. A feasibility study will be done on at least two special crops to determine the economic practicality. In the greenhouse, students will be required to grow and observe the different stages of each crop from seeding to seed set. Special attention will be given to contracts and marketing of each special crop. Prerequisite(s): take PLT-152.

PLT-261 Weed Identification (4 credits)

This course covers the classification and identification of weeds common to Western Canada. Non-chemical control of weeds is included, along with a preliminary introduction to chemical weed control. Equivalent to AGR-271. Prerequisite(s): take PLT-152. Corequisite course: PLT-261L.

PLT-262 Field Crops (4 credits)

This course covers different methods of growing wheat, barley, oats, rye, triticale, canola, mustard, flax and sunflower.

New improved varieties and hybrids will be discussed, as well as weed control, crop insects and disease, and methods of harvesting, storing, and marketing. Equivalent to AGR-278. Prerequisite(s): take PLT-152, RRM-153. Corequisite course: PLT-262L.

PLT-263 Pesticide Application (4 credits)

This course prepares the learner to write the Alberta Certified Pesticide Applicators License Examination. The course includes basic information about pesticide regulations and safe, effective pesticide use, federal and provincial pesticide regulations and guidelines. Topics include insect biology, insecticides, weed biology, herbicides, microorganisms, fungi, fungicides, equipment calibration calculations, industrial vegetation, and pests of trees, shrubs, and turf. Upon completion of this course, the learner may apply to write the licensing examination.

(PRS) PRESENTATIONS:

PRS-155 Speech (3 credits)

Students will learn and practice the extemporaneous approach to public speaking. Speeches will be planned, prepared, practiced and delivered with the aid of brief notes. Impromptu speaking will also be addressed. The basic objective of the course is to develop skills in oral communication and presentations. Not available for supplemental. Equivalent to SPH-155.

PRS-160 Presentations & AV Techniques (3 credits)

This course equips students with the conceptual and practical aspects of making presentations at board meetings, fundraising events and training sessions. The preparation and use of computer and audio/visual equipment will also be covered. Students will refine their skills in a lab setting. Not available for supplemental.

PRS-172 Effective Presentation & Speech (3 credits)

An important component in the development of positive relationships between criminal justice professionals and their communities is communication. The ability to present information in a confident and professional manner is an important professional skill. This course has been designed specifically for future criminal justice personnel to teach them how to develop and deliver both individual and group presentations in preparation for their leadership roles. Equivalent to CJP-172.

PRS-173 Announcing/Public Speaking (3 credits)

This course prepares students for working with their voice in radio, and includes exercises in voice and diction. Students will also learn and practise the extemporaneous approach to public speaking with the basic objective to develop skills in oral communication and presentations.

(PSC) POLITICAL SCIENCE:

PSC-150 Local Government (3 credits)

This course provides students with an introduction to politics at the local level including the local political process, public policy formulation and public opinion. Municipal political and governmental institutions will be examined within the context of intergovernmental relations and the Canadian federal system of government. Not available for supplemental.

Course Descriptions PSC 161 - PSY 179

PSC-161 Introduction to Politics (3 credits)

This course will provide an overview of governmental institutions and political processes through the examination of concepts of political inquiry, ideologies, political systems, and political processes. Available for supplemental.

PSC-165 Canadian Government (3 credits)

This course provides a structural overview of the federal system of government in Canada by way of analysing its major institutions. The course examines the Constitution and its implications for modern life, federal/provincial jurisdiction, the dynamics of changing relationships between levels of government, and the basics of political parties, the media, bureaucracy and the judicial system will be examined. Not available for supplemental.

PSC-250 Parties and Elections (3 credits)

This course examines the development and transformations of Canadian political parties and the party systems in Canada. Elections, political participation and voting behaviour will be analysed within the context of the Canadian electoral system and parliamentary democracy. Not available for challenge or supplemental. Prerequisite(s): take any one of PSC-161, PSC-165, HIS-165, HIS-265, or STS-270.

PSC-270 North American Politics and Economics (3 credits)

This course provides students with intermediate instruction in North American politics and an introduction to the macroeconomic aspects of North American commerce and continental economic integration. Students will engage in formal research projects that analyse and critically evaluate the political, economic and commercial aspects of a topic of their choosing.

An emphasis will be placed on developing students' citizenship skills in preparation for their roles as active participants in an increasingly international/global environment. Available for challenge or supplemental. Prerequisite(s): take any one of PSC-161, PSC-165, HIS-170, HIS-165, HIS-265, or STS-270.

(PSY) PSYCHOLOGY:

PSY-140 Psychology and Life (3 credits)

This course examines everyday topics related to psychology and personal growth. These topics include the self, personality, human learning, wellness, psychological disorders, the family, parenting, and life transitions. This course will not count as part of a concentration in psychology and is not a prerequisite for any other course in psychology. Not available for supplemental.

PSY-160 Introduction to Psychology (3 credits)

This course gives students a basic understanding and overview of the field of psychology. Attention is given to the scientific method, biological factors, cognitive processes, learning, memory, intelligence, motivation, personality and social psychology. Developmental factors of the lifespan are explored along with the definition, and treatment of psychological disorders.

PSY-170 Human Development Across the Lifespan (3 credits)

This course is an introduction to the study of human development across the lifespan. Major theories of development will be presented with emphasis on the sequence of psychological and social growth. Developmental changes that occur in the physical, emotional, cognitive, and social areas will be examined. Not available for supplemental.

PSY-171 Child Growth and Development (3 credits)

This course covers the growth and development of children from infancy to middle childhood. Students will have the opportunity to apply major theories of child development to the understanding of early childhood growth and development. The physical, social, emotional, language, cognitive, moral, and intellectual development of the young child will be examined. Not available for supplemental. Prerequisite(s): take PSY-160 or PSY-170.

PSY-177 Psychology of Aging (3 credits)

This course provides an orientation to the psychological changes that occur through adulthood and old age. Students will be introduced to basic theoretical models, research methods, and current information. A major goal is to contrast existing myths about adult development with the best available empirical evidence to separate myths from realities. Included is a practical emphasis on measures that may be used to successfully prepare for, or adapt to, the psychological changes of aging. Not available for supplemental.

PSY-179 Adolescent Development (3 credits)

This course covers basic knowledge of adolescent biological, cognitive, and psychosocial development. The major theories of adolescent development are presented. The important development tasks of this life stage are taught through the interrelationship of physical, intellectual, emotional, and social factors in adolescent development. Not available for supplemental. Prerequisite(s): take PSY-160 or PSY-170.

Course Descriptions PSY 250 - PSY 365

PSY-250 Educational Psychology (3 credits)

This course applies the principles of psychology to the teaching learning process within the classroom. Current theories and research in education will be discussed. Topics such as cognitive and moral development, principles of learning, motivation and social cognition will be covered. Not available for supplemental. Equivalent to PSY-175. Prerequisite(s): take PSY-170.

PSY-251 Mental Health Nursing (3 credits)

Students will have the opportunity to gain knowledge and understanding of mental health. Focus is on the promotion of mental health and prevention and management of mental health disorders throughout the life cycle within various health care settings. Prerequisite(s): take NSG-148, NSG-149, NSG-154, NSG-159, NSG-167, BIO-161. Corequisite courses: NSG-251, NSG-252, NSG-253, NSG-256, PSY-170.

PSY-252 Concepts in Educational Psychology (3 credits)

This course provides a comprehensive analysis of theory and research on how individual and group differences affect instruction and learning. Possible areas of emphasis include the practical applications of theory to educational settings, including development, cognition, social behaviour, group dynamics, special needs, motivation and assessment. Prerequisite(s): take PSY-160 or PSY-170.

PSY-253 Child Psychopathology (3 credits)

This course will provide students with the opportunity to examine, on an introductory basis, the origins and symptoms of the various emotional and behavioural difficulties experienced by young people. Emphasis will be placed on the causes, symptoms, and treatment of organic, social/emotional, developmental, and learning disorders.

The information and knowledge obtained in this course will assist the student in understanding the dynamics of mental health and mental illness in our society. Not available for supplemental. Prerequisite(s): take PSY-160 or PSY-170.

PSY-255 Psychology of Sports (3 credits)

This course gives students an understanding of how the field of psychology is related to sports. It will focus primarily on how principles of psychology can be applied to, or enhanced by, the study of sports. Attention is given to learning theory, social psychology, and personality theory, and how these areas can be applied to casual sports and to coaching theory. Prerequisite(s): take PSY-160 or PSY-170.

PSY-260 Abnormal Psychology (3 credits)

This course examines the developmental processes and the manifestations/characteristics/symptoms of the range of the major types of psychopathology. Students will be expected to develop a working definition of normal and abnormal behaviour of mental health. The DSM IV will be used as a basis for classification of abnormal behaviour. Students will be expected to analyse pathological behaviour from biological, psychodynamic, behavioural, cognitive, humanistic, interpersonal and sociocultural viewpoints. Treatment approaches will also be explored from these viewpoints. Service Learning opportunity may be available. Not available for supplemental. Equivalent to PSY-200. Prerequisite(s): take PSY-160 or PSY-170.

PSY-270 Introduction to Personality Theory (3 credits)

This course places an emphasis on both historical and current theories of personality development. Various areas of personality study will be explored, including theory, testing, assessment and applied research. Not available for supplemental. Prerequisite(s): take PSY-160.

PSY-275 Forensic Psychology (3 credits)

This course examines the issues and controversies in crime and justice from a psychological perspective. Human behaviour and criminal patterns are linked to deepen the understanding of crime and criminals in our society. The development of the criminal mind in a societal context will be explored. Not available for supplemental. Prerequisite(s): take PSY-160 or PSY-170.

PSY-277 Addictions Treatment (3 credits)

This course will examine a variety of theories, models and techniques concerning the identification, assessment and treatment of addictions. The course will provide students with the opportunity to openly examine topics in the area of addictive and/or excessive behaviours and to consider how these issues can be addressed from various perspectives. Not available for supplemental.

PSY-365 Behavioural Management (3 credits)

The focus of this course is on enhanced offender management skills. The dynamics of managing inmates individually and in groups is covered. The theory and practice of behavioural management of offenders in a correctional environment is explored. Applications of theory to unit management will be taught through participation in role-plays.

Course Descriptions RDG 075 - RRM 259

(RDG) READING:

RDG-075 Reading 075 (5 credits)

The purpose of this course is to develop effective reading and clear thinking. A variety of essential reading skills, such as identifying main ideas and supporting details, understanding patterns of organization, making inferences, and evaluating arguments will be covered. The related study skills of outlining, mapping, and summarizing will also be introduced. Not open to supplemental.

RDG-096 College Reading Essentials (5 credits)

This course is designed to prepare students for the demands of further academic studies and to improve reading comprehension levels so that students can meet post-secondary program admission requirements. The course emphasizes developing flexible reading strategies that allow accurate and efficient processing of academic content. It includes instruction and practice in learning content vocabulary and in reading and notetaking from print and electronic sources. Not available for supplemental.

RDG-101 Analytical Reading (3 credits)

This course is designed to assist students in developing college-level reading skills. Students will work towards improving their comprehension of post-secondary material through the application of various critical thinking and critical reading strategies. Not available for supplemental.

(RRM) RENEWABLE RESOURCE MANAGEMENT:

RRM-153 Soil Resources (5 credits)

This course covers the factors controlling soil formation in Western Canada and their application to the Canadian Soil Classification system, grassland communities, forest regions and habitat types.

It will also cover physical and chemical properties of soils in addition to soil water relationships, nutrient supply and soil degradation in the management of selected natural resources. Field and lab skills are emphasized. Not available for supplemental. Equivalent to RRM-253. Corequisite course: RRM-153L.

RRM-158 Water Resources (5 credits)

This course presents introductory concepts of hydrology, streamflow mechanics and hydrometric survey techniques. Major topics include watershed and hydrograph analysis, dynamics of open-channel flow, and flow measurement by wading, from bridges and cableways, boats and beneath ice cover. Applied problems are stressed in lab and field assignments. Students will use spreadsheets and specialized computer software in completing these assignments. Not available for supplemental. Equivalent to RRM-255. Corequisite course: RRM-158L.

RRM-196 Map/Aerial Photo Interpretation (5 credits)

This course involves map reading, types of maps and their uses, and interpreting map features. Some major topics include location, scale, and topographic measurements. Black-and-white and colour aerial photographs are used to identify important features of the landscape. Satellite imagery is reviewed in relation to global positioning systems (GPS) and geographic information systems (GIS). Not available for supplemental. Corequisite course: RRM-196L.

RRM-256 Rangeland Habitat Management (5 credits)

This course addresses rangeland habitat issues following an ecological, multiple use, and integrated resource management approach.

Theoretical areas of study include plant physiology; plant responses to herbivory; rangeland succession and selected models, vegetation management (herbicides, fire, bio-control, mechanical, and livestock); and wildlife habitat enhancement. Areas of theory, practical lab and field experience include range plant vegetative identification; rangeland ecological health assessments; rangeland reclamation; riparian ecology and health assessment; rangeland vegetation inventory and monitoring procedures and attribute data collection techniques; and statistical data analysis. Not available for supplemental. Equivalent to RRM-254. Prerequisite(s): take BIO-163, BIO-164. Corequisite course: RRM-256L.

RRM-258 Principles of Wildlife Biology (5 credits)

This course covers the various factors affecting wildlife populations such as habitat, predation, behaviour, hunting, diseases and parasites. Issues and problems facing wildlife populations are discussed including harvest strategies and recovery efforts. A complementary lab presents a survey of Alberta birds and mammals and an introduction to common techniques used in wildlife management. Not available for supplemental. Prerequisite(s): take BIO-163. Corequisite course: RRM-258L.

RRM-259 Fishery Science (5 credits)

This course is an introduction to fishery science, basic lake and stream survey techniques, and the identification, biology and management of important species. Factors of aquatic productivity, introductory population dynamics, regulations and fish habitat are related to the objectives and tools of management. Not available for supplemental. Prerequisite(s): take BIO-163, BIO-269. Corequisite course: RRM-259L.

Course Descriptions RRM 264 - RRM 378

RRM-264 Forest Management (5 credits)

This course involves the study of forest management with an emphasis on ecosystem-based, sustainable forest management. The course includes the major forest regions of interior Western Canada, emphasizing component tree species, forest habitats, forest successional developments, ecosystem processes and forest landscape ecology. The course emphasizes basic principles of forest management, including: forest inventory and assessment; annual allowable cut; forest tenure; silviculture systems; harvesting methods; site preparation methods; reforestation tactics; stand improvement and forest health. A one-week field trip focuses on the practical aspects of forestry including dendrology, forest measurements, forest inventory and assessment and woodland operations. Not available for supplemental. Prerequisite(s): take BIO-163, BIO-164, RRM-196. Corequisite course: RRM-264L.

RRM-281 Water Quality (4 credits)

This course covers water quality parameters specific to several end uses. Causes and sources of inorganic and organic pollution are discussed. Laboratory skills include appropriate sampling procedures and specific analytical methods required for monitoring physical (sediment), chemical and biological/microbiological parameters that affect water quality. Characteristics of normal healthy lakes, streams, rivers and groundwater sources are discussed along with water treatment methods used to mitigate quality degradation. Not available for supplemental. Corequisite course: RRM-281L.

RRM-295 Hydrogeology (5 credits)

This course discusses and quantifies the processes influencing the occurrence, properties and movement of groundwater, particularly in the geological setting of southern Alberta.

Topics include aquifer properties, test drilling, well-siting and completion, aquifer testing and determination of yield, assessment of well interference and potentiometric mapping. Emphasis is on the practical applications of techniques using on-campus wells for data collection and computer assisted analysis in scheduled assignments. A major project forms part of the evaluation. Not available for supplemental. Corequisite course: RRM-295L.

