

# Welcome to *your* future.



Turn your talents into a career  
Academic Calendar 2011-12



# Our city: You're going to love it

Some 83,000 Lethbridgians can't be wrong:

Lethbridge is a great city in which to live and study. Lethbridge has a small-town atmosphere with big-city amenities and is close to many other great destinations.

## Within a 20-minute walk of our campus:

- most major fast-food joints and a few up-scale eateries
- Wal-Mart and Costco
- Tim Hortons, Starbucks
- four supermarkets
- two major fitness centres
- hair salons
- clothing stores (including a Value Village for the economically inclined)
- Blockbuster and the Movie Mill (top price: \$4.50 for first-run shows)
- a few pubs
- Enmax Centre, home of the WHL's Lethbridge Hurricanes and major concerts
- Servus Sports Centre – Lethbridge's indoor soccer centre
- southern Alberta's famous coulees – a perfect escape by foot or mountain bike

## Within a 10-minute drive of our campus:

- major shopping centres
- more theatres
- countless restaurants, pubs and night life
- art galleries
- Oldman River valley
- slowpitch fields, soccer fields, baseball diamonds (including Spitz Stadium, home of the Lethbridge Bulls)
- Exhibition Park – horse racing and major events
- three golf courses (including Paradise Canyon Golf Resort, host of the 2008 Canadian Men's Amateur Championship)
- bike trails, skatepark, BMX track, paintball centre
- five ice arenas, curling rink, two bowling alleys
- Henderson Lake Park – paths, tennis courts, events
- Nikka Yuko Japanese Gardens
- Galt Museum, Southern Alberta Art Gallery, Yates Memorial Theatre

## Within an hour's drive of Lethbridge:

- Crowsnest Pass
- Writing-On-Stone Provincial Park
- Head-Smashed-In Buffalo Jump
- the U.S. border
- numerous golf courses

## Within two hours' drive of Lethbridge:

- Castle Mountain and Fernie Alpine Resort
- Waterton Lakes National Park
- Calgary

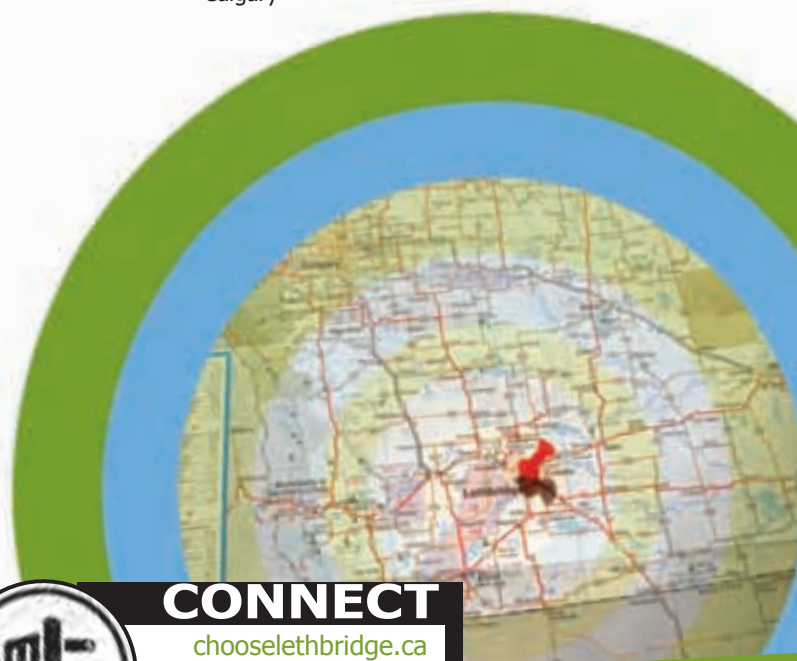


**CONNECT**

[chooselethbridge.ca](http://chooselethbridge.ca)

[lethbridge.ca](http://lethbridge.ca)

[chinookcountry.com](http://chinookcountry.com)



The Lethbridge College Academic Calendar is published annually for the information of prospective students, educators and the public. Every effort has been made to ensure its accuracy and completeness. Lethbridge College reserves the right to make changes to any information contained in the calendar. All information is current at the date of printing. The online calendar is the official academic calendar of Lethbridge College. The college reserves the right to make changes without notice or obligation. Please consult the Lethbridge College website for the most current information.

All fees and program costs are approximate and subject to change without notice. To ensure an accurate quote, contact Student Services or the program chair listed in the program profile.

The submission of an Application for Admission implies the student agrees to be bound by the rules and regulations in existence or as made, modified or amended from time to time by the Board of Governors of Lethbridge College, or by persons who, by virtue of delegation or authority may make, modify or amend rules and regulations.

Applicants and students are responsible for the continuing completeness and accuracy of their individual academic records and for ensuring they satisfy the graduation requirements of the program in which they are enrolled.



*Don't come for the ride;  
come for the drive;  
it's far more exhilarating.*

**Dr. Tracy L. Edwards**  
**Lethbridge College President & CEO**

## **A Message from the President**

Once again, we present to you Lethbridge College's Academic Calendar, a list of the programs and courses we are proud to offer. Of course, it's far more than a simple list; it's a starting point for your future, a road map to your career success.

In it, you'll find everything you can expect when you choose Lethbridge College for your post-secondary education. We've built excellence and relevance into everything we teach; this document explains what we mean by that and how it will lead you to your goals.

What this highly technical document can't convey is the excitement and energy you'll experience on our campus. Trust me, there is so much more to Lethbridge College's programs than what you'll read about here. You will meet instructors who are connected and involved and you will experience hands-on learning that puts you in the field, in practicum placements that do more than add realism because they're real. Consider:

- We offer programs recognized by national accreditation committees. That means when you get your diploma, it will be recognized coast to coast.
- Many of our instructors helped build the programs they now teach, after years of experience in their fields. They bring to the program a deep understanding of their professions and they're keen to share it with you. They'll deliver exactly what you require to succeed.
- Employers come looking for our grads because they understand the value of a Lethbridge College diploma. Many are Lethbridge College grads themselves. They know they're hiring the best and you will know you're wisely investing your education dollars.

So picture the owner's manual to a car. It's full of specifications on what oil to use, how to adjust the seats, maintenance schedules, parts numbers: all that stuff you know intuitively, but have to read regardless.

Now, picture the car as a shiny new Corvette with yourself at the wheel. Feel the excitement? You're on your way to a pretty special destination: an education. Don't come for the ride; come for the drive; it's far more exhilarating.

We create an atmosphere where learning is an exciting endeavour, one in which you'll be considered a priority. It's an attitude of which we're proud, one that believes learning should be a partnership between student and instructor.

I extend to you an invitation to be part of that atmosphere, to join with us in creating a stronger, highly educated nation for the future of Canada.

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# Academic Schedule 2011 - 2012

## SUMMER - 11S1 (July to August 2011)

July 1	Friday	College closed (Canada Day)
July 4	Monday	Summer term begins
July 6	Wednesday	Add/Drop ends
July 12	Tuesday	Extended Drop ends
August 1	Monday	College closed (Heritage Day)
August 3	Wednesday	Last day to withdraw
August 19	Friday	Last day of classes
August 22, 23	Monday - Tuesday	Final exams
August 25	Thursday	Final grades due to Registrar by 8:30 a.m.

## FALL - 11FL (September to December 2011)

September 5	Monday	College closed (Labour Day)
September 6	Tuesday	College Life 101 (New Student Orientation)
September 7	Wednesday	Fall term begins
September 14	Wednesday	Add/Drop ends
September 27	Tuesday	Extended Drop ends
October 10	Monday	College closed (Thanksgiving Day)
November 8	Tuesday	Last day to withdraw
November 11	Friday	College closed (Remembrance Day)
December 9	Friday	Last day of classes
December 12 - 16	Monday - Friday	Final exams
December 21	Wednesday	Final grades due to Registrar by 8:30 a.m.
December 24 - Jan 2	Saturday - Monday	College closed (Christmas)

## WINTER - 12WN (January to April 2012)

January 3	Tuesday	College opens for business after break
January 9	Monday	College Life 101 (New Student Orientation)
January 9	Monday	Winter term begins
January 16	Monday	Add/Drop ends
January 27	Friday	Extended Drop ends
February 20	Monday	College closed (Family Day)
February 21 - 24	Tuesday - Friday	Reading Week
March 15	Thursday	Last day to withdraw
April 6	Friday	College closed (Good Friday)
April 9	Monday	No classes (Easter Monday)
April 17	Tuesday	Last day of classes
April 20, 23 - 26	Friday, Monday - Thursday	Final exams
April 27	Friday	Convocation
April 30	Monday	Final grades due to Registrar by 8:30 a.m.

## SPRING - 12S2 (May to June 2012)

May 7	Monday	Spring term (short) begins
May 9	Wednesday	Add/Drop ends
May 15	Tuesday	Extended Drop ends
May 21	Monday	College closed (Victoria Day)
June 5	Tuesday	Last day to withdraw
June 22	Friday	Last day of classes
June 25, 26	Monday - Tuesday	Final exams
June 28	Thursday	Final grades due to Registrar by 8:30 a.m.

## SPRING - 12SM (May to August 2012)

May 7	Monday	Spring term (long) begins
May 14	Monday	Add/Drop ends
May 21	Monday	College closed (Victoria Day)
May 25	Friday	Extended Drop ends
July 2	Monday	College closed (Canada Day)
July 12	Thursday	Last day to withdraw
August 6	Monday	College closed (Heritage Day)
August 9	Thursday	Last day of classes
August 13 - 17	Monday - Friday	Final Exams
August 21	Wednesday	Final grades due to Registrar by 8:30 a.m.

# Academic Schedule 2012 - 2013

## SUMMER - 12S1 (July to August 2012)

July 2	Monday	College closed (Canada Day)
July 3	Tuesday	Summer term begins
July 5	Thursday	Add/Drop ends
July 11	Wednesday	Extended Drop ends
August 1	Wednesday	Last day to withdraw
August 6	Monday	College closed (Heritage Day)
August 21	Tuesday	Last day of classes
August 23, 24	Thursday, Friday	Final exams
August 28	Tuesday	Final grades due to Registrar by 8:30 a.m.

## FALL - 12FL (September to December 2012)

September 3	Monday	College closed (Labour Day)
September 4	Tuesday	College Life 101 (New Student Orientation)
September 5	Wednesday	Fall term begins
September 12	Wednesday	Add/Drop ends
September 25	Tuesday	Extended Drop ends
October 8	Monday	College closed (Thanksgiving Day)
November 6	Tuesday	Last day to withdraw
November 12	Monday	College closed (Remembrance Day)
December 7	Friday	Last day of classes
December 10-14	Monday-Friday	Final exams
December 19	Wednesday	Final grades due to Registrar by 8:30 a.m.
December 24(noon)-Jan 1	Monday - Tuesday	College closed (Christmas)

## WINTER - 13WN (January to April 2013)

January 2	Wednesday	College opens for business after break
January 7	Monday	College Life 101 (New Student Orientation)
January 7	Monday	Winter term begins
January 14	Monday	Add/Drop ends
January 25	Friday	Extended Drop ends
February 18	Monday	College closed (Family Day)
February 19 - 22	Tuesday - Friday	Reading Week
March 15	Friday	Last day to withdraw
March 29	Friday	College closed (Good Friday)
April 1	Monday	No classes (Easter Monday)
April 16	Tuesday	Last day of classes
April 19, 22 - 25	Friday, Monday-Thursday	Final exams
April 26	Friday	Convocation
April 30	Tuesday	Final grades due to Registrar by 8:30 a.m.

## SPRING - 13S2 (May to June 2013)

May 6	Monday	Spring term (short) begins
May 8	Wednesday	Add/Drop ends
May 14	Tuesday	Extended Drop ends
May 20	Monday	College closed (Victoria Day)
June 5	Wednesday	Last day to withdraw
June 21	Friday	Last day of classes
June 24, 25	Monday, Tuesday	Final exams
June 27	Thursday	Final grades due to Registrar by 8:30 a.m.

## SPRING - 13SM (May to August 2013)

May 6	Monday	Spring term (long) begins
May 13	Monday	Add/Drop ends
May 20	Monday	College closed (Victoria Day)
May 27	Monday	Extended Drop ends
July 1	Monday	College closed (Canada Day)
July 5	Friday	Last day to withdraw
August 5	Monday	College closed (Heritage Day)
August 9	Friday	Last day of classes
August 12-16	Monday-Friday	Final exams
August 20	Tuesday	Final grades due to Registrar by 8:30 a.m.



# College Directory

<b>Main Campus</b> .....	<b>(403) 320-3200</b>
<b>Toll Free</b> .....	<b>1-800-572-0103</b>
<b>Website</b> .....	<b>www.lethbridgecollege.ca</b>

<b>Fort Macleod Campus</b> .....	<b>(403) 553-4788</b>
<b>Lakeshore Campus</b> .....	<b>(403) 388-3082</b>
<b>Crowsnest Pass Campus</b> .....	<b>(403) 562-2853</b>
<b>Pincher Creek Campus</b> .....	<b>(403) 627-4478</b>
<b>Claresholm Campus</b> .....	<b>(403) 625-4231</b>

## Admissions and Registration

Admissions .....	(403) 320-3323
General Information .....	(403) 320-3323
Registration .....	(403) 320-3323
Student Records Information .....	(403) 320-3323
Transcript Requests .....	(403) 320-3323
Fax Number .....	(403) 317-3503

## Services

Academic Advising .....	(403) 320-3323
Alumni Association .....	(403) 329-7220
Awards and Scholarships .....	(403) 320-3372
Be Fit for Life .....	(403) 382-6919
Bookstore .....	(403) 320-3341
Campus Recreation .....	(403) 320-3202 ext. 5303
Campus Connections .....	(403) 320-3347
Chaplaincy Services .....	(403) 320-3202 ext. 5328
Counselling Services .....	(403) 320-3351
Day Care Centre .....	(403) 320-3430
Disability Services .....	(403) 320-3202 ext. 5400
Distributed Learning .....	(403) 382-6931
Finance .....	(403) 382-6901
Financial Aid .....	(403) 320-3372
Garden Court Restaurant .....	(403) 382-6999
Health & Dental Plan .....	(403) 320-3202 Ext. 5310
Health Services .....	(403) 320-3289
Kodiak Athletics .....	(403) 382-6900
Learning Cafe .....	(403) 382-6952
Learning Support Services .....	(403) 320-3244
Buchanan Library .....	(403) 320-3352
Lethbridge College Portal (Online Services) .....	(403) 320-3352
Loans and Student Awards .....	(403) 320-3372
Parking .....	(403) 320-3223
Piita Pawanii Centre .....	(403) 394-7356
Printing - Grenville the Copy Store .....	(403) 320-3255
Residence .....	(403) 329-7218
Recruitment .....	(403) 320-3322
Security .....	(403) 320-3206
Service Management (Alberta Works Funding) .....	(403) 320-3334
Sports Facilities .....	(403) 382-6903
Student for a Day/Campus Tours .....	(403) 320-3322
Students Association .....	(403) 320-3373

Testing and Assessment Centre .....	(403) 320-3368
The Works - Job and Career Services .....	(403) 320-3287

## Programs

Agriculture and Heavy Equipment Technician .....	(403) 320-3411
Agriculture Technology .....	(403) 382-6991
Automotive Systems .....	(403) 320-3411
Biotechnology - Cellular/Molecular Technician .....	(403) 382-6991
Business Administration .....	(403) 320-3213
Central Sterile Processing .....	(403) 382-6991
Child and Youth Care .....	(403) 320-3393
Civil Engineering Technology .....	(403) 320-3468
College and University Preparation .....	(403) 329-7269
Commercial Vehicle Enforcement .....	(403) 320-3418
Communication Arts .....	(403) 320-3213
Computer Information Technology .....	(403) 320-3213
Conservation Enforcement - Bachelor of Applied Science .....	(403) 382-6991
Correctional Studies .....	(403) 329-7246
Criminal Justice Studies for Aboriginal Learners .....	(403) 329-7246
Criminal Justice - Policing .....	(403) 329-7246
Culinary Careers .....	(403) 320-3213 or 320-3245
Disability and Community Rehabilitation .....	(403) 320-3393
Early Childhood Education .....	(403) 320-3393
Engineering Design and Drafting Technology .....	(403) 320-3468
English as a Second Language .....	(403) 320-6444
Environmental Assessment and Restoration .....	(403) 382-6991
Exercise Science .....	(403) 320-3393
Fashion Design and Marketing .....	(403) 320-3213
Fetal Alcohol Spectrum Disorder Education .....	(403) 320-3393
Fire Investigation and Prevention .....	(403) 329-7246
Fire Service Administration .....	(403) 329-7246
Fish and Wildlife Technology .....	(403) 382-6991
General Studies .....	(403) 394-7338
Geomatics Engineering Technology .....	(403) 320-3468
Interior Design .....	(403) 320-3213
Justice Studies - Bachelor of Applied Arts .....	(403) 329-7246
Massage Therapy .....	(403) 320-3213
Multimedia Production .....	(403) 394-7357
Natural Resource Compliance .....	(403) 382-6991
Bachelor of Nursing Degree (NESA) .....	(403) 320-3348
Bachelor of Nursing - After Degree .....	(403) 320-3348
Office Administration .....	(403) 320-3213
Perioperative Nursing .....	(403) 320-3310
Police Recruit Training .....	(403) 320-3310
Practical Nursing .....	(403) 320-3211
Professional Golf Management .....	(403) 320-3213
Renewable Resource Management .....	(403) 382-6991
Special Needs Educational Assistant .....	(403) 320-3393
Therapeutic Recreation (Gerontology) .....	(403) 320-3202 Ext. 5417
Unit Clerk Training .....	(403) 320-3310
Welding Technician .....	(403) 320-3411
Wind Turbine Technician .....	(403) 320-3319

# Programs Listed Alphabetically

- Agricultural & Heavy Equipment Technician
- Agricultural Technology
  - Animal Science Major
  - Plant and Soil Science Major
- Apprenticeship Training
  - Automotive Service Technician
  - Carpenter
  - Cook
  - Electrician
  - Heavy Equipment Technician
  - Parts Technician
  - Welder
- Automotive Systems
- Biotechnology - Cellular/Molecular Technician  
(Fall 2011 intake suspension)
- Business Administration
  - Accounting Major
  - General Business Major
  - Management Major
  - Marketing Major
- Central Sterile Processing
- Child and Youth Care
- Civil Engineering Technology
- College and University Preparation
- Commercial Vehicle Enforcement
- Communication Arts
  - Advertising/Public Relations Major
  - Broadcast Journalism Major
  - Print Journalism Major
- Computer Information Technology
- Conservation Enforcement - Bachelor of Applied Science
- Correctional Studies
- Criminal Justice Studies for Aboriginal Learners
- Criminal Justice – Policing
- Culinary Careers
- Disability and Community Rehabilitation  
(distributed/online learning 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  
(distributed/online learning only)
- Fire Service Administration
- Fire Investigation and Prevention
- Fish and Wildlife Technology
- General Studies Diploma
  - Liberal Arts Majors
    - Canadian Studies Major
    - Cultural Studies Major
    - English Major
    - Physical Education and Leadership Major
    - Psychology and Sociology Major
- Geomatics Engineering Technology
- Interior Design
- Justice Studies - Bachelor of Applied Arts
- Massage Therapy
- Multimedia Production
- Natural Resource Compliance
- Nursing Education in Southwestern Alberta (NESA)
- Bachelor of Nursing - After Degree
- Office Administration
- Perioperative Post-Diploma Nursing
- Police Recruit Training
- Practical Nursing
- Professional Golf Management
- Renewable Resource Management
- Special Needs Educational Assistant
- Therapeutic Recreation - Gerontology
- Unit Clerk
- Welding Technician (pending Government approval)
- Wind Turbine Technician



# Programs Listed By School

## School of Agriculture & Natural Sciences

- Agricultural Technology
  - Animal Science Major
  - Plant and Soil Science Major
- Biotechnology - Cellular/Molecular Technician (Fall 2011 Intake Suspension)
- Central Sterile Processing

## School of Business

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

## School of Developmental Education

- College and University Preparation

## 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
- Natural Resource Compliance
- Renewable Resource Management

## School of Health Sciences

- Exercise Science
- Massage Therapy
- Nursing Education in Southwestern Alberta (NESA)
- Bachelor of Nursing - After Degree
- Practical Nursing
- Therapeutic Recreation - Gerontology

## School of Human Services

- Child and Youth Care
- Disability and Community Rehabilitation (distributed/online learning only)
- Early Childhood Education
- Fetal Alcohol Spectrum Disorder Education (distributed/online learning only)
- Special Needs Educational Assistant

## School of Justice Studies

- Commercial Vehicle Enforcement
- Correctional Studies
- Criminal Justice Studies for Aboriginal Learners
- Criminal Justice - Policing
- Fire Service Administration
- Fire Investigation and Prevention
- Justice Studies - Bachelor of Applied Arts (program name change pending Government approval)

## School of Liberal Arts

- General Studies Diploma
- Liberal Arts Majors
  - Canadian Studies
  - Cultural Studies
  - English
  - Physical Education and Leadership
  - Psychology and Sociology

## School of Media & Design

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

## School of Public Health & Safety

- Perioperative Post-Diploma Nursing
- Police Recruit Training
- Unit Clerk Training

## Crook's School of Transportation

- Agricultural & Heavy Equipment Technician
- Automotive Systems
- Automotive Service Technician Apprenticeship
- Heavy Equipment Technician Apprenticeship
- Parts Technician Apprenticeship

## School of Construction Trades

- Carpenter Apprenticeship
- Electrician Apprenticeship
- Welder Apprenticeship
- Welding Technician (pending Government approval)

## School of Industrial Training

- Culinary Careers
- Cook Apprenticeship
- Wind Turbine Technician

## English as a Second Language

# 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 the 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/Online Learning. This calendar highlights all of them and you can find out more online at [lethbridgecollege.ca/programs](http://lethbridgecollege.ca/programs).

### STEP 2 - Choose the program that's right for you.

If you need more information about any of our programs, contact our Academic Advisors at 403.320.3323 or via e-mail at: [advisor@lethbridgecollege.ab.ca](mailto:advisor@lethbridgecollege.ab.ca). Program Chairs can also provide detailed information on their programs and courses. You'll find the Program Chair's contact information in the program pages section of this Academic Calendar and online at [lethbridgecollege.ca](http://lethbridgecollege.ca).

### STEP 3 - Apply online.

Lethbridge College is a participating institution of the Alberta Post-secondary Application System (ApplyAlberta). ApplyAlberta will provide individuals with the opportunity to apply to multiple Alberta post-secondary institutions and authorize transfer of Alberta high school and/or post-secondary transcripts from participating institutions. For more information about ApplyAlberta, please visit [www.applyalberta.ca](http://www.applyalberta.ca).

You can apply online by going to [lethbridgecollege.ca/apply](http://lethbridgecollege.ca/apply). A \$60.00 CAD non-refundable, non-transferable processing fee must accompany your application. When applying online, you can use your VISA or MasterCard over our secured site.

Application 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. A printable application is also available on our website.

## The Portal

As an applicant, you will be assigned a Lethbridge College student ID number.

This student ID number will provide you with access to the Portal that includes self-service options including LC e-mail message centre, admission status, required admissions documents, class schedule, web registration, and billing information.

## Student Records

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.

The College will not be responsible for incorrect mailing or 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 specified deadlines. It is your responsibility to notify the College of any change of name or address.

## 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.

### STEP 4 - Submit 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 pages 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. Students who lack academic admission requirements in their high school courses

may upgrade by completing high school equivalency courses. For further information, see the College and University Preparation program in this calendar.

Questionnaires may assist our admissions staff in evaluating the admissibility of applicants to certain programs. You will be contacted if these are required 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. An official transcript is sent directly from a provincial department of education and/or from other institutions to the Admissions Office at Lethbridge College. The Admissions Office will notify you of required transcripts.

Applicants who apply through ApplyAlberta will be able to authorize the transfer of their Alberta high school and/or post-secondary transcripts to Lethbridge College at the time of application.

## 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.

## 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, Quebec, New Brunswick, Nova Scotia, and PEI high school students can request transcripts directly from the high school attended. Official transcripts should be sent directly to Lethbridge College in a sealed envelope from the school attended.

## Post-Secondary Transcripts

Transcripts from post-secondary institutions must be issued in a sealed envelope, 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.

# Getting Started Continued

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 Assessment

A number of College programs require admissions assessment. If you apply to these programs you will be asked to show proof of identity at your assessment appointment. The admissions assessment 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 license, valid passport).

ACCUPLACER is a computerized adaptive test system that measures proficiency in sentence skills, reading comprehension, arithmetic, elementary algebra, and writing. It uses computerized-adaptive testing technology to select specific test questions that are best suited for each particular test taker. Adaptive testing provides very accurate measurement over the complete range of a particular skill. Each multiple choice test adapts to each student as they take the exam.

## 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 pages.

## STEP 5 - What Happens Next?

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 an assessment 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 - Becoming a Student.

Upon meeting admission requirements, we'll send you an Offer of Admission. If you'd like to accept our offer, return the Response to Offer of Admission along with your \$300.00 tuition deposit by the specified deadline. The tuition deposit will be applied to your tuition for the semester you were admitted. Failure to respond and pay the tuition deposit by the specified deadline may result in loss of acceptance. 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. The tuition 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 prior to making your payment. Remember to reply before the deadline for admission, which you will find in your Offer of Admission.

## STEP 7 - Get ready to join Lethbridge College.

Once you accept our Offer of Admission by returning the Response to Offer of Admission to us with your \$300.00 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.

## Questions?

If you have any admission questions, please feel free to contact the Admissions Department by e-mail at [admissions@lethbridgecollege.ca](mailto:admissions@lethbridgecollege.ca) or by phone at 403.320.3323.

## INTERNATIONAL APPLICANTS

Contact: Coordinator, International Recruitment & Admissions 403.329.7234  
[international@lethbridgecollege.ab.ca](mailto:international@lethbridgecollege.ab.ca)

You can apply online by going to [lethbridgecollege.ca/apply](http://lethbridgecollege.ca/apply), or you can complete an Application for Admission form and attach a \$60.00 CAD non-refundable, non-transferable processing fee. When applying online, you can use your VISA or MasterCard over our secured site. Mail, fax, or e-mail the application form with payment information to:

**Admissions Department**  
**Lethbridge College**  
**3000 College Drive South**  
**Lethbridge, AB T1K 1L6 Canada**  
**Fax: 403.317.3503**  
**[admissions@lethbridgecollege.ca](mailto:admissions@lethbridgecollege.ca)**

Payment can be made by wire transfer or direct deposit. Please e-mail Admissions for more detailed information about payment options.

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

Deadline for International Applications:  
Fall (September) admission: June 1  
Winter (January) admission: 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](mailto:esl@lethbridgecollege.ab.ca)

## 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.

1. Clear and legible international educational credentials or certificates beginning with the final year of senior secondary school. Certified official documents issued by each institution in a sealed envelope bearing the institution's seal/stamp or signature are required.

# Getting Started Continued

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.

An admission decision will not be made until all documents have been received.

## English Language Proficiency (ELP) Requirement

Students whose first language is not English and who are applying for programs other than ESL must demonstrate English language proficiency by providing 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; or
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. Completion of English Language Arts (ELA) 30-1 or 30-2, or equivalent, with the minimum program specific admission requirement; or
4. Successful completion of at least 3 consecutive years of full-time study in an English medium senior level secondary or post-secondary school.
5. Successful completion (minimum grade of C) of the following Lethbridge College EAP courses:
  - EAP 096 (Academic Writing)
  - EAP 097 (Academic Communication)
  - EAP 098 (Academic Reading)

This is applicable to all programs.

## Accommodations

Applicants interested in living in on-campus residence will need to submit an Application for Residence form and application fee.

For more information on accommodations, please refer to Page 200 or visit our website [lethbridgecollege.ca/go/residence](http://lethbridgecollege.ca/go/residence), e-mail: [res.life@lethbridgecollege.ab.ca](mailto:res.life@lethbridgecollege.ab.ca).

## 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. Admission is considered confirmed when Lethbridge College receives your signed response to the Offer of Admissions along with the required tuition fee deposit of \$300.00 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.

Information on how to register for your courses will be mailed to you. You are also encouraged to monitor your College e-mail account for possible updates.

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.

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.)

## TRANSFER CREDIT

Transfer credit is credit given for course work successfully completed at one post-secondary institution and transferred towards the completion of a credential at another post-secondary institution.

Lethbridge College has established transfer agreements with many other colleges, institutes, and universities which makes it easy for Lethbridge College students to access additional learning opportunities. You may meet admission requirements or avoid duplicate coursework by applying your Lethbridge College credential as transfer credit with any of our numerous partner institutions.

Discover where your Lethbridge College education can take you! Visit [www.transferalberta.ca](http://www.transferalberta.ca) or speak with an Academic Advisor to research your future opportunities.

## FINANCING YOUR EDUCATION

### Student Loan Basics

You must apply for government student loans 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, up until about one month before your study period ends. The maximum continuous length of time you may apply for on one application is 52 weeks; most students are only in studies and eligible for two terms (fall and winter), but you should ensure that you have applied for the period of studies that you intend to attend (some study through spring which takes them into June).

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 book 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 Fees and Financial Information. (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.

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

# Getting Started Continued

A student is considered INDEPENDENT (doesn't require parental information/signatures) by the government 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 may apply online at [www.alis.alberta.ca](http://www.alis.alberta.ca), click on Post Secondary Students and then click on Financing. You will need your Social Insurance Number, Alberta Student Number and Line 150 from your most recent tax return (and perhaps that of your parents/spouse if applicable).

Note: some programs or circumstances require paper applications (i.e., if you have previously received grant funding). Paper applications are available at Lethbridge College Student Services or at Alberta Service Centres. Paper applications take four - six weeks to be assessed. All provinces now have online student loan applications.

## How do I qualify?

First you must demonstrate need. Education is considered to be 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 minimal 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 academic 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 Provincial Government Service Centres, but they require authorization by Lethbridge College's Student Awards staff, and interest is charged throughout the part-time study period.

## 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 and we will courier it for you. If you apply electronically, a parental signature may be required as well as your own on the 'electronic 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; almost all students receive more funds in the first term than the second though costs remain relatively constant.

## 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) or to a Canada Post outlet designated to handle student loans. (A list of these is provided with your documents.)

You will require photo identification, your Social Insurance card (or a government of Canada generated document that displays it along with your name) 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 or a designated Post Office, the document is on its way into the system and the College will receive the fees it has requested. If loan balance remains, it will be deposited into your bank account. The time it takes for this to occur varies, but students can generally expect their funds to appear in their bank accounts one to two weeks after processing.

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

If you drop below the 12-credit per term requirement, 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 will likely reassess a pro-rated portion as loans when you go into repayment.

## 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.alberta.ca](http://www.alis.alberta.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.)

# Getting Started Continued

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 return to full-time studies and do not apply for a loan, you will need to have the Student Awards Office staff complete a Schedule 2 for you to take you out of repayment status. 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.

Much more loan related information is available at [www.lethbridgecollege.ca/awards](http://www.lethbridgecollege.ca/awards), [www.canlearn.ca](http://www.canlearn.ca), and [www.alis.alberta.ca](http://www.alis.alberta.ca).

## **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 are available for your payment convenience.

After applying, learners will be provided with a user name and password that will allow access to our Internet portal for payments and to view account status. Final grades, class schedules and T2202A forms are also provided via the portal.

## **When do I need to 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 2011-2012 fees are due for the following terms:

<b>Term Due</b>	<b>Date</b>
Summer I Term (July - August)	June 3, 2011
Fall Term (September - December)	August 9, 2011
Winter Term (January - April)	December 2, 2011
Summer II Term (May - June)	April 9, 2012

- Undeclared and apprentice 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.

Non-payment of fees, if appropriate arrangements have not been confirmed with Accounting Services by the due date, will result in the student's registration being cancelled.

It should be noted that non-attendance of classes does not constitute automatic withdrawal. Students must advise the Registration Office if they will not be attending classes for which they have been registered.

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. Sponsored students and those applying for a student loan are responsible for making payments or appropriate arrangements with Accounting Services if their sponsorship/loan has not been approved by the due date. Any resulting refunds from payments received through the student loan appropriation will normally be forwarded directly to the loan provider.



# 2010-2011 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. 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. Please check Lethbridge College's official electronic calendar for the 2011-12 tuition fee rates on courses and programs and other fees that are applicable for these services at [lethbridgecollege.ca](http://lethbridgecollege.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 2011-12 credit tuition fee rates as listed on the website, the planned credit tuition rates for 2012-13, 2013-14, and 2014-15 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 2011-2012 Students' Association fees are assessed at \$3.17 per credit for students enrolled in credit courses. Credit courses offered at satellite campuses, through Distributed/Online Learning and practicum courses, are assessed at \$1.39 per credit. Please check the Lethbridge College electronic calendar at [lethbridgecollege.ca](http://lethbridgecollege.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:

<b>Fall</b> • Provides coverage from September 1, 2011 to December 31, 2011.		
Health	Dental	Total
\$62	\$62	\$124

<b>Winter</b> • Provides coverage from January 1, 2012 to August 31, 2012.		
Health	Dental	Total
\$62	\$62	\$124

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 15. 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 offers 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.



# 2010-2011 Fees Continued

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 wireless capabilities and additional 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 Angel 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 both terms plus a refundable security deposit 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 (tenant's) or other insurance coverage for such incidents.

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

## ADDITIONAL FEES

Application Processing Fee  
(non-refundable).....\$60 CDN

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.).

Letters of Confirmation (each).....\$5

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 - Grenville the Copy Store.**

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

## ACCOMMODATIONS

Please refer to our website for residence/accommodation costs at [lethbridgecollege.ca/go/residence](http://lethbridgecollege.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, or arrangements made with Accounting Services, on or before the dates posted.

Students who have not paid their fees or made arrangements with Accounting Services for payment of fees in full, by the scheduled dates may 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 Accounting Services 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.

## 2010-2011 Fees Continued

- 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 Accounting 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 and Course Drop Periods

## 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 or any 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 through the Portal during February of the following year. For further information, students may call the Finance Office at 1.800.572.0103 ext. 6901 or locally at 403.382.6901.

## Withdrawal from a Course or Program

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
<b>Period 1</b>	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
<b>Period 2</b>	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
<b>Period 3</b>	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
<b>Period 4</b>		After period 3 and prior to the last withdrawal date (66% of term) A) No refund B) Grade "W" on transcript
<b>Period 5</b>		After the last date to withdraw A) No refund B) Final grade assigned on transcript
<b>Period 6</b>		Student required to withdraw A) No refund or credit B) Grade "RW" on transcript

# Services for Learners



**Find out more about:**

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

**and other services we offer to help you succeed  
on our campus.**

# Services for Learners

## LEARNER SUPPORT SERVICES:

### ACADEMIC ADVISING • 403.320.3323

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 • 403.320.3351

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 • 403.320.3202 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 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 • 403.320.3351

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.

Students face different obstacles that can interfere with their success; with professional assistance, most can be overcome. Counselling Services advocates working through these difficulties, before they become overwhelming.

Our counsellors possess a wide range of expertise as psychologists, social workers and educators. They are also well apprised of other resources available to students and can provide referrals to college services or community agencies as appropriate.

### DAY CARE CENTRE • 403.320.3430

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/ONLINE LEARNING 403.320.3323

For general information, refer to the Distributed/Online Learning section of this calendar or contact the Student Services Office at 403.320.3323.

### THE PORTAL • 403.320.3352 (Library) lethbridgecollege.ca

The Portal is your web interface to Lethbridge College.

The Portal 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 the Portal 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 403.320.3352.

### LIBRARY • 403.320.3352

- 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 Angel and the College portal
- The Alberta Library Card allows you to borrow from more than 300 libraries in Alberta
- Online resources available at library. lethbridgecollege.ab.ca
- We have books too!

### RECRUITMENT • 403.320.3322

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

Our Recruitment Team 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.

# Services for Learners Continued

## **SECURITY SERVICES • 403.320.3206 403.894.6101 (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 403.328.4444 for non-emergency calls.

## **STUDENT FINANCIAL AID AND AWARDS PROGRAM • 403.320.3372 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.alberta.ca>

#### **British Columbia**

<http://www.aved.gov.bc.ca/studentaidbc/>

#### **Saskatchewan**

<http://www.aeei.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.manitobastudentaid.ca>

Most other provinces also offer on-line application options; search for your provincial government website or call your 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 with a 'lifetime maximum' of \$10,000.

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 'Admissions' and choose Financial Aid from the menu on the left. 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' and 'Program' options and those successfully completing programs should click on the 'Graduating' category. There are thousands of awards opportunities beyond individual educational institutions; some extensive sites are hyperlinked.

Lethbridge College awards are open for application after March 1. The electronic application is simple and takes only minutes to complete. Students applying for entrance awards have until July 15 to apply. Students continuing or graduating must apply by May 1. These awards are finalized and awarded in the fall of each year. Successful recipients receive a notice in the mail in October.

### **Lethbridge College 50th Anniversary Early Entrance Scholarships**

In celebration of 50 years of excellence, Lethbridge College began awarding fifty \$1000 scholarships to students confirming their program offers early. This award opportunity continues.

Students must have applied to a post-secondary program at Lethbridge College, been sent an Offer of Admission, and confirmed that offer with a tuition deposit by March 20.

A copy of your current transcript (including provincial achievement test results) should be attached to the 50th Anniversary Scholarship application and sent directly to the Lethbridge College Student Awards Office by March 20. Selection for current high school students will be based upon their marks in core 30-level courses completed in January (including

Provincial Achievement Test marks). Others should submit their most recent transcript - Grade 12 or post-secondary. Those applicants with the highest average of these marks will be selected and notified in May. Student accounts will display this credit in July. Maintenance of this award is contingent upon on-going full-time enrolment (12 credits/term).

### **SERVICE MANAGEMENT • 403.320.3334**

Service Management provides support and services to learners accessing Alberta Works and Canada/Alberta Works funding which is made possible through a partnership between Alberta Employment and Immigration and Service Canada.

### **ALBERTA WORKS AND CANADA/ ALBERTA WORKS FUNDING**

**403.320.3334**

This non-repayable grant funding is available to learners who meet the eligibility requirements of the program and are enrolled in qualifying College programs.

### **FUNDING INFORMATION SESSIONS**

**403.320.3334**

To learn more about funding, please attend one of our funding information sessions which are held at the Lethbridge campus every Monday at 10 a.m. (except holiday Mondays).

### **STUDENT FOR A DAY • 403.320.3322**

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 Student Services 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 lunch voucher for the Food Court.

### **STUDENTS WITH DISABILITIES**

**403.320.3202 EXT. 5400**

Disability Services is committed to supporting current and prospective students with physical or learning disabilities, sensory impairments, mental health issues, or chronic medical conditions.

# Services for Learners Continued

Lethbridge College's Academic Accommodations for Students with Disabilities policy outlines procedures for accommodating students according to their distinct needs and without compromising academic standards and principles. Students registered with the department may access assistance with admission and registration procedures and applications for disability-related funding. Additional supports include classroom and exam accommodations, educational assistance and learning strategies, assistive technology training, and ongoing disability counseling. For more information about any of these services, drop in to Disability Services (TE1222) or call for an appointment at 403.320.3202 (ext. 5400).

## **TESTING SERVICES • 403.320.3368**

Testing Services (AN1602) supports all learners in reaching their educational goals by providing exam supervision and test administration according to specific needs. On campus and online students and those who miss an in-class exam due to illness or emergency can make arrangements to write their exams in Testing Services. Students from other educational institutions, individuals and groups from the community and professional associations can arrange to write exams at Testing Services for purposes such as admission/placement, accreditation, certification or qualification. Lethbridge College's rural campuses, located in Claresholm, Fort Macleod, Pincher Creek and Crowsnest Pass, also offer student exam supervision. Call for an appointment at least 24 hours before the exam is to be written. Photo ID is required.

## **THE WORKS - JOB AND CAREER SERVICES • 403.320.3287**

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
- career advising services for students, alumni and the public which includes Strong Interest Inventory and the MBTI assessments

## **THE LEARNING CAFÉ • 403.382.6952**

The Learning Café (CE1340) provides academic and learning support services for Lethbridge College students, including: Academic tutoring support in writing and research, APA documentation, math, basic sciences, computer skills, and online learning skills. Academic tutoring support is available on-campus and online. Peer tutoring in post-secondary courses with specialized content (on-campus only). Developmental Studies (DEV) courses for students requiring specific skills development. (credit cost applies) Study skills support through individualized appointments (on-campus and online) or group workshops covering a range of topics, such as studying effectively, time management, note taking, textbook reading, test taking, memory, and learning styles. Online learning resources through the eLearning Café website

## **FACILITIES:**

### **BOOKSTORE • 403.320.3341**

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. For more information (hours, menus, etc.), go to our homepage, click on support services (under Current Students & Staff tab), and choose culinary services. Check out food services at both the Food Court and the Cave.

## **GARDEN COURT RESTAURANT**

**403.382.6999**

Open for selected lunches and evening dining. Check the board outside the Food Court for hours. For reservations, call 403.382.6999.

## **RESIDENCE • 403.329.7218**

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 [lethbridgecollege.ca/go/residence](http://lethbridgecollege.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 • 403.382.6919**

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.



# Services for Learners Continued

## **CAMPUS RECREATION • 403.320.3202 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 • 403.320.3289**

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 • 403.382.6900**

Student athletes must be enrolled 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.

Student athletes are required to participate in a mandatory Monday evening Study Hall program.

In order to remain eligible, student athletes must earn a GPA that exceeds 1.5 in each semester. First year, first semester, Kodiak student athletes must register for PED123.

**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/ACAC requirements to be eligible.

All Kodiak home games are free for students with a valid student ID card.

## **GO KODIAKS!**

## **SPORTS FACILITIES • 403.382.6903**

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 athletic therapy clinic; 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.

## **STUDENTS SERVING STUDENTS:**

## **ALUMNI ASSOCIATION • 403.329.7220**

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 percent off all regular and sale-priced merchandise at Moores Clothing for Men and 20 percent off City of Lethbridge Recreation Services Leisure passes.

## **STUDENTS' ASSOCIATION**

### **403.320.3373**

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.

## **STUDENTS' HEALTH AND DENTAL PLAN 403.320.3202 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.

# Services for Learners Continued

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 Facilities Management Office (CE2301). Rates 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 - GRENVILLE 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. Weekend and evening service is also provided.

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](http://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



# Services for First Nations, Metis, and Inuit (FNMI) Learners

## **FNMI Cultural Support Program**

The FNMI Cultural Support program provides students with access to community Elders and spiritual advisors, leaders and role models. Elders and spiritual advisors make regularly scheduled visits to the campus and are also available to meet individually with students. Through this program, students have an opportunity to interact with Elders and benefit from their support, traditional knowledge and guidance.

## **Aboriginal Academic Advisor and Liaison**

An Aboriginal Academic Advisor and Liaison provides academic advice geared towards FNMI learners. One-on-one academic advising appointments, 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 403.320.3202, Extension 5210

[shanda.venier@lethbridgecollege.ca](mailto:shanda.venier@lethbridgecollege.ca)

## **Piita Pawanii Learning Centre • Andrews Building 1501 (AN1501)**

The Centre is the home of the FNMI Student Club and serves as an information and connection point for FNMI Learners, staff and Elders. 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 plenty of seating, coffee, kitchen amenities, and four computer workstations. The Centre is also the location where Elders and Spiritual Advisors can be accessed during their visits to the main campus.

## **FNMI Student Club**

The FNMI 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 fall to organize club activities throughout the year.

For further information on the Centre or Club contact:

**Robin Little Bear, Manager, FNMI Education Services**

1.800.572.0103 or 403.320.3202, Ext. 3242

[robin.little\\_bear@lethbridgecollege.ca](mailto:robin.little_bear@lethbridgecollege.ca)

# Services for International Learners

Contact: Coordinator,  
International Recruitment & Admissions  
Phone: 403.329.7234  
Email: [international@lethbridgecollege.ca](mailto:international@lethbridgecollege.ca)



## Welcome to Lethbridge College

We are pleased that you have chosen Lethbridge College to pursue your academic goals. For more than 50 years, students from over 55 countries have chosen Lethbridge College because of the affordable, safe, and high quality environment in which to study and learn. Whatever your aspirations, Lethbridge College has the faculty, staff, and facilities to help you achieve your goals.

We realize that moving to another country and attending a new college may involve many adjustments. You can find some very helpful information in the International Student Handbook, which is available online ([lethbridgecollege.ca/international](http://lethbridgecollege.ca/international)) and in hard copy from International Services.

### International Services

International Services offers support to international students on campus. We are available to assist you with:

- Study Permit extension
- Temporary Resident (re-entry) Visa application
- Off-campus Work Permit application and extension
- Post-graduation Work Permit application
- Social Insurance Numbers (SIN) application
- Alberta Health Care Insurance application
- Personal, cultural, and academic transition
- Any other non-academic questions or concerns

For academic support or questions, international students are encouraged to contact academic advising at [advisor@lethbridgecollege.ca](mailto:advisor@lethbridgecollege.ca).

For more information on admissions or general support for international students, please visit our website: [www.lethbridgecollege.ca/international](http://www.lethbridgecollege.ca/international) or email: [international@lethbridgecollege.ca](mailto:international@lethbridgecollege.ca)



# Scholarships and Awards

## A Must Know

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 contribution to your endeavours.

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 (All Entrance Awards require application)**  
**March 1 to July 15**
- **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 on the Financial Aid home page. Under Admissions, click on 'Financial Aid and Awards' or find us under Student Awards on the 'Current Student' tab.

Though many continuing and graduate awards do not require an application, there are many that do.

You may also view our awards anytime by visiting the Lethbridge College website and perusing Entrance Awards if you are entering a new program, or General and Program Awards if you are continuing within your current program of studies. Choose Graduating Awards if you are about to graduate.

Awards are not limited to academic achievement. Many other qualities and circumstances are considered; community involvement, leadership, group membership, high school attended, financial need, and other factors may make you eligible for a number of awards.

Call toll-free 1.800.572.0103 extension 3372 or 403.320.3323 or e-mail, [awards@lethbridgecollege.ca](mailto:awards@lethbridgecollege.ca) 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.

There are so many 'external' awards that we cannot maintain a working list, but there are a few major websites that cover a number of options:

[www.studentawards.com](http://www.studentawards.com)

[www.careertransitionsnews.ca/scholarshipdirectory.html](http://www.careertransitionsnews.ca/scholarshipdirectory.html)

[www.scholarshipscanada.com/](http://www.scholarshipscanada.com/)

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

## **Lethbridge College 50th Anniversary Early Entrance Scholarships**

In celebration of 50 years of excellence, Lethbridge College began awarding fifty \$1000 scholarships to students who confirm their program offers early.

To be considered, students must have applied to a post-secondary program at Lethbridge College, been sent an offer of admission, and confirmed that offer with a tuition deposit by March 20.

A copy of your current transcript including provincial achievement test results should be attached to the 50th Anniversary Scholarship application ([lethbridgecollege.ca/awards](http://lethbridgecollege.ca/awards)) and sent directly to the Lethbridge College Student Awards Office by March 20. Selection for current high school students will be based upon highest achievement in core 30-level courses as of the end of January (including PAT's). 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 May, and the \$1000 credit will be applied to the student's account, contingent upon full-time enrolment after the 'extended drop period' in the fall.

# Chinook Regional Foundation for Career Transitions

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 Foundation for Career Transitions 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 Courses
DES 1060, 2075, 3065, 3075 and portfolio & challenge testing	DRF-153
FIN 1015, 1020, 1030, 2020, 2030, 2070	ACC-146
INF 1070, 2050, 2070, 2080	CPU-150
INF 1030, 2020	KEY-139
INF 1050, 2070	CPU-135
INF 1060, 2080	CPU-136

For more information on CTS programs, please contact your High School Principal or the Chinook Regional Foundation for Career Transitions office:

**Margaret Vennard, Executive Director**  
**Telephone: 403.328.3996 Fax: 403.320.2365**  
**E-mail: [mvennard@pallisersd.ab.ca](mailto:mvennard@pallisersd.ab.ca)**



**Tailor our programs to meet your needs through part-time learning, e-Campus Alberta and Distributed/Online Learning options.**



# Distributed/Online Learning

Some call it distance learning, others distributed learning, and still others blended learning; we call it a flexible, accessible and personalized way for our students to access our programs and courses.

At Lethbridge College, you'll find most of our programs have an online element. Some are offered only online, others offer a mix of classroom and online learning (blended), while others are strictly classroom-based. Online learning is great for those who live outside of Lethbridge, but it's also handy if you require flexibility in your daily schedule.

Through our flexible course offerings, you can:

- earn College credits without coming on campus;
- choose courses and timelines that suit your goals;
- complete a College program while working;
- take courses which complement on-campus courses.

## APPLICATION PROCESS

Distributed/Online Learning students apply to a College program following the admission procedures outlined in this calendar. You should apply early. Another option is to apply as an undeclared student which allows you to take up to four courses (maximum two per term).

## INSTRUCTORS

Instructor contact information for your course will be posted in Angel (our Learning Management System). Please contact your instructor as soon as the course starts.