RRM-298 Conservation Biology (3 credits)

This course examines the scientific basis for the management and protection of biological diversity. Important topics will include habitat fragmentation, minimum viable population analysis, the role of genetic variability, metapopulation concepts and community-level processes. Practical applications are addressed using case studies that incorporate the principles of ecosystem management. Not available for supplemental. Prerequisite(s): take BIO-163.

RRM-299 Fire Management (5 credits)

This course involves the study of wildfire management, specifically, fire weather, fire behaviour, wildlife control, fire ecology, and the use of fire as a prescriptive management tool. The course has lecture, lab, and field components, linked together to provide a range of learning opportunities. The lecture component includes theory and concept that provides a background to the application of field and lab work, emphasizing hands-on experience and the practical application of knowledge gained in the course. Not available for supplemental. Equivalent to RRM-294. Prerequisite(s): take BIO-163, BIO-164, RRM-196. Corequisite course: RRM-299L.

RRM-368 Wildlife Conservation (5 credits)

This course covers the conservation of wildlife in relation to management strategies. The design and application of field techniques to determine demographic parameters, food habits, and habitat use are presented for a wide range of species typical of Western Canada during laboratory and field exercises. Not available for supplemental. Prerequisite(s): take RRM-258. Corequisite course: RRM-368L.

RRM-369 Fishery Management Techniques (5 credits)

This course covers the basics involved with fisheries management, including sampling planning; care and handling of sampled organisms; passive and active fish capture methods; sampling with toxicants; tagging and marking; acoustic assessment; recreational fisheries; length; weight; diet and structural indices of fish. Students incorporate these teachings formally into a fisheries evaluation project and report. Biotelemetry, electrofishing and small-boat safety are often included in the hands-on training and field work. Not available for supplemental. Prerequisite(s): take RRM-259. Corequisite course: RRM-369L.

RRM-378 Waterfowl Biology & Management (5 credits)

This course covers waterfowl biology, including the status and management of ducks and geese. Species-oriented management strategies are evaluated in relation to declining habitat and provincial and federal programs. Field techniques for population inventory and assessment of habitat use are an integral component of field and laboratory exercises. Not available for supplemental. Prerequisite(s): take RRM-258. Corequisite course: RRM-378L.

Course Descriptions RRM 379 - RSP 153

RRM-379 Fish Culture (5 credits)

This course covers the art and science of fish culture presented in a series of lectures, discussions, laboratory, and applied activities. Students get hands-on training and experience working at the Aquaculture Centre of Excellence, acquiring new skills and appreciation for the technical, scientific and husbandry involved in raising a variety of fish species under intensive culture conditions. A self-directed experiment aimed at solving a fish culture-related problem is also done by students. Students get an in-depth look at the biological requirements of fish and limitations of aquaculture systems in one of the fastest-growing industries in the world. Not available for supplemental. Prerequisite(s): take RRM-259. Corequisite courses: RRM-259, RRM-379L.

RRM-386 Wildlife Habitat Management (5 credits)

This course examines the techniques to develop, enhance and maintain terrestrial and habitats for wildlife. Special topics include wetland improvements, prescribed burning and riparian habitat management. Habitat alterations are discussed in relation to ungulates, upland game birds, waterfowl and various non-game species. Field and laboratory exercises will emphasize habitat evaluation techniques and the development of habitat management plans. Not available for supplemental. Prerequisite(s): take RRM-258. Corequisite course: RRM-386L.

RRM-389 Fish Habitat (5 credits)

This course describes the important fish habitat characteristics of lotic (streams) and lentic (lake) ecosystems. It includes discussion of fish species habitat requirements; hydrological characteristics of streams; major problems and solutions associated with habitat degradation in streams and lakes and restoration techniques that may be applied to maintain and improve habitat are discussed.

Instream flow assessment for comparative and optimal physical habitat, using the computer program RHABSIM is a major component of the course. Field and lab components will emphasize stream and lake habitat survey methods and design and habitat assessment models. Habitat evaluation and enhancement proposals are included in the course with enhancement design and evaluation (auditing) techniques. Not available for supplemental. Prerequisite(s): take RRM-259. Corequisite course: RRM-389L.

(RSP) REHABILITATION:

RSP-123 Practicum (1 credit)

This practicum involves participation in supervised settings where services are provided to children and adults who have a developmental disability. The purpose of this course is to help develop an awareness of the disability services system, to ascertain their interest in working with individuals with special needs and to develop basic, but positive interaction skills with clients and agency personnel. Students will be oriented to the three key domains (educational, vocational, and residential), by spending approximately 64 hours on site in community agencies. It is recommended that students take RSP-153 and RSP-151 while taking this course. Graded CR/NCR. Not available for supplemental.

RSP-130 Practicum (4 credits)

During this practicum placement, students progressively develop skills in the areas of observation, assessment, program planning and intervention strategies. This is accomplished through the planning, implementation and evaluation of instructional activities. Placements may occur through vocational, residential or educational services for children and adults who have a developmental disability. Attendance is mandatory. Not available for supplemental or challenge. Prerequisite(s): take RSP-153, RSP-123, RSP-151.

RSP-151 Community Rehabilitation (2 credits)

This course will study attitudes, both historical and current, towards people with disabilities as found in history and present day society. These historical perspectives will trace the change in service delivery from custodialism to community-based alternatives. The course will also focus on various rehabilitation concepts such as normalization, social role valorization, inclusion, segregation, and advocacy. In addition, the course will closely examine the experiences of families and their involvement with professionals in the human services field. Not available for supplemental. Equivalent to RSP-150.

RSP-152 Health and Wellness (3 credits)

This course is an introduction to the general practices of providing basic health care supports to children and adults living with developmental and physical disabilities. The concepts of good physical and mental health are introduced from a support and a wellness perspective. Fundamental procedures to support the health of others and maintain personal health and wellness will be the focus. Topics will include universal precautions, sepsis, activation, lifts and transfers, personal care and nutrition.

RSP-153 Observation and Assessment (3 credits)

This course is an introduction to the individualized planning processes used by services who support children and adults with special needs. This includes an overview of the IPP process used by Alberta schools. The students will develop specific skills for observing and objectively recording events. Baselines and functional assessments that can be used as part of a sound assessment process will be practiced and conducted. In addition, the process of selecting, writing and evaluating goals and objectives will be examined.

Course Descriptions RSP 155 - RSP 171

RSP-155 Applied Behaviour Analysis (3 credits)

This course is an introduction to principles of applied behaviour analysis such as reinforcement, natural and logical consequences and generalization. Techniques for increasing, decreasing, or developing new skills are introduced as a basis for designing instructional/intervention procedures. The ethical use of applied behaviour analysis will be extensively discussed. This course will also introduce the process of positive behaviour supports.

RSP-159 Developmental Disabilities (3 credits)

This course will investigate the causes, characteristics, treatment options and preventative strategies for various disabilities, including autism, cerebral palsy, Fetal Alcohol Spectrum Disorder, Downs Syndrome and brain injury. For each condition studied in this course, the implications for social, physical, cognitive, communication and emotional development across the life span will be discussed. Not available for supplemental.

RSP-161 Practicum Placement I (2 credits)

This is the first practical experience course for students in the Disability and Community Rehabilitation program. In a supervised practicum placement, students will have an opportunity to interact and develop respectful relationships with children and/or adults living with a developmental disability. Students will practice and develop skills in assessment, observation and providing basic support. Students will also participate in a series of seminars to assist with the integration of both course work and the practicum experience. Not available for supplemental. Corequisite courses: RSP-151, RSP-153.

RSP-162 General Health Care I (2 credits)

This course is an introduction to the general practice of health maintenance. The concepts of good physical and mental health are introduced and fundamental procedures to maintain health including nutrition, asepsis, simple pharmacology and activation are discussed.

RSP-164 Facilitating Inclusion (3 credits)

This course provides students with an opportunity to explore a roles-based understanding of planning and working with children and adults who have developmental disabilities. Students will identify and access tools and resources that are required to support individuals with disabilities to achieve meaningful, inclusive lives. Activity planning, social roles, developing individual and community connections and identifying personal contribution will be explored. Not available for supplemental. Prerequisite(s): take RSP-151.

RSP-166 Recreation and Leisure (3 credits)

This course covers the importance of recreation and leisure to people who live with physical or developmental disabilities. The use of recreation and leisure activities as therapeutic techniques are discussed. In addition, the process of adapting recreation and leisure activities to the specific needs of people with developmental disabilities are discussed, as are the leadership role of workers in this area. Not available for supplemental.

RSP-167 General Health Care II (2 credits)

This course is a laboratory experience to practice the skills taught in General Health Care I. Corequisite course: RSP-162.

RSP-168 Individual Instructional Plans (2 credits)

This course examines the individualized planning process for people with disabilities from assessment through evaluation. Primary focus is on developing students' skills in designing and implementing instructional programs and activity plans. It will provide the student with direct experience in applying relevant principles of learning and applied behaviour analysis. Strategies for selecting and teaching functional skills will also be explored. Not available for supplemental. Prerequisite(s): take RSP-153. Corequisite courses: RSP-155, RSP-130.

RSP-171 Practicum Placement II (2 credits)

This is the second practical experience course for students in the Disability and Community Rehabilitation program. In a supervised practicum placement, students will have an opportunity to progressively develop their skills in the areas of behavioral, family and roles-based support with children and adults who have a disability. The focus will be on supporting inclusive experiences through meaningful, personalized and community based activities. Students will also participate in a series of seminars to assist with the integration of both course work and the practicum experience. Not available for supplemental. Prerequisite(s): take RSP-161. Corequisite course: RSP-164.

Course Descriptions RSP 220 - RSP 255

RSP-220 Practicum (6 credits)

This course provides supervised work settings where residential, vocational and educational services are planned and/or provided for people with disabilities. Students will utilize material covered in RSP 255; assignments include assessment, activity plans, positive behaviour support and instructional techniques. Attendance is mandatory. Not available for supplemental or challenge. Prerequisite(s): take RSP-130, RSP-155, CYC-194. Corequisite course: RSP-255.

RSP-230 Practicum Placement III (3 credits)

This 150-hour practical experience will provide students in the Disability and Community Rehabilitation diploma program an opportunity to further enhance their skills supporting children, adults and families living with the impact of a disability. Experience in the areas of education, employment supports, mental health and advocacy will be the major focus, thus promoting experiences that differ from those in the student's first year or through work experience. Students will participate in seminars to assist with the integration of course work that occurs in the first term of the diploma. This course is not available for Prior Learning Assessment. Corequisite courses: RSP-255, RSP-253.

RSP-240 Practicum Placement IV (3 credits)

This is the final practicum course in the Disability and Community Rehabilitation diploma and consists of 150 hours of practical experience and a series of integration seminars. Students may have the opportunity to gain experience in leadership, advocacy and community development during this practicum.

Emphasis is placed on administrative learning opportunities to best prepare students for the demands of the disability services profession.

Prerequisite(s): take RSP-230, RSP-262. Corequisite courses: RSP-251, RSP-252.

RSP-250 Practicum (6 credits)

This course is the final practicum experience for disability and community rehabilitation services students. It provides the opportunity to fine tune and further develop skills required of rehabilitation practitioners. Opportunity exists to select placement locations that allow for specialized skill development in the areas of special education, vocational services, residential supports, early intervention, recreation therapy and advocacy. Attendance policy in place. Not available for supplemental. Prerequisite(s): take RSP-220, RSP-255.

RSP-251 Person Centered Planning (2 credits)

This course will prepare students with some of the basic skills needed for person centered planning with individuals and families. Focus will be on the identification of the need for transition planning, the initiation of the planning process, the facilitation of planning and the development of effective personal networks to assist people in achieving their personal goals. This course will also examine how person centered planning can lead to community development initiatives when limited resources are available. Not available for supplemental. Prerequisite(s): take RSP-151.

RSP-252 Administrative Practices in Disability (3 credits)

This course introduces students to administrative practices specific to disability and human services. Topics covered include management functions, business finance, proposal writing, budgeting, human resource management, motivation, workload, entrepreneurship and workplace ethics.

Students will gain an understanding of the role of both internal and external stakeholders that impact the operations of an organization and the Community Disability Services profession. Prerequisite(s): take HSP-150, HSP-160.

RSP-253 Advanced Studies in Disability (3 credits)

This course further examines the impact and support needs of people living with developmental disabilities. An investigation of syndromes with genetic causes, metabolic disorders and other rare syndromes will be conducted. In addition, the characteristics and treatment options for dual diagnosis, mental illnesses and other conditions with adult onset will be presented. The course will re-examine many of the developmental disabilities previously studied with an overview of the processes for diagnosis and assessment. The ongoing support needs for adults living with a developmental disability and the implications for their families will also be discussed. Not available for supplemental. Prerequisite(s): take RSP-157 or ECE-159.

RSP-255 Positive Behaviour Supports (3 credits)

This course explores the design and implementation of supports and instruction for people with challenging behaviours and/or significant learning difficulties. Functional assessment and analysis, instructional techniques and modifications for learning are examined extensively. In addition, a detailed look at positive behaviour support, functional assessment and how to teach positive alternative behaviours with the same communicative intent will be made. It is recommended that students take a second year practicum while taking this course. Not available for supplemental. Prerequisite(s): take RSP-153, RSP-155, RSP-171.

Course Descriptions RSP 257 - RSR 250

RSP-257 Inclusive Education (3 credits)

This course examines current trends in creating and maintaining inclusive educational experiences for children and youth who have a wide range of learning challenges in elementary, middle and secondary schools. The course will focus on three aspects of the child's educational experience: the specialized academic needs for the child, the communicative and behavioral support needs and the development of social relationships. The role of the paraprofessional within the education system will also be defined and examined. Prerequisite(s): take RSP-151, RSP-159.

RSP-259 Supported Employment (3 credits)

This course focuses on encouraging the development of meaningful and productive roles for people with disabilities with respect to employment, alternatives to employment and post-secondary education. Focus will be on the preparation, development, training and retention strategies needed for successful supported and competitive employment. Students will learn best practice job search and job development strategies that have been proven effective when supporting individuals who are employment disadvantaged due to a disability. Prerequisite(s): take RSP-151.

RSP-261 Residential Programs (3 credits)

This course examines various types of residential settings offered to people with disabilities. Considerable emphasis is on the numerous roles and responsibilities that rehabilitation practitioners may find themselves involved in when interacting with the exceptional individual, their family, other professionals and the community at large. Quality of life issues as well as a unit on the importance of recreation and social networks are covered. Not available for supplemental.

RSP-262 Leadership in Disability (3 credits)

This course examines both personal and professional leadership in Community Disability Services organizations. Theories and concepts related to understanding and developing effective leadership skills will be presented. In addition, students will examine decision-making processes, strategies for constructive change and the need for interagency partnerships in leading the way for progressive change within the disability services profession. Prerequisite(s): take HSP-160.

RSP-275 Family Support & Intervention (3 credits)

This course covers the dynamics of typical families and compares them to those that include a family member with a disability. Relations between spouses, spouses and siblings, and siblings are analysed. This analysis forms the basis for identification of special needs within these families. Various strategies and issues are discussed as well as the role of the rehabilitation practitioner in providing support to families with exceptional members.

RSP-278 Special Issues in Disability (3 credits)

This course consists of a series of special interest lectures and seminars. A portion of the course is devoted to examining the issues of sexuality and abuse as experienced by individuals with disabilities. Students will also design a professional portfolio and resume and gain an understanding of the employment acquisition process. Other topics will include exploration of professional development, person-centered planning, and strategies to support people with disabilities coping with illness and death. Prerequisite(s): take RSP-151.

(RSR) RESEARCH - APPLIED:

RSR-160 Research & Writing New Media (3 credits)

There are research and writing tasks involved at every level of a multimedia project. You will learn to find and validate the information you need, then incorporate it in powerful, concise, and stylistically appropriate prose. You will also learn proven techniques for editing and improving your own writing, and material created by others. Equivalent to APR-160, CAP-151.