## ANGEL LEARNING MANAGEMENT SYSTEM (LMS)

Angel is the Learning Management System used at Lethbridge College ([www.lconline.ca](http://www.lconline.ca)). As a student, you may access Angel to view announcements, submit assignments, and/or participate in online discussions. Online requirements vary across courses. Read on to learn more about the delivery options we use.

## DELIVERY OPTIONS

Courses at Lethbridge College are offered using the following delivery options:

**Online** • You will complete the entire course using the online environment.

**Blended** • You will be required to participate in both face-to-face and online components in a blended course. The amount of required face-to-face time varies by course section.

**Blended Video Conference** • You will be required to participate in both video conference and online components.

**Print-based** • You will receive printed course materials but may be expected to go online to access additional materials and/or submit assignments.

**Face-to-face** • You will attend class at a scheduled time and location. An instructor will be physically present to assist you.

## Face-to-face with Video Conference

**Participants** • You will attend class at a scheduled time and location. An instructor will be physically present to assist you. Some of your class members will join the class from other locations via video conference. Some of your in-class interactions with other students may be via video conference.

**Video Conference** • You will join an instructor from another location via video conference at a scheduled time and location. Student(s) from the instructor's location or other location(s) may also participate.

## COURSE REGISTRATION

Registrations for Distributed/Online 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 with the program information. 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. If you have been admitted to a program, you will be able to register online using WebAdvisor.

## COURSE MATERIALS

Course materials and textbooks, if applicable, will be mailed to you prior to the start of the course. If you are registered in an online course, you will access your course materials online at [www.lconline.ca](http://www.lconline.ca).

## EXAM PROCESS

Exams are taken online, on campus, or at an approved location if you live outside of Lethbridge and area. You will need to make arrangements to write exams through the following methods:

Lethbridge and area - Call Testing Services at 403.320.3368 to book an appointment at least 3 days prior to the date you wish to write. If you are writing an online exam, we will assist you with accessing the exam when you arrive.

Outside of Lethbridge and area - Complete the 'Request for Examination' form within the 'Read Me First' section of your Angel course, or on the Testing Services web page under Distributed Learning.

Exams must be requested and completed prior to the course end date. Any fees for service by the off-site test supervisor are the student's responsibility.

## FEES

Tuition Fee.....	\$78.27/credit
DL Development Fee.....	\$41.14/credit
Athletic Fee.....	\$2/credit
LCSA Fee .....	\$1.39/credit
Technology Infrastructure Fee .....	\$9/credit

Technology Support 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.

Note: 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.

To view fee information for your program, please go to [lethbridgecollege.ca/](http://lethbridgecollege.ca/) programs. After choosing your selected program, you can use our cost estimator for detailed costs.

For more information, call Student Services at 403.320.3323 or toll free at 1.800.572.0103 ext. 3323.

Consulting with the Program Chair or an Advisor is important to ensure the best course selection for your career goals. Please refer to the online academic timetable for specific and accurate semester offerings and delivery options.

# Distributed/Online Learning Continued

## PROGRAMS OFFERING COURSES THROUGH DISTRIBUTED/ONLINE LEARNING

Please refer to program pages to determine which specific courses are offered. New courses are added each semester as they become available.

### School of Agriculture & Natural Sciences

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

### School of Business

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

### 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
- Natural Resource Compliance
- Renewable Resources Management

### School of Health Sciences

- Exercise Science
- Massage Therapy
- Nursing Education in Southwestern Alberta (NESA)
- Practical Nursing
- Therapeutic Recreation - Gerontology

### School of Public Health & Safety

- Perioperative Post-Diploma Nursing
- Unit Clerk

### School of Human Services

- Child and Youth Care
- Disability and Community Rehabilitation (complete program available)
- Early Childhood Education (complete program available)
- Fetal Alcohol Spectrum Disorder Education (complete program available)
- Special Needs Educational Assistant (complete program available)

### School of Justice Studies

- Commercial Vehicle Enforcement
- Correctional Studies (complete program available)
- Justice Studies - Bachelor of Applied Arts (complete program available)
- Criminal Justice for Aboriginal Learners
- Criminal Justice - Policing
- Fire Service Administration
- Fire Investigation and Prevention

### School of Liberal Arts

- General Studies Diploma
  - Liberal Arts Majors
    - Canadian Studies
    - Cultural Studies
    - English
    - Psychology and Sociology
    - Physical Education

### School of Media & Design

- Communication Arts
  - Advertising/ Public Relations Major
  - Broadcast Journalism Major
  - Print Journalism Major
- Fashion Design & Marketing
- Interior Design

### School of Developmental Education

- College and University Preparation

# eCampusAlberta



eCampusAlberta 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](http://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](http://www.ecampusalberta.ca)

The following Lethbridge College programs offer courses through eCampusAlberta:

- Central Sterile Processing
- Correctional Studies Diploma
- Justice Studies - Bachelor of Applied Arts
- Criminal Justice - Policing
- Disability and Community Rehabilitation
- Fetal Alcohol Spectrum Disorder Education
- General Studies
- Special Needs Educational Assistant
- Therapeutic Recreation - Gerontology

For current listings of all courses available through all participating institutions, please go online to [www.ecampusalberta.ca](http://www.ecampusalberta.ca).

New courses are continually added as they become available.



**Check out our campuses:**

- **Claresholm**
- **Crowsnest Pass**
- **Fort Macleod**
- **Pincher Creek**

# Rural Campuses

Lethbridge College has four rural campuses located in Claresholm, the Crowsnest Pass, Fort Macleod, and Pincher Creek which facilitate access to a variety of academic programs on a full and part time basis and access to learner support services.

Individuals may access any of the rural campuses for more information regarding academic upgrading and post-secondary education programs available at Lethbridge College or other educational institutions, access to student financial support, and related student services.

## Flexible Learning

Each campus is equipped with classrooms, a computer lab, and a video conference suite(s). Learners may utilize the computers to access a variety of learner services as well as programs that are available online. The video conference suite(s) enhance the opportunity to deliver programs to the rural campuses where learners are linked together to participate in a number of learning activities including the College and University Prep program as well as post-secondary courses. Face-to-face instruction and labs complement the use of technology to create blended learning opportunities.

## Learning Support Services

Adult learners will have access to a variety of learning support services to enhance their success:

- Testing services including exam supervision and test administration. Individuals and groups from the community and professional associations can arrange to write tests at the rural campuses for purposes such as admission/placement, accreditation, certification or qualification.
- Access to and assistance with completing a variety of forms such as applications and funding forms
- Referrals to various departments at the College for counseling, advising, and service management
- Access to the eLearning Café and online tutoring

For more information on programs and courses that are being offered at any or all of the campuses, please visit the links to each of the four campuses.

## Contact:

### Claresholm Campus

[lethbridgecollege.ca/claresholm-campus](http://lethbridgecollege.ca/claresholm-campus) • 403.625.4231

### Crowsnest Pass Campus

[lethbridgecollege.ca/crowsnest-pass-campus](http://lethbridgecollege.ca/crowsnest-pass-campus) • 403.562.2853

### Fort Macleod Campus

[lethbridgecollege.ca/fort-macleod-campus](http://lethbridgecollege.ca/fort-macleod-campus) • 403.553.4788

### Pincher Creek Campus

[lethbridgecollege.ca/pincher-creek-campus](http://lethbridgecollege.ca/pincher-creek-campus) • 403.627.4478

# Lethbridge College Programs



**With more than 50 career-training programs, applied degrees and apprenticeships to choose from, you're sure to find one that matches your view of the future.**

# Agricultural and Heavy Equipment Technician

Program Office: 403.320.3411 • [tradeslc@lethbridgecollege.ca](mailto:tradeslc@lethbridgecollege.ca)

Office of the Chair: 403.394.7348

Office of the Dean: 403.320.3318

## 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.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 20-2 or a higher level math.

## ALTERNATE ADMISSION

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. To view the fee information for your program, go to [lethbridgecollege.ca/programs](http://lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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
	<b>30</b>
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
	<b>30</b>

## 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.



# Agricultural Technology

Program Office: 403.382.6991 • agsciences@lethbridgecollege.ab.ca

Office of the Chair: 403.382.6998

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.

**IMPORTANT NOTE:** Applicants completing the new Alberta high school math curriculum are recommended to have Math 20-2 or a higher level math.

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 ENG130 Basic Composition (equivalencies accepted). Placement testing also tests math skills.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [lethbridgecollege.ca/programs](http://lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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 (DL)	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
	<b>22</b>

### 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
MKT 152 Commodity Marketing	3
PLT 155 Pasture and Forage Production	4
	<b>22</b>

## 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 250 Agriculture Finance	4
AGR 266 Soil Fertility	4
PLT 260 Special Crops	4
PLT 261 Weed Identification	4
PLT 262 Field Crops	4
Elective	3
	<b>23</b>
Year II Term II	Credits
AGR 257 Value Added	
Agricultural Production	3
AGR 261 Sustainable Agriculture	3
IRR 252 Sprinkler Systems and	
Irrigation Management	4
PLT 263 Pesticide Applications	4
RRM196 Map & Aerial Photo	
Interpretation	5
Elective	3
	<b>22</b>

## Plant and Soil Science Major Elective Courses

ACC 175 Financial Accounting II	4
ACC 258 Farm Accounting *	3
AGR 286 Agricultural Business	
Management *	4
AGR 289 Beef Cattle Production	4
AGR 294 Animal Health	4
BIO 151 Environmental Issues	3
BIO 163 Terrestrial Ecology	5
BIO 262 Animal Physiology	5
BUS 158 Small Business Management	5
BUS 170 Introduction to Management	4
BUS 177 Entrepreneurship	3
ECN 180 Microeconomics	4
ENV 255 Land Use Practices	3
GEO 150 Geographical Science	5
LAW 265 Intro to Environmental Law	3
PSC 150 Local Government	3
PSC 165 Canadian Government	3
RRM 281 Water Quality	4

\* Only offered if sufficient enrolment numbers.

Please note: Any course used to fulfill a core requirement cannot be used to fulfill an elective requirement.



# Agricultural Technology

## Continued

### ANIMAL SCIENCE MAJOR

#### Year II Term I Credits

AGR 250 Agriculture Finance	4
AGR 287 Monogastric Production	4
AGR 294 Animal Health	4
BIO 262 Animal Physiology	5
PLT 261 Weed Identification	4
Elective	3
	<b>24</b>

#### Year II Term II Credits

AGR 257 Value Added Agricultural Production	3
AGR 261 Sustainable Agriculture	3
AGR 280 Animal Nutrition	4
AGR 289 Beef Cattle Production	4
AGR 291 Ruminant Production	4
Elective	3
	<b>21</b>

### Animal Science Major Elective Courses

ACC 175 Financial Accounting II	4
ACC 258 Farm Accounting *	3
AGR 266 Soil Fertility	4
AGR 286 Agricultural Business Management *	4
BIO 151 Environmental Issues	3
BIO 163 Terrestrial Ecology	5
BUS 158 Small Business Management	5
BUS 170 Introduction to Management	4
BUS 177 Entrepreneurship	3
ECN 180 Microeconomics	4
ENV 255 Land Use Practices	3
GEO 150 Geographical Science	5
LAW 265 Intro to Environmental Law	3
PSC 150 Local Government	3
PSC 165 Canadian Government	3
RRM 196 Map & Aerial Photo Interpretation	5
RRM 281 Water Quality	4

\* Only offered if sufficient enrolment numbers.

Please note: Any course used to fulfill a core requirement cannot be used to fulfill an elective requirement.

### 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.

**NAIT** • Graduates of the Agricultural Technology Diploma program with a minimum grade point average of C+ or 2.3 on standard grading scales will be conditionally accepted into the BTech (Bachelor of Technology in Technology Management) degree program. Applicants for transfer of credit under this Agreement shall complete all of the requested application procedures of NAIT including, but not limited to, written statement outlining personal objectives, career goals, letters of reference, work experience and community involvement, and such other information as may be requested and used by NAIT to determine whether the applicant complies with the requirements as set out or intended.

### School of Agriculture and Natural Sciences

Find out more about other programs offered in this school:

- Biotechnology-Cellular/Molecular Technician .....p. 43
- Central Sterile Processing.....p. 49

[lethbridgecollege.ca/agsciences](http://lethbridgecollege.ca/agsciences)

# Apprenticeship Training

*Automotive Service Technician, Carpenter, Cook (weekly Apprenticeship Training), Electrician, Electrician - Alternative Delivery, Heavy Equipment Technician, Parts Technician & Welder.*

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 the following 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: aitinfor@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!

## AUTOMOTIVE SERVICE TECHNICIAN

Chair: 403.394.7348  
tradeslc@lethbridgecollege.ca

North Americans love their cars and when their favorite 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.

### Crook's School of Transportation

Find out more about other programs offered in this school:

- Agricultural & Heavy Equipment Technician .....p. 34
- Automotive Systems .....p. 42
- Heavy Equipment Technician Apprenticeship .....p. 39
- Parts Technician Apprenticeship .....p. 39

lethbridgecollege.ca/trades

# Apprenticeship Training Continued

## CARPENTER

Chair: 403.320.3366  
tradeslc@lethbridgecollege.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)

Chair: 403.320.3226  
culinary@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: 403.320.3366  
tradeslc@lethbridgecollege.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 8 or 12 weeks
  - in more than 8 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.

### School of Construction Trades

Find out more about other programs offered in this school:

- Welder Apprenticeship .....p. 40
- Welding Technician .....p. 126

lethbridgecollege.ca/trades

# Apprenticeship Training Continued

## 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.

Contact:  
eltrem@lethbridgecollege.ca or the  
Program Chair at 403.320.3366

## HEAVY EQUIPMENT TECHNICIAN

Chair: 403.394.7348  
tradeslc@lethbridgecollege.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: 403.394.7348  
tradeslc@lethbridgecollege.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.

# Apprenticeship Training Continued

## WELDER

Chair: 403.320.3366  
tradeslc@lethbridgecollege.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.

### School of Construction Trades

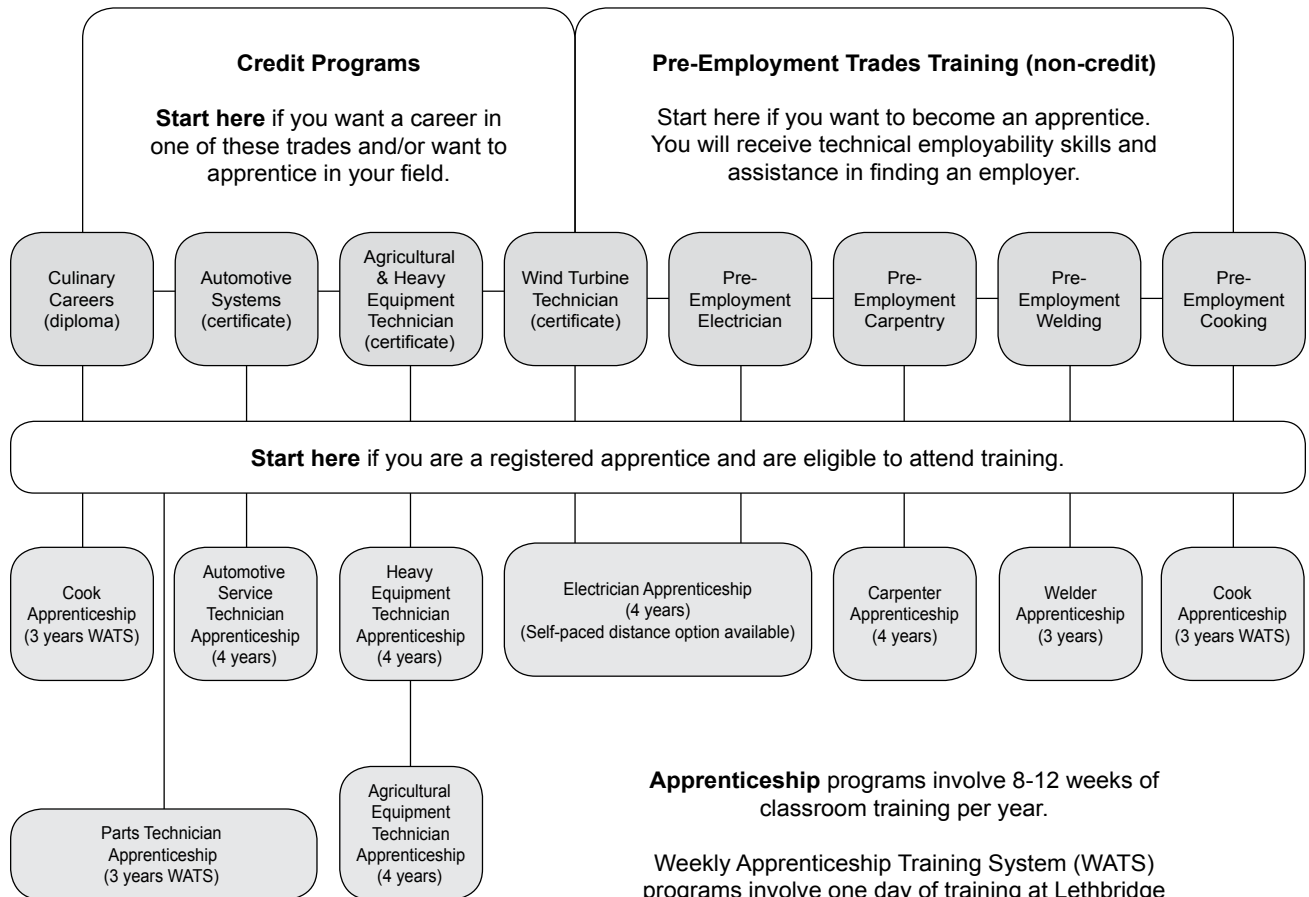
Find out more about other programs offered in this school:

- Carpenter Apprenticeship ..... p. 34
- Electrician Apprenticeship ..... p. 42
- Welding Technician ..... p. 126

[lethbridgecollege.ca/trades](http://lethbridgecollege.ca/trades)

# 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.



[lethbridgecollege.ca/go/trades](http://lethbridgecollege.ca/go/trades)

# Automotive Systems

Program Office: 403.320.3411 • [tradeslc@lethbridgecollege.ca](mailto:tradeslc@lethbridgecollege.ca)

Office of the Chair: 403.394.7348

Office of the Dean: 403.320.3318

## 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 percent in Math 30 Pure or Applied and English Language Arts 30-1 or 30-2 or equivalent.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 30-2 or a higher level math.

## ALTERNATE ADMISSION

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. To view fee information for your program, go to [lethbridgecollege.ca/programs](http://lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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
	<b>30</b>
Year I Term II	Credits
AST 132 Automotive Engines	11
AST 129 Automotive Electrical Systems II	14
FWK 125 Automotive Field Work	1
AST 145 Performance Projects	4
	<b>30</b>

**Special Note:** Students who successfully complete the Automotive Systems one-year certificate program are eligible to write their first and second year apprenticeship exams and earn 300 hours towards first period work experience and 300 hours towards second period work experience of the Automotive Service Technician Apprenticeship program.

## GRADUATION

Upon successful completion of all program requirements, students are awarded a Certificate in Automotive Systems.

## Crook's School of Transportation

Find out more about other programs offered in this school:

- Agricultural & Heavy Equipment Technician .....p. 34
- Automotive Service Technician Apprenticeship .....p. 37
- Heavy Equipment Technician Apprenticeship .....p. 39
- Parts Technician Apprenticeship .....p. 39

[lethbridgecollege.ca/trades](http://lethbridgecollege.ca/trades)

# Biotechnology - Cellular/Molecular Technician

## (Fall 2011 Intake Suspension)

Program Office: 403.382.6991 • [agsciences@lethbridgecollege.ab.ca](mailto:agsciences@lethbridgecollege.ab.ca)

Office of the Chair: 403.382.6998

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 a minimum 50% in English Language Arts (ELA) 30-1 or 30-2, Biology 30, Chemistry 20, and Math 20 or equivalencies.

### IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50% in Math 20-2 or a higher level math.

### PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

### CURRICULUM

Year I Term I	Credits
BIO 162 Microbiology (DL)	4
ENG 154 Writing for Technologists (DL)	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 (DL)	5
BIO 166 Introduction to Biotechnology (DL)	6
	<b>24</b>
Year I Term II	
FWK 155 CMT Practicum (300-400 hours)	4
	<b>4</b>

(DL) indicates courses available through Distributed/Online Learning.

### GRADUATION

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

### School of Agriculture and Natural Sciences

Find out more about other programs offered in this school:

- Agricultural Technology .....p. 35
- Central Sterile Processing.....p. 49

[lethbridgecollege.ca/agsciences](http://lethbridgecollege.ca/agsciences)



# Business Administration

Program Office: 403.320.3213 • [businessadmin@lethbridgecollege.ab.ca](mailto:businessadmin@lethbridgecollege.ab.ca)

Office of the Chair: 403.382.6963

Office of the Dean: 403.320.3318

## 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 and Spring (May) term.

Note: Prospective students wishing to spread their courses over an additional term and/or commence their studies in the Winter or Spring terms are encouraged to consult with an advisor for information regarding pre-requisites and course sequencing. Accounting majors who begin their studies in the Winter term need to complete at least one course in the Spring term in order to complete the program within two years.

## 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.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50% in Math 30-2 or a higher level math.

## ALTERNATE ADMISSION

Applicants lacking academic pre-requisites can seek Alternate Admission. A Lethbridge College Advisor will help develop an individualized learning plan.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is an elective practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Refusal by the student to accept by way of legal contract these terms and conditions will prevent the student from participating in the practicum experience.

## YOUR INVESTMENT

Program fees will vary. To view the fee information for your program, go to [lethbridgecollege.ca/programs](http://lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

YEAR I	Credits
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 185 Business Computer 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
BUS 266 Advanced Spreadsheet Applications	3

Minimum of 42 credits

\*The combination of KEY140 (Document Processing I) and CPU135 (Introduction to Database) and CPU137 (Introduction to PowerPoint) is considered to be an acceptable alternative for BUS185.

(DL) indicates courses available through Distributed/Online Learning.

## School of Business

Find out more about other programs offered in this school:

- Computer Information Technology .....p. 59
- Office Administration .....p. 111
- Professional Golf Management.....p. 117

[lethbridgecollege.ca/business](http://lethbridgecollege.ca/business)

# Business Administration

## Continued

### ACCOUNTING MAJOR

accounting@lethbridgecollege.ab.ca

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
ACC 278 Computerized Accounting for Management **	4

Minimum of 44 credits

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

### MANAGEMENT MAJOR

management@lethbridgecollege.ab.ca

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 (See elective lists A and B.)	12

Plus one of the following:

ACC 278 Computerized Accounting for Management **	4
BUS 267 Database Design	3
BUS 284 Advanced Internet Skills	3
CPU 254 Basic Desktop Publishing	3

Minimum of 44 credits

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

### MARKETING MAJOR

marketing@lethbridgecollege.ab.ca

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 (See elective lists A and B.)	12
Plus one of the following:	
ACC 278 Computerized Accounting for Management **	4
BUS 267 Database Design	3
BUS 284 Advanced Internet Skills	3
CPU 254 Basic Desktop Publishing	3

Minimum of 44 credits

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

# Business Administration

## Continued

### GENERAL BUSINESS MAJOR

businessadmin@lethbridgecollege.ab.ca

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 Marketing, Management or General Business majors and use electives to take any or all of MGT-251, TTC-251, MGT-256 and FWK-250.

### 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 180	Project Management	3
BUS 267	Database Design	3
BUS 268	Organizational Behaviour	5
BUS 275	International Business	3
BUS 278	Industrial and Labour Relations	3
BUS 284	Advanced Internet Skills	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 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
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 ACC 278 is taken)	5
AGR 190	Tax Management (if no TAX251 is taken)	4
AGR 286	Agricultural Business Management	4
BIO 151	Environmental Issues (DL)	3
BLK 151	Blackfoot Language I	3
BUS 176	Financial Planning (DL)	4
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 180	Introduction to World Religions	3
HUM 190	Popular Culture	3
HUM 195	Cultural Anthropology	3
HUM 291	Film Studies	3
MGT 256	Restaurant and Lounge Management	5
MKT 270	Retail Administration (if no MKT277 is taken)	3
MTH 156	Techniques of Calculus	5
NAT155	Introduction to Native American Studies	3
PED 123	Academic Success Athletics I	3
OR		
PED 133	Academic Success Athletics II	3
PSC 150	Local Government	3
PSC 161	Introduction to Politics	3
PSC 165	Canadian Government	3
PSY 160	Introduction to Psychology (DL)	3
SOC 160	Introduction to Sociology (DL)	3
SPN 150	Introductory Spanish	3
STS 270	Social Science Research Methods (if no STS250 is taken)	3
SGV XXX	Student Government Maximum	3

(DL) indicates courses available through Distributed/Online Learning.

# Business Administration

## Continued

### 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 they have maintained a cumulative grade point average of at least 3.0 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. Students who graduate with the General Business major MUST take BUS-292 and BUS-285 as part of their college studies if they wish to access the 2+2 agreement. Visit [www.uleth.ca](http://www.uleth.ca) for further information.

**Athabasca University** • Graduates of Lethbridge College's Business Administration Diploma are eligible to receive two years credit towards any of the following business degrees at Athabasca University: 3-year Bachelor of Management, 4-year Bachelor of Management (Human Resource Management or Marketing major), or 4-year Bachelor of Commerce (Accounting or e-Commerce major). Diploma graduates will need to complete ten courses for the 3-year B.Mgmt. and twenty courses for the 4-year B.Mgmt. or B.Comm. It is highly recommended, but not mandatory, that BUS 292 and STS 250 are included in your Lethbridge College diploma. Some of the Athabasca courses may be offered on-site at Lethbridge College in the evenings. For more information, contact the Athabasca University advisor in TE 1207 or 403-320-3431. Visit [www.athabascau.ca](http://www.athabascau.ca) for more information.

**Royal Roads University** • Graduates of Lethbridge College's Business Administration Accounting, Management, and Marketing programs 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](http://www.royalroads.ca) for more information.

**Griffith University- Queensland, Australia** • Graduates of Lethbridge College's Business Administration program are eligible to transfer credit towards the completion of a Bachelor Degree at Griffith University, located in Australia. Business Administration Accounting graduates can complete the Griffith's Bachelor of Commerce in just three (3) semesters. Business Administration Management, Marketing or General Business graduates can complete a Bachelor of Business in three (3) semesters. For further information, contact the Griffith International Office in Australia at +61 7 3735 6425 or [international@griffith.edu.au](mailto:international@griffith.edu.au). Interested students can also contact AustraLearn, a Canadian application centre for Griffith University, at 1-800-980-0033 or [Canada@AustraLearn.org](mailto:Canada@AustraLearn.org).

### School of Business

Find out more about other programs offered in this school:

- Computer Information Technology .....p. 59
- Office Administration .....p. 111
- Professional Golf Management.....p. 117

[lethbridgecollege.ca/business](http://lethbridgecollege.ca/business)

# Central Sterile Processing

Program Office: 403.382.6991 • [agsciences@lethbridgecollege.ab.ca](mailto:agsciences@lethbridgecollege.ab.ca)

Office of the Chair: 403.382.6998

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.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 20-2 or a higher level math.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

Year I Term I	Credits
BIO 162 Microbiology (DL)	4
ENG 154 Writing for Technologists (DL)	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 (DL)	4
CSP 160 Surgical Instrument Processing (DL)	6
	<b>23</b>
Year I Term II	
CSP 140 CSP Practicum (320-400 hours)	4
	<b>4</b>

(DL) indicates courses available through Distributed/Online Learning.

## GRADUATION

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

## School of Agriculture and Natural Sciences

Find out more about other programs offered in this school:

- Agricultural Technology ..... p. 35
- Biotechnology-Cellular/Molecular Technician..... p. 43

[lethbridgecollege.ca/agsciences](http://lethbridgecollege.ca/agsciences)

# Child and Youth Care

Program Office: 403.320.3393 • [humanservices@lethbridgecollege.ca](mailto:humanservices@lethbridgecollege.ca)

Office of the Chair: 403.329.7254

Office of the Dean: 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 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 percent in each of: Social Studies 30-1 (or 70 percent in Social Studies 30-2), English Language Arts (ELA) 30-1 (or 70 percent in ELA 30-2) and one other 30 level subject.

Students who receive a grade of 80 percent or above in the academic requirements are not required to do placement testing. Applicants with less than 80 percent in the above academic requirements are required to achieve a minimum 60th percentile on the Reading, Sentence Skills and Writing Sample sections of placement testing.

## ALTERNATE ADMISSION

Applicants lacking academic prerequisites may seek Alternate Admission, which will involve adjudication of academic prerequisites based on other educational experiences, related employment background, and placement testing. Applicants are required to achieve a minimum 60th percentile on the Reading, Sentence Skills and Writing Sample sections of placement testing.

## NON-ACADEMIC REQUIREMENTS

Applicants complete the Child and Youth Care interview process.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [lethbridgecollege.ca/programs](http://lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

Year 1 Term I	Credits
HSP 151 Family Systems and Development (DL)	3
COM 162 Interpersonal Relationships & Communications (DL)	3
OR	
CYC 157 Foundations of CYC Communications	3
CYC 169 Observation, Reporting & Assessment	3
CYC 173 Foundations and Roles of Child & Youth Care	4
CYC 182 Outdoor Educational Experience	1
ENG 150 Composition (DL)	3
OR	
ENG 190 Intro to Language & Literature	3
PSY 170 Human Development Across the Life Span (DL)	3
SOC 273 Multicultural Issues	3
	<b>23</b>



# Child and Youth Care

## Continued

Year 1 Term II		SOC 260 Social Problems	3
		SOC 270 Sociology of the Family	3
		SOC 276 Sexuality	3
CYC 163 Behaviour Management	2		
OR			
RSP 155 Applied Behaviour Analysis (DL)	3	(DL) indicates courses available through Distributed/Online Learning.	
CYC 175 Therapeutic Interventions	3		
CYC 178 CYC Clinical Practice I	4		
CYC 180 Counselling Techniques I	4		
CYC 193 Group Process	3		
CYC 194 Activity Leadership	3		
PSY 179 Adolescent Development	3		
	<b>22 or 23</b>		
Year 2 Term I			
CYC 251 Family Support and Intervention	3		
CYC 255 CYC Clinical Practice II	5		
CYC 272 Family Violence	3		
CYC 280 Counselling Techniques II	4		
	<b>15</b>		
Year 2 Term II			
CYC 263 Professional Practice in Child and Youth Care	3		
CYC 269 Case Management and Evaluation	3		
CYC 285 CYC Clinical Practice III Approved Elective	8		
	<b>3</b>		
	<b>17</b>		
Students may select from the following electives, with choices dependent on scheduling. Some courses may require a pre-requisite that is not included in the Child and Youth Care program curriculum or electives list.			
CJP 281 Conflict Management	3		
ENG 180 Survey of Canadian Literature	3		
FAS 155 Intervention Strategies for FASD	3		
HUM 155 Ethics	3		
HUM 190 Popular Culture	3		
HUM 195 Cultural Anthropology	3		
HUM 295 Anthropology of Gender	3		
IST 250 International Study Tour	3		
NAT 155 Introduction to Native American Studies	3		
PSY 260 Abnormal Psychology (DL)	3		
PSY 277 Addictions Treatment	3		
PSY 280 Social Psychology	3		
SOC 170 Introduction to Social Work	3		

### GRADUATION

Upon successful completion of all program requirements, students are awarded a Child and Youth Care Diploma.

### TRANSFERS

**Grant MacEwan University** • 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 University. 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.

**British Columbia Universities** • Diploma graduates may transfer directly into the third year of a Child and Youth Care degree program at the University of Victoria, Vancouver Island University and the University of the Fraser Valley.

**Mount Royal University** • Students may be able to transfer to the Child and Youth Care program at Mount Royal University 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.

**University of Lethbridge** • Negotiations are underway for diploma graduates for entry as part of an extended 2.5 year Post-Diploma degree in Addictions Counselling.

**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.

**Lethbridge College** • Students who complete the Child and Youth Care diploma are eligible for entry into the Bachelor of Applied Arts in Justice Studies at Lethbridge College. Some bridging courses may be required on an individual basis.

**Griffith University, Australia** • Diploma graduates may enter into the fourth semester of the Bachelor of Human Services degree at Griffith University, Logan campus.

**University of Calgary** • Two-year diploma graduates will be awarded five full-course equivalents.

### School of Human Services

Find out more about other programs offered in this school:

- Disability and Community Rehabilitation ..... p. 70
- Early Childhood Education ..... p. 72
- Fetal Alcohol Spectrum Disorder Education ..... p. 84
- Special Needs Educational Assistant .... p. 121

[lethbridgecollege.ca/humanservices](http://lethbridgecollege.ca/humanservices)

# Civil Engineering Technology

Program Office: 403.320.3468 • [engineering@lethbridgecollege.ab.ca](mailto:engineering@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3456

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

- 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 percent in Math 30P (Pure) or a minimum of 65 percent in Math 30A (Applied), 50 percent in Physics 20 or 50 percent in Science 30, 60 percent 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.

Please note that Biology 30 and/or Chemistry 30 will not be accepted in lieu of Science 30.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 30-1 or 60 percent in Math 30-2.

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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is an elective practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Refusal by the student to accept by way of legal contract these terms and conditions will prevent the student from participating in the practicum experience.

## 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

Students are required to lease a Lethbridge College laptop as part of the e-VOLUTION initiative.

## CURRICULUM

Year 1 Term I	Credits
CAD 155 Introductory AutoCAD	5
CON 140 Contracts, Specifications & Inspections	4
CPU 150 Computers in Engineering Technology	2
DRF 153 Introduction to Drafting	4
ENG 154 Writing for Technologists (DL)	3
MTH 149 Pre-Calculus (DL)	3
PHY 143 Applied Physics	3
SUR150 Land Survey	5
	<b>29</b>
Year 1 Term II	
CON 150 Codes, Details & Drawings	3
CON 155 Managing the Construction Process	4
CON 209 Business Management in Construction	3
ENF 135 Statics	4
ENF 158 Soils	4
ENF 161 Fluid Mechanics	4
ENF 168 Construction Materials for Civil Engineering	4
MTH 160 Calculus I	3
SUR 162 Survey Applications	3
	<b>32</b>



# Civil Engineering Technology

## Continued

### Year 1 Term III (OPTIONAL)

MTH 165 Calculus II 3

### Year 2 Term I Credits

CIV 247 Irrigation Structures 4

CIV 253 Water Resources Engineering 4

CIV 260 Highways 6

CON 252 Heavy Construction 4

CPU248 Computer Applications in Civil Engineering 3

ENF150 Strength of Materials 4

GEO 255 Geographical Information Systems I 3

STS 183 Engineering Statistics & Research Methods 4

**32**

### Year 2 Term II

CIV 257 Environmental Engineering 5

CIV 258 Timber Design & Detailing 4

CIV 263 Steel Design and Detailing 4

CIV 266 Reinforced Concrete Design 4

CIV 274 Infrastructure Servicing 4

CON 255 Construction Estimating 5

GEO 256 Geographical Information Systems II 2

RSR 251 Applied Research for Engineering 2

**30**

### Year 2 Term III - (OPTIONAL)

CIV 237 Work Experience 2

(DL) indicates courses available through Distributed/Online Learning.

### 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.

**NAIT** • Graduates of the Civil Engineering Technology Diploma program with a minimum grade point average of C+ or 2.3 on standard grading scales will be conditionally accepted into the BTech (Bachelor of Technology in Technology Management) degree program. Applicants for transfer of credit under this Agreement shall complete all of the requested application procedures of NAIT including, but not limited to, written statements outlining personal objectives, career goals, letters of reference, work experience and community involvement, and such other information as may be requested and used by NAIT to determine whether the applicant complies with the requirements as set out or intended.

### School of Engineering Technologies

Find out more about other programs offered in this school:

- Engineering Design and Drafting Technology ..... p. 74
- Geomatics Engineering Technology ..... p. 94

[lethbridgecollege.ca/engineering](http://lethbridgecollege.ca/engineering)

# College and University Preparation

Program Offices: Main Campus: 403.329.7269 • Fort Macleod Campus: 403.553.4788 • Crowsnest Pass Campus: 403.562.2853  
Pincher Creek Campus: 403.627.4478 • Claresholm Campus: 403.625.4231 • [upgrading@lethbridgecollege.ab.ca](mailto:upgrading@lethbridgecollege.ab.ca)  
Office of the Chair: 403.320.3243 • Office of the Dean: 403.317.3597

## PROGRAM OVERVIEW

The College and University Preparation Program offers learning opportunities through to Grade 12 equivalency on a full-time or part-time basis, and is open to any person 18 years of age or older who successfully meets foundational literacy requirements. College and University Preparation is typically taken by three different student groups: those who want to complete their high school education, those who want to improve their final marks in high school courses, and those who did not take particular high school courses now required for entrance into their post-secondary program of choice.

## 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 learning plan. Test results and prior academic success are used to place students in appropriate courses.

## YOUR INVESTMENT

Program fees will vary. To view fee information, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

Standard 5-credit courses cost approximately \$500/term. 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. All upgrading students are eligible to take COL and CPU courses at any time.

Course offerings may be subject to change. All courses are available face-to-face given sufficient enrolment.

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	5
CPU 090	Computer Basics	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 063	English Basics	5
ENG 070	English	5
ENG 080	English	5
ENG 085	English	5
ENG 090	English	5
ENG 095	English	5
KEY 050	Keyboarding Fundamentals	3
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	5
MTH 097	Introduction to Calculus	5
PHY 075	Physics	5
PHY 085	Physics	5
PHY 095	Physics	5
RDG 075	Developing Reading Efficiency	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	Reading in Social Studies	5
SST 075	Social Studies	5
SST 085	Social Studies	5
SST 095	Social Studies	5

## 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 parallel Grade 10 level courses.

Courses numbered 080-089 parallel Grade 11 level courses.

Courses numbered 090-099 parallel Grade 12 level courses.

For further details, consult the Alberta Council on Admissions and Transfer (ACAT) guide or talk to an Advisor.

## COURSE DELIVERY OPTIONS

Our courses are offered in a variety of formats. The format in which a course is offered may change at short notice, depending on enrolments and student needs.

The current delivery formats are:

**Online** • You will complete the entire course using the online environment.

**Blended** • You will be required to participate in both face-to-face and online components in a blended course. The amount of required face-to-face time varies by course section.

**Blended Video Conference** • You will be required to participate in both video conference and online components.

**Print-based** • You will receive printed course materials but may be expected to go online to access additional materials and/or submit assignments.

# College and University Preparation Continued

**Face-to-face** • You will attend class at a scheduled time and location. An instructor will be physically present to assist you.

**Face-to-face with Video Conference Participants** • You will attend class at a scheduled time and location. An instructor will be physically present to assist you. Some of your class members will join the class from other locations via video conference. Some of your in-class interactions with other students may be via video conference.

**Video Conference** • You will join an instructor from another location via video conference at a scheduled time and location. Student(s) from the instructor's location or other location(s) may also participate.

## **RURAL CAMPUS INFORMATION**

Students attending rural campuses should expect that their courses will be delivered by videoconference and online. A few courses may be delivered by direct face-to-face instruction, but that is not the common delivery format.

Each campus has a fully qualified educational assistant or instructor on-site to support and direct student learning.

Unless other arrangements are made, students take courses when scheduled during daytime hours at the site where they have been accepted. Travel to the main campus in Lethbridge may be required for selected science labs.

## **Registration Changes**

Course registrations or "add/drops" must be carried out in consultation with an Academic Advisor and sponsorship supervisor, if applicable. 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 courses numbered 090 through 100, including at least one English course, and achieve a minimum grade point average of 1.50.

## **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.

[lethbridgecollege.ca/upgrading](http://lethbridgecollege.ca/upgrading)

# Commercial Vehicle Enforcement

Program Office: 403.320.3418 • [infojustice@lethbridgecollege.ab.ca](mailto:infojustice@lethbridgecollege.ab.ca)  
Chair: 403.329.7246 • Office of the Dean: 403.320.3464

## PROGRAM OVERVIEW

Our Commercial Vehicle Enforcement program can be the key you need to get 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

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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

	Credits
CJP 163 Human Relations for Commercial Vehicle Enforcement	3
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 Officer Safety	5
TRS 150 Transport Legislation	3
TRS 152 Licensing	3
TRS 160 Hours of Service Legislation	3
TRS 155 Weights & Dimensions	3
TRS 153 Cargo Securement	3
	<b>30 or 32</b>

(DL) indicates courses available through Distributed/Online 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.

## School of Justice Studies

- Find out more about other programs offered in this school:
- Correctional Studies ..... p. 63
  - Criminal Justice Studies for Aboriginal Learners ..... p. 65
  - Criminal Justice - Policing ..... p. 66
  - Fire Service Administration ..... p. 85
  - Fire Investigation and Prevention ..... p. 86
  - Justice Studies - Bachelor of Applied Arts ..... p. 97

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)

# Communication Arts

Program Office: 403.320.3213 • [mediadesign@lethbridgecollege.ab.ca](mailto:mediadesign@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3202 Extension 5362

Office of the Dean: 403.320.3318

## 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.

## IMPORTANT NOTE:

Applicants completing the new Alberta social studies curriculum will require a minimum grade of 60 percent in Social Studies 30-1 or 30-2.

Applicants lacking the English requirements must achieve a minimum Total Right Score of 86 in the Reading section and 92 in the Sentence Skills section of placement testing.

Alternate admission applicants are assessed on past education and work experience. Alternate admission applicants who lack the English Language Arts 30-1 or 30-2 requirement but have received credit for a minimum of 60 credits towards a degree may forgo placement testing.

## 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 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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the 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 enquiries to the program office.

# Communication Arts

## Continued

### YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

Students require regular access to a digital SLR camera and digital recorder to be successful in this exciting program. Students must purchase equipment for their exclusive use. A portion of the cost of this equipment is student loan eligible; please contact the Student Awards Office for additional information.

### 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
	<b>24</b>
Year I Term II	
CAP 156 Introduction to Advertising	3
CAP 158 Communication Process OR	3
COM 162 Interpersonal Relationships & Communication (DL)	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
	<b>25</b>

### 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
	<b>20</b>

Year II Term II	Credits
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
	<b>21</b>

### 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
CAP 278 Digital Media Production	4
MGT 265 Broadcast Management Issues	2
WRI 250 Commercial Writing I	2
	<b>23</b>

Year II Term II	Credits
CAP 253 Broadcast Journalism II	5
CAP 285 Broadcast Production II	7
CAP 299 Practicum	4
WRI 274 Commercial Writing II	2
	<b>18</b>

### 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
	<b>22</b>

Year II Term II	Credits
CAP 263 Editing II	4
CAP 267 Campus Newspaper II	6
CAP 286 Print Journalism II	4
CAP 299 Practicum	4
	<b>18</b>



# 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 - 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
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#### 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
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#### OR

CAP 263	Editing II	4
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#### 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 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 Professional 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](http://www.royalroads.ca) for more information.

**Griffith University - Queensland, Australia** • Graduates of Lethbridge College's Communication Arts program are eligible to transfer credit towards the completion of a Bachelor Degree at Griffith University, located in Australia. Graduates with a Broadcast or Print Journalism major can complete the Griffith's Bachelor of Communication or Bachelor of Journalism. Similarly, graduates with an Advertising/Public Relations major can complete the Griffith's Bachelor of Communication. For further information, contact the Griffith International Office in Australia at +61 7 3735 6425 or [international@griffith.edu.au](mailto:international@griffith.edu.au). Interested students can also contact AustraLearn, a Canadian application centre for Griffith University, at 1-800-980-0033 or [Canada@AustraLearn.org](mailto:Canada@AustraLearn.org).

### School of Media & Design

Find out more about other programs offered in this school:

- Fashion Design & Marketing ..... p. 81
- Interior Design ..... p. 96
- Multimedia Production ..... p. 101

[lethbridgecollege.ca/program/multimedia-production](http://lethbridgecollege.ca/program/multimedia-production)

# Computer Information Technology

Program Office: 403.320.3213 • [cit@lethbridgecollege.ab.ca](mailto:cit@lethbridgecollege.ab.ca)

Office of the Chair: 403.317.3552

Office of the Dean: 403.320.3318

## 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) term. Students wishing to commence in the Winter (January) term may take courses in a revised sequence based on course availability. This admission results in a five-term curriculum for the completion of the diploma.

## 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 equivalents.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 60 percent in Math 30-2 or a higher level math.

## 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: Due to workload in this program, students are encouraged to evaluate their external commitments or consult with an advisor about alternate program sequencing. Students who plan to continue their studies through various university programs may be required to take specific electives. Please see information under "Transfers" for specifics.

A number of physical education courses are allowed in recognition of the need to promote a healthy lifestyle.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience.

Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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
	<b>18</b>

Year I Term II	Credits
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
	<b>20</b>

Year II Term I	Credits
ACC 170 Financial Accounting I	4
CIT 255 Client Server/Network Admin.	3
CIT 265 E-Commerce Administration	4
CIT 266 Object Oriented Programming	4
CIT 275 Introduction to Systems Design I	5

Choose an elective from the Year II Electives List. One elective must be CIT260 or CIT268.

min. 3  
**23**



# Computer Information Technology

## Continued

### Year II Term II

ACC 175 Financial Accounting II	4
CIT 259 Advanced Internet Systems	3
CIT 261 Operating Systems	4
CIT 270 IT Integration Seminar	2
CIT 276 Systems Design II	5

Choose an elective from the list below.  
One elective must be CIT260 or CIT268.

min. 3  
**21**

### Year II Summer Term

CIT 271 IT Fieldwork	3
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### YEAR II ELECTIVES

ACC 250 Management Accounting I	5
ACC 271 Intermediate Accounting I	5
ACC 278 Computerized Accounting for Management	4
BUS 166 Business Law	3
BUS 176 Financial Planning (DL)	4
BUS 177 Entrepreneurship	3
BUS 266 Advanced Spreadsheet Applications	3
*BUS 268 Organizational Behavior	5
BUS 269 Management Communications	3
BUS 275 International Business	3
BUS 278 Industrial & Labor Relations	3
CIT 260 Algorithms and Problem Solving	3
CIT 268 User-Centred Interface Design	3
CMM 185 The Principles of Animation	4
COM 155-162	
DES 155 Graphic Design	4
ECN 180 Microeconomics	4
ECN 253 Macroeconomics	5
HUM 150-199	
PED 160 Weight Training and Exercise	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 and Social Dance	3
PED 173 Basketball	3
PED 174 Soccer	3
PED 185 Kickboxing and Fitness	3
PRS 155 Speech (DL)	3
STS 250 Statistics	5

\*BUS 268 is required for students wishing to transfer to the University of Lethbridge Bachelor of Management program.

(DL) indicates courses available through Distributed/Online Learning.

### GRADUATION

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

### TRANSFERS

**University of Lethbridge** • Graduates of Lethbridge College's CIT diploma are eligible to receive two years credit towards a University of Lethbridge Post Diploma Bachelor of Science (Computer Science) degree, provided that a cumulative grade point average of at least 2.5 is achieved in the CIT program. Students will be required to take an additional 20 courses at the U of L. In order to access this program, students are encouraged to complete CIT 260 at the College.

Graduates of Lethbridge College's CIT diploma are eligible to receive two years credit towards a University of Lethbridge Post Diploma Bachelor of Management degree, provided that a cumulative grade point average of at least 3.0 is achieved in the CIT program. Students will be required to take an additional 22 courses at the U of L. In order to access this program, students MUST complete BUS 268 at the College. Visit [www.uleth.ca](http://www.uleth.ca) for more information.

**Athabasca University** • Graduates of Lethbridge College's CIT program are eligible to receive 60 credits towards a Bachelor of Science in Computing and Information Systems (Post-Diploma) or Bachelor of Science (Post-Diploma) degree.

Graduates are eligible to receive 30 credits towards a three or four year Bachelor of Management (Post-Diploma) degree. For more information, contact the Athabasca University advisor in TE 1207 or 403-320-3431. Visit [www.athabascau.ca](http://www.athabascau.ca) for more information.

**NAIT** • Graduates of the Computer Information Technology Diploma program with a minimum grade point average of C+ or 2.3 on standard grading scales will be conditionally accepted into the BTech (Bachelor of Technology In Technology Management) degree program. Applicants for transfer of credit under this Agreement shall complete all of the requested application procedures of NAIT including,

but not limited to, written statements outlining personal objectives, career goals, letters of reference, work experience and community involvement, and such other information as may be requested and used by NAIT to determine whether the applicant complies with the requirements as set out or intended.

**Griffith University - Queensland, Australia** • Graduates of Lethbridge College's Computer Information Technology program are eligible to transfer credit towards the completion of a Bachelor of Information Technology Degree at Griffith University, located in Australia. This degree can be completed at Griffith in just three (3) semesters. For further information, contact the Griffith International Office in Australia at +61 7 3735 6425 or [international@griffith.edu.au](mailto:international@griffith.edu.au). Interested students can also contact AustraLearn, a Canadian application centre for Griffith University, at 1-800-980-0033 or [Canada@AustraLearn.org](mailto:Canada@AustraLearn.org).