RSR-170 Interactive Project (3 credits)

In conceiving, planning and executing an extended interactive multimedia project, you are given an opportunity to apply areas of theoretical and practical knowledge from the first-year core. Documenting the production process, the technical challenges faced, and the solutions found, as well as presenting your piece at the end of the course, will add value to the learning experience.

RSR-250 Applied Research I (2 credits)

This course will reinforce many topics covered in the first year English course, ENG-154, with a major focus on the formal research component and will give the student experience in researching, organizing, monitoring, and documenting a long-term technical project. The course objective is to obtain all the material needed for the Applied Research II for Engineering Technologies course, where the student will produce and present a technical report to the National Standard for Applied Science in Engineering Technologies. Not available for supplemental or challenge. Prerequisite(s): take ENG-154, CON-155, CPU-248, ENF-135, ENF-161, ENF-165, ENF-169, and SUR-162.

Course Descriptions RSR 251 - SGV 102

RSR-251 Applied Research II (2 credits)

Applied Research II for Engineering Technologies is a continuation of Applied Research I for Engineering Technologies. It provides for the continued validation of data and ongoing field reconnaissance and the preparation, production, presentation and defense of a formal technical report based on the information gathered and documented for the selected project. It includes oral progress reports, consultative sessions with instructors, continued field data gathering needed for project completion, final revisions of parts of the report, a final bound formal report, and the technical presentation of findings to industry representatives and/or technical community according to Standards for Applied Science and Engineering Technologies. Not available for supplemental or challenge. Prerequisite(s): take RSR-250.

RSR-256 Video Graphics and Compositing (5 credits)

This is an opportunity to integrate your knowledge of graphic design, video editing and animation to explore areas of motion graphics related to education and training, advertising and broadcast design, show titles, video art and special effects. You will use industry-standard compositing tools for top-level production. Prerequisite(s): take CMM-156.

(SCI) SCIENCE:

SCI-043 Science I (3 credits)

This course is designed to apply the basic literacy skills taught in LAR-043 (Language Arts I) and the basic numeracy skills taught in MTH-043 (Math Fundamentals I) to the study of foundational science concepts, using adult appropriate materials with a life skills focus. Not open to supplemental.

SCI-045 Science 045 (3 credits)

This course covers introductory science in a "hands-on" learning experience. It is an introduction to vocabulary and concepts in life, physical, and earth science. Solving science-related problems is emphasized using the inquiry method. Not available for supplemental.

SCI-048 Science II (3 credits)

This course is designed to apply the intermediate literacy skills taught in LAR-048 (Language Arts II) and the intermediate numeracy skills taught in MTH-048 (Math Fundamentals II) to the study of foundational science concepts, using adult appropriate materials with a life skills focus. Not open to supplemental.

SCI-055 Science III (3 credits)

This course is designed to apply the advanced literacy skills taught in LAR-055 (Language Arts III) and the advanced numeracy skills taught in MTH-055 (Math Fundamentals III) to the study of foundational science concepts, using adult appropriate materials with a life skills focus. Not open to supplemental.

SCI-060 Science Foundations (3 credits)

This course is an introduction to the fundamental terms, scientific methods and mathematical tools used in the sciences. Topics will include measurement skills, the metric system, scientific notation and calculation skills, unit conversions, physical, chemical and biological properties of matter, and lab skills. Frequent opportunities will be given to students to practice reading, writing, and spelling skills within the subject context.

SCI-062 Science 062 (5 credits)

This is a science course designed for students who have experienced difficulties in previous science courses. Learning will be accomplished through review, activities, and exercises.

Topics covered include technology, technology in action, the balance of life, technology for life, mixing and measuring household products and reactions, environmental explorations, and technology and the environment.

SCI-064 Science 064 (5 credits)

This course is designed for students who have experienced difficulties in previous science courses. Learning will be accomplished through review, activities, and exercises. Topics covered include dynamics of motion, safety in transit, exploring disease, disease defences, exploring metals, exploring mon-metals, energy forms, and energy in action.

(SGV) STUDENT GOVERNMENT:

SGV-101 Student Government (1 credit)

This course is limited to those students who have been elected to serve on the Students' Council of Lethbridge College. Recognition is given for educational experience gained and for time spent during the process of student government activities for a period within one academic year. Further details should be obtained from the College administrator of the program in which students are enrolled.

SGV-102 Student Government (2 credits)

This course is limited to those students who have been elected to serve on the Students' Council of Lethbridge College. Recognition is given for educational experience gained and for time spent during the process of student government activities for a period within one academic year. Further details should be obtained from the College administrator of the program in which students are enrolled.

Course Descriptions SGV 103 - SOC 250

SGV-103 Student Government (3 credits)

This course is limited to those students who have been elected to serve on the Students' Council of Lethbridge College. Recognition is given for educational experience gained and for time spent during the process of student government activities for a period within one academic year. Further details should be obtained from the College administrator of the program in which students are enrolled.

SGV-104 Student Government (2 credits)

This course is limited to those students who have been elected to serve on the Students' Council of Lethbridge College. Recognition is given for educational experience gained and for time spent during the process of student government activities for a period within one academic year. Further details should be obtained from the College administrator of the program in which students are enrolled.

SGV-201 Student Government (2 credits)

This course is limited to those students who have been elected to serve on the Students' Council of Lethbridge College. Recognition is given for educational experience gained and for time spent during the process of student government activities for a period within one academic year. Further details should be obtained from the College administrator of the program in which students are enrolled.

SGV-203 Student Government (1 credit)

This course is limited to those students who have been elected to serve on the Students' Council of Lethbridge College. Recognition is given for educational experience gained and for time spent during the process of student government activities for a period within one academic year. Further details should be obtained from the College administrator of the program in which students are enrolled.

(SOC) SOCIOLOGY:

SOC-150 Multicultural Seminar (1 credit)

This course will examine multicultural/diversity issues. It will increase learner awareness and understanding of all cultures. Not available for supplemental.

SOC-153 Intro to Women's Studies (3 credits)

This course is an introduction to the interdisciplinary field of women's studies through a critical feminist examination of women's embodied lives around the world, with both historical and contemporary examples drawn from a wide variety of cultures. This course will critically examine such issues as violence against women, women and the law, women and globalization, the feminization of poverty, sexuality and gender, family life, reproductive rights, women and religion, and cultural conceptions of body image. The course aims to sharpen students' critical awareness of how gender operates in a variety of institutional and cultural contexts as well as in their own lives, giving them an opportunity to participate meaningfully in social change.

SOC-160 Introduction to Sociology (3 credits)

This course is an orientation to sociology and serves as a brief picture of its scope as a developing discipline. The course will examine how individual lives are shaped by one's place in society and how people cope within their social and cultural contexts. The focus is on Canadian culture, diversity, and social trends, and how Canada is affected by its position in the world. Not available for supplemental.

SOC-167 Sociology of Aging (3 credits)

The purpose of this course is to provide students with an understanding of individual and population aging from a sociological perspective.

Students will be encouraged to develop an awareness and appreciation of the social significance of aging from a variety of social and cultural contexts, but with a strong emphasis on Canadian society. Students will learn how individuals experience changes in their activities, roles, and relationships, and the implications of an aging population on our economy, health care system, and social programs. Finally, students will be introduced to possible solutions in terms of programs and policies relating to aging. Not available for supplemental.

SOC-170 Introduction to Social Work (3 credits)

This is a service course that provides students with a self-directed and collaborative learning opportunity focused on Canadian social welfare and the profession of social work. This course will introduce students to the professional values, ethics, knowledge bases, roles, responsibilities, fields of practices, and practice settings of social work; encourage students to critically examine their beliefs, values, and attitudes in relation to society of which they are members; and enable students to explore their individual interests within the profession of social work.

SOC-250 Sociology of Sports (3 credits)

Sociology of Sports looks beyond game scores and player performance. The goal is to encourage students to think critically about sports, how it is influenced by social and cultural contexts, and how it shapes our social lives. This course examines the relationship between sports and social institutions such as the media and economy. Issues and controversies such as violence, cheating, and hazing will be examined as well as issues of inequality and the relationship between social class, gender, race and participation. Prerequisite(s): take SOC-160 or PSY-160.

Course Descriptions SOC 255 - SST 055

SOC-255 Offenders With Special Needs (3 credits)

This course focuses on the identification of unique offender groups and the treatment of these groups within the correctional context. Specific areas of study include offenders with health conditions, learning disabilities, developmental disabilities, traumatic brain injuries, conditions related to the aging process, fetal alcohol spectrum disorder, mental health conditions psychopathy, and those in custody for sex offences. Not available for supplemental.

SOC-260 Social Problems (3 credits)

This course extends several of the concepts and issues addressed in Introduction to Sociology. The focus of this course is a more in-depth examination of social problems by applying sociological theories and critical thinking skills to a variety of issues that affect Canada and the world. Specific social problems may include drug abuse, crime, inequality and poverty, gender inequality, race and ethnic problems, family problems, overpopulation, environmental problems, and global conflict. Prerequisite(s): take SOC-160.

SOC-263 Diverse Cultural Communities (3 credits)

This course gives students an understanding of the diverse cultural communities in Canada; to be able to act as a mediator, negotiator, educator and public relations practitioner, involving resource management issues; and to examine the issues involved in co-operative management and compliance with resource related legislation.

SOC-270 Sociology of the Family (3 credits)

This course is a study of Canadian family life in both a historical and sociological perspective with an emphasis on current trends and research on the family. Not available for supplemental. Prerequisite(s): take SOC-160.

SOC-273 Multicultural Issues (3 credits)

This course examines values, beliefs, patterns of behaviour, intercultural communication processes and their impact on working with children, youth, families and other professionals. Specific multicultural concepts will be examined as will appropriate strategies for working within cross-cultural contexts. Students will develop sensitivities and skills to assist them in understanding and working within cross-cultural context. Not available for supplemental.

SOC-276 Sexuality (3 credits)

This course will be approached primarily from a sociological perspective. We will examine how social factors contribute to our sexual beliefs and behaviors and how sexuality influences our personal lives and social policies. Sociological research and theories will be integrated with information from psychology, biology, anthropology, and history. Students will be encouraged to consider their own perceptions, attitudes, and beliefs in light of the scientific findings, and to understand the global diversity of sexual practices and customs. Prerequisite(s): take SOC-160, PSY-160 or PSY-170.

(SPL) SPELLING:

SPL-056 Spelling Improvement (3 credits)

This course is designed for students who need to improve their spelling skills for everyday situations in which computerized spell checking is not an option. The course emphasizes spelling rules and principles that deal with the structure of words.

(SST) SOCIAL STUDIES:

SST-043 Social Studies I (3 credits)

This course is designed to apply the basic literacy skills taught in LAR-043 (Language Arts I) to the study of foundational social studies, using adult appropriate materials with a life skills focus. Not open to supplemental.

SST-045 Social Studies 045 (3 credits)

This course is a study of contemporary issues facing Canadian society. These issues are discussed with the aid of concepts and processes from history, geography, multiculturalism, government and the social sciences. Not available for supplemental.

SST-048 Social Studies II (3 credits)

This course is designed to apply the intermediate literacy skills taught in LAR-048 (Language Arts II) to the study of foundational social studies, using adult appropriate materials with a life skills focus. Not open to supplemental.

SST-050 Social Studies 050 (3 credits)

This course integrates social studies concepts with language arts skills. The lifestyles of ordinary people in Canada prior to Confederation are examined. Topics include First Peoples, Exploration, New France and British North America. Not available for supplemental.

SST-054 Social Studies III (3 credits)

This course is designed to apply the advanced literacy skills taught in LAR-055 (Language Arts III) to the study of foundational social studies, using adult appropriate materials with a life skills focus. Not open to supplemental.

SST-055 Social Studies 055 (3 credits)

This course integrates social studies concepts with language arts skills. The lifestyles of ordinary people in Canada since Confederation are examined. A current affairs component is included. Not available for supplemental.

Course Descriptions SST 063 - SUR 171

SST-063 Canada and the World (5 credits)

This course examines Canadian and world current events and their historical backgrounds. Topics include political issues at the provincial, national and international levels; and related issues of multi-cultural, global, and ecological significance. Frequent opportunities will be given to learn and practice reading skills within the subject context.

SST-075 Social Studies 075 (5 credits)

This course examines contemporary issues facing Canadian society. A study of Canada's history, geography, government, economy and identity will provide students with knowledge to better understand the challenges Canada has experienced and will face in the future. This course requires RDG-075 or equivalent.

SST-085 Social Studies 085 (5 credits)

This course is an overview of the major forces that influenced change in Europe and much of the world during the 19th century. The impact of industrialization, nationalism, imperialism, and the growth of new ideologies on the development and interaction of nations during the 19th and early 20th centuries will be examined. This course requires SST-075 or equivalent.

SST-095 Social Studies 095 (5 credits)

This course is an in-depth study of the major political and economic systems and a detailed study of interaction among nations in the 20th century. This course requires SST-085 or equivalent.

(STS) STATISTICS:

STS-250 Statistics (5 credits)

This course covers introductory business and economic statistics, the basic techniques and tools of statistical analysis and interpretation applied to business situations.

Topics include collection and presentation of data; measures of descriptive statistics; probability and probability distributions; statistical estimation and hypothesis testing; correlation and regression analysis, and methods of time series analysis. Prerequisite(s): take BUS-178 or CPU-151.

STS-255 Statistical Methods (3 credits)

This course is an introduction to basic statistical concepts used for resource management, including graphical and numerical analysis. It covers data collection, presentation, descriptive statistics, parametric and non-parametric tests. Topics covered include probability distributions, data transformation, correlations, regression, hypothesis testing and analysis of variance. Computer literacy is recommended as statistical software is used in completing assignments. Not available for supplemental. Equivalent to STS-251. Corequisite course: STS-255L.

STS-270 Social Science Research (3 credits)

This course will provide students with intermediate instruction in the social science research project, with specific emphasis on quantitative research methods, design and analysis. Students will complete one comprehensive, quantitative, social science research project, including theoretical development, concept definition, variable identification, hypothesis development and testing, research design, measurement, sampling, reliability, confidence, questionnaire construction, data collection, data preparation and analysis, and statistical analysis. Students will also be introduced to SPSS software and social science research ethics. Not available for supplemental. Prerequisite(s): take anyone of HIS-170, PSC-150, PSC-161, SOC-160 or PSY-160.

(SUR) SURVEY:

SUR-150 Land Survey (5 credits)

This course is an introduction to the theory and practice of surveying, covering measurement of distances and vertical and horizontal angles. It includes leveling, level circuits, profiles and cross sections, transit lines, open and closed traverses, use and care of theodolites, levels, EDMs, global positioning systems (GPS), general principles, sources of error and survey computations pertaining to leveling and traverses. Not available for challenge or supplemental.

SUR-162 Survey Applications (3 credits)

This course is an introduction to engineering applications in surveying. Topics may include horizontal, spiral and vertical curves, slope staking and cross-sectioning, profiles, coordinate layout, electronic data transfer and global positioning systems terrain modeling. Course work will consist of theoretical and field assignments. Not available for supplemental. Prerequisite(s): take SUR-150, CAD-155.

SUR-171 Survey Camp (2 credits)

This course provides additional experience with typical canal and highway surveys. Additional EDM work, including total station EDMs and some associated software for downloading the electronic field book, are studied. This course is offered for 35 hours during the Summer term. Not available for supplemental. Prerequisite(s): take CIV-218, CPU-248, SUR-162.

Course Descriptions SUR 251 - TAX 251

SUR-251 Advanced Survey I (4 credits)

This course examines advanced survey field practices. Topics include sun and star field observations and theory for azimuth determination; horizontal and vertical control using direction theodolites and electronic distance measuring instruments; legal boundary retracement; site survey; trigonometric leveling and well site survey. The use of total stations and data collectors, downloading of data and processing of data will be emphasized. Not available for supplemental. Prerequisite(s): take SUR-162. Corequisite course: SUR-263.

SUR-252 Field Safety (2 credits)

This course is intended to reinforce the concepts and applications of safety as it applies to survey field work. Students will be directed to develop safety techniques and guidelines that can be applied to a variety of survey situations. Modules of this course will be provided by the Industrial and Technical Training Department at Lethbridge College using certified instructors. Prerequisite(s): take CON-140.

SUR-260 Land Survey Systems (2 credits)

This course will study the township system in Western Canada, the Surveys Act (Alberta) and the Manual of Standard Practice. Not available for challenge or supplemental. Equivalent to SUR-163. Prerequisite(s): take SUR-162.

SUR-261 Advanced Survey II (5 credits)

This is a survey project course that ties all aspects of field practices together in the form of a project. Students will be required to take a survey project, modeled as closely as possible to a real situation, from inception to completion.

This will include the performance of all survey activities related to the project. In addition, issues of mission planning and project budgeting will be explored. Not available for supplemental. Prerequisite(s): take SUR-251. Corequisite course: SUR-265.

SUR-263 Survey Calculations & Analysis (4 credits)

This course allows students to analyse and solve a variety of standard survey calculations including line-curb intersections, curb-curb intersections, inaccessible points of intersection, etc. Network adjustments will be covered. Not available for supplemental. Prerequisite(s): take SUR-162, STS-255, MTH-160.

SUR-265 Surveying Drafting (4 credits)

This course focuses on the creation of legal survey plans using CAD. Emphasis is on the proper portrayal of information required by the Land Titles Office for the submission of legal survey plans. The drawings will require students to extract and process data from conventional field notes and total station data collectors. Not available for supplemental. Prerequisite(s): take SUR-251, GEO-250.

SUR-270 Engineering Surveys (5 credits)

This course enables students to recognize and solve the problems associated with the survey of large construction projects. Topics include preliminary surveys for the design of public works, water, sewer and roads. Surveying practices for specialized projects such as bridge construction, dam site monitoring and tunneling will be included. Not available for supplemental. Prerequisite(s): take SUR-251, GEO-250.

SUR-275 Global Positioning Systems (4 credits)

This course examines global positioning systems (GPS) for positional determination. Topics include an overview of the GPS system and associated definitions and vocabulary; details of the satellite signals - C/A code, P code, Y code, navigation message, L1 and L2 carrier phases; datums; positioning modes-point, differential, real time, post-processed; types of field GPS - static, quick static, semi-kinematic, kinematic and on-the-fly; factors contributing to range errors; field data collection, post-processing of field data and explanation and interpretation of computer print-outs; quality analysis of GPS results; computation of several observations, unknowns, and degrees of freedom for carrier phase; fixed and free network adjustments and statistical evaluation of results. Not available for supplemental. Prerequisite(s): take GEO-170, SUR-162.

(TAX) TAXATION:

TAX-251 Taxation (5 credits)

This course covers income taxation in Canada for individuals and the self-employed. It includes a review of the reports of the federal and various provincial Royal Commissions on taxation, problems associated with taxes payable by various types of corporate entities, and the Income Tax Act. It also includes completion of tax returns covering all the tax credits. Other topics include distinguishing between types of income and reconciling business net income for tax purposes. Not available for supplemental.

Course Descriptions TRG 155 - TRG 268

(TRG) THERAPEUTIC RECREATION GERONTOLOGY:

TRG-155 Intro to Therapeutic Recreation (2 credits)

This course is an overview of the history, philosophy, concepts and issues in the field of therapeutic recreation. The importance of leisure activities and the common barriers to recreation participation are discussed. Introductory information on a wide range of disabilities and medical conditions is provided, as well as descriptions of environments where therapeutic recreation support services may be available. A number of conceptual models of service, including the Leisure Ability and Health Protection/Health Promotion Models, are compared. Not open to supplemental. Equivalent to TRG-150. Corequisite course: HSP-150.

TRG-160 TR Program Planning I (3 credits)

This course covers the theoretical approach to program design in the therapeutic recreation setting. The principles and practices of assessment, planning, implementing, and evaluating programs based on client needs are reviewed. Prerequisite(s): take TRG-155.

TRG-164 Leadership Theory (3 credits)

This course studies leadership theories and concepts in order to facilitate an understanding of both the nature and reality of leadership in personal, community and organizational settings. The development of leadership skills is fostered by focusing on understanding the principles of effective leadership from an "inside out" approach. Examination of course topics with respect to therapeutic recreation is emphasized throughout the course. Not open to supplemental.

TRG-199 Field Work (3 credits)

This course covers field experience in an approved agency setting designed to provide a more in-depth work experience in the profession. All hours and assignments must be accumulated and completed during April and May. Graded CR/NCR. Prerequisite(s): take TRG-155.

TRG-200 Field Work (3 credits)

This course covers field experience in an approved agency setting designed to provide a more in-depth work experience in the profession. Hours must be accumulated and completed during April and May. Graded CR/NCR. Prerequisite(s): take COM-162, CPU-151, ENG-150, PSY-177, TRG-155, HSP-150, TRG-164, BIO-152, COM-170, CPU-251, TRG-160, SOC-167, TRG-199, TRG-253, TRG-256, TRG-260 and TRG-268.

TRG-251 Seminar (2 credits)

This course is a culmination of the two years of study in therapeutic recreation. Topics requiring more emphasis will be covered through research, guest lecturers and field trips.

TRG-253 Assessment (4 credits)

This course covers the process of assessment, all forms of documentation, individual treatment plans, and analyzing different assessment tools used in therapeutic recreation settings. Prerequisite(s): take TRG-199.

TRG-256 Therapeutic Intervention (3 credits)

This course covers the therapeutic recreation intervention process which is used to assist individuals in coping and adapting to their environment and effecting change in their lives. Emphasis is placed on the various forms of intervention used in geriatric settings such as remotivation, drama, pets, validation, sensory stimulation and relaxation.

TRG-260 Therapeutic Recreation Program Planning II (3 credits)

This course covers hands-on development of specific program design. Budgeting considerations, program descriptions, fundraising, leisure education and future trends in programming are also reviewed. Prerequisite(s): take TRG-160.

TRG-263 Aging Disorders & Disabilities (3 credits)

This course is a survey of disorders and disabilities common to the aged from the perspective of the therapeutic recreation professional. Topics include stroke, heart attack, Alzheimer's disease, Parkinson's disease, dementia, and other conditions. Prerequisite(s): take BIO-152.

TRG-264 Community Resources (3 credits)

This course covers accessing and networking with various agencies and care services to enhance the senior client's life. Federal, provincial, municipal and privately funded and operated agencies are reviewed.

TRG-265 Fitness for the Aging (3 credits)

This course covers various fitness programs, activities and areas for seniors. Adaptations to activities, fitness programs and motivational techniques are included through labs and teaching opportunities. Prerequisite(s): take BIO-152.

TRG-268 Therapeutic Leisure Programs (9 credits)

This course covers theory and practice in the various areas of programming, including dance, music, horticulture, reminiscing, cooking, sensory stimulation, humour, sports, games and outdoor activities. These skills are applicable to healthy, frail and disabled seniors so adaptive methods for each program are discussed. Prerequisite(s): take TRG-160. Corequisite course: TRG-268L.

Course Descriptions TRG 270 - TRS 165

TRG-270 Administration Practices (3 credits)

This course covers basic administration and supervisory skills including a review of basic functions such as planning, organizing, controlling and leading; the recruitment and selection process; employee supervision; motivation; and performance assessment. Includes information on volunteer management skills, employee ethics and workload measurement systems.

(TRS) TRANSPORT:

TRS-150 Transportation Legislation (3 credits)

This course examines various acts and regulations relating to traffic enforcement. Foundation legislation such as the Traffic Safety Act, Gaming & Liquor Act and Fuel Tax Act will be examined. In addition, we will examine key regulations such as the Use of Highway and Rules of the Road Regulation, Vehicle Equipment Regulation, Operator License and Vehicle Control Regulation and many of the commercial vehicle regulations such as the Commercial Vehicle General Equipment & Safety Regulation and Commercial Vehicle Inspection Regulation. Not only will the various laws be examined, but you will learn how the laws are interpreted, applied and enforced.

TRS-151 Incident Management (5 credits)

This course provides information on the best strategies for various situations. It examines procedures and provides tactics that will assist students' mindsets when confronting a potentially uncooperative subject. The use of pepper spray and vehicle stop procedures are included. This course focuses on the scenarios encountered by commercial vehicle enforcement officers and follows Alberta Infrastructure and Transportation Policy and Procedure.

TRS-152 Licensing (3 credits)

This course focuses on the proper licensing of vehicles and drivers. It examines the various provincial acts and regulations which govern the licensing process in commercial vehicle operations. It details how the various acts and regulations are applied and enforced.

TRS-153 Cargo Securement (3 credits)

This course examines the North American Cargo Securement Standard. You will learn the cargo securement requirements and how the principles apply to different commodities. Specifically, you will learn what is required to properly load and secure various commodities and the enforcement action that will take place for non-compliance.

TRS-155 Weights and Dimensions (3 credits)

This course thoroughly examines the Commercial Vehicle Weight and Dimension Regulation. Maximum allowed weights and dimensions will be defined, along with the requirements for overweight and over dimensional loads. Other topics examined include winter weight allowances, road bans, road ban exemptions and restricted bridges. In addition to learning the specific laws, you will learn how enforcement officers interpret, apply and enforce the weight and dimension laws. This course is very practical and interactive in nature, with many practical exercises and demonstrations.

TRS-158 Emergency Vehicle Operations (3 credits)

This emergency vehicle operations course is provided to front-line police officers and focuses on the fundamentals of vehicle mechanics, vehicle dynamics, braking procedures, collision avoidance and emergency response driving techniques.

In addition to policy and procedures for pursuit driving, police officers are instructed on the duties, responsibilities and liabilities associated with the safe handling and operation of an emergency vehicle. This course combines classroom theory with practical applications to provide police officers with the legal and technical skills necessary for the appropriate handling of emergency vehicles. Equivalent to TRS-156.

TRS-160 Hours of Service Legislation (3 credits)

This course focuses on the Federal Commercial Vehicle Drivers Hours of Service Regulation (SOR 94-716), and the Provincial Drivers Hours of Service Regulation (AR317/2002). This course identifies the main aspects of the regulations, and offers explanations and examples. It details how the various aspects of the regulation are applied and enforced.

TRS-165 Transport Law (3 credits)

This course is a comprehensive law course relating to traffic enforcement issues. Initially, the course reviews foundation topics such as statutes, the Constitution Act, sources of law and components of an offence. Next we examine how to process Federal and Provincial charges, including specific instruction on how to accurately complete the documents required to lay a charge for both Federal and Provincial offences. In addition, we will examine search provisions and compelling attendance of the accused to court. Finally, we will review court and evidence provisions and complete the course by running a mock trial.

Course Descriptions TTC 251 - WRI 274

(TTC) TRAVEL AND TOURISM:

TTC-251 Tourism Operations (4 credits)

This course will focus on the basic concepts, methods and practices of tourism management. It examines the tourism industry, the effects of tourism on society, developments and global forces shaping the future of the industry.

(WRI) WRITING:

WRI-150 Writing for Interactive Media (3 credits)

Telling a story concisely, and making the few words you do use share the stage with images, sound, video, and animation, is one of the more exciting and challenging areas of communicating effectively with the new media. In this course, you will practice telling those stories, adding features to make your narrative part of an interactive user experience, whether the goal is information, education, or pure entertainment. Equivalent to CAP-161.

WRI-154 Media Research and Writing I (4 credits)

This course is an introduction to delivering news- related information in print and broadcast formats. It focuses on information gathering and dissemination, including the importance of accuracy and deadlines. Beginning skills include understanding a news story, using a style guide, interviewing, note taking, and writing and supporting a lead.

WRI-174 Media Research and Writing II (4 credits)

This course covers the writing of news stories for use by newspaper, radio, television, online and other media. The course deals with such areas as generating story ideas, providing subjects for profiles and features, employing interviews for stories for newspapers, radio and television, and organizing news for delivery by newspapers, radio, television and other media. Prerequisite(s): take WRI-154.

WRI-250 Commercial Writing I (2 credits)

This course covers study and practise in the special techniques of writing commercials for the broadcast media. Equivalent to CAP-188.

WRI-257 Public Relations Writing (3 credits)

This course continues the development of writing skills for the public relations industry. Students will examine writing as it applies to news releases, newsletters, annual reports, features and storyboards. Not available for supplemental. Equivalent to ENG-257. Prerequisite(s): take WRI-174.

WRI-274 Commercial Writing II (2 credits)

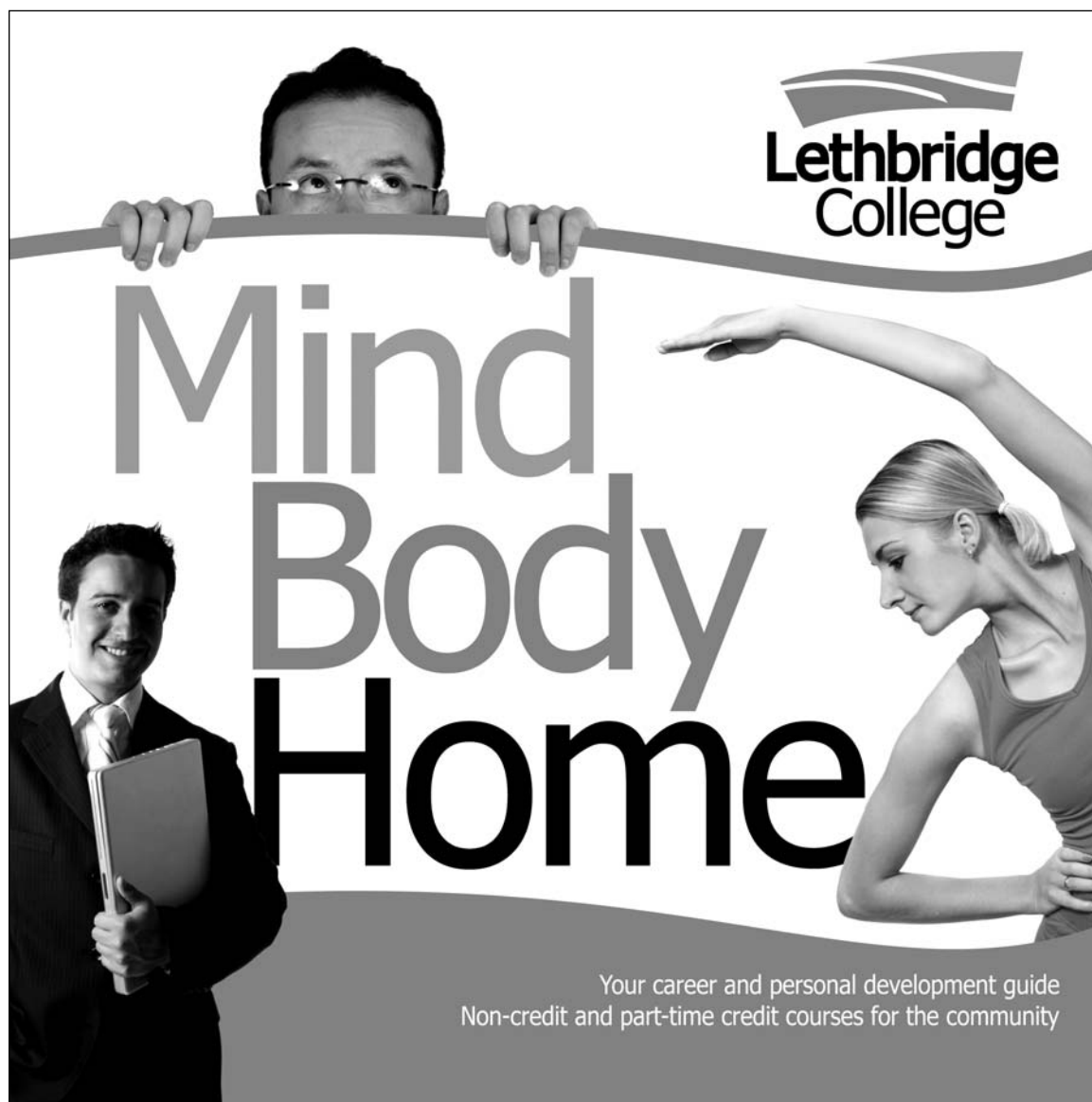
Students are required to write and produce commercials for use on CRLC Radio, along with assigned class projects. Not available for supplemental. Equivalent to CAP-288. Prerequisite(s): take WRI-250.