### School of Business

Find out more about other programs offered in this school:

- Business Administration .....p. 44
- Office Administration .....p. 111
- Professional Golf Management .....p. 117

[lethbridgecollege.ca/business](http://lethbridgecollege.ca/business)

# Conservation Enforcement - Bachelor of Applied Science

Program Office: 403.382.6991 • [envisci@lethbridgecollege.ab.ca](mailto:envisci@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3232

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

New third-year students, or transfer students with advance standing through completion of a related diploma, are accepted into the program in September of each year for on-campus study. 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

Students who have completed a Natural Resource Compliance Diploma from Lethbridge College will be accepted directly into the Conservation Enforcement - Bachelor of Applied Science. A minimum GPA of 2.50 or equivalent or permission of the Chair is required for admission.

Transfer students are required to have a diploma in natural 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. Transfer 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. 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 with all necessary documentation (course 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 Conservation Enforcement - Bachelor of Applied Science 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.

## EMPLOYABILITY

- Natural Resource Law 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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

# Conservation Enforcement - Bachelor of Applied Science Continued

## SUPPLIES FOR FIELD STUDIES

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 required (notification will be given at orientation), back pack for gear, adequate clothing for cold/wet weather, hiking boots, work gloves, cooking and eating gear (may be shared), food, binoculars, digital camera (standard feature), orienteering compass, field equipment vest (recommended), "write-in-the-rain" treated field notebook/surveyors book, water bottle, sunscreen, safety glasses (3rd year), 30 cm metric steel ruler.

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, "write-in-the-rain" treated 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, Hardware, and Office Supply Stores: Nexus Type 115 or Silva Ranger compass (with declination adjustment screw), clipboard, 4 GB 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), 30 cm metric steel ruler.

For additional information concerning supplies, contact the lab coordinator at 403.320.3202, Extension 5594.

## CURRICULUM

Years 1 and 2  
(See Natural Resource Compliance Diploma)

### Year 3 Term I

CJP 357	Environmental Compliance Techniques	3
*CJP 359	Conservation Law Investigations	5
*DCE 352	Parks & Protected Areas	5
*DCE 389	Problem Wildlife Management Techniques	5
ENV 275	Environmental Sampling & Forensics	5
RRM 298	Conservation Biology	3

### Year 3 Term II

CJP 287	Crisis Intervention (DL)	3
CJP 379	Case Management	3
DCE 245	DFS Orientation	1
DCE 354	Administrative Procedures	3
DCE 377	Environmental Law	3
DCE 390	Issues in Resource Enforcement	3
SOC 355	Cultural Diversity in Conservation Enforcement	3

### Year 4

Students are eligible to register in Directed Field Studies courses after successful completion of Year 3. 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:

#### Required Courses

DCE 455	Field Enforcement	5
DCE 460	Community Involvement	3
DCE 480	Administrative Techniques	3
DCE 490	Senior Enforcement Project	3
OR		
DCE 491	Senior Enforcement Project	5
DCE 495	Independent Study	3
OR		
DCE 496	Independent Study	5

## Electives

DCE 456	Investigations	5
DCE 465	Public Safety	3
DCE 470	Habitat Protection	3
DCE 475	Problem Wildlife Field Techniques	5
DCE 476	Commercial Fisheries	3
DCE 485	Program Management	5
DCE 486	Advanced Enforcement Planning	5
DCE 487	Mentorship	3

\* Indicates field studies

(DL) indicates courses available through Distributed/Online Learning.

Special note about field studies:

Students are off-campus completing field studies during most of September and April. 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.

## School of Environmental Sciences

Find out more about other programs offered in this school:

- Environmental Assessment and Restoration .....p. 77
- Fish and Wildlife Technology .....p. 87
- Natural Resource Compliance .....p. 103
- Renewable Resource Management .....p. 119

[lethbridgecollege.ca/envisci](http://lethbridgecollege.ca/envisci)

# Correctional Studies

Program Office: 403.329.7246 • [infojustice@lethbridgecollege.ab.ca](mailto:infojustice@lethbridgecollege.ab.ca)  
Office of the Chair: 403.317.3568 • Office of the Dean: 403.320.3464

## PROGRAM OVERVIEW

Our practical two-year Correctional Studies Diploma program gives you skills and knowledge for a career in corrections, young offender work, and related occupations. 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 including human relations, criminology, psychology, 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/Online 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
- Border Services 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 will be required to undergo testing. Applicants may be required to undergo a reading, writing and arithmetic placement test (online testing is available). Applicants must achieve a minimum Total Right Score of 80 for reading and arithmetic and a holistic score of 4 for writing.

Applicants who lack the required academic admission requirements can apply to the College and University Preparation program to upgrade for this program.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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. Alternative arrangements may be made for applicants who plan to continue on for their degree in correctional studies.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

### Year I Term I

CJP 160	Introduction to the C.J. System (DL)	3
COM 159	Applied Interpersonal Communication (DL)	4
ENG 150	Composition (DL)	3
PED 157	Health, Wellness and Fitness (DL)	3
PRS 172	Effective Presentation & Speech (DL)	3
SOC 160	Introduction to Sociology (DL)	3
		<b>19</b>

### Year I Term II

CJP 183	Diversity Issues in Criminal Justice (DL)	3
COR 152	Fundamentals of Corrections (DL)	2
COR 153	Career Development Strategies (DL)	1
COR 154	Suicide Prevention (DL)	1
COR 180	Youth in the Justice System (DL)	3
LAW 172	Law for Corrections (DL)	4
PED 165	Applied Lifestyle Fitness I (DL)	1
PSY 160	Introduction to Psychology (DL)	3
		<b>18</b>

# Correctional Studies

## Continued

### Year 2 Term I

CJP 278 Criminology (DL)	3
COR 253 Correctional Classification (DL)	3
COR 262 Drugs in Corrections (DL)	3
COR 290 Correctional Practices (DL)	3
FWK 272 Corrections Practicum I (DL)	3
PED 253 Applied Lifestyle Fitness II (DL)	1
SOC 255 Offenders with Special Needs (DL)	3
	<b>19</b>

### Year 2 Term II

CJP 281 Conflict Management (DL)	3
COR 277 Corrections Administration (DL)	3
COR 279 Correctional Casework and Counselling (DL)	3
COR 287 Crisis Resolution (DL)	3
PED 264 Applied Lifestyle Fitness III (DL)	1
Approved Elective	3
	<b>16</b>

(DL) indicates courses available through Distributed/Online Learning.

Choose the elective from the following list. Please note: Students are encouraged to consult with the Chair of the School of Justice Studies or designate prior to registering in the elective.

FWK 273 Corrections Practicum II (DL)	3
OR	
Any 3 credit course with the following prefixes: BLK, BUS, CJP, CYC, DCE, FAS, HUM, IND, LAW, MGT, NAT, 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 - Justice Studies Degree program at Lethbridge College will get two full years of credit towards the degree. Courses are provided on campus or through distributed/online learning. Details regarding this program can be found in this Calendar 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.

**Mount Royal University** • Graduates of the Correctional Studies Diploma will receive a block transfer of 18 credits towards a Bachelor of Arts - Criminal Justice Degree at MRU.

**Royal Roads University** • Graduates of Correctional Studies are eligible to receive block transfer credit into the third year of the Bachelor of Arts in Justice Studies at RRU, provided all entrance criteria for admission to RRU are met and space remains available in the program.

### School of Justice Studies

Find out more about other programs offered in this school:

- Commercial Vehicle Enforcement .....p. 55
- Criminal Justice Studies for Aboriginal Learners .....p. 65
- Criminal Justice - Policing .....p. 66
- Fire Service Administration .....p. 85
- Fire Investigation and Prevention.....p. 86
- Justice Studies - Bachelor of Applied Arts .....p. 97

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)

# Criminal Justice Studies for Aboriginal Learners

Program Office: 403.329.7246 • [infojustice@lethbridgecollege.ab.ca](mailto:infojustice@lethbridgecollege.ab.ca)  
Office of the Chair: 403.317.3568 • Office of the Dean: 403.320.3464

## PROGRAM OVERVIEW

Recruitment into police and correctional services is a priority across Canada. At Lethbridge College, we have over 40 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 for 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 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.

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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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 130	Achieving College Success *	3
ENG 130	Basic Composition	3
		16

\* COL100 Orientation to College Learning is considered to be an acceptable alternative course for COL130.

(DL) indicates courses available through Distributed/Online 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.

## School of Justice Studies

Find out more about other programs offered in this school:

- Commercial Vehicle Enforcement .....p. 55
- Correctional Studies .....p. 63
- Criminal Justice - Policing .....p. 66
- Fire Service Administration .....p. 85
- Fire Investigation and Prevention.....p. 86
- Justice Studies - Bachelor of Applied Arts .....p. 97

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)



# Criminal Justice - Policing

Program Office: 403.329.7246 • [infojustice@lethbridgecollege.ab.ca](mailto:infojustice@lethbridgecollege.ab.ca)  
Office of the Chair: 403.317.3568 • Office of the Dean: 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 40 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 and procedural law, 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, corrections, and other related justice fields. 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 (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 4 for writing.

## 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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is an elective practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Refusal by the student to accept by way of legal contract these terms and conditions will prevent the student from participating in the practicum experience.

## 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 fitness related exercise.

In addition, applicants are advised to undergo eyesight/colour vision testing for compatibility with the requirements of employers.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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 1 Term I	Credits
CJP 160 Introduction to the CJ System (DL)	3
CJP 161 Ethics & Interpersonal Skills in CJ (DL)	3
ENG 175 English Composition I (DL)	3
LAW 166 Criminal Procedural Law (DL)	5
PED 153 Training & Personalized Fitness (DL)	3
PRS 172 Effective Presentation & Speech (DL)	3
	<b>20</b>
Year 1 Term II	
CJP 157 Preliminary Response & Investigation	3
CJP 178 Individuals with Disabilities	3
CJP 183 Diversity Issues in Criminal Justice (DL)	3
COM 157 Professional Communication in Public Safety Organizations (DL)	3
COM 177 Applied English and Communication (DL)	2
LAW 176 Criminal Offences (DL)	3
PED 165 Applied Lifestyle Fitness I (DL)	1
SOC 160 Introduction to Sociology (DL)	3
	<b>21</b>



# Criminal Justice - Policing

## Continued

### Year 2 Term I

CJP 255	Notebooks and Reports (DL)	3
CJP 281	Conflict Management (DL)	3
CJP 283	Criminal Investigative Techniques	3
COM 275	Interviewing Techniques	3
LAW 254	Applied Law	3
PED 253	Applied Lifestyle Fitness II (DL)	1
Approved Elective		3

**19**

### Year 2 Term II

CJP 278	Criminology (DL)	3
CJP 284	Criminal Investigative Theory	3
CJP 287	Crisis Intervention (DL)	3
CJP 292	Police Organizations	3
LAW 264	Courtroom Procedures	3
PED 264	Applied Lifestyle Fitness III (DL)	1
PSY 160	Introduction to Psychology (DL)	3

**19**

### Approved Electives:

CJP 152	Criminal Justice Practicum I (DL)	3
CJP 252	Criminal Justice Practicum II (DL)	3
CJP 280	Intro to Commercial Vehicle Enforcement (DL)	3
COR 262	Drugs in Corrections (DL)	3

(DL) indicates courses available through Distributed/Online Learning.

### TRANSFERS

**Lethbridge College** • Graduates of the two-year Policing Diploma may choose to enter the Bachelor of Applied Arts in Justice Studies program at Lethbridge College. Courses are provided on campus or through Distributed/Online Learning.

**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.

**Mount Royal University** • Graduates of the Criminal Justice Diploma will receive a block transfer of 24 credits towards a Bachelor of Arts - Criminal Justice degree at MRU.

**Royal Roads University** • Graduates of the Criminal Justice Diploma are eligible to receive block transfer credit into the third year of the Bachelor of Arts in Justice Studies at RRU, provided all entrance criteria for admission to RRU are met and space remains available in the program.

### School of Justice Studies

Find out more about other programs offered in this school:

• Commercial Vehicle Enforcement .....	p. 55
• Correctional Studies .....	p. 63
• Criminal Justice Studies for Aboriginal Learners .....	p. 65
• Fire Service Administration .....	p. 85
• Fire Investigation and Prevention .....	p. 86
• Justice Studies - Bachelor of Applied Arts .....	p. 97

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)

### 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.

# Culinary Careers

Program Office: 403.320.3245 • [culinary@lethbridgecollege.ab.ca](mailto:culinary@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3226

Office of the Dean: 403.320.3318

## 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.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 60 percent in Math 20-2 or a higher level math.

## 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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

A uniform deposit is required. Culinary students are also required to pay additional fees for the cost of uniform cleaning.

# Culinary Careers

## Continued

### CURRICULUM

	Credits
COC 127 Culinary Careers Introduction	3
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 202 Dining Room Menu Design	5
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
	<b>82</b>

### 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.

### School of Industrial Training

Find out more about other programs offered in this school:

- Cook Apprenticeship .....p. 38
- Wind Turbine Technician .....p. 128

[lethbridgecollege.ca/trades](http://lethbridgecollege.ca/trades)

# Disability and Community Rehabilitation

## (Available Distributed/Online Delivery Only)

Program Office: 403.320.3393 • [humanservices@lethbridgecollege.ca](mailto:humanservices@lethbridgecollege.ca)

Office of the Chair: 403.329.7254

Office of the Dean: 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

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 certificate and diploma programs are offered through Distributed/Online Learning. Students can take the program on a full-time or part-time basis.

Students are accepted into 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.

### 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.

### PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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.

### YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

# Disability and Community Rehabilitation

## Continued

CURRICULUM		Elective Courses	
<b>CERTIFICATE</b>		Students may choose any one course from the following:	
Year I	Credits		
COM 162 Interpersonal Relationships & Communication (DL)	3	PSY 160 Introduction to Psychology (DL)	3
ENG 150 Composition (DL)	3	PSY 260 Abnormal Psychology (DL)	3
OR		ECE 270 Inclusion of Children with Special Needs (DL)	3
ENG 190 Intro to Language & Literature	3	EDU 266 Sensory Impairment (DL)	3
HSP 125 Medication Administration (DL)	1	EDU 250 Speech and Language Development (DL)	3
HSP 150 Foundations of Human Services (DL)	2	RSP 261 Residential Support Services	3
HSP 160 Community Linkages (DL)	1	TRG 263 Aging Disorders & Disabilities	3
RSP 151 Intro to Community Rehabilitation (DL)	2	(DL) indicates courses available through Distributed/Online Learning.	
RSP 152 Health Care & Personal Wellness (DL)	3	Some courses are also available on-campus. Please refer to the online Academic Timetable for course availability.	
RSP 153 Observation and Assessment (DL)	3	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.	
OR			
CYC 169 Observation, Reporting & Assessment	3		
RSP 155 Applied Behaviour Analysis (DL)	3		
OR			
CYC 163 Behaviour Management	2		
RSP 159 Understanding Developmental Disabilities (DL)	3		
RSP 161 Practicum Placement I (DL)	2		
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		
	<b>34 or 35</b>		
<b>DIPLOMA</b>		<b>GRADUATION</b>	
Year II	Credits	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.	
PSY 170 Human Development Across The Lifespan (DL)	3	<b>TRANSFERS</b>	
RSP 230 Practicum Placement III (DL)	3	<b>Alberta Colleges</b> • 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.	
RSP 240 Practicum Placement IV (DL)	3	<b>University of Calgary</b> • Graduates may receive up to two years credit toward the University of Calgary's Bachelor of Community Rehabilitation Degree.	
RSP 251 Facilitating Person Centered Planning (DL)	2	<b>Athabasca University</b> • 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.	
RSP 252 Administrative Practices in Disability Services (DL)	3		
RSP 253 Advanced Studies in Disability (DL)	3		
RSP 255 Positive Behaviour Supports (DL)	3		
RSP 257 Supporting Individuals through Inclusive Education (DL)	3		
RSP 259 Supported Employment (DL)	3		
RSP 262 Leadership in Disability Services (DL)	3		
RSP 278 Special Issues in Disability (DL)	3		
Elective	3		
	<b>35</b>		

**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.

### School of Human Services

Find out more about other programs offered in this school:

- Child and Youth Care .....p. 49
- Early Childhood Education.....p. 72
- Fetal Alcohol Spectrum Disorder Education .....p. 84
- Special Needs Educational Assistant.....p. 121

[lethbridgecollege.ca/humanservices](http://lethbridgecollege.ca/humanservices)

# Early Childhood Education

Program Office: 403.320.3393 • [humanservices@lethbridgecollege.ca](mailto:humanservices@lethbridgecollege.ca)

Office of the Chair: 403.329.7254

Office of the Dean: 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.

Our flexible delivery system may allow you to take courses on-campus, online or through video conferencing. We encourage you to develop your abilities in practicum work, focusing on children from birth to six years old. Try out new practices in the ECE demonstration program and develop techniques, materials and resources 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

- Child Care Centres
- Early Learning Programs
- Kindergartens
- Preschool Programs
- Family Day Homes
- Schools
- Toy Manufacturers
- Parenting Centres
- Public Education Agencies
- Public Libraries
- Recreational Facilities
- Holiday Resorts
- Cruise Lines

## ADMISSIONS

New students are accepted in the Early Childhood Education program for on-campus delivery 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 for terms beginning Fall (September), Winter (January) or Spring (May). Students choosing this route must contact the ECE program to plan their program.

## ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent, with a minimum of 60 percent in English Language Arts (ELA) 30-1 (or a minimum 65 percent in ELA 30-2) and 60 percent in a Grade 12 Social Science course (Psychology, Sociology or Social Studies).

Students who receive a grade of 80 percent or above in the academic requirements are not required to do placement testing. Applicants with less than 80 percent in the above academic requirements will be required to achieve a minimum 60th percentile in Reading Comprehension, Sentence Skills, and Arithmetic sections of placement testing.

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.

## ALTERNATE ADMISSION

Applicants lacking academic prerequisites may seek Alternate Admission, which will involve adjudication of academic prerequisites based on other educational experiences, related employment background, and placement testing. Applicants are required to achieve a minimum 60th percentile in Reading Comprehension, Sentence Skills, and Arithmetic sections of placement testing.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience.

Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

Applicants are advised they will be required to provide a Criminal Record Check with a vulnerable sector search 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 child care centres, preschool programs 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/Online 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.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

# Early Childhood Education

## Continued

CURRICULUM		Year 2 Term II	
<b>CERTIFICATE</b>		ECE 253 Family and Community (DL)	2
Year 1 Term I	Credits	ECE 257 Organization and Administration (DL)	3
ECE 155 Introduction to Early Childhood (DL)	3	ECE 260 Infant and Toddler Programming (DL)	3
ECE 160 Observation and Recording (DL)	2	ECE 263 Creative Experiences III (DL)	3
ECE 162 Creative Experiences I (DL)	3	ECE 266 Team Building (DL)	2
COM 162 Interpersonal Relationships & Communications (DL)	3	ECE 281 Field Placement IV (DL)	4
ECE 180 Field Placement I (DL)	3		<b>17</b>
ENG 150 Composition (DL)	3	(DL) indicates courses available through Distributed/Online Learning.	
OR			
ENG 190 Introduction to Language & Literature	3		
PSY 170 Human Development Across The Lifespan (DL)	3		
	<b>20</b>		
Year 1 Term II			
ECE 154 Guiding Children's Behaviour (DL)	3		
ECE 156 Development through Play (DL)	3		
ECE 151 Health, Nutrition & Safety (DL)	3		
ECE 159 Children with Special Needs (DL)	3		
ECE 181 Field Placement II (DL)	5		
PSY 171 Child Growth and Development (DL)	3		
	<b>20</b>		
<b>DIPLOMA</b>			
Year 2 Term I	Credits		
ECE 252 Child and Family (DL)	2		
ECE 270 Inclusion of Children with Special Needs (DL)	3		
ECE 262 Creative Experiences II (DL)	3		
ECE 264 Pre-school Programming (DL)	3		
ECE 251 Diversity in ECE (DL)	2		
ECE 280 Field Placement III (DL)	4		
	<b>17</b>		

### School of Human Services

Find out more about other programs offered in this school:

- Child and Youth Care .....p. 49
- Disability and Community Rehabilitation .....p. 70
- Fetal Alcohol Spectrum Disorder Education .....p. 84
- Special Needs Educational Assistant.....p. 121

[lethbridgecollege.ca/humanservices](http://lethbridgecollege.ca/humanservices)

### GRADUATION

Upon successful completion of Year 1 requirements, students are awarded an Early Childhood Education Certificate. Upon successful completion of the Year 2 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.

**Athabasca University • Diploma**  
graduates may receive up to two years credit toward Athabasca University's Bachelor of Professional Arts - Human Services degrees.

**Mount Royal University • Transfer**  
diploma graduates are eligible for the 2nd year of the Bachelor of Applied Child Studies degree at Mount Royal University.



# Engineering Design and Drafting Technology

Program Office: 403.320.3468 • [engineering@lethbridgecollege.ab.ca](mailto:engineering@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3456

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 percent in Math 30P (Pure) or a minimum of 65 percent in Math 30A (Applied), 50 percent in Physics 20 or 50 percent in Science 30, 60 percent 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.

Please note that Biology 30 and/or Chemistry 30 will not be accepted in lieu of Science 30.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 30-1 or 60 percent in Math 30-2.

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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is an elective practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Refusal by the student to accept by way of legal contract these terms and conditions will prevent the student from participating in the practicum experience.

## 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

Students are required to lease a Lethbridge College laptop as part of the e-VOLUTION initiative.

# Engineering Design and Drafting Technology

## Continued

CURRICULUM		Year 2 Term II	
Year 1 Term I	Credits	CIV 263 Steel Design and Detailing	4
CAD 155 Introductory AutoCAD	5	CON 256 Building System Services	3
CON 140 Contracts, Specifications & Inspections	4	DRF 271 Mechanical Design and Drafting III	5
CPU 150 Computers in Engineering Technology	2	DRF 272 Municipal Design and Drafting	5
DRF 153 Introduction to Drafting	4	DRF 273 Architectural Design and Drafting III	4
ENG 154 Writing for Technologists (DL)	3	DRF 274 Piping Design	4
MTH 149 Pre-Calculus (DL)	3	GEO 255 Geographical Information Systems I	3
PHY 143 Applied Physics	3	RSR 251 Applied Research for Engineering	2
SUR 150 Land Survey	5		30
	<b>29</b>		
Year 1 Term II		Year 2 Term III (OPTIONAL)	
CAD 180 CAD Applications	4	DRF 244 Practicum	2
CON 133 Residential Construction	3		
DRF 160 Mechanical Design and Drafting I	4	(DL) indicates courses available through Distributed/Online Learning.	
DRF 165 Architectural Design & Drafting I	5		
ENF 135 Statics	4		
ENF 155 Properties of Engineering Materials	5		
ENF 161 Fluid Mechanics	4		
SUR 162 Survey Applications	3		
	<b>32</b>		
Year 2 Term I			
CAD 258 Advanced CAD	3		
DRF 261 Pressure Vessel Design	4		
DRF 264 Topographical Drafting	4		
DRF 265 Mechanical Design and Drafting II	5		
DRF 268 Architectural Design & Drafting II	5		
ENF 150 Strength of Materials	4		
MTH 160 Calculus I	3		
STS 183 Engineering Statistics & Applied Research Methods	4		
	<b>32</b>		

### 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).

**NAIT** • Graduates of the Engineering Design and Drafting Technology Diploma program with a minimum grade point average of C+ or 2.3 on standard grading scales will be conditionally accepted into the BTech (Bachelor of Technology in Technology Management) degree program. Applicants for transfer of credit under this Agreement shall complete all of the requested application procedures of NAIT including, but not limited to, written statements outlining personal objectives, career goals, letters of reference, work experience and community involvement, and such other information as may be requested and used by NAIT to determine whether the applicant complies with the requirements as set out or intended.

### School of Engineering Technologies

Find out more about other programs offered in this school:

- Civil Engineering Technology .....p. 51
- Geomatics Engineering Technology.....p. 94

[lethbridgecollege.ca/engineering](http://lethbridgecollege.ca/engineering)

# English as a Second Language

Program Office: 403.320.6444 • [esl@lethbridgecollege.ca](mailto:esl@lethbridgecollege.ca)

Office of the Program Administrator: 403.320.3253

Office of the Dean: 403.317.3597

## PROGRAM OVERVIEW

The English Language Centre at Lethbridge College is a great place to study English as a Second Language (ESL). For close to 40 years, we have been teaching English to students from around the world as well as to newcomers to Canada. You can study year-round, on a part-time or full-time basis. Our mission is to provide you with the opportunity to excel in English, while experiencing Canadian culture in a friendly and welcoming environment where you can better achieve your educational and career goals.