New View

Alternative Delivery



A black and white poster for Lethbridge College's 'Mind Body Home' program. At the top, a man with glasses peeks over a horizontal bar. In the bottom left, a man in a suit holds a folder. On the right, a woman in athletic wear is in a dynamic pose. The text 'Mind Body Home' is centered, with 'Mind' and 'Body' in a light grey font and 'Home' in a bold black font. The Lethbridge College logo is in the top right corner.

**Lethbridge
College**

Mind Body Home

Your career and personal development guide
Non-credit and part-time credit courses for the community

Visit us on-line at
lethbridge.ca/go/mbh
for more information.

e-Campus Alberta



eCampus Alberta is a consortium of 15 Alberta Colleges and Technical Institutes who have formed a partnership to offer you more online learning opportunities. From Adult Upgrading to completing your certificate, diploma or applied degree online - we've got what you're looking for!

For more information, please visit our website at www.ecampusalberta.ca

Aboriginal Services	Community Development	Management
Accounting	Computers	Office Administration
Adult Upgrading	Early Childhood Education	Personal Development
Apprenticeship and Trades	Health Sciences	School Age Child Care
Business	Human Services	Tourism and Hospitality
Communications	Legal Assistant	University Transfer

We've got what you're looking for...
www.ecampusalberta.ca

Lethbridge College currently offers the following courses through eCampus Alberta:

COR 150	Introduction to Corrections	Corrections
COR 262	Drugs in Corrections	Corrections
COR 287	Crisis Resolution	Corrections
COR 355	Violence and Criminal Behaviour	Corrections
COR 360	Aboriginal Peoples	Corrections
HUM 350	Ethics and Correctional Issues	Corrections
LAW 170	Correctional Law	Corrections
MGT 370	Correctional Management	Corrections
MGT 375	Correctional Leadership	Corrections
MTH 149	Precalculus	General Math
PSY 365	Behavioural Management	Corrections
SOC 160	Introduction to Sociology	Sociology
SOC 255	Offenders with Special Needs	Corrections

For current listings of all courses available through all participating institutions, please go online to www.ecampusalberta.ca. New courses are continually added as they become available.

Distributed Learning

Whether you are a long way from our campus and would like to further your education through Distributed Learning opportunities, or you live right in Lethbridge and want to take courses that fit in with your schedule, we can help you reach your goals. Distributed Learning Services allows you to take individual courses, a portion of a program or a complete certificate or diploma program – all without coming on campus.

Through Distributed Learning, you can:

- Earn College credits without coming on campus
- Choose courses and timelines that suit your goals
- Complete a College program while still working
- Take courses which complement on-campus courses

Our friendly registration staff will help you register, send out your course materials, and process your final grade.

APPLICATION PROCESS

Distributed Learning students apply to a College program following the admission procedures outlined in this calendar. You should apply early to allow for admission procedures. Once you have been admitted, you can register for Distributed Learning courses by contacting the Student Services' office. Another option is to apply as an undeclared student which allows you to take up to four courses (maximum two per term).

DELIVERY METHODS

Distributed learning courses at Lethbridge College are offered in one of four different formats:

Online – Entire course is delivered in an online format. This means that all the course content is available online. You are expected to communicate with the instructor and other students in the class via e-mail, class discussions, and group chats. You will also submit assignments electronically.

Courses may use a variety of interactive, online activities and resources. Visit the online academic timetable to find out if a course is print, web enhanced, blended, or online.

Blended – A course delivered in a blended format combines the face-to-face and online environments. The amount of time in each environment varies in each course.

Print based/Web enhanced – You receive a printed course manual and then are expected to access some components of the course online through a learning management system such as WebCT (for example, online discussions or online quizzes). Online requirements for each course will vary.

Print based – You receive a printed course manual and will be able to mail assignments to the instructor; however, some instructors may prefer to communicate with you and accept assignments through e-mail.

COURSE REGISTRATION

Registrations for Distributed Learning are accepted at any time of the year; however, you will be assigned a specific term to complete the course (January to April or May to August or September to December). Available DL courses are listed in the Lethbridge College Calendar. For specific term course offerings refer to the online academic timetable or contact the Program Chair. New students should contact their Program Chair for course advisement.

COURSE MATERIALS

Course materials and textbooks will be mailed to you within one to two weeks of registering in a course. Materials will include policy and procedure information for completing the course.

INSTRUCTORS

You will be assigned an instructor for each course at the time of registration. A letter of introduction will be included with course materials. The instructor will connect directly with you to receive and grade assignments and to answer any questions.

EXAM PROCESS

Testing Services will provide access to supervised exams. Exam procedures will vary among courses, and not all courses have an exam component. For more information, read your course material and contact your instructor.

FEES

Tuition Fee.....	\$73.45/credit
DL Development Fee.....	\$38.90/credit
Athletic Fee.....	\$1.90/credit
LCSA Fee	\$1.39/credit
Technology Infrastructure Fee	\$7.85/credit
Embanet Fee (if course is delivered through eCampus Alberta)	\$25/course

The above fees do not include the cost of any textbook(s) or any supplementary materials that may be required for the completion of a course. Certain program rates per credit may vary for specific courses. Students are encouraged to confirm such variation with the Registrar's Office or Financial Services.

Fee information is also available in the online Calendar at www.lethbridgecollege.ab.ca/departments/student/distributed_learning.

For more information, call Student Services at 320.3323 or toll free at 1.800.572.0103 ext. 3323.

The following courses are available through Distributed Learning. Consulting with the Program Chair or an Advisor is important to ensure the best course selection for your career goals. Please see the corresponding course descriptions as appropriate. Please refer to the online academic timetable for specific and accurate semester offerings.

ACC 126	Accounting Basics	ECE 252	Child and Family	PED 155	Applied Anatomy & Kinesiology
BIO 149	Introduction to Physiology	ECE 253	Family and Community	PED 157	Health, Wellness and Fitness
BIO 152	Physiology of Aging	ECE 257	Organization and Administration	PED 160	Weight Training & Exercise
BUS 176	Financial Planning	ECE 260	Infant and Toddler Programming	PED 250	Defence & Tactics
CJP 160	Introduction to the Criminal Justice System	ECE 262	Creative Experiences II	PGM 320	Turf Management
CJP 161	Ethics & Interpersonal Skills in CJ	ECE 263	Creative Experiences III	PGM 330	Food & Beverage Management I
CJP 175	Interviewing	ECE 264	Pre-school Programming	PGM 335	Food & Beverage Management II
CJP 180	Law, Youth and Young Offenders	ECE 266	Team Building	PRS 155	Speech
CJP 183	Diversity Issues in Criminal Justice	ECE 270	Inclusion of Children with Special Needs	PRS 172	Effective Presentation and Speech
CJP 191	Alternative Dispute Resolution	ECE 280	Field Placement III (24 days)	PSY 160	Introduction to Psychology
CJP 250	Enforcement Techniques	ECE 281	Field Placement IV (25 days)	PSY 170	Human Development Across the Lifespan
CJP 252	Criminal Justice Practicum II	EDU 151	Role of the Special Needs Educational Assistant	PSY 171	Child Growth and Development
CJP 256	Criminal Investigation	EDU 155	Math Instructional Support	PSY 177	Psychology of Aging
CJP 263	Traffic Enforcement	EDU 156	Language Arts Instructional Support	PSY 250	Educational Psychology
CJP 278	Criminology	EDU 250	Speech & Language Development	PSY 260	Abnormal Psychology
CJP 280	Commercial Vehicle Enforcement	ENG 095	English 095	PSY 365	Behavioural Management in Corrections
CJP 282	Evidence & Court Procedures	ENG 150	Composition	RSP 123	Practicum
CJP 287	Crisis Intervention	ENG 156	Business Writing	RSP 130	Practicum
CJP 369	Patrol Procedures	ENG 175	English Composition I	RSP 151	Community Rehabilitation
COM 162	Interpersonal Relationships and Communication	ENG 176	English Composition II	RSP 153	Observation and Assessment
COM 170	Helping Relationships	ENG 285	Children's Literature	RSP 155	Applied Behaviour Analysis
COM 254	Correctional Report Writing	FAS 150	Diagnosis of FASD	RSP 159	Developmental Disabilities
COR 150	Introduction to Corrections	FAS 151	Prevention of FASD	RSP 161	Practicum Placement I
COR 253	Correctional Classification	FAS 155	Intervention Strategies for FASD	RSP 162	General Health Care I
COR 262	Drugs in Corrections	FAS 165	Practicum in FASD	RSP 164	Facilitating Inclusion
COR 277	Corrections Administration	FAS 166	Practicum I	RSP 166	Recreation & Leisure
COR 279	Correctional Casework and Counselling	FAS 176	Practicum II	RSP 167	General Health Care II
COR 285	Correctional Methods	FWK 160	Field Placement I (100 hours)	RSP 171	Practicum Placement II
COR 287	Crisis Resolution	FWK 162	Field Placement II	RSP 220	Practicum
COR 350	Crime-Related Victimology	FWK 163	Field Placement II	RSP 250	Practicum
COR 355	Violence and Criminal Behaviour	FWK 272	Corrections Practicum I	RSP 253	Advanced Studies in Disability
COR 360	Aboriginal Peoples in Corrections	FWK 273	Corrections Practicum II	RSP 255	Positive Behaviour Supports
COR 374	The Professional Correctional Worker	HSP 125	Medication Administration for Paraprofessionals	RSP 275	Family Support & Intervention
COR 378	Women in Corrections	HSP 150	Foundations of Human Services	RSP 278	Special Issues in Disability
COR 380	Justice in Community	HSP 151	Family Systems and Development	SOC 150	Multicultural Seminar
COR 385	Issues & Trends in Corrections	HUM 350	Ethics and Correctional Issues	SOC 160	Introduction to Sociology
COR 387	Crisis Management	LAW 161	Introduction to Natural Resource Law	SOC 255	Offenders with Special Needs
CPU 151	Introduction to Computers	LAW 165	Criminal Law	SST 095	Social Studies 095
CPU 251	Computer Applications	LAW 170	Correctional Law	TRG 155	Intro to Therapeutic Recreation
DCE 377	Environmental Law	LAW 175	Procedural Law	TRG 160	Therapeutic Recreation Program Planning I
DCE 389	Problem Wildlife Management	MGT 370	Correctional Management	TRG 164	Leadership Theory
ECE 151	Health, Safety and Nutrition	MGT 375	Current Concepts in Correctional Leadership	TRG 253	Assessment
ECE 154	Guiding Children's Behaviour	MTH 095	Mathematics	TRG 265	Fitness for the Aging
ECE 155	Introduction to Early Childhood Education	MTH 149	Pre-Calculus	TRG 270	Administration Practices
ECE 156	Development Through Play	NSG 390	Professional and Clinical Standards of Perioperative Nursing		
ECE 159	Children With Special Needs	NSG 391	Standards and Competencies of Scrub Role (Theory)		
ECE 160	Observation and Recording	NSG 392	Standards and Competencies of Circulating Role (Theory)		
ECE 162	Creative Experiences I	PED 153	Training & Personalized Fitness		
ECE 180	Field Placement I (18 days)				
ECE 181	Field Placement II (31 days)				
ECE 251	Diversity in ECE				

Chinook Regional Career Transitions for Youth

Today's high school students need to prepare for the career skills of tomorrow. They need an education that will help them succeed in a world where rapid change is the rule, not the exception.

This innovative partnership provides high school students with academic and employability skills needed to succeed in the workplace. Through an agreement with Lethbridge College, students may receive advance credit to a variety of post-secondary programs at Lethbridge College.

Chinook Regional Career Transitions for Youth is a strategic partnership between the southwestern Alberta school jurisdictions, Lethbridge College, the University of Lethbridge as well as the provincial and federal governments. Career Transitions promotes career training and employability skills development for high school students in southwestern Alberta to ease the transition of students to post-secondary programs or the workplace. It also offers career education to assist students in making future plans and occupational decisions.

High School CTS Course Articulation

The CTS articulation agreement with Lethbridge College allows students to make a smooth transition from high school to the College without delays, duplication of courses or loss of credit. Please note that because of course/program changes, the articulation chart below is subject to change on a yearly basis. Please contact the Registrar's Office to inquire about advance credit for any of the courses listed in the articulation chart:

Lethbridge College CTS Articulation Chart

CTS Modules	Post-Secondary Equivalent Course
DES 1060, 2050, 3110, 3120, 3140, 3150, 3160 and portfolio & challenge testing	DRF-153
FAS 1050, 2010, 2140, 2160, 3060, 3070	FDM-152
FAS 2020, 2070, 2090, 3010, 3070	FDM-201
FIN 1010, 1020, 1030, 2010, 2020, 2030, 3010	ACC-146
FOD 3010, 3020	COC-131
INF 1070, 2050, 2070, 2080, 2120	CPU-150
INF 1020, 1030, 2030	KEY-139
INF 1070, 2050, 2070, 2080, 2120	CPU-151
INF 2030, 2070	CPU-135
INF 2030, 2080	CPU-136

For more information on CTS programs, please contact your High School Principal or the Chinook Regional Career Transitions for Youth office:

Margaret Vennard, Executive Director
Telephone: 403.328.3996 Fax: 403.320.2365
E-mail: mvennard@pallisersd.ab.ca

Important Forms



Living in Residence

Nothing will make you feel more at home on our campus than actually living here!

Lethbridge College Residence Life provides a warm, welcoming and convenient home away from home for more than 400 learners annually. We have some of the most **well-kept, modern student suites** in Canada, all designed to meet the needs of our learners.

We offer four-bedroom townhouses, two-bedroom suites, and family units in our Cullen Residences, and four-bedroom townhouses in our 30th Avenue Residences. Some of our two-bedroom suites are specially equipped for learners with physical disabilities.

Our units are fully '**self-contained**', so you only need to bring your personal items (bedding, towels, etc.).

Each residence unit has:

- Kitchen, living room and bedroom furniture.
- Dishes, utensils, pots, pans, coffeemaker, toaster, iron and ironing board, broom and dustpan, mop and pail.
- Fridge, stove and microwave.
- High-speed internet modem.
- Basic cable hook-up.

We also provide:

- Common laundry facilities.
- Common recreation/meeting areas.
- Paid parking.

To have the best chance of being accepted and to get the unit of your choice, we suggest you apply for Residence **at the same time** you apply for your College program.

Applications are accepted on a first-come, first-served basis. Offers of residence will be made in April for the Fall term and the first week of December for the Winter term. Offers will continue as cancellations occur.

All of our residences are non-smoking.

Resident Assistants are on call after office hours and on weekends to assist students with problems or emergencies.

* For more information on our services and accommodations, to view floor plans, and to view current Residence rates, visit:
www.lethbridgecollege.ab.ca/go/residence

403.329.7218 • 1.800.572.0103 (ext. 7218)
Res.Life@lethbridgecollege.ab.ca



Application for Residence

Lethbridge College Residence • 3010 College Drive South • Lethbridge, AB T1K 8A2
Ph. 403.329.7218 • Fax. 403.327.9062 • Toll Free. 1.800.572.0103 • Res.Life@lethbridgecollege.ab.ca

The personal information on this form is collected and protected under the authority of the Post-secondary Learning Act of Alberta and the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. This personal information is used to determine and verify your eligibility for Residence accommodation and for uses consistent with this purpose. If your application is accepted, this personal information will be used to operate and administer the services provided by Residence Life and for uses consistent with this purpose. This personal information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. Questions can be directed to the Manager, Residence Life, 3010 College Drive South, Lethbridge AB T1K 8A2, 403.329.7280.

Please complete all sections on both sides of the application form.
Applications that are not complete will be returned.

I require residence from: _____ / _____ to _____ / _____
month year month year

IDENTIFICATION INFORMATION - Please print all information clearly

Last Name: _____ First Name (Legal): _____

Preferred Name (if different from Legal Name): _____

Lethbridge College ID #: _____ Birthdate: _____ / _____ / _____ Gender: ☐ Male or ☐ Female
year month day

Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

MAILING ADDRESS

Street or Box Number: _____

City: _____ Province: _____

Postal Code: _____ Country: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone Number: _____ Cell Phone Number: _____

PROGRAM INFORMATION

Program of Studies: _____ Year of Studies: _____
(1st, 2nd, 3rd, etc.)

Have you lived at Lethbridge College Residence before? _____ If yes, year(s): _____ Unit #: _____

ROOM REQUEST - Please mark 1st, 2nd and 3rd choices

Floor plans available at www.lethbridgecollege.ab.ca/go/residence

- _____ Single bedroom in a Cullen Townhouse (there are 3 single bedrooms & 1 super-single bedroom in each Cullen Townhouse)
_____ Super-single bedroom in a Cullen Townhouse (there is 1 super-single bedroom & 3 single bedrooms in each Cullen Townhouse)
_____ Single bedroom in a 30th Avenue Townhouse (there are 4 bedrooms in each 30th Avenue Townhouse)
_____ Single bedroom in a Cullen Two-bedroom Suite (there are 2 bedrooms in each Suite)
_____ Single bedroom in a Two-bedroom Suite for the disabled
_____ Family Unit (there are 2 bedrooms in each unit; recommended for families of 4 or less)
Spouse: _____
Child 1: _____ Birthdate: _____
Child 2: _____ Birthdate: _____

Application for Residence - continued

Acceptance to Residence is not restricted on the basis of health. Please check one of the following statements:

_____ To the best of my knowledge I am in good health.

_____ I have a medical condition(s) or disability(s) which I would like to disclose to assist in the selection of accommodation.

Please specify the nature of the condition and medications, if any, being taken: _____

See Lethbridge College Policy 2.13, Academic Accommodation for Students with Disabilities:
<http://www.lethbridgecollege.ab.ca/departments/administration>

ALL LETHBRIDGE COLLEGE RESIDENCE UNITS ARE SMOKE-FREE

I prefer an alcohol-free environment: ☐ Yes ☐ No

I understand that this application (accompanied by my \$25 application fee) establishes my original priority for assignment to residence if and/or when I am accepted into the Residence in accordance with the established procedures. Upon receipt of an offer of Residence, I understand that a \$300 security deposit will be required by the deadline stated on the offer of Residence, to reserve my room.

Make cheques payable to Lethbridge College.

\$25 application fee: ☐ Cheque

☐ Visa Card Number: _____ Expiry Date: _____

☐ Mastercard Card Number: _____ Expiry Date: _____

Name of Cardholder: _____ Signature of Cardholder: _____

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian (if applicant is under 18 years of age): _____

FOR OFFICE USE ONLY:

Date Received _____ Offered _____ Deadline _____

Comments: _____

Application for Admission

PROGRAM CHOICE _____ **STUDENT ID** _____

Session applied for: ☐ Fall (Sept 20__) ☐ Winter (Jan 20__) ☐ Summer (May 20__)
Campus Location: ☐ Main Campus ☐ Distance ☐ Other, Please Specify _____

Type of Student: ☐ Part Time ☐ Full Time Year of Entry: ☐ 1 ☐ 2 ☐ 3 ☐ 4
Previously Applied to Lethbridge College? ☐ Yes ☐ No

PLEASE ENCLOSE A \$55 NON-REFUNDABLE APPLICATION FEE

If you wish to pay the application fee by credit card, please complete the following:

Card Number: _____ ☐ Master Card ☐ Visa Expiry Date (MM) _____ (YY) _____

Print Name of Cardholder _____ Signature of Cardholder _____

PERSONAL INFORMATION (please type or print clearly)

Last Name (legal): _____ First Name: _____ Middle Name: _____

List All Former Names (if applicable i.e. maiden name): _____

Mailing Address

Street, Avenue, P.O. Box Number: _____ City or Town: _____

Province: _____ Postal Code: _____ Country: _____

Home Phone: () _____ Business Phone: () _____ Cell Phone: () _____

E-mail: _____

Social Insurance Number: _____ Gender: ☐ Male ☐ Female

Birthdate: _____/_____/_____
(YYYY/MM/DD) Marital Status: ☐ Married / Co-Habitant ☐ Single ☐ Other

If you wish to declare that you are an Aboriginal person, please specify:

☐ Status Indian ☐ Non-Status Indian ☐ Metis ☐ Inuit

Alberta Advanced Education is collecting this personal information pursuant to section 33 (C) of the FOIP Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal Learner success. For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Advanced Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501.

Citizenship Status: ☐ Canadian Citizen ☐ Permanent Resident / Landed Immigrant ☐ Student Visa ☐ Work Visa

If not a Canadian Citizen, indicate your country of citizenship and date of entry into Canada:

Country _____ Year _____ Month _____ Day _____

Country of Residence during the previous year _____

Language First Spoken: ☐ English ☐ Other, Please Specify _____

Application for Admission - continued

Major Activity During the Last Year:

- ☐ High School Student
☐ Post Secondary Student
☐ In the work force (employed or seeking work)
☐ Other

Location:

- ☐ Alberta
☐ Other Province
☐ Outside Canada

Do you have a learning or physical disability that requires consultation with our Disability Counsellor? ☐ Yes ☐ No

PREVIOUS EDUCATION

High School Last Attended _____ City/Province _____

Years Attended From _____ To _____ Highest Grade Completed _____

Diploma Received/Expected ☐ Yes ☐ No

Transcript: ☐ Enclosed ☐ Forthcoming ☐ On file Alberta Education ID Number _____

If you have attended more than one post-secondary institution, please attach a listing with the same information as below.

College, Technical Institute or University Attended _____

Location _____

Years Attended From _____ To _____ Program _____

Credential Received/Expected ☐ Yes ☐ No - If yes, specify credential _____

Date Awarded Year _____ Transcript: ☐ Enclosed ☐ Forthcoming ☐ On file

To be considered for Advance Credit official transcripts must be submitted to the Admissions Office.

What influenced you to apply? _____

ALTERNATE CONTACT

Name _____ Telephone: _____

DECLARATION OF CONSENT

I certify that I have read and understood all the instructions and information accompanying this application form. I declare that the information given in this application and that all statements made in connection with this application are true and complete. I understand that falsifying documents or information on this application may result in not being admitted into the program or the College, or permanent dismissal from the College. If admitted, I agree to comply with all rules and regulations in existence or as amended from time to time by the Board of Governors of Lethbridge College.

Signature: _____ Date: _____

The personal information requested on this form is collected and protected under the authority of the Alberta Post-secondary Learning Act, the Alberta Freedom of Information and Protection of Privacy (FOIP) Act, the Canada Student Financial Assistance Act, the Canada Student Loans Act and the Income Tax Act. This information is used to determine and verify your eligibility for admission to a program of studies at Lethbridge College, and will form part of the student record. If you are accepted, your information will be used to facilitate your registration and for internal operational purposes including administering and evaluating College programs, facilitating the scholarship and awards program, for income tax purposes, for statistical purposes and for other uses consistent with these purposes. Information may be disclosed to the Alberta government for statistical, funding, planning, policy development, reporting, and research purposes, to the Alberta Scholarship Foundation for student award nomination / verification purposes, to the Alberta Students Finance Board for student loan reporting purposes, and to the Lethbridge College Students' Association and the Lethbridge College Alumni Association in accordance with contractual agreements. The following information is defined as the student's public record: name, dates of registration and graduation, academic program, and credential awarded. All other data on the student record is considered confidential and will be collected, used and disclosed in accordance with the FOIP Act. Questions can be directed to the Assistant Registrar, Records and Systems, Lethbridge College, 3000 College Drive S., Lethbridge, AB T1K 1L6 (403) 320-3400.

Policies

GRADING – POLICY 2.18

Lethbridge College uses the standard provincial grading system to indicate performance and records the alpha grade on the academic record (transcript) for credit courses.

Alpha Grade	Grade Points	Definition
A+	4.0	Excellent
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2.0	Satisfactory
C-	1.7	Satisfactory
D+	1.3	Minimal Pass
D	1.0	Minimal Pass
F	0.0	Failure

Grade Symbols	Grade Points	Definition
CR	NIL	Course Requirement Satisfied
NCR	NIL	Course Requirement Not Satisfied
AUD	NIL	Audit
PLC	NIL	Prior Learning Credit
I	NIL	Incomplete (Interim Grade)
W	NIL	Withdrawal (Student Initiated)
WC	NIL	Withdrawal for Cause
AF	0.0	Administrative Fail
RW	0.0	Required to Withdraw

Policies

CONDITIONS/CRITERIA FOR ASSIGNING GRADE SYMBOLS

CR/NCR	(Credit awarded or No Credit awarded) Courses eligible for the CR/NCR grades are identified and approved at Academic Council. The CR/NCR grades are typically applied to practicum courses, independent study, project courses and courses that cannot use a standard assessment instrument. Grade points: Nil (not included in GPA calculation)
AUD	(Audit) No credit is awarded. Credits for the course are not included in calculating course load for full-time status. Application for audit grades must be made prior to the end of the Extended Drop period. Students must register in each course audited and pay all course fees. Grade points: Nil (not included in GPA calculation)
PLC	(Prior Learning Credit) Following evaluation by content experts, prior learning credit may be assigned for an alternate experience, indicating that the course requirement has been satisfied. PLC is not calculated in the grade point average and not included in calculating the course load for full-time status. Grade points: Nil (not included in GPA calculation)
I	(Incomplete) This is an interim grade issued as a result of extenuating circumstances allowing the student up to 40 business days beyond the end date of the course section to complete assignments/write deferred final exams, etc. Instructors submit an "I" grade and expiry date for completion (not to exceed 40 business days) by the end of the term. Should a final grade not be submitted by the expiry date, the "I" grade will be replaced by an "F". Grade points: Nil (not included in GPA calculation)
W	(Withdrawal) Student initiated withdrawal. If withdrawal from a course is prior to the elapse of the extended drop period, the course will not be recorded on the academic record. Withdrawal after the extended drop period and prior to 66% of the term elapsing will show "W" on the student's academic record. After this point in time, no course drops will be allowed, and a grade other than "W" will be assigned. A student initiated "W" grade cannot be changed by faculty. Grade points: Nil (not included in GPA calculation)
WC	(Withdrawal for Cause) Assigned by the Registrar based on presentation of official documentation (typically a medical note from a medical doctor) regarding the student's inability to continue in classes after the allowable withdrawal period. Grade points: Nil (not included in GPA calculation)
AF	(Administrative Fail) Assigned by faculty to students who are in violation of a published attendance policy, have not attended any scheduled classes, or have not submitted any assignments for evaluation. Grade points: 0.0
RW	(Required to Withdraw) Assigned by faculty or administration when a student is required to withdraw from a course. Grade points: 0.0

Repeat Courses

The original grade and the repeat grade display on the student's academic record within the terms the course was originally taken and then repeated. The GPA calculation (for the purpose of graduation) includes only the best grade.

Out of Scope 'I' Grade Expiry Date

In cases where there are extenuating circumstances, instructors may recommend an extension beyond the normal 40 business day limitation for an 'I' grade. Out of scope expiry dates require a learning contract between the student and the instructor, with authorization from the Academic Chair (see Schedule A – Grading Policy 2.18).

Limitation on a Grade Change

The length of time during which a grade can be changed is 30 days from the end of a course. A student considering a grade appeal must initiate the appeal within this 30 day time frame.

Supplemental Examinations

To be eligible for supplemental status, a course must have a comprehensive final exam. Courses not open to a supplemental examination are designated in the course description section of the Calendar. A student who wishes to write a supplemental examination must apply to the Registrar no more than four weeks after the end of term in which the course was taken. The examination must be written before the end of the immediately succeeding term, except in courses that are prerequisite to a sequential course to be taken in the immediately succeeding term in which case the examination must be written no later than the opening day of that term.

Applications for the supplemental examination are available from the Registrar's Office. The supplemental examination will have the same value in course grade determination as the original final examination. The supplemental examination mark will replace the original final examination mark in determining the final grade in the course. A student will be allowed one supplemental exam per course, per term.

GRADE POINT AVERAGE – POLICY 2.21

Lethbridge College uses a weighted grade point average calculation to measure individual student average performance. The GPA grade points assigned to each grade are in compliance with the provincial standard grading system.

The GPA is determined by multiplying the number of course credits by the grade point value assigned to the awarded grade. The grade points are totaled for all eligible courses and grades. The result is divided by the total number of eligible credits attempted. The GPA is computed to two decimal places.

The GPA is defined and calculated as follows:

Term GPA – is term specific and includes activity within a term of study and displays on the student record (transcript).

Program (graduation eligibility) GPA – includes all eligible grades attributed to the credential. This GPA displays on the Degree Audit output and is used to determine eligibility for awarding the credential.

Example: In the Fall term, a student received an "A" in English 156, a "B+" in Marketing 188, a "B" in Accounting 171 and a "C+" in Business 170. To calculate the student's GPA for the Term:

Course	Credit Value	Final Grade	Grade Points	Weighed Points
ENG-156	3.0	A	4.0	$3.0 \times 4.0 = 12.0$
MKT-188	5.0	B+	3.3	$5.0 \times 3.3 = 16.5$
ACC-170	4.0	B	3.0	$4.0 \times 3.0 = 12.0$
BUS-170	4.0	C+	2.3	$4.0 \times 2.3 = 9.2$
Total	16.0			49.7

Grade Point Average = $\frac{\text{Total Weighted Grade Points}}{\text{Total number of credits}}$

Grade Point Average = $\frac{49.7 \text{ Weighted Grade Points}}{16.0 \text{ Credits}}$

Grade Point Average = 3.106

Policies

NON-CREDIT GRADING SYSTEM - POLICY 2.19

Lethbridge College uses the following non-credit grading options to record performance or attendance in non-credit and supplementary course types:

For non-credit or supplementary courses that require an evaluative grading symbol:

Grade	Definition
EXC	(Excellent) Exceptional performance in meeting course requirements
PRF	(Proficient) Course requirements have been met
NPR	(Not Proficient) Course requirements have not been met

For non-credit or supplementary courses that require attendance-based grading symbols:

Grade	Definition
ATT	Attended at least 80% of the scheduled classes
NT	Attended less than 80% of the scheduled classes

For non-credit or supplementary courses that require registration records only:

Grade	Definition
NGR	No grade required or submitted for this course

Non-credit grading symbols do not factor into the GPA calculation. The Dean (or their designate) for the academic area delivering the non-credit course activity will determine the appropriate level of grading required. Non-credit courses with no grades submitted by the academic year-end will automatically be assigned "NGR" by the Registrar.

ACADEMIC STANDING - POLICY 2.11

Lethbridge College supports academic excellence and encourages student success through academic achievement. Students who do not meet minimum academic requirements will be placed on probation and may be disqualified from further registration.

In support of the learning college philosophy at Lethbridge College, we are committed to maintaining high academic standards, encouraging academic success, communicating with students (their academic status), and providing intervention to assist them in achieving academic success.