When you attend Lethbridge College, we have excellent services to support your time in Lethbridge. We offer homestay accommodation and on-campus accommodation. Homestay accommodation gives you the opportunity to live with a local Canadian family and experience Canadian culture directly. On-campus accommodation lets you live in a modern college residence with other students from across the country and from around the world.

Lethbridge is a small, safe city with friendly people. Recreational opportunities abound. You can swim in one of the many city pools, stroll through the rose garden, picnic in the park, or golf on some of the province's most spectacular courses. If you wish, you can visit one of our quality sporting facilities to watch hockey, baseball, softball, or soccer teams in action. The city also hosts many concerts and theatrical productions by world-famous musicians and artists. Lethbridge provides a central location from which to see some of the most beautiful attractions and scenery that Alberta has to offer. There are many things to see and do within only a short drive of the city. From the Rocky Mountains, to the foothills, prairies and badlands, Southern Alberta has something for you to explore and enjoy. Whatever your interests or whatever the season, you will be sure to find what you are looking for!

Lethbridge College is a very welcoming environment. While the college is well-established, we are also modern, with many state-of-the-art facilities.

If you are looking for a unique Canadian experience, dedicated instructors and quality programs, second to none, consider the English Language Centre at Lethbridge College.

## ADMISSIONS

New students are accepted into the English as a Second Language program for Fall (September), Winter (January), or Summer (May) terms, and almost anytime during those terms depending on space availability. You may study for four weeks or longer in any of our programs.

## YOUR INVESTMENT

Fees vary between programs. For fee information, please contact the English Language Centre at 403.320.6444 or [esl@lethbridgecollege.ab.ca](mailto:esl@lethbridgecollege.ab.ca) or [www.englishtoo.ca](http://www.englishtoo.ca)

## CURRICULUM

ESL classes are offered for 20 hours a week. The average class size is 16 students. We offer all levels, from Beginners to Advanced. All classes focus on reading, writing, speaking, listening and cross-cultural studies. You will also have the opportunity to participate in activities, use a computer lab, and receive academic and career counseling to help you achieve your goals. You will receive a Certificate of Completion upon completion of your ESL course.

When you complete your studies at the English Language Centre, you have the option to enroll in one of many college programs, such as Business Administration, Culinary Studies, University Transfer Programs, Computer Information Technology, Golf Management, Environmental Science, Early Childhood Education, Engineering Technology, Nursing, and much more.

For an excellent cultural and learning experience, choose the English Language Centre, specialists in ESL since 1970. Our innovative, award-winning programs, great international mix of students, TESL certified instructors, small classes, and friendly, helpful staff will help you succeed.

[lethbridgecollege.ca/elc](http://lethbridgecollege.ca/elc)

# Environmental Assessment and Restoration

Program Office: 403.382.6991 • [envisci@lethbridgecollege.ab.ca](mailto:envisci@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3232

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
- Soils Technologist
- 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 accepted into the Environmental Assessment and Restoration two-year diploma program for the Fall term (September) only.

## ACADEMIC REQUIREMENTS

Applicants to this program are required to have an Alberta High School Diploma or equivalent with a minimum of 60 percent in each of: English Language Arts (ELA) 30-1 or 30-2, Chemistry 20, Biology 20, Math 30 Pure or Math 30 Applied.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 60 percent in Math 30-2 or a higher level math.

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 who do not have at least 60 percent in ELA 30-1 or ELA 30-2 and Math 30P or Math 30A or equivalents will be required to complete placement testing in Reading Comprehension, Sentence Skills, and basic Math. Results of the placement tests will be used for further consideration of the application.

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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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

## SUPPLIES FOR FIELD STUDIES

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 required (notification will be given at orientation), back pack for gear, adequate clothing for cold/wet weather, hiking boots, work

gloves, cooking and eating gear (may be shared), food, binoculars, digital camera (standard feature), orienteering compass, chest waders, field equipment vest (recommended), "write-in-the-rain" treated field notebook/surveyors book, water bottle, sunscreen, CSA approved steel-toed safety boots (2nd year), safety glasses (also used in labs), 30 cm metric steel ruler.

## OTHER REQUIRED SUPPLIES

Available from Lethbridge College Bookstore: Lab coat, safety glasses, Douglas protractor, "write-in-the-rain" 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, Hardware and Office Supply Stores: Nexus Type 115 or Silva Ranger compass (with declination adjustment screw), clipboard, 4 GB or higher USB memory stick, chest waders, scientific calculator (\$15-\$30 range), 12 or more coloured pencils (pencil crayons), binoculars (8X40 or 10X50 magnification), 30 cm metric steel ruler.

For additional information concerning lab or field equipment, contact the lab coordinator at 403.320.3202, Extension 5594.

## 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
	<b>26</b>
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
	<b>25</b>

# Environmental Assessment and Restoration

## Continued

### 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

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### 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

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\*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 School of Environmental Science Chair. Students wishing to continue studies at other institutions must meet the entrance requirements of that institution.

**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** • Royal Roads University agrees to facilitate the block transfer of students from Lethbridge College with appropriate prerequisite qualifications into the 3rd year of the Bachelor of Science in Environmental Science Degree. Applicants from Lethbridge College who have successfully completed the Environmental Assessment and Restoration Diploma, plus at least one university level math course (either calculus or linear algebra) will be eligible for admission to RRU with full block transfer, provided all other entrance criteria are met and space remains available in the Bachelor of Science program. Entrance to all programs at RRU is on a competitive basis.

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

**The Northern Alberta Institute of Technology (NAIT)** • Graduates of the Environmental Assessment and Restoration Diploma program with a minimum grade point average of C+ or 2.3 on standard grading scales will be conditionally accepted into the BTech (Bachelor of Technology in Technology Management) degree program. Applicants for transfer of credit under this Agreement shall complete all of the requested application procedures of NAIT including, but not limited to, written statements outlining personal objectives, career goals, letters of reference, work experience and community involvement, and such other information as may be requested and used by NAIT to determine whether the applicant complies with the requirements as set out or intended.

### School of Environmental Sciences

Find out more about other programs offered in this school:

- Conservation Enforcement - Bachelor of Applied Arts .....p. 61
- Fish and Wildlife Technology .....p. 87
- Natural Resource Compliance .....p. 103
- Renewable Resource Management .....p. 119

[lethbridgecollege.ca/envisci](http://lethbridgecollege.ca/envisci)

# Exercise Science

Program Office: 403.320.3393 • [humanservices@lethbridgecollege.ab.ca](mailto:humanservices@lethbridgecollege.ab.ca)

Office of the Chair: 403.329.7254

Office of the Dean: 403.320.3464

## PROGRAM OVERVIEW

The rapidly changing and expanding field of exercise science is the study of the body and how it works during exercise; the science of physical activity. A two-year Lethbridge College diploma in Exercise Science is a passport to rewarding careers in community centres, fitness clubs, seniors' homes, sports organizations, hospitals, the travel industry, businesses and elsewhere, as fitness leaders, personal trainers, counselors, fitness assessors, and more.

You'll work in the health industry as a leader of tomorrow, helping others of all ages and abilities make the right decisions about their physical wellbeing. Every day will bring you new activities, challenges, and rewards. As an ideal exercise science student, you're ambitious, active, and dedicated. You work hard, lead by example, and enjoy communicating with others. If you, like us, believe that exercise is medicine, you'll be a huge benefit to this industry.

This is a challenging two-year science-based program that encompasses the study of anatomy, physiology, psychology, human nutrition, fitness leadership and assessment, and more. In the first year of study, students will have the opportunity to gain certification as a Fitness Leader with the Alberta Fitness Leadership Certification Association (AFLCA). Second year students will prepare for life after graduation by managing their own clients, presenting seminars, and preparing for certification as a Certified Personal Trainer (CPT) as recognized by the Canadian Society for Exercise Physiology (CSEP).

Once you've graduated, the entrepreneurial training you'll have received will make you instantly employable. Once in the industry, you'll have ample opportunity to continue your education with related trainings to advance your career and remain current with changes in the field.

## 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 a minimum of 60% in the following Grade 12 subjects: Biology 30 and English Language Arts (ELA) 30-1 or 30-2, or equivalencies.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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

Applicants will be required to have Standard First Aid and CPR Level A or C certificates prior to the Practicum I experience and must remain current for Practicum II.

## 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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

## CURRICULUM

Year I Term I	Credits
PED 159 Exercise and Healthful Living	4
PED 160 Weight Training & Exercise	3
BIO 160 Anatomy & Physiology I	4
ENG 156 Business Writing (DL)	3
PSY 160 Introduction to Psychology (DL)	3
	<b>17</b>
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
	<b>19</b>
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
	<b>17</b>

# Exercise Science

## Continued

### 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
	<b>18</b>

### Electives

Students may select from the following electives, with choices dependant on scheduling.

Some courses may require a pre-requisite that is not included in the Exercise Science curriculum or electives list.

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 150 Logic	3
HUM 155 Ethics	3
ORG 254 Public Relations	3
PED 161 Judo Level I	3
PED 162 Leisure Activities and Sports	3
PED 170 Volleyball	3
PED 172 Latin/Hip Hop/Swing Dance	3
PED 173 Basketball	3
PED 180 Introduction to Coaching	3
PED 185 Kickboxing and Fitness	3
PED 257 Therapeutic Exercise	3
PED 272 Leadership in Physical Education	3
PED 276 Weight Training and Exercise II	3
PED 280 Advanced Coaching	3
PED 282 Judo Level II	3
PSY 170 Human Development Across the Lifespan	3
PSY 177 Psychology of Aging (DL)	3
PSY 255 Psychology of Sports	3
SOC 160 Introduction to Sociology	3
SOC 167 Sociology of Aging	3
SOC 250 Sociology of Sports	3
SOC 273 Multicultural Issues	3

(DL) indicates courses available through Distributed/Online Learning.

### 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.

### School of Health Sciences

Find out more about other programs offered in this school:

- Massage Therapy.....p. 99
- Nursing Education in Southwestern Alberta (NESA).....p. 105
- Bachelor of Nursing - After Degree .....p. 109
- Practical Nursing .....p. 115
- Therapeutic Recreation - Gerontology.....p. 123

[lethbridgecollege.ca/health](http://lethbridgecollege.ca/health)



# Fashion Design and Marketing

Program Office: 403.320.3213 • [fashion@lethbridgecollege.ab.ca](mailto:fashion@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3202 Extension 5362

Office of the Dean: 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 grade of 50 percent in Math 20A (Applied) or Math 20P (Pure), or equivalent.

**Diploma:** Students wishing admission to the diploma program are required to have completed the Fashion Design Certificate or equivalent.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 20-2 or a higher level math.

## ALTERNATE ADMISSION/ADVANCE STANDING

Learners seeking alternate admissions/advance standing to the program should contact a Lethbridge College 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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

A sewing kit deposit is required and is refundable upon return of the kit.

## CURRICULUM

### FASHION DESIGN CERTIFICATE

Year 1 Term I	Credits
ACC 126 Accounting Basics (DL)	3
OR	
ACC 170 Financial Accounting I	4
DES 160 Fundamentals of Design	3
FDM 155 Textiles and Fabric Design I	3
FDM 158 History of Fashion I	3
FDM 187 Visual Merchandising	3
FDM 201 Fashion Drawing	3
	<b>18 or 19</b>

### Year 1 Term II

FDM 153 Fashion Design Professional	3
FDM 156 Textiles and Fabric Design II	3
FDM 168 History of Fashion II	3
FDM 175 Industrial Sewing	4
MKT 188 Introduction to Marketing	5
PAT 170 Pattern Drafting I	4
	<b>22</b>

### Choosing Your Electives

When you're ready for Year 2 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.

### FASHION DESIGN AND MARKETING DIPLOMA

Year 2 Term I	Credits
BUS177 Entrepreneurship	3
FDM 256 Factory Management	3
FDM 162 Surface Design	3
PAT 267 Computerized Pattern Drafting I	3
Approved electives	10
	<b>22</b>

### Year 2 Term II

FDM 273 Apparel Production	3
FDM 258 Fashion Promotion	3
FDM 295 Practicum	3
FDM 270 Retail Buying	3
Approved electives	10
	<b>22</b>

# Fashion Design and Marketing

## Continued

### Year 2 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 250 Advertising - Essentials OR	3
MKT 283 Advertising	5
MKT 260 International Marketing	3
MKT 275 E-Commerce	3
MKT 279 Applied Sales	3
MKT 281 Marketing Logistics	3
MKT 288 Marketing Management	5
MKT 290 Marketing Research	5
STS 250 Statistics	5

Students focusing on Apparel Design and Production should consider taking the following electives:

FDM 235 Garment Construction	3
FDM 251 Costume Construction	3
FDM 254 Tailoring	3
FDM 255 Haute Couture	3
PAT 268 Pattern Drafting II	3
PAT 269 Pattern Draping	3
PAT 275 Computerized Pattern Drafting II	3

(DL) indicates courses available through Distributed/Online Learning.

### 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.

### Kwantlen Polytechnic University •

Students may receive up to 30 credits of course weight towards the Bachelor of Design in Fashion & Technology. In order to receive the total allowable credits stated, students must present all diploma program requirements.

### School of Media & Design

Find out more about other programs offered in this school:

- Communication Arts ..... p. 56
- Interior Design ..... p. 96
- Multimedia Production ..... p. 101

[lethbridgecollege.ca/program/  
multimedia-production](http://lethbridgecollege.ca/program/multimedia-production)

# Fetal Alcohol Spectrum Disorder Education

## (Available Distributed/Online Delivery Only)

Program Office: 403.320.3393 • [humanservices@lethbridgecollege.ca](mailto:humanservices@lethbridgecollege.ca)

Office of the Chair: 403.329.7254

Office of the Dean: 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 a career 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, behaviour 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/Online Learning. Students can take the program on a full-time or part-time basis.

### 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.

### PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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. To view the fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

### CURRICULUM

Certificate	Credits
COM 162 Interpersonal Relationships & Communication (DL)	3
ENG 150 Composition (DL)	3
OR	
ENG 190 Introduction to Language & Literature	3
FAS 150 Introduction to FASD (DL)*	1
FAS 151 Prevention of FASD (DL)*	1
FAS 154 Case Management (DL)*	2
FAS 155 Intervention Strategies for FASD (DL)*	3
FAS 156 Brain and Behaviour (DL)*	2
FAS 166 Practicum I (DL)	2
FAS 176 Practicum II (DL)*	2
HSP 125 Medication Administration (DL)*	1
HSP 150 Foundations of Human Services (DL)	2
HSP 160 Community Linkages (DL)	1
RSP 151 Introduction to Community Rehabilitation (DL)*	2
RSP 153 Observation & Assessment (DL)*	3
OR	
CYC 169 Observation, Reporting & Assessment	3

# Fetal Alcohol Spectrum Disorder Education

## Continued

RSP 155 Applied Behaviour Analysis & Positive Behaviour Support (DL)*	3
OR	
CYC 163 Behaviour Management	2
RSP 275 Family Support & Intervention (DL)*	3
OR	
CYC 251 Family Support & Intervention	3
SOC 150 Multicultural Seminar (DL)	1
	34 or 35 credits

\* Required courses for students accepted into the Fast Track Option.

(DL) indicates courses available through Distributed/Online Learning.

Some courses are also available on-campus. Please refer to the online Academic Timetable for course availability.

### 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.

### School of Human Services

Find out more about other programs offered in this school:

- Child and Youth Care .....p. 49
- Disability and Community Rehabilitation .....p. 70
- Early Childhood Education.....p. 72
- Special Needs Educational Assistant.....p. 121

[lethbridgecollege.ca/humanservices](http://lethbridgecollege.ca/humanservices)

# Fire Service Administration

Program Office: 403.329.7246 • [infojustice@lethbridgecollege.ab.ca](mailto:infojustice@lethbridgecollege.ab.ca)  
Office of the Chair: 403.317.3568 • Office of the Dean: 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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
	<b>22-25</b>

(DL) indicates courses available through Distributed/Online Learning.

## GRADUATION

Upon successful completion of all program requirements, students will be awarded a Credential of Academic Achievement in Fire Service Administration.

## School of Justice Studies

Find out more about other programs offered in this school:

- Commercial Vehicle Enforcement .....p. 55
- Correctional Studies .....p. 63
- Criminal Justice Studies for Aboriginal Learners .....p. 65
- Criminal Justice - Policing .....p. 66
- Fire Investigation and Prevention.....p. 86
- Justice Studies - Bachelor of Applied Arts .....p. 97

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)

# Fire Investigation and Prevention

Program Office: 403.329.7246 • [infojustice@lethbridgecollege.ab.ca](mailto:infojustice@lethbridgecollege.ab.ca)  
Office of the Chair: 403.317.3568 • Office of the Dean: 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 where 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

	Credits
CJP 157 Preliminary Response and Investigation	3
CJP 255 Notebooks and Reports (DL)	3
CJP 283 Criminal Investigative Techniques	3
COM 275 Interviewing Techniques	3
LAW 166 Criminal Procedural Law (DL)	5
Plus two of the following:	
CJP 278 Criminology (DL)	3
CJP 281 Conflict Management (DL)	3
CJP 287 Crisis Intervention (DL)	3
LAW 254 Applied Law	3
LAW 264 Courtroom Procedures*	3
PSY 160 Introduction to Psychology (DL)	3
SOC 160 Introduction to Sociology (DL)	3
<b>23 credits</b>	

\*Note: Learners who wish to take LAW264 Courtroom Procedures must first successfully complete LAW254 Applied Law.

(DL) indicates courses available through Distributed/Online Learning.

## GRADUATION

Upon successful completion of all program requirements, learners are awarded a Credential of Academic Achievement in Fire Investigation and Prevention.

### School of Justice Studies

Find out more about other programs offered in this school:

- Commercial Vehicle Enforcement .....p. 55
- Correctional Studies .....p. 63
- Criminal Justice Studies for Aboriginal Learners .....p. 65
- Criminal Justice - Policing .....p. 66
- Fire Service Administration .....p. 85
- Justice Studies - Bachelor of Applied Arts .....p. 97

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)



# Fish and Wildlife Technology

Program Office: 403.382.6991 • [envisci@lethbridgecollege.ab.ca](mailto:envisci@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3232

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:

- Wildlife Technician
- Fisheries Technician
- Habitat Specialist
- Aquaculture 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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

## FIELD STUDIES SUPPLIES

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 required (notification will be given at orientation),

back pack for gear, adequate clothing for cold/wet weather, hiking boots, work gloves, cooking and eating gear (may be shared) food, binoculars, digital camera (standard feature), orienteering compass, chest waders, field equipment vest (recommended), "write-in-the-rain" treated field notebook/surveyors book, water bottle, sunscreen, 30 cm metric steel ruler.

Fieldwork schedules are dependent on many variables and may require students to participate on weekends. All program field trips require mandatory attendance.

## OTHER REQUIRED SUPPLIES

Available from the Lethbridge College Bookstore: Lab coat, safety glasses, Douglas protractor, "write-in-the-rain" treated 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, hardware and office supply stores: Nexus Type 115 or Silva Ranger compass (with declination adjustment screw), clipboard, 4 GB or higher USB memory stick, chest waders, scientific calculator (\$15 - \$30 range), 12 or more colored pencils (pencil crayons), binoculars (8 X 40 or 10 X 50 magnification), 30 cm metric steel ruler.

For additional information concerning lab or field equipment, contact the lab coordinator at 403.320.3202, Extension 5594.

## 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
	<b>26</b>



# Fish and Wildlife Technology

## Continued

### 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
	<b>25</b>

\* 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 School of Environmental Science Chair. Students wishing to continue studies at other institutions must meet the entrance requirements of that institution.

**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 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.

### School of Environmental Sciences

Find out more about other programs offered in this school:

- Conservation Enforcement - Bachelor of Applied Arts .....p. 61
- Environmental Assessment and Restoration .....p. 77
- Natural Resource Compliance .....p. 103
- Renewable Resource Management .....p. 119

[lethbridgecollege.ca/envisci](http://lethbridgecollege.ca/envisci)

# General Studies

Program Office: 403.394.7338 • [generalstudies@lethbridgecollege.ab.ca](mailto:generalstudies@lethbridgecollege.ab.ca)

Office of the Chair, School of Liberal Arts: 403.382.6924

Office of the Chair, School of Natural Sciences: 403.382.6998 • 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 five majors:

- Canadian Studies
- Cultural Studies
- English
- Psychology and Sociology
- Physical Education and Leadership

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.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50% in Math 20-2 or a higher level math.

## ALTERNATE ADMISSION

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.

Students scoring below these minimum requirements but above the 35th percentile in the admission placement testing may be conditionally accepted into General Studies. Assessment may be waived in individual cases.

Applicants with prior related work or life experiences may be eligible for Prior Learning Assessment.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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
COL 120 General Studies Initiative	1
COL 130 Achieving College Success	3
COM 152 Transcultural Communication	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
ENG 130 Basic Composition	3
MTH 130 Basic College Mathematics	3
PED 153 Training & Personalized Fitness (DL)	3
PED 157 Health, Wellness and Fitness (DL)	3
PED 159 Exercise and Healthful Living	4
PED 160 Weight Training and Exercise	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 175 Baseball	3
PED 180 Introduction to Coaching	3
PED 181 Resistance & Fitness Leadership	3
PED 185 Kickboxing & Fitness	3
PED 272 Leadership in Physical Education	3
PED 276 Weight Training and Exercise II	3
PED 280 Advanced Coaching	3
PED 282 Judo Level II	3
PRS 155 Speech (DL)	3
RDG 130 Analytical Reading	3

## Social Sciences:

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 260 International Relations	3
PSC 280 Political Philosophy	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 (DL)	3
PSY 253 Child Psychopathology (DL)	3
PSY 255 Psychology of Sports	3

# General Studies

## Continued

PSY 260	Abnormal Psychology (DL)	3	HUM 265	Archaeology of Ancient Civilizations	3	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.		
PSY 270	Introduction to Personality Theory	3	HUM 281	Christianity	3			
PSY 275	Introduction to Forensic Psychology	3	HUM 285	Buddhism	3			
PSY 277	Addictions Treatment	3	HUM 291	Film Studies	3			
PSY 280	Social Psychology	3	HUM 295	Anthropology of Gender	3			
PSY 290	Brain and Behaviour	3	MUS 150	Music Appreciation	3			
PSY 299	Independent Study in Psychology	3	NAT 155	Introduction to Native American Studies	3			
SOC 153	Introduction to Women's Studies	3	SPN 150	Introductory Spanish	3			
SOC 160	Introduction to Sociology (DL)	3	SPN 151	Introductory Spanish II	3			
SOC 167	Sociology of Aging (DL)	3	<b>English:</b>		ENG 150	Composition (DL)	3	
SOC 170	Introduction to Social Work	3	ENG 150	Composition (DL)	3	PSC 161	Introduction to Politics	3
SOC 250	Sociology of Sports	3	ENG 156	Business Writing (DL)	3	PSY 160	Introduction to Psychology (DL)	3
SOC 260	Social Problems	3	ENG 165	Intro to Creative Writing	3	PSC 165	Canadian Government	3
SOC 270	Sociology of the Family	3	ENG 180	Survey of Canadian Literature	3	PRS 155	Speech (DL)	3
SOC 275	Culture & Social Policy Abroad	6	ENG 185	Writing for Children and Young Adults	3	<b>15</b>		
SOC 276	Sexuality	3	ENG 190	Intro to Language & Literature	3	Year I Term II		
<b>Sciences:</b>			ENG 260	Intro to Dramatic Literature	3	BIO 151	Environmental Issues (DL)	3
			ENG 285	Children's Literature (DL)	3	HIS 170	Western Civilization	3
			ENG 290	Telling Stories I	3	SOC 160	Introduction to Sociology (DL)	3
			<b>Electives:</b>		HIS 265	Canadian History	3	
			Any other post-secondary courses to bring the total to 60 credits.		ENG 180	Survey of Canadian Literature	3	
			(DL) indicates courses available through Distributed/Online Learning.		<b>15</b>			
			<b>General Studies Initiative:</b>		Year II Term I			
			All students conditionally accepted into General Studies must successfully complete COL120 (General Studies Initiative). Other courses may also be required as part of conditions of admission.		STS 270 Social Science Research Methods			
			<b>GENERAL STUDIES DIPLOMA LIBERAL ARTS MAJORS</b>		HIS 270 American History			
			• Canadian Studies		PSC 280 Political Philosophy			
			• Cultural Studies		Approved Elective			
			• English		Approved Elective			
			• Psychology and Sociology		<b>15</b>			
			• Physical Education and Leadership		Year II Term II			
			<b>CANADIAN STUDIES MAJOR</b>		PSC 250 Parties and Elections			
			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		PSC 260 International Relations			
					HUM190 Popular Culture			
					Approved Elective			
					Approved Elective			
					<b>15</b>			
					<b>CULTURAL STUDIES MAJOR</b>			
					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.			