Academic probation is a caution that a student's performance has been deficient and needs to improve for continued registration. Academic disqualification indicates insufficient improvement after probation. It also suggests the student needs to alter their approach to learning before applying to the College again. The College may offer help in making the adjustment.

Academic Standing	Description
Honours	A student with a term grade point average of 3.5 or higher.
Good	A student with a term grade point average of 1.5 or higher but less than 3.5.
Probation	A student with a term grade point average of less than 1.5 (first occurrence).
Disqualification	A student with a current academic standing of probation who achieves a term grade point average of less than 1.5 in the subsequent term will be withdrawn and prohibited from further registration. Students admitted with conditions and who do not meet these conditions may be disqualified and prohibited from further registration.

UNDECLARED STUDENT STATUS – POLICY 3.1

A student wishing to register in Lethbridge College credit courses without making a commitment to a specific program may register as an Undeclared Student. Undeclared Students are required to submit admissions information to the Registrar's Office along with an application fee, prior to registering in credit courses. Undeclared Students may enroll in a maximum of two credit courses per term. Students who have registered in four credit courses as an Undeclared Student will require special permission from the Registrar to continue registering as an Undeclared Student. While admission of an Undeclared Student to the College is automatic, Undeclared Students must meet individual course pre-requisite requirements for each course in which they register.

FULL-TIME STUDENT STATUS – POLICY 3.8

Lethbridge College complies with Alberta Advanced Education recommendations when determining the institutional full-time load for students. A student is considered to be full-time when enrolled in a minimum of 60% of the institutional average full course load for each academic term. At Lethbridge College, the calculated 60% load is 12 credits. Full-time status is used to determine eligibility for but is not limited to such things as student awards, student loans, honour roll, foreign student visas, athletic participation, etc.

ADD/DROP PERIOD AND EXTENDED DROP PERIOD – POLICY 3.9

Lethbridge College provides a period at the beginning of each term during which students can add or drop individual courses with no financial penalty and with no consequence to their academic record. An extended drop period is provided during which students can drop courses and receive a partial refund.

All changes, including course additions and deletions, must be submitted to the Registrar's office on an official Change of Registration form. Students will receive credit only for those courses in which they are officially registered.

Students should have at least one class session to determine whether or not they choose to continue with a course in which they have enrolled. Students dropping courses within the add/drop period as stated in the guidelines should not have the course carried forward as part of their academic transcript. The add period and drop period are equal in length to provide students an opportunity to add courses from the vacancies created through dropped courses.

Add/Drop Period

Students may add or drop individual credit courses at the beginning of their term (6 business days in terms of more than 8 weeks in length and 3 business days in terms of 8 weeks or less) with full tuition refund and no entry on the academic transcript. Late drop fees will not be charged to a student for dropping individual courses during the add/drop period. Tuition and other fees for courses added during the add/drop period are due at the time of registration.

Extended Drop Period

Students may drop individual credit courses during the extended drop period without any academic record of their enrolment. A financial penalty is assessed for courses dropped during the extended drop period. The extended drop period ends 15 business days from the beginning of the term in terms of 8 weeks or more in length and 7 business days in terms of less than 8 weeks in length.

Withdraw Periods

Students are allowed to withdraw from courses after the add/drop and extended drop period. A "W" grade is recorded on the transcript for courses dropped after the extended drop period and before the end of the allowable withdrawal period. Courses from which a student has withdrawn and has been graded a "W" are not calculated into the GPA. No tuition refund is available to a student for a "W" graded course.

Allowable Withdrawal Period

The allowable withdrawal period extends from the 16th business day in a regular term to 66% of the length of the term. Students remaining enrolled in courses after the 66% deadline will be assigned an academic grade.

Withdrawal From the College

Students who wish to withdraw from the College before two-thirds of the term has elapsed must complete an official Withdrawal Form available in the Registrar's Office. Students withdrawing from an entire term must apply for re-admission to the program if they wish to return in a future term.

For information on refunds resulting from course withdrawals, please refer to Credit Tuition Fee Policy 4.5. Consult the Academic Schedule of this Calendar or the timetable for important dates.

Policies

ACADEMIC CREDITS – POLICY 2.25 (Under Review)

Students earn academic credits through successful completion of Lethbridge College credit courses. Lethbridge College recognizes learning that occurs external to the credit course environment.

Learning occurs through work, formal education, informal training sessions, self-study, volunteer activities and through general life experiences. Students entering credit programs often have acquired knowledge, skills or competencies as a result of learning that has taken place prior to their admission to a credit program and in addition to their academic studies. Outcomes from these activities can be assessed at Lethbridge College and may result in an award of academic credits in equivalent Lethbridge College credit courses or as unspecified credits that may satisfy general program requirements. Students should not be asked to repeat learning but should be able to use prior learning credits and other credit awards to assist in their pursuit of an academic credential.

Experiential Learning

Prior learning credit may be awarded as a result of an assessment of previous learning as it matches LC course outcomes. Credits may be awarded for learning gained from the following:

- a) work experience;
- b) informal education and training activities;
- c) self-study;
- d) volunteer activities;
- e) other life experiences;
- f) formal education that was completed more than 10 years ago or has outcomes that are not specific to any single Lethbridge College course(s).

Applicants are required to demonstrate their skills, knowledge, or competencies. Content experts will use a variety of assessment tools which may include, but are not limited to, portfolios, oral presentations or challenge examinations. With consultation the learner develops an appropriate means for presentation/demonstration of competencies. Content experts assess the presentation and award credit for applicable course(s).

Formal post-secondary courses that are not awarded advance credit or unspecified credit could be assessed under the experiential learning guidelines. An official transcript is required, and the student may be asked to submit course outline(s).

Courses completed more than 10 years prior to admission to a program, including Lethbridge College courses, would be a case in point. Other examples: course outcomes from more than two courses (combined) match the outcomes of a Lethbridge College course or the course that the student wishes to transfer is already matched to another Lethbridge College course.

Prior learning credits awarded are reported to the Registrar's Office where they are recorded on the Lethbridge College transcript. The Registrar's Office notifies the student of the academic credits awarded.

Advance Credit from Post-Secondary Institutions

Advance credit may be awarded as a result of the evaluation of courses completed at other post-secondary institutions. Students submit official transcripts to the Registrar's Office for evaluation. Courses completed in the ten (10) year period prior to admission to a program in which students have earned passing grades are considered for evaluation. Students may be asked to submit course outlines. Unspecified credit for courses may be awarded if the learning outcomes of a post-secondary course are not equivalent to a specific Lethbridge College course but do satisfy general program requirements. The advance credit and/or unspecified credit awarded is recorded on the Lethbridge College transcript, and the student and academic chair are notified.

High School

Advance credit may be awarded for CTS courses completed in Alberta high schools. Students must submit transcripts or evidence from their high school indicating successful completion of these course modules for evaluation purposes. Students should refer to the CTS Course Articulation chart in the Lethbridge College Calendar. The advance credit award is recorded on the Lethbridge College transcript, and the student and academic chair are notified of all advance credit awards.

Student Government

Credits are awarded for LC Student Council experience and for serving on the LCSA Executive. Credits awarded are commensurate with the learner's level of responsibility in student government.

Students may earn up to four (4) credits per year for participation in student government. Credits are awarded at the end of the term and do not contribute to the credit load requirements for student loans. These credits may be used as elective credits to meet graduation requirements as approved by the Dean.

Awarding of credits for student government participation is the responsibility of the Vice President, Learner Services and Enrolment Management, the President of the LCSA (Vice-President Administration is involved in the evaluation of the President), and a faculty member appointed by the LCFA.

Athletics

Credits may be awarded to athletes for their participation on Lethbridge College intercollegiate teams commensurate with the athlete's level of participation. Students may earn up to three (3) credits per year as a result of being selected to play on intercollegiate athletic teams. Credit is granted by the Director of Athletics, and credits may be used to meet graduation criteria upon approval of the appropriate Dean.

Credits awarded through prior learning, advance credit, or earned through student government or athletics participation are not included in the 25% residency requirement at Lethbridge College.

CONVOCATION – POLICY 3.6 (Under Review)

Students who have successfully completed or are currently enrolled in the necessary courses to complete graduation requirements, as stipulated in the program section of the Calendar, are eligible to participate in convocation ceremonies. Students enrolled in the final courses required to complete a Lethbridge College credential (including the final period of an apprenticeship program) are eligible to convocate. Convocation is traditionally an exciting event for any post-secondary institution. Faculty, staff, administration and students have the opportunity to parade in regalia signifying completion of education. All eligible students are encouraged to attend Lethbridge College convocation ceremonies.

GRADUATION REQUIREMENTS – POLICY 3.3

To qualify for graduation from a program, students must be admitted to the program and meet the graduation requirements stipulated under the section "Graduation Requirements" in the College Calendar governing the academic year of their last admission to the program.

Students re-admitted after an absence of one or more terms are governed by the Calendar pertaining to their year of re-admission. If the program has undergone changes, the following may apply:

- a) Returning students, who feel they are negatively affected by approved program change(s) to credit load or content, and who have experienced an interruption of only one term, may apply to have the criteria above waived and request permission to revert to their original Calendar year, as if the interruption had not taken place. Academic Chair's approval will include the evaluation of several factors, for example – if all required courses are available; if any/all of the required courses are offered in the term the student must re-enroll in (see Schedule A – Calendar Year Change Request form).

Current/active students who feel they would benefit from approved program change(s) to credit load or content may apply to be assigned to the calendar year pertaining to the approved program changes, for example – a reduction of overall program credits or inclusion of new courses (see Schedule A – Calendar Year Change Request form). Academic Chair's approval is required to insure awareness of impact to revenue flow and instructional workload.

Students opting to change their calendar year will graduate under the program graduation requirements and program name as specified in the calendar year they have selected through either process outlined above.

Students must achieve a program GPA of at least 1.50 in order to graduate. However, should it be identified by the program for a valid reason, the GPA could be increased in order for the student to graduate from that program. Students achieving a program GPA of at least 3.50 and having no grade less than a "C" will have the word "HONOURS" affixed to their parchment.

A minimum 25% of the total credits required for a Lethbridge College credential must be completed through enrolment in Lethbridge College credit courses. Credits earned through Prior Learning, Student Government, Athletics Participation, and credit earned through Advance Credit awarded for work completed at an external post-secondary institution are not considered in the 25% minimum requirement.

Parchments will be withheld from graduates placed on restrictive holds at Lethbridge College, eg., outstanding fees or equipment.

Policies

ISSUANCE OF CREDENTIALS – POLICY 2.2

Lethbridge College recognizes learners for successful completion of programs through the issuance of college credentials. Students must satisfy the conditions and graduation requirements as outlined and shown in the official calendar covering the year of their most recent admission to the program.

The following credentials are offered at Lethbridge College:

- Applied Degree
- Diploma
- Certificate
- Credential of Academic Achievement
- Credential of Achievement
- Certificate of Specialization
- Recognition of Achievement

Credential parchments are legal documents and are issued using the approved program name that applies to the student's last admission to the program. See Policy 3.3 Graduation Requirements.

Replacement credential parchments are issued to students upon request and payment of a replacement fee. Replacements requested as a result of a name change must be supported by presentation of legal proof of name change.

Credential parchments will not be released to students on restrictive holds, for example outstanding fees or equipment.

ACADEMIC ACCOMMODATION FOR STUDENTS WITH DISABILITIES – POLICY 2.13

Lethbridge College recognizes its duty to provide academic accommodation to students with disabilities. The College will, where reasonable, remove barriers and provide opportunities to students with disabilities within the limits of its resources, and having due regard to the rights and entitlements of other students and College staff who may be affected.

The College will enable students with disabilities to access College services, programs, and facilities, and to be welcomed as participating members of the College community. The College's goal is to ensure fair treatment of all students, including students with disabilities, in accordance with their distinct needs, and without compromising academic standards and principles.

In brief, Lethbridge College will:

1. Ensure that individuals with disabilities are equally considered for admission to programs for which they meet the admission requirements.
2. Provide admission accommodation according to the same requirements of ongoing academic accommodations, upon request, as outlined in the Responsibilities of Students with Disabilities section of this policy.
3. Make its courses and programs accessible to students with disabilities in accordance with human rights legislation.
4. Review documentation to ensure that recommendations and decisions regarding accommodation are based on appropriate professional or medical information, and assist students in finding satisfactory and workable accommodations.
5. Provide reasonable accommodations to students with disabilities.
6. Ensure that faculty and staff are familiar with policies and procedures regarding persons with disabilities.
7. Respect all information gathered under this policy as confidential and protected according to FOIP policy and principles.
8. Ensure that distribution or availability of all instructional materials under this policy adheres to protection of intellectual property principles, as provided through the Canadian Copyright Act and other relevant legislation.
9. Ensure that the accommodation needs of persons with disabilities are addressed during future renovation or construction projects or initiatives.

Responsibilities of Students with Disabilities

Every student with a disability at Lethbridge College who seeks academic accommodation has a responsibility to do the following:

1. Provide relevant and current (within the past 3 years) documentation to the Disability Counsellor outlining the nature of the disability, the impact of the disability on academic and classroom performance and suggested or recommended accommodations.
2. Submit all documentation for accommodations to the Disability Counsellor in a timely manner (normally a minimum of 3 months in advance), to allow for the arrangement of accommodations. For example, submit in June for September accommodations.
3. Submit separate accommodation requests to the Disability Counsellor for each term or module of instruction.
4. Contact the Disability Counsellor when accommodation requests need to be adjusted to better meet needs or in the case of a change in needs.
5. Discuss accommodation requests with each instructor at the beginning of each term, and monitor the effectiveness of accommodations throughout the term. The Disability Counsellor will contact instructors if requested to do so by the student.
6. Follow specific procedures and instructions related to each accommodation. Exam accommodations may be different for each exam, depending upon content, instructor style, and changes made to facilitate success. Accommodations involving contracts for services may have separate procedures and requirements.

Cost of Services

1. When students with disabilities require special equipment or services in order for them to participate in the learning process, the primary responsibility for the provision of such equipment or services shall rest with the student. These may include, but are not limited to: educational assistants, assistive technology, interpreters and materials modification.
2. The Disability Counsellor will establish a fee structure for specific assistive services. This will assist students in completing student loan or grant application forms.

STUDENT RECORDS – (COLLECTION, ACCESS TO AND DISCLOSURE OF INFORMATION) 3.5

Lethbridge College values the student's right to privacy and balances this right with the institution's need to know. Student information is collected, used and disclosed in compliance with the privacy and access provisions in the Post Secondary Learning Act of Alberta, the Alberta Freedom of Information and Protection of Privacy (FOIP) legislation as well as LC's own records management policy and procedures. Lethbridge College collects and maintains records of a sensitive nature.

LC respects the privacy of the individual and promotes professional and ethical conduct within the College community, and therefore a policy is necessary to ensure the protection of the student's rights with respect to collection, access to and disclosure of student records.

- Students' access to their own records is governed by the FOIP Act. Students have the right to access their own records, with limited and specific exceptions as outlined in the FOIP Act. Access will be granted in a secure and controlled setting, with acceptable identification and under conditions that will prevent alteration or mutilation of the original record.
- The following information is defined as the student's public record: name, dates of registration and graduation, academic program, and credential awarded. This information will be disclosed in response to general inquiries without written consent. All other data on the student record is considered confidential and will be collected, used and disclosed in accordance with applicable legislation.
- Information on the student record, including personally identifiable information, may be disclosed to the Alberta government for statistical, funding, planning, policy development, reporting, and research purposes, to the Alberta Scholarship Foundation for student award nomination/verification purposes, to the Alberta Students Finance Board for student loan reporting purposes.
- Case by case decisions regarding the collection, use, protection, access to and disclosure of student records will be made by the College designate as stated in the LC FOIP delegation authority table (Policy 6.24 Information and Records, Schedule A). Examples of case by case disclosure decisions include, but are not limited to, when records are disclosed for the purpose of complying with legal requirements, or when it is believed that that disclosure would avert or minimize an imminent danger to the health or safety of any person or in cases where emergency contact is deemed necessary.
- Due to professional or assigned responsibilities, employees may have access to student records. The misuse, misrepresentation or unlawful distribution or copy of data contained in student records is considered to be in violation of the FOIP Act and is a punishable offense. Every reasonable security arrangement against such risks as unauthorized access, collection, use, disclosure or alteration of student records will be made.
- Information on a student record will be disclosed to the LC Students Association and LC Alumni Association according to contractual agreements.

Policies

Breach of Client/Agency Confidentiality

Any student enrolled in a program that involves client care or work experience must recognize that information concerning clients or agencies is confidential. Breach of this confidentiality jeopardizes agreements made between the Lethbridge College and institutions willing to accept students for practicum experiences. Any student who releases confidential information about a client or agency to unauthorized individuals may be suspended from the course.

STUDENT RIGHTS/RESPONSIBILITIES AND BEHAVIOUR – POLICY 3.12

Lethbridge College students are responsible for conducting themselves in an appropriate manner which complies with College policies, rules and regulations.

Student Rights

1. Students have the right to know that any changes to their program subsequent to their entry will not extend their program beyond the time specified at enrolment.
2. Students have the right to know that in the event the College decides to discontinue a program, it will do so in a manner that guarantees the students presently in the program will have the opportunity to complete that program.
3. Students have the right to access academic advising which may include program and graduation requirements, academic regulations, admissions and transfer.
4. Students have the right to receive a course outline at the beginning of each course which states the course content and outcomes, the evaluation system to be used, when major assignments are due, and any penalties employed for noncompliance, classroom procedures and class attendance.
5. Students have the right to expect that course outlines will normally not be changed after the course has commenced. In exceptional cases, changes may be made if all students in the course agree to the change.
6. Students have the right to know the institutional definition of intellectual honesty as published and what the consequences are when a violation of intellectual honesty occurs.
7. Students have the right to expect the course times as scheduled in the College timetable at the time of registration will not be changed except in certain cases such as, but not limited to, a classroom being too small or a major conflict between classes or by mutual agreement between the instructor and the students in that course.
8. Students have the right to be notified of class cancellations as soon as possible.
9. Students have the right to expect that classes will start and end on time.
10. Students considering withdrawing from a course have the right to expect that their performance in any course will be available on request one week prior to the official course withdrawal deadline as published.
11. Students have the right to expect faculty members to be available for assistance outside scheduled classes at a mutually acceptable time or by using a mutually acceptable medium.
12. Students have the right to expect that their personal information and official records will be managed consistent with the Freedom of Information and Protection of Privacy Act.
13. Students have the right to review their class examinations and course assignments after they have been evaluated as stated in the course outline.
14. Students have the right to a safe and healthy learning environment.
15. Students have the right to have access to appeal policies and procedures as published in the College calendar and the right to know how to deal with situations that appear unfair.
16. Students have the right to add documents to any file specific to their academic progress or behaviour, including written documents refuting the contents of documents of a disparaging nature. If a document is added to a student file that makes reference to another person, a copy of the document must be sent to that individual.
17. Students have the right to receive assessment feedback in a timely fashion.

Student Responsibilities

1. Students must conduct themselves in a responsible manner and any of the following shall constitute improper student conduct:
 - Cheating, plagiarism, fraud, deceit or other forms of academic dishonesty.
 - Threatening to subject or subjecting any person to physical, sexual or mental harassment, indignity, injury or violence.
 - Disturbing, disrupting or otherwise interfering with studies, laboratories, lectures, work or other activities of fellow students or employees.
 - Intentionally damaging, destroying or moving without authority the property of the College or of any person.
 - Unauthorized use of or unauthorized entry to College property.
 - Failure to obey the lawful instructions of College officials or employees acting in the performance of their duty.
 - Making frivolous, vexatious or unfounded accusations about students, faculty members or staff to College officials.
2. Students have the responsibility to familiarize themselves with the academic policies and graduation requirements as published.
3. Students have a responsibility to acquaint themselves with the procedures to be followed to register, change or withdraw from a course.
4. Students have a responsibility to acquaint themselves with the content of course outlines distributed by the faculty member.
5. Students have the responsibility to communicate with their faculty member, counsellor and other College staff to resolve academic and/or other problems that may impact their learning.
6. Students have a responsibility to arrive on time for instructional activities and remain for the duration of those activities.
7. Students have a responsibility to adhere to attendance requirements stated in the course outline.
8. Students have a responsibility to respect the faculty member's right to determine course content, methodology and evaluation.
9. Students have a responsibility to respect the faculty member's right to set deadlines for assigned work and to establish penalties for failure to comply with deadlines.
10. Students have a responsibility to write tests and final examinations at the times scheduled except in cases of illness or other circumstances approved by the faculty member.

Intellectual Honesty

Honesty is one of the foundations of knowledge. In the course of learning, the contributions of others are evaluated and utilized as the basis for further research.

Intellectual honesty demands that the contributions of others be recognized. Not recognizing these people is ignoring their contributions and is cheating. Also, passing on the ideas of another person as your own deprives you of the opportunity to participate in your education. For these reasons, Lethbridge College insists on intellectual honesty in all academic activities.

Intellectual dishonesty may take many forms, such as:

- using materials (notes, textbooks, etc.) in examinations without the instructor's permission
- copying of published or unpublished works of others without recognizing their work or gaining their permission
- falsifying results in reports or laboratory experiments
- writing examinations or tests for someone else or having someone else write an exam for you
- submitting someone else's work as your own

If the instructor believes the conduct of a student is not consistent with the requirements of student behaviour and intellectual honesty, disciplinary action will be applied. The instructor will notify the Program Chair or Centre Dean.

When the action places the student's academic future in jeopardy, through suspension and expulsion from classes, the instructor and/or Program Chair or Centre Dean will outline the details of the case for review by the appropriate LC administrator. This outline will be submitted in writing by the appropriate LC administrator (or designate) to the student. Student appeal of disciplinary action is available through the Student Appeal Committee or the Vice-President, Enrolment Management. Decisions of the Student Appeal Committee are final.

Policies

STUDENT DISCIPLINE – POLICY 3.13

Students who interfere with the learning environment for other students by virtue of actions on and off campus may be subject to this policy. The following disciplinary actions may be imposed at the discretion of the College:

- Verbal Warning - The student shall receive verbal notification of the misconduct and the implications of further misconduct. The student shall be permitted to continue in learning activities at the College.
- Reprimand - The student shall receive written notification of the misconduct and the implications of further misconduct. The student shall be permitted to continue in learning activities at the College.
- Disciplinary Probation - The student shall receive written notification of the misconduct which will include specific written conditions and a time frame for the probation which must be met by the student if they wish to continue in the College. Students who meet the specific conditions within the specified time frame shall have the probation lifted. Failure to meet the conditions shall result in a review of the case and may result in suspension from the College.
- Suspension - The student may be suspended from a class, a course, a program or the College for a specified period of time. Students may also be suspended for an indefinite period of time pending investigation of an alleged misconduct if it is deemed by the suspending authority that the presence of the student constitutes an impediment to the learning process and/or health and safety of members of the College community.
- Expulsion - The student who is expelled from the College shall be withdrawn from all learning activities and may be barred from the College grounds and buildings.

ACADEMIC APPEAL – POLICY 3.14

Students have the right to fair and equitable procedures for resolving matters affecting academic standing through the formal appeal process.

- Subject to existing College rules or regulations governing the confidentiality of information, all documentation pertaining to the appeal shall, upon request, be made available to both parties.
- The Academic Appeal Policy is an internal review process of the College and legal counsel is not allowed to attend meetings that are part of this process.
- The student may invite one (1) support person (this is not legal counsel) to be present at any meeting in the academic appeal process.
- In the case of a grade appeal, only a final grade may be appealed. A student may request an instructor (or Chair/Program Lead if the student is uncomfortable discussing this matter with the instructor) to review other earned grades prior to the end of the term; however, the outcome of the review cannot be appealed under this policy.
- An appeal must be submitted on the approved Academic Appeal Forms which are available from the Lethbridge College website (administrative policies) or the office of the Vice President Academic & Chief Learning Officer (it can be e-mailed to the student upon request).
- While pursuing an appeal in accordance with the Academic Appeal Policy, the student shall be allowed to remain in all learning activities, except in cases where the suspending authority in consultation with the Vice President Academic & Chief Learning Officer determine that the student's presence constitutes an impediment to the learning process and/or the health and safety of members of the College community. If there is not agreement between the suspending authority and the Vice President Academic & Chief Learning Officer, the decision of the Vice President Academic & Chief Learning Officer is final.
- The standard of proof applied to decisions made by the Academic Appeal Committee will be a balance of probabilities.
- The official record will contain the final decision of the Academic Appeal Committee as well as the completed Academic Appeal Forms – all records will be maintained in the office of the Vice President Academic & Chief Learning Officer.
- The official record of academic appeal decisions will be maintained by the Vice President Academic & Chief Learning Officer for a period of five (5) years from the date the decision is communicated. Exceptions to this guideline may occur at the discretion of the Vice President Academic & Chief Learning Officer in cases where the student may pose a safety threat to the College community.

Index

Aboriginal Learner Services	24
Academic Advising	18
Academic Schedule	3
Accounting - Business Administration Diploma	36
Additional Fees	14
Admissions Testing	7
Advertising/Public Relations - Communication Arts Diploma	113
Agricultural and Heavy Equipment Technician Certificate	122
Agricultural Technology - Animal Science Diploma	31
Agricultural Technology - Plant and Soil Science Diploma	31
Alberta Works	20
Alternative Delivery	243
Alumni Association	22
Animal Science - Agricultural Technology Diploma	30
Application Fee	6
Application Form for Admission	253
Application Form for Residence	251
Application Procedures	6
Apprenticeship Programs	127
Athletics	21
Automotive Service Technician - Apprenticeship	128
Automotive Systems Certificate	124
Awards and Scholarships	26
Bachelor of Applied Arts - Correctional Studies	96
Bachelor of Applied Science - Conservation Enforcement	56
Be Fit For Life	21
Biotechnology - Cellular/Molecular Technician	32
Bookstore	20
Broadcast Journalism - Communication Arts Diploma	113
Business Administration - Accounting Diploma	37
Business Administration General Diploma	38
Business Administration - Management Diploma	37
Business Administration - Marketing	38
Business Administration - Professional Golf Management Certificate of Specialization	45
Business Administration - Professional Golf Management Diploma	44
Campus Recreation	21
Career Counseling	18
Career Programs	27-138
Carpenter - Apprenticeship	128
Central Sterile Processing	34
Chaplaincy Services	18
Child and Youth Care Diploma	80
Chinook Regional Career Transitions for Youth	248
Civil Engineering Technology Diploma	48
College and University Preparation - Credential of Achievement	136
College Directory	4
Commercial Vehicle Enforcement - Certificate	92
Communication Arts	112
Communication Arts - Advertising/Public Relations Diploma	113
Communication Arts - Broadcast Journalism Diploma	113
Communication Arts - Print Journalism Diploma	113
Computer Information Technology - Diploma	40
Computer Labs	21
Conservation Enforcement - Bachelor of Applied Science	56
Cook - Weekly Apprenticeship Training	128

Index

Correctional Studies - Bachelor of Applied Arts.....	96
Correctional Studies Diploma.....	94
Counseling.....	18
Course Add/Drop Period.....	16
Course Descriptions.....	139-241
CRLC Radio.....	22
Criminal Justice Certificate.....	101
Criminal Justice - Policing Diploma.....	98
Criminal Justice Studies for Aboriginal Learners.....	100
Culinary Careers Diploma.....	125
Day Care (on campus).....	18
Disability and Community Rehabilitation Diploma.....	83
Distributed Learning.....	18 & 246
Drop Dates.....	16
Early Childhood Education Certificate.....	85
Early Childhood Education Diploma.....	85
E-campus Alberta.....	245
Electrician - Apprenticeship.....	129
Endeavour.....	22
Engineering Design and Drafting Technology Diploma.....	50
English as a Second Language.....	133
Environmental Assessment and Restoration Diploma.....	59
Environmental Science.....	56
E-volution.....	13
Exercise Science Diploma.....	66
Extended Drop Period.....	16
Facilities.....	20
Fashion Design Certificate.....	115
Fashion Design and Marketing Diploma.....	115
Fees and Financial Information.....	12-15
Fetal Alcohol Spectrum Disorder Education.....	87
Financing Your Education.....	9
Fire Investigation and Prevention.....	103
Fire Service Administration.....	102
Fish and Wildlife Technology Post-Diploma Certificate.....	61
Fitness, Wellness and Recreation.....	21
Food Services.....	21
Forms.....	249
Full-Time Status.....	140
Garden Court Restaurant.....	21
General Studies Diploma.....	106
Geomatics Engineering Technology Diploma.....	52
Getting Started at Lethbridge College.....	6-11
Health and Dental Plan.....	22
Health Services.....	21
Heavy Equipment Technician - Apprenticeship.....	130
Important Forms.....	249
Interior Design Diploma.....	117
International Support Services.....	25
Introduction.....	1
Job and Career Services - The WORKS.....	20
Kodiak Athletics.....	21
LC Online.....	18
Learning Café.....	20

Index

Library Services.....	18
Living in Residence	250
Loans and Student Financing.....	10
Lockers.....	22
Lost and Found.....	22
Management - Business Administration Diploma.....	37
Marketing - Business Administration Diploma	38
Massage Therapy Diploma.....	68
Mind, Body, Home	244
Media (On-campus).....	22
Multimedia Production Diploma.....	118
Native Student Club.....	24
New Programs.....	138
Nursing Degree (NESA) (must apply directly to the University of Lethbridge)	70
Office Administration Certificate	42
Office Administration Diploma	42
Parking	23
Parts Technician - Apprenticeship	130
Perioperative Nursing Program	76
Piita Pawanii Centre	24
Plant & Soil - Agricultural Technology Diploma.....	31
Policies	255-266
Police Recruit Training.....	104
Practical Nursing Diploma	77
President's Welcome.....	1
Print Journalism - Communication Arts Diploma	113
Printing Services.....	23
Professional Golf Management Certificate of Specialization.....	45
Professional Golf Management Diploma.....	44
Program List	5 & 28
Programs Under Development.....	138
Public Transportation.....	23
Radio	22
Recruitment	18
Refund and Credit Schedule	16
Registration	8
Renewable Resource Management Diploma	63
Residence.....	21 & 250
Scholarships and Awards	26
School of Agriculture & Natural Sciences.....	29
School of Business	35
School of Engineering Technologies	47
School of Environmental Sciences.....	55
School of Health Sciences.....	65
School of Human Services	79
School of Justice Studies	91
School of Liberal Arts.....	105
School of Media Design.....	111
School of Trades & Apprenticeships.....	121
Security Services.....	19
Service Management.....	19
Services for Learners	17-23
Services for Aboriginal Learners.....	24
Services for International Learners.....	25
Special Needs Educational Assistant Diploma	89

Index

Sports Facilities	21
Student Financial Aid.....	19
Student for a Day.....	20
Student Health and Dental Plan	22
Student ID Card.....	23
Student Loan Basics.....	9
Students With Disabilities.....	20
Students Serving Students	22
Students' Association	22
Table of Contents.....	2
Technology Infrastructure Fee.....	13
Testing Services	20
The WORKS - Job and Career Services	20
Therapeutic Recreation (Gerontology) Diploma	74
Transcripts.....	6
Tuition and Fees.....	12
Tuition Deadlines.....	11
Tuition Tax Receipts	16
Unit Clerk - Credential of Academic Achievement	46
Upgrading and Transitional Programs	135
Welder - Apprenticeship	131
Withdrawal Dates	16
Withdrawal Periods.....	16

Notes

Notes