# General Studies

## Continued

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 (DL)	3
PSC 161 Introduction to Politics	3
PSY 160 Introduction to Psychology (DL)	3
HUM 195 Cultural Anthropology	3
HUM 180 Introduction to World Religions	3
	<b>15</b>

### Year I Term II

BIO 151 Environmental Issues (DL)	3
HIS 170 Western Civilization	3
SOC 160 Introduction to Sociology (DL)	3
HUM 190 Popular Culture	3
ENG 180 Survey of Canadian Literature	3
OR	
ENG 260 Introduction to Dramatic Literature	3
OR	
ENG 285 Children's Literature (DL)	3
OR	
ENG 290 Telling Stories I	3
	<b>15</b>

### Year II Term I

ENG 190 Intro to Language & Literature	3
SOC 250 Sociology of Sports	3
OR	
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
	<b>15</b>

### 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
	<b>15</b>

### 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 endeavors. 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 (DL)	3
PSC 161 Introduction to Politics	3
PSY 160 Introduction to Psychology (DL)	3
ENG 190 Introduction to Language & Literature	3
HUM 150 Logic	3
	<b>15</b>

### Year I Term II

BIO 151 Environmental Issues (DL)	3
HIS 170 Western Civilization	3
SOC 160 Introduction to Sociology (DL)	3
ENG 165 Intro to Creative Writing	3
ENG 180 Survey of Canadian Literature	3
	<b>15</b>

### Year II Term I

COM 162 Interpersonal Relationships & Communication (DL)	3
ENG 290 Telling Stories I	3
HIS 265 Canadian History	3
OR	
HIS 270 American History	3
Approved Elective	3
Approved Elective	3
	<b>15</b>

### Year II Term II

ENG 285 Children's Literature (DL)	3
ENG 260 Introduction to Dramatic Literature	3
HUM 291 Film Studies	3
Approved Elective	3
Approved Elective	3
	<b>15</b>

### 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 (DL)	3
PSC 161 Introduction to Politics	3
PSY 160 Introduction to Psychology (DL)	3
SOC 167 Sociology of Aging (DL)	3
PSY 170 Human Development (DL)	3
	<b>15</b>

# General Studies

## Continued

Year I Term II			Year I Term II			General Studies - Liberal Arts Majors Approved Electives		
BIO 151	Environmental Issues (DL)	3	ENG 150	Composition (DL)	3	ART 150	Art Explorations	4
HIS 170	Western Civilization	3	HIS 170	Western Civilization	3	ART 170	Sculpture	3
SOC 160	Introduction to Sociology (DL)	3	SOC 160	Introduction to Sociology (DL)	3	BIO 150	Cellular Basis of Life (DL)	5
ENG 190	Introduction to Language & Literature	3	BIO 156	Wellness and Health Issues	3	BIO 152	Physiology of Aging (DL)	3
PSY 277	Addictions Treatment	3	PED 180	Introduction to Coaching	3	BIO 155	Human Nutrition	3
		<b>15</b>			<b>15</b>	BIO 156	Wellness and Health Issues	3
Year II Term I			Year II Term I			BIO 157	Diversity of Life	5
SOC 270	Sociology of the Family	3	PED 155	Applied Anatomy and Kinesiology	6	BLK 151	Blackfoot Language I	3
PSY 260	Abnormal Psychology (DL)	3	PSY 255	Psychology of Sports	3	BUS 166	Business Law	3
PSY 270	Introduction to Personality Theory	3	Approved Elective		3	CHM 151	Chemistry in Context	3
Approved Elective		3	Approved Elective		3	COM 162	Interpersonal Relationships & Communication (DL)	3
Approved Elective		3			<b>15</b>	COM 170	Helping Relationships (DL)	3
		<b>15</b>	Year II Term II			CMM 295	Telling Stories II	3
Year II Term II			PED 272	Leadership in Physical Education	3	CPU 151	Introduction to Computers (DL)	3
PSY 253	Child Psychopathology (DL)	3	PED 276	Weight Training and Exercise II	3	CPU 251	Computer Applications (DL)	3
STS 270	Social Science Research Methods	3	SOC 250	Sociology of Sports	3	DES 153	Basic Design	3
SOC 260	Social Problems	3	Approved Elective		3	ECN 180	Microeconomics	4
Approved Elective		3	Approved Elective		3	ECN 253	Macroeconomics	5
Approved Elective		3			<b>15</b>	ENG 165	Intro to Creative Writing	3
		<b>15</b>	General Studies - Physical Education and Leadership Major Approved Electives			ENG 180	Survey of Canadian Literature	3
<b>PHYSICAL EDUCATION AND LEADERSHIP MAJOR</b> The Physical Education and Leadership Major combines elements of social sciences with those of physical education and leadership for students interested in kinesiology, education, and coaching. The Physical Education and Leadership Major is multidisciplinary and embraces a number of subject areas and a variety of methodologies.			Students in the Physical Education and Leadership Major can choose from the following electives in addition to choosing any of the courses on the Liberal Arts Majors Approved Electives List.			ENG 190	Introduction to Language & Literature	3
						ENG 260	Introduction to Dramatic Literature	3
Physical Education and Leadership Curriculum (61 Credits)			PED 161	Judo Level I	3	ENG 285	Children's Literature (DL)	3
Year I Term I	Credit		PED 162	Introduction to Leisure Activities & Sports	3	ENG 290	Telling Stories I	3
BIO 151	Environmental Issues (DL)	3	PED 170	Volleyball	3	HIS 265	Canadian History	3
PSC 161	Introduction to Politics	3	PED 172	Latin/Hip Hop/Swing Dance	3	HIS 270	American History	3
PSY 160	Introduction to Psychology (DL)	3	PED 173	Basketball	3	HUM 150	Logic	3
PED 159	Exercise and Healthful Living	4	PED 185	Kickboxing and Fitness	3	HUM 155	Ethics	3
PED 160	Weight Training and Exercise	3				HUM 165	Introduction to Archaeology	3
		<b>16</b>				HUM 180	Introduction to World Religions	3
						HUM 190	Popular Culture	3
						HUM 195	Cultural Anthropology	3
						HUM 261	Archaeology of Prehistoric Europe	3
						HUM 265	Archaeology 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	Introduction to Native American Studies	3
						PED 180	Introduction to Coaching	3
						PED 181	Resistance & Fitness Leadership	3
						PRS 155	Speech (DL)	3
						PSC 150	Local Government	3
						PSC 165	Canadian Government	3
						PSC 250	Parties and Elections	3
						PSC 260	International Relations	3
						PSC 280	Political Philosophy	3



# General Studies

## Continued

PSY 170	Human Development (DL)	3
PSY 177	Psychology of Aging (DL)	3
PSY 179	Adolescent Development (DL)	3
PSY 253	Child Psychopathology (DL)	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
PSY 280	Social Psychology	3
PSY 290	Brain and Behaviour	3
SOC 153	Introduction to Women's Studies	3
SOC 167	Sociology of Aging (DL)	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
SPN 150	Introductory Spanish	3
STS 270	Social Science Research Methods	3

(DL) indicates courses available through Distributed/Online Learning.

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.

**University of Calgary** • Students completing the General Studies Diploma with a major in Canadian Studies receive 60 credits towards BA (Canadian Studies). 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.

[lethbridgecollege.ca/  
generalstudies](http://lethbridgecollege.ca/generalstudies)

# Geomatics Engineering Technology

Program Office: 403.320.3468 • [engineering@lethbridgecollege.ab.ca](mailto:engineering@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3456

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:

- Survey Engineering Companies
- Civil Engineering Companies
- Environmental Consultancies
- Natural Resource Companies
- All levels of government
- Law Enforcement Agencies
- 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 percent in Math 30P (Pure) or a minimum of 65 percent in Math 30A (Applied), 50 percent in Physics 20 or 50 percent in Science 30, 60 percent 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.

Please note that Biology 30 and/or Chemistry 30 will not be accepted in lieu of Science 30.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 30-1 or 60 percent in Math 30-2.

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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is an elective practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Refusal by the student to accept by way of legal contract these terms and conditions will prevent the student from participating in the practicum experience.

## 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

Students are required to lease a Lethbridge College laptop as part of the e-VOLUTION initiative.



# Geomatics Engineering Technology

## Continued

CURRICULUM		Year 2 Term II	
Year 1 Term I	Credits	CPU 275 Advanced Programming	4
CAD 155 Introductory AutoCAD	5	GEO 280 Advanced Geographical Information Systems	5
CON 140 Contracts, Specifications & Inspections	4	GEO 290 Advanced Digital Remote Sensing	5
CPU 150 Computers in Engineering Technology	2	RSR 251 Applied Research for Engineering	2
DRF 153 Introduction to Drafting	4	SUR 252 Field Safety	2
ENG 154 Writing for Technologists (DL)	3	SUR 261 Advanced Survey II	5
MTH 149 Pre-Calculus (DL)	3	SUR 265 Survey Drafting	4
PHY 143 Applied Physics	3	SUR 270 Engineering Surveys	5
SUR 150 Land Survey	5		<b>32</b>
	<b>29</b>	Year 2 Term III (OPTIONAL)	
Year 1 Term II		FWK 252 Work Experience	2
CAD 258 Advanced CAD	3	(DL) indicates courses available through Distributed/Online Learning.	
CON 155 Managing the Construction Process	4		
CPU 255 Introduction to Programming	3		
GEO 150 Geographical Science	5		
GEO 160 Map Interpretation	3		
GEO 170 Remote Sensing	3		
GEO 182 Geodesy	3		
MTH 160 Calculus I	3		
SUR 162 Survey Applications	3		
	<b>30</b>		
Year 1 Term III (OPTIONAL)			
MTH 165 Calculus II	3		
Year 2 Term I			
GEO 253 Land Planning	4		
GEO 255 Geographical Information Systems I	3		
GEO 260 Cartography	4		
STS 183 Engineering Statistics & Applied Research Methods	4		
SUR 251 Advanced Survey I	4		
SUR 263 Survey Calculations & Analysis	4		
SUR 264 Land Survey Systems	3		
SUR 275 Global Positioning Systems	4		
	<b>30</b>		

### 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.

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

**NAIT** • Graduates of the Geomatics Engineering Technology Diploma program with a minimum grade point average of C+ or 2.3 on standard grading scales will be conditionally accepted into the BTech (Bachelor of Technology in Technology Management) degree program. Applicants for transfer of credit under this Agreement shall complete all of the requested application procedures of NAIT including, but not limited to, written statements outlining personal objectives, career goals, letters of reference, work experience and community involvement, and such other information as may be requested and used by NAIT to determine whether the applicant complies with the requirements as set out or intended.

### School of Engineering Technologies

Find out more about other programs offered in this school:

- Civil Engineering Technology .....p. 51
- Engineering Design and Drafting Technology .....p. 94

[lethbridgecollege.ca/engineering](http://lethbridgecollege.ca/engineering)

# Interior Design

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

Office of the Chair: 403.320.3202 Extension 5362

Office of the Dean: 403.320.3318

## 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.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 60% in Math 30-2 or a higher level math.

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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

Students are required to lease a Lethbridge College laptop as part of the e-VOLUTION initiative.

A drafting kit deposit is required and is refundable upon return of the kit.

## 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
	<b>24</b>
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
	<b>24</b>
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
	<b>15</b>
Year II Term II	
IDM 286 Design Studio III	6
IDM 287 Design Studio IV	6
IDM 270 Practicum	3
IDM 271 Portfolio	2
	<b>17</b>

(DL) indicates courses available through Distributed/Online Learning.

## GRADUATION

Upon successful completion of all program requirements, students are awarded a Diploma in Interior Design.

## School of Media & Design

Find out more about other programs offered in this school:

- Communication Arts ..... p. 56
- Fashion Design & Marketing ..... p. 81
- Multimedia Production ..... p. 101

[lethbridgecollege.ca/program/multimedia-production](http://lethbridgecollege.ca/program/multimedia-production)

# Justice Studies - Bachelor of Applied Arts

## (Program Name Change Pending Government Approval)

Program Office: 403.329.7246 • [infojustice@lethbridgecollege.ab.ca](mailto:infojustice@lethbridgecollege.ab.ca)  
Office of the Chair: 403.317.3568 • Office of the Dean: 403.320.3464

### PROGRAM OVERVIEW

Are you interested in joining the justice field through a program of advanced study?

Are you a Justice professional wishing to enhance your understanding of correctional theory and practice? Our Bachelor of Applied Arts in Justice Studies (BAAJS) 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 or Criminal Justice - Policing. 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 justice 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 justice. Your skills and knowledge will serve you well and be in demand anywhere in Canada.

All courses in the BAAJS are available through Distributed/Online 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:

- Parole Officer
- Programs Officer, Federal
- 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
- Probation Officer
- Probation Manager
- Correctional Officer (Provincial or Federal)
- Border Services Officer
- Commercial Vehicle Enforcement Officer

The BAAJS is applicable to employment with B.C. Community Corrections (see [www.jibc.bc.ca/corrections/default.htm](http://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, or equivalent will be accepted directly into the Bachelor of Applied Arts in Justice Studies. Applicants with a related diploma/degree in a human service or justice related field such as child and youth care, law enforcement, addictions counselling, social work, criminology, or psychiatric nursing will also be admitted, and may be required to complete bridging courses in order to meet Degree requirements.

Applicants with a diploma/degree require a minimum cumulative GPA of 2.0 or higher, or permission from the Dean, to be accepted directly into the Bachelor of Applied Arts in Justice Studies.

Applicants with prior related work experience may be exempt from pre-admission testing. Applicants with post-secondary credentials and significant related work experience may apply to have their knowledge and skills assessed for transfer credit or prior learning credit in both the Correctional Studies Diploma and the Bachelor of Applied Arts in Justice Studies.

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 percent 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 their program.

### YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

### CURRICULUM

Years 1 and 2:

See Correctional Studies Diploma

Year 3 Term I	Credits
COR 360 Aboriginal Peoples in Justice (DL)	3
COR 374 The Professional Justice Worker (DL)	3
HUM 350 Ethics and Justice Issues (DL)	3
MGT 370 Management in Justice Organizations (DL)	3
PSY 355 Violence and Criminal Behaviour (DL)	3
Elective	3
	<b>18</b>

# Justice Studies - Bachelor of Applied Arts

## Continued

Year 3 Term II		
COR 350 Crime Related Victimology (DL)	3	COR 472 Program Development 3
COR 378 Women in the Justice System (DL)	3	COR 473 Mentorship in Human Service Organizations 3
COR 380 Transforming Justice in the Community (DL)	3	COR 474 Safety in the Justice Environment 3
MGT 375 Leadership in Justice Organizations (DL)	3	COR 475 Critical Incident Management 3
PSY 365 Behavioural Management in Justice (DL)	3	IND 450 Independent Study 3
Elective	3	<b>15</b>
	<b>18</b>	

Learners may take the following courses as electives:

COR 385 Issues and Trends in Justice (DL)	3
COR 387 Crisis Management (DL)	3
OR	
Any 3-credit LC course at the 250 level or above with one of the following prefixes: BLK, BUS, CJP, CYC, DCE, FAS, FWK, HUM, IND, LAW, MGT, PSY, or SOC.	

### Year 4 (Directed Field Study)

Note: All 400 level courses are field study courses with academic components.

#### Core Courses

COR 450 Community/Institutional Resources	3
COR 460 Practice of Client Supervision	3
COR 470 Administrative Methods in Justice	3
COR 471 Program Management	3
IND 460 Professional Project	3
	<b>15</b>

#### Elective Courses - 5 of the following

COM 460 Reports and Investigations	3
COR 455 Comparative Studies of Justice Systems	3
COR 456 Workplace Technology in Justice	3
COR 457 Community Involvement for Professionals	3
COR 461 Specialized Offender Study	3
COR 466 Applied Correctional Methods	3
COR 467 Management of Offender Movement	3

### GRADUATION

Upon successful completion of all program requirements, students are awarded a Bachelor of Applied Arts in Justice Studies Degree. BAAJS graduates are eligible for acceptance into the Masters Degree in Integrated Studies through Athabasca University and the MAs in Conflict Analysis and Management or Leadership 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.

### School of Justice Studies

Find out more about other programs offered in this school:

- Commercial Vehicle Enforcement .....p. 55
- Correctional Studies .....p. 63
- Criminal Justice Studies for Aboriginal Learners .....p. 65
- Criminal Justice - Policing .....p. 66
- Fire Service Administration .....p. 85
- Fire Investigation and Prevention.....p. 86

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)

# Massage Therapy

Program Office: 403.320.3202 Extension 5417 • [massagetherapy@lethbridgecollege.ab.ca](mailto:massagetherapy@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3321

Office of the Dean: 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 Centre Placement Office). 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

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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.

# Massage Therapy

## Continued

### CURRICULUM

#### Year I Term I

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
	<b>18</b>

#### Year I Term II

ACC 125 Service-Based Accounting Procedures	3
BIO 146 Joints and Soft Tissues	3
MAS 130 Pathology	3
MAS 123 Practicum II	2
MAS 156 Sports Massage	4
MAS 157 Massage Techniques I	4
	<b>19</b>

#### Year II Term I

MAS 253 Assessment for Massage Therapists I	3
MAS 250 Advanced Massage	4
MAS 252 Contemporary Practices of Massage	3
MAS 254 Special Populations I	5
MAS 255 Practicum III	2
PED 257 Therapeutic Exercise	3
	<b>20</b>

#### Year II Term II

MAS 257 Massage Techniques II	3
MAS 258 Assessment for Massage Therapists II	3
BUS 124 Service-Based Small Business Management	3
MAS 259 Practicum IV	2
MAS 260 Special Populations II	4
MAS 261 Massage Seminar	1
	<b>16</b>

### TRANSFERS

**Thompson Rivers University** • Graduates of Massage Therapy are eligible to receive a maximum of 54 transfer credits into the TRU Bachelor of Health Science or a maximum of 60 transfer credits into the TRU Bachelor of General Studies.

### School of Health Sciences

Find out more about other programs offered in this school:

- Exercise Science.....p. 79
- Nursing Education in Southwestern Alberta (NESA).....p. 105
- Bachelor of Nursing - After Degree .....p. 109
- Practical Nursing.....p. 115
- Therapeutic Recreation - Gerontology.....p. 123

[lethbridgecollege.ca/health](http://lethbridgecollege.ca/health)

### GRADUATION

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



# Multimedia Production

Program Office: 403.320.3213 • [mediadesign@lethbridgecollege.ab.ca](mailto:mediadesign@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3202 Extension 5362

Office of the Dean: 403.320.3318

## 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 a minimum 60 percent in English Language Arts (ELA) 30-1 or 70 percent in English Language Arts (ELA) 30-2 or equivalent and Social

Studies 30 or 33 or equivalent. Applicants are required to have a 50 percent in Math 20A (Applied) or Math 20P (Pure).

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 20-2 or a higher level math. Applicants completing the new Alberta high school social studies curriculum will require a minimum grade of 50 percent in Social Studies 30-1 or 30-2.

Applicants lacking the English requirements must achieve a minimum Total Right Score of 86 in the Reading section and 92 in the Sentence Skills section of placement testing. Applicants lacking the Math requirements must achieve a minimum Total Right Score of 65 in the Arithmetic section and 60 in the Algebra section of placement testing.

Alternate admission applicants are assessed on past education and work experience. Alternate admission applicants who lack the English Language Arts 30-1 or 30-2 requirement but have received credit for a minimum of 60 credits towards a degree may forgo placement testing.

## Notes:

Multimedia Production assumes professional standards for research and writing. All program assignments must be typed. Lack of keyboarding skills could inhibit achievement.

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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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
	<b>22</b>
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
OR	
COM 162 Interpersonal Relationships and Communication (DL)	3
RSR 170 Interactive Project (Core Integration)	3
CMM 185 The Principles of Animation	4
	<b>24</b>



# Multimedia Production

## Continued

### 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
	<b>22</b>

### Year II Term II

CMM 283 Professional Portfolio II	4
FWK 253 Managed Internship	6
CMM 292 Proseminar	6
CMM 293 Capstone Project	6
	<b>22</b>

### 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.

### School of Media & Design

Find out more about other programs offered in this school:

- Communication Arts ..... p. 56
- Fashion Design & Marketing ..... p. 81
- Interior Design ..... p. 96

[lethbridgecollege.ca/program/multimedia-production](http://lethbridgecollege.ca/program/multimedia-production)

### GRADUATION

Upon successful completion of all program requirements, students are awarded a Multimedia Production Diploma.

# Natural Resource Compliance

Program Office: 403.382.6991 • [envisci@lethbridgecollege.ab.ca](mailto:envisci@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3232

Office of the Dean: 403.317.3597

## PROGRAM OVERVIEW

Combining resource management and conservation law, this two-year diploma offers learners a solid foundation in conservation law enforcement. Students will develop an understanding of the fundamentals of detection and investigation of natural resource violations. With a blend of lectures, labs, and field trips, students will develop the confidence to perform entry level work in the conservation enforcement field. Learners completing the Diploma in Natural Resource Compliance are also able to continue their education by entering directly into the third year of the Bachelor of Applied Science in Conservation Enforcement degree program.

## 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

New students are accepted into the Natural Resource Compliance program for the Fall term only.

## ACADEMIC REQUIREMENTS

Applicants to this program are required to have an Alberta High School Diploma or equivalent with a minimum of 60 percent in each of: English Language Arts (ELA) 30-1 or 30-2, Chemistry 20, Biology 20, Math 30P (Pure) or Math 30A (Applied).

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 60 percent in Math 30-2 or a higher level math.

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 who do not have at least 60 percent in ELA 30-1 or ELA 30-2 and Math 30P or Math 30A or equivalents will be required to complete placement testing in Reading Comprehension, Sentence Skills and basic Math. Results of the placement tests will be used for further consideration of the application.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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 required (notification will be given at orientation), back pack for gear, adequate clothing for cold/wet weather, hiking boots, work gloves, cooking and eating gear (may be shared), food, binoculars, digital camera (standard feature), orienteering compass, chest waders, field equipment vest (recommended), "write-in-the-rain" treated field notebook/surveyors book, water bottle, sunscreen, safety glasses (3rd year), 30 cm metric steel ruler.

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, "write-in-the-rain" 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, Hardware and Office Supply Stores: Nexus Type 115 or Silva Ranger compass (with declination adjustment screw), clipboard, 4 GB or higher USB memory stick, chest waders, scientific calculator (\$15-\$30 range), 12 or more coloured pencils (pencil crayons), binoculars (8X40 or 10X50 magnification), 30 cm metric steel ruler.

For additional information concerning lab or field equipment, contact the lab coordinator at 403.320.3202, Extension 5594.

## CURRICULUM

Year 1 Term I	Credits
BIO 163 Terrestrial Ecology*	5
BIO 164 Plant Taxonomy*	5
ENG 155 Scientific and Technical Writing	3
GEO 166 Physical Geology*	5
SOC 160 Introduction to Sociology (DL)	3
STS 255 Statistical Methods	3
	<b>24</b>
Year 1 Term II	
BIO 168 Zoology*	5
BIO 269 Aquatic Ecology*	5
ENV 265 Parks and Recreation Operations*	5
LAW 161 Introduction to Natural Resource Law	5
RRM 196 Map and Aerial Photo Interpretation*	5
	<b>25</b>

# Natural Resource Compliance

## Continued

### Year 2 Term I

CJP 369 Patrol Procedures*	5
DCE 255 Ethics and Career Development	3
LAW 254 Applied Law	3
PED 153 Training and Personal Fitness (DL)	3
RRM 258 Principles of Wildlife Biology*	5
RRM 264 Forest Management*	5
	<b>24</b>

### Year 2 Term II

CJP 267 Natural Resource Legislation	5
COM 263 Interpersonal Skills in Resource Enforcement	3
DCE 259 Introduction to Conservation Law Investigations*	5
LAW 264 Courtroom Procedures	3
PED 165 Applied Lifestyle Fitness I	1
RRM 259 Principles of Fisheries Science*	5
RRM 299 Fire Management	5
	<b>27</b>

\*Indicates courses with a field study component.

(DL) indicates courses available through Distributed/Online Learning.

### GRADUATION

Upon successful completion of the program, students are awarded a Natural Resource Compliance Diploma.

### School of Environmental Sciences

Find out more about other programs offered in this school:

- Conservation Enforcement - Bachelor of Applied Arts .....p. 61
- Environmental Assessment and Restoration .....p. 77
- Fish and Wildlife Technology.....p. 87
- Renewable Resource Management.....p. 119

[lethbridgecollege.ca/envisci](http://lethbridgecollege.ca/envisci)

# Nursing Education in Southwestern Alberta (NESA)

Program Office: 403.320.3348 • [health@lethbridgecollege.ab.ca](mailto:health@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3424

Office of the Dean: 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 percent and not less than 60 percent in English and 50 percent in the remaining required subjects.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50 percent in Math 30-2 or a higher level math.

## 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 CPR Health Care Provider Certificate. Students are responsible for ensuring that this CPR certification remains current throughout the program. Failure to do so may affect clinical placement.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience.

Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## 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.

# Nursing Education in Southwestern Alberta

## Continued

### 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

## 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.

	<b>Total Term Course Equivalents (including Nursing courses)</b>	<b>Total Nursing Courses</b>
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.

NESA incorporates a graduated minimum Nursing G.P.A. calculated each semester, based only on the nursing courses; Year 1 - 2.0; Year 2 - 2.3; Years 3 and 4 - 2.5. If this academic standing is not attained, the student will be placed on academic 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs. 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.

# Nursing Education in Southwestern Alberta

## Continued

CURRICULUM	GLER	Social Science Elective	3	Year III Term I
Year I Term I	GLER	Humanities or Fine Arts Elective	3	Nursing 3020 or 3125 or 3230
BIO 160 Anatomy and Physiology I	4		24	Nursing 3255
NSG 150 (U of L 1020) Concepts of Health I	3	Special Note: Whenever possible, nursing theory courses are aligned with concurrent clinical practice experiences.		Nursing 3360
NSG 163 (U of L 1220) Nursing Practice I	7			HLSC 3450
ENG 150 Composition (DL) (U of L HUM1xxx)	3	(DL) indicates courses available through Distributed/Online Learning.		Year III Term II
PSY 160 (U of L 1000) Introduction to Psychology (DL)	3			Nursing 3125 or 3230 or 3020
	20	<b>General Requirements</b>		Nursing 3135
Year I Term II		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.		Nursing 3600
BIO 161 Anatomy and Physiology II	4			Fine Arts/Humanities Elective
NSG 155 (U of L 1120) Concepts of Health II	3	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 in Years 3 and 4.		Year IV Term I
NSG 173 (U of L 1320) Nursing Practice II	7			Nursing 3230 or 3020 or 3125
BIO 162 Microbiology (DL)	4			Nursing 4550
SOC 160 (U of L 1000) Introduction to Sociology (DL)	3			Nursing 4135
	21	3. Completion of the General Liberal Education Requirement (GLER)		Health Science Elective
Year II Term I		4. Minimum Grade Requirement		Year IV Term II
NSG 250 (U of L 2020) Health, Illness and Healing I	3	A minimum grade of C is required in Nursing 163/Nursing 1220 and Nursing 173/Nursing 1320. A student who receives a grade of C - or less must repeat the course prior to proceeding in the program.		Nursing 4750
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	A minimum grade of C - is required in all Nursing courses in order to meet degree requirements. Any student who receives a grade of D + or lower is required to repeat the course and achieve a higher grade before being allowed to proceed in the program.		
HUM 155 (U of L Philosophy 1000) Ethics	3			
PSY 170 Human Development Across The Lifespan (DL)	3			
	24			
Year II Term II				
NSG 250 (U of L 2020) Health, Illness and Healing I	3	5. 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.		
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	6. All requirements must be completed within seven years of the first Nursing course used for credit toward the degree.		

### School of Health Sciences

Find out more about other programs offered in this school:

- Exercise Science.....p. 79
- Massage Therapy.....p. 99
- Bachelor of Nursing - After Degree .....p. 109
- Practical Nursing.....p. 115
- Therapeutic Recreation - Gerontology.....p. 123

[lethbridgecollege.ca/health](http://lethbridgecollege.ca/health)



# Bachelor of Nursing - After Degree

Program Office: 403.320.3348 • [health@lethbridgecollege.ab.ca](mailto:health@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3424

Office of the Dean: 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 Bachelor of Nursing - After Degree (BN-AD) program is designed to provide an accelerated course of studies to a Bachelor of Nursing for students who have previously earned an approved degree in any discipline or field of study. The program will be offered over six consecutive semesters; students will attend from September to August and will be able to complete in a period of approximately 23 months. Appropriate breaks between and occasionally within semesters will be scheduled in order to provide time for vacation. This degree is offered in collaboration with the University of Lethbridge, with the first two semesters occurring at the Lethbridge College campus and the final four semesters occurring at the University of Lethbridge. When you complete the program, you will be eligible to write the Canadian Registered Nursing Examination (CRNE), giving you the opportunity to be licensed as a Registered Nurse (RN).

## ADMISSIONS

All applicants applying to the Bachelor of Nursing - After Degree program must apply directly to the University of Lethbridge. Please refer to the U of L admissions information.

Applicants must have a completed baccalaureate degree from an institution recognized by the University of Lethbridge. Alternatively, a student who has completed at least 90 credits towards a baccalaureate degree in another discipline from a university recognized by the University of Lethbridge will be considered for admission on a competitive Grade Point Average (GPA) basis. Candidates whose baccalaureate degree is not from the University of Lethbridge will have an individual assessment of completed courses, including general liberal education requirements (GLER). Students will be required to clear GLER course deficiencies as identified in the current Calendar of The University of Lethbridge.

The following courses are required for admission: Human Anatomy (with laboratory component) and Physiology, six credit hours (two semester courses), Microbiology (3-credits), Statistics (3-credits), and GLER (3-credits). Students deficient in Microbiology or Statistics may be offered conditional admission, with the requirement to complete these courses successfully in addition to the basic program, in the following time frame: Health Sciences 2400 or Biology 3400 by the end of the first semester after admission.

Applicants whose first language is other than English must provide acceptable evidence of English Language Proficiency according to the U of L admissions information. All other requirements, such as criminal record check and immunizations, remain congruent with those of the NESA program.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## 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.

## MINIMUM GRADE REQUIREMENT

A minimum grade of C is required in NSG 182/Nursing 1150. A student who receives a grade of C - or less must repeat the course prior to proceeding in the program.

A minimum grade of C - is required in all Nursing courses in order to meet degree requirements. Any student who receives a grade of D + or lower is required to repeat the course and achieve a higher grade before being allowed to proceed in the program.

## 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 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 Bachelor of Nursing - After Degree 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 Year I, Terms 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

Students are expected to travel for practicum placements and are responsible for associated costs.

• Terms III - VI BN-AD fees are determined by the University of Lethbridge. Please contact the U of L at 403.329.2649 for more information.

# Bachelor of Nursing - After Degree

## Continued

### CURRICULUM

Term I	Credits
NSG 181 (U of L 1020/1120) Introduction to Nursing	9
NSG 182 (U of L 1150) Health Assessment	9
NSG 3360 (U of L) Research Methodology	3
	<b>21</b>
Term II	
NSG 250 Health, Illness and Healing I	3
NSG 290 Applied Therapeutics	3
NSG 263 Nursing Practice III	12
	<b>18</b>

Terms III - VI are delivered at the University of Lethbridge.

### School of Health Sciences

Find out more about other programs offered in this school:

- Exercise Science.....p. 79
- Massage Therapy.....p. 99
- Nursing Education in Southwestern Alberta (NESA).....p. 105
- Practical Nursing.....p. 115
- Therapeutic Recreation - Gerontology.....p. 123

[lethbridgecollege.ca/health](http://lethbridgecollege.ca/health)

# Office Administration

Program Office: 403.320.3213 • [office@lethbridgecollege.ab.ca](mailto:office@lethbridgecollege.ab.ca)

Office of the Chair: 403.317.3552

Office of the Dean: 403.320.3318

## 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 percent 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 percent 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.

Office Administration Diploma: Applicants must have successfully completed the Office Administration Certificate or equivalent.

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

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

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

## OFFICE ADMINISTRATION CERTIFICATE

Year 1 Core	Credits
ACC 146 Bookkeeping	5
COM 146 Office Communications	2
OR	
PRS 155 Speech (DL)	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 (DL)	3
KEY 140 Document Processing I	5
KEY 145 Document Processing II	4
KEY 144 Keyboard Speed Development	2
MTH 135 Office Math Applications	2
OAA 142 Office Procedures (DL)	5
OAA 148 Records Management	2
ORG 148 Office Dynamics	4
	<b>42 or 43</b>

## OFFICE ADMINISTRATION DIPLOMA

Year 2 Core	Credits
BUS 180 Project Management	3
CPU 221 Database Management	3
CPU 224 Spreadsheet Business Applications	3
CPU 249 Desktop Publishing	5
FWK 250 Field Work	3
KEY 249 Data Entry	2
OAA 240 Meeting and Conference Planning	3
OAA 242 Integrated Office Simulation	3
Approved Electives	19
	<b>44</b>

# Office Administration

## Continued

### Year 2 Electives (Minimum of 19 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 wishing to take additional accounting courses are encouraged to include the following courses in their electives:

ACC 170 Financial Accounting I	4
ACC 175 Financial Accounting II	4
ACC 278 Computerized Accounting for Management	4

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

(DL) indicates courses available through Distributed/Online Learning.

### GRADUATION

To qualify for an Office Administration Certificate, students must successfully complete 42 credits of core courses.

To qualify for an Office Administration Diploma, students must successfully complete the Office Administration Certificate program (42 credits), 25 credits of Office Administration Diploma core courses and 19 credits of approved electives (for a total of 86 credits).

### TRANSFERS

**SAIT** • Graduates of Lethbridge College's Office Administration diploma will be able to transfer to SAIT's Administrative Information Management (AIM) program with the following conditions: Graduates are eligible for admission to the second year of SAIT's AIM (Administrative Information Management) diploma program and must complete the following three bridging courses or challenge the requirements for graduation: BCPT 255, OADM 210 and OADM 325. Transfer students must also meet SAIT's minimum required GPA of 2.3, C+, or 66-69% at time of admission. For more information, please refer to the SAIT website: [www.sait.ca](http://www.sait.ca)

### School of Business

Find out more about other programs offered in this school:

- Business Administration .....p. 44
- Computer Information Technology .....p. 59
- Professional Golf Management.....p. 117

[lethbridgecollege.ca/business](http://lethbridgecollege.ca/business)

# Perioperative Post-Diploma Nursing

Program Office: 403.320.3310 • [alliedhealth@lethbridgecollege.ab.ca](mailto:alliedhealth@lethbridgecollege.ab.ca)

Office of the Program Administrator: 403.329.7230

Office of the Dean: 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:

- Proof of Active License to practice as a Registered Nurse in Alberta as granted by CARNA
- Valid CPR certification required during all clinical activities

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## YOUR INVESTMENT

To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

	Credits
NSG 390 Professional and Clinical Standards of Perioperative Nursing (DL)	5
NSG 395 Standards of the Scrub and Circulating Role (DL)	2
NSG 396 Competencies of the Scrub and Circulating Role	2
NSG 393 Implementation of Standards and Competencies (Clinical)	6
NSG 394 Perioperative Practicum (144 hours)	3

(DL) indicates courses available through Distributed/Online Learning.

**Important Dates:** Lab experiences are set for September and/or April. Clinical experiences are set for September-October and/or April-May.

## GRADUATION

Upon successful completion of all program requirements, students are awarded a Credential of Academic Achievement in Perioperative Post-Diploma Nursing.

## School of Public Health & Safety

Find out more about other programs offered in this school:

- Police Recruit Training .....p. 114
- Unit Clerk Training.....p. 125

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)

# Police Recruit Training

Program Office: 403.320.3310

Office of the Program Administrator: 403.329.7230

Office of the Dean: 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. 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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
	<b>32</b>

## GRADUATION

Upon successful completion of all program requirements, students are awarded a Credential of Academic Achievement in Police Recruit Training.

### School of Public Health & Safety

Find out more about other programs offered in this school:

- Perioperative Post-Diploma Nursing .....p. 113
- Unit Clerk Training.....p. 125

[lethbridgecollege.ca/health](http://lethbridgecollege.ca/health)

# Practical Nursing

Program Office: 403.320.3211 • [health@lethbridgecollege.ab.ca](mailto:health@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3424

Office of the Dean: 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.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 60 percent in Math 20-2 or a higher level math.

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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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
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
	<b>20</b>
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
	<b>21</b>
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
	<b>19</b>
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
SOC 167 Sociology of Aging (DL)	3
	<b>20</b>



# Practical Nursing

## Continued

### Year 2 Term III

NSG 276 Focused Practicum	2
NSG 277 Comprehensive Practicum	4
	6

(DL) indicates courses available through Distributed/Online 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, and PSY251).

### 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.

### TRANSFERS

**Thompson Rivers University** • Graduates of Practical Nursing are eligible to receive a maximum of 57 transfer credits into the TRU Bachelor of Health Science or a maximum of 60 transfer credits into the TRU Bachelor of General Studies.

### School of Health Sciences

Find out more about other programs offered in this school:

- Exercise Science.....p. 79
- Massage Therapy.....p. 99
- Nursing Education in Southwestern Alberta (NESA).....p. 105
- Bachelor of Nursing - After Degree .....p. 109
- Therapeutic Recreation - Gerontology.....p. 123

[lethbridgecollege.ca/health](http://lethbridgecollege.ca/health)

# Professional Golf Management

Program Office: 403.320.3213 • [golf@lethbridgecollege.ab.ca](mailto:golf@lethbridgecollege.ab.ca)

Office of the Chair: 403.317.3552

Office of the Dean: 403.320.3318

## 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 needed 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. Our program is one of only eight in Canada, training students for entry into the CPGA. We are partnered with a local 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.

### IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50% in Math 30-2 or a higher level math.

Alternate Admission/Advance Standing Learners seeking alternate admissions/advance standing to the program should contact a Lethbridge College 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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

## 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

Membership to Evergreen Golf Centre is available to all Professional Golf Management students free of charge.

## School of Business

Find out more about other programs offered in this school:

- Business Administration .....p. 44
- Computer Information Technology .....p. 59
- Office Administration .....p. 111

[lethbridgecollege.ca/business](http://lethbridgecollege.ca/business)

# Professional Golf Management

## Continued

### CURRICULUM

#### BUSINESS ADMINISTRATION - PROFESSIONAL GOLF MANAGEMENT

##### DIPLOMA

##### Year 1 Term I Credits

BUS170	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 Club Repair	3
PGM 161	Golf Industry Fundamentals	2
		<b>22</b>

##### Year 1 Term II

BUS 166	Business Law	3
ECN 180	Microeconomics	4
ENG 156	Business Writing	3
MKT 279	Applied Sales	3
PGM162	Golf Swing Analysis I	2
PRS 155	Speech (DL)	3
		<b>18</b>

##### Year 1 Term III

PGM 140	Internship I (300 hours)	3
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##### Year 2 Term I

ACC 170	Financial Accounting I	4
BUS 268	Organizational Behaviour	5
ECN 253	Macroeconomics	5
MKT 288	Marketing Management	5
PGM 263	Rules of Golf	3
		<b>22</b>

##### Year 2 Term II

ACC 175	Financial Accounting II	4
BUS 181	Sales Systems	3
MKT 277	Merchandise Administration	5
MKT 290	Marketing Research	5
PGM 264	Junior Golf Development	3
BUS 177	Entrepreneurship	3
		<b>23</b>

##### Year 2 Term III

PGM 240	Internship II (300 hours)	3
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### CERTIFICATE OF SPECIALIZATION IN PROFESSIONAL GOLF MANAGEMENT

#### (POST-DIPLOMA)

##### Year 3 Term I

BUS 298	Human Resource Management	5
PED 155	Applied Anatomy and Kinesiology (DL)	6
PGM 330	Food and Beverage Management I (DL)	2
PGM 340	Golf Psychology & Biomechanics	2
WHS 152	Workplace Health and Safety	2
		<b>17</b>

##### Year 3 Term II

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 Swing Analysis II	2
		<b>15</b>

(DL) indicates courses available through Distributed/Online 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.

### TRANSFERS

**Athabasca University** • Graduates of Lethbridge College's Professional Golf Management program are eligible to receive two years credit towards any of the following business degrees at Athabasca University: 3 - Year Bachelor of Management, 4 - Year Bachelor of Management, or 4 - Year Bachelor of Commerce. Diploma graduates will need to complete ten courses for the 3 - year B.Mgmt and twenty courses for the 4 - year B.Mgmt or B.Comm. For more information, contact the Athabasca University representative at 403.320.3431 or visit [www.athabasca.ca](http://www.athabasca.ca).

**University of Lethbridge** • Graduates of Lethbridge College's Business Administration – Professional Golf Management 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 BUS292 and STS250 are included in your Lethbridge College diploma. Contact the University and/or your Lethbridge College Advisor for further information. Visit [www.uleth.ca](http://www.uleth.ca) for more information.

**Royal Roads University** • Graduates of Lethbridge College's Professional Golf Management program 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](http://www.royalroads.ca) for more information.

# Renewable Resource Management

Program Office: 403.382.6991 • [envisci@lethbridgecollege.ab.ca](mailto:envisci@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3232

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 career opportunities, including employment as:

- Biological Technician
- Field Research Technician
- Environmental Technician
- Resource Management Technician

Employment is found with government agencies, private environmental organizations, environmental (non-governmental) consulting firms, and natural resource industries (oil, 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 program are required to have an Alberta High School Diploma or equivalent with a minimum of 60% in each of: English Language Arts (ELA) 30-1 or 30-2, Chemistry 20, Biology 20, Math 30 Pure or Math 30 Applied.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 60% in Math 30-2 or a higher level math.

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 who do not have at least 60% in ELA 30-1 or ELA 30-2 and Math 30P or Math 30A or equivalents will be required to complete placement testing in Reading Comprehension, Sentence Skills, and basic Math. Results of the placement tests will be used for further consideration of the application.

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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

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

## SUPPLIES FOR FIELD STUDIES

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 required (notification will be given at orientation), back pack for gear, adequate clothing for cold/wet weather, hiking boots, work

gloves, cooking and eating gear (may be shared), food, binoculars, digital camera (standard feature), orienteering compass, chest waders, field equipment vest (recommended), "write-in-the-rain" treated field notebook/surveyors book, water bottle, sunscreen, 30 cm metric steel ruler.

## OTHER REQUIRED SUPPLIES

Available from the Lethbridge College Bookstore: Lab coat, safety glasses, Douglas protractor, "write-in-the-rain" treated 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, hardware and office supply stores: Nexus Type 115 or Silva Ranger compass (with declination adjustment screw), clipboard, 4 GB or higher USB memory stick, chest waders, scientific calculator (\$15 - \$30 range), 12 or more colored pencils (pencil crayons), binoculars (8 X 40 or 10 X 50 magnification), 30 cm metric steel ruler.

For additional information concerning lab or field equipment, contact the lab coordinator at 403.320.3202, Extension 5594.

## 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
	<b>26</b>
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
	<b>25</b>

# Renewable Resource Management

## Continued

### Year II Term I

ENV 255 Land Use Practices*	3
ENV 275 Environmental Sampling and Forensics	5
RRM 259 Principles of Fishery Science*	5
RRM 264 Forest Management*	5
RRM 298 Conservation Biology	3
CPL 155 Natural Resource Career Enhancement	3

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### Year II Term II

GEO 165 Geographic Information Systems	4
RRM 256 Rangeland Habitat Management*	5
RRM 258 Principles of Wildlife Biology*	5
RRM 281 Water Quality	4
RRM 299 Fire Management*	5
LAW 265 Introduction to Environmental Law	3

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\*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

Interested students can obtain further information on these partnerships from the School of Environmental Science Chair. Students wishing to continue studies at other institutions must meet the entrance requirements of that institution.

**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 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.

### The Northern Alberta Institute of Technology (NAIT) •

Graduates of the Renewable Resource Management Diploma program with a minimum grade point average of C+ or 2.3 on standard grading scales will be conditionally accepted into the BTech (Bachelor of Technology in Technology Management) degree program. Applicants for transfer of credit under this Agreement shall complete all of the requested application procedures of NAIT including, but not limited to, written statements outlining personal objectives, career goals, letters of reference, work experience and community involvement, and such other information as may be requested and used by NAIT to determine whether the applicant complies with the requirements as set out or intended.

### Royal Roads University •

Royal Roads University agrees to facilitate the block transfer of students from Lethbridge College with appropriate prerequisite qualifications into the 3rd year of the Bachelor of Science in Environmental Science Degree. Applicants from Lethbridge College who have successfully completed the Renewable Resource Management Diploma program plus at least one university level chemistry course and at least one university level math course (either calculus or linear algebra) will be eligible for admission to RRU with full block transfer, provided all other entrance criteria are met and space remains available in the Bachelor of Science program. Entrance to all programs at RRU is on a competitive basis.

### School of Environmental Sciences

Find out more about other programs offered in this school:

- Conservation Enforcement - Bachelor of Applied Arts .....p. 61
- Environmental Assessment and Restoration.....p. 77
- Fish and Wildlife Technology.....p. 87
- Renewable Resource Management.....p. 119

[lethbridgecollege.ca/envisci](http://lethbridgecollege.ca/envisci)

# Special Needs Educational Assistant

Program Office: 403.320.3393 • [humanservices@lethbridgecollege.ab.ca](mailto:humanservices@lethbridgecollege.ab.ca)

Office of the Chair: 403.329.7254

Office of the Dean: 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 distributed/online 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/math, 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, behaviour disorders, and children with English as a second language. 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 within inclusive classrooms and in specialized rooms.

## 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
- Summer Camps and Summer Recreation Programs for 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 applying directly to the second year are required to have successfully completed a one-year Special Needs Educational Assistant Certificate or equivalent from a recognized college in order to enter the Special Needs Educational Assistant Diploma program (Year II).

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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/middle and/or senior high schools.

Every effort is made to provide placements in Lethbridge or close surrounding towns; however, some placements may occur in outlying communities.

Students who are completing practicum through Distributed/Online Learning may complete these practicums in their own communities or nearby areas.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

NOTE: Distributed/Online Learning students follow term schedule.

Year I Term I	Credits
EDU 151 Role of the Special Needs Educational Assistant (DL)	2
ENG 150 Composition (DL)	3
OR	
ENG 190 Introduction to Language & Literature	3
COM 162 Interpersonal Relationships & Communication (DL)	3
OR	
CYC 157 Foundations of CYC Communications	3
PSY 170 Human Development across The Lifespan (DL)	3
CYC 169 Observation, Reporting & Assessment	3
OR	
RSP 153 Observation and Assessment (DL)	3
ECE 159 Children with Special Needs (DL)	3
FWK 160 Field Placement I (DL)	2
	<b>19</b>



# Special Needs Educational Assistant

## Continued

Year I Term II		<b>Electives</b>	
SOC 150 Multicultural Seminar (DL)	1	Students may select from the following courses. Choices are dependent on scheduling. Other electives may be chosen with permission prior to enrolment and completion of the course.	
OR			
SOC 273 Multicultural Issues	3		
EDU 155 Math Instructional Support (DL)	3		
EDU 156 Language Arts Instructional Support (DL)	3	CYC 175 Therapeutic Interventions	3
HSP 150 Foundations of Human Services (DL)	2	CYC 272 Family Violence	3
FAS 150 Introduction to FASD (DL)	1	ECE 270 Inclusion of Children with Special Needs (DL)	3
HSP 151 Family Systems and Development (DL)	3	ENG 285 Children's Literature (DL)	3
FWK 163 Field Placement II (DL)	2	HSP 155 Introduction to Art Therapy	3
CYC 163 Behaviour Management	2	NAT 155 Introduction to Native American Studies	3
AND		PSY 179 Adolescent Development	3
EDU 152 Individual Program Plans in Schools	1	PSY 253 Child Psychopathology (DL)	3
OR		PSY 260 Abnormal Psychology (DL)	3
RSP 155 Applied Behaviour Analysis (DL)	3	PSY 277 Addictions	3
	<b>18 to 20</b>	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
Year II Term I	Credits		

PSY 250 Educational Psychology (DL)	3	(DL) Course is available through Distributed/Online Learning
EDU 266 Sensory Impairments (DL)	3	
EDU 255 Educational Trends (DL)	2	
CPU 253 Technology in Education (DL)	3	
HTH 250 Health Issues in Education (DL)	3	
FWK 260 Field Placement III (DL)	3	
	<b>17</b>	

Year II Term II	
EDU 250 Speech & Language Development (DL)	3
EDU 252 ESL Instructional Support (DL)	3
EDU 260 Positive Behavioural Supports (DL)	3
FAS 155 Intervention Strategies for FASD (DL)	3
FWK 262 Field Placement IV (DL)	3
Elective	3
	<b>18</b>

### GRADUATION

Upon successful completion of all program requirements, students are awarded a Special Needs Educational Assistant Diploma.

### TRANSFERS

**Athabasca University** • Diploma graduates may transfer directly into the third year of the Bachelor of Professional Arts in Human Services at Athabasca University.

**School of Human Services**

Find out more about other programs offered in this school:

- Child and Youth Care .....p. 49
- Disability and Community Rehabilitation .....p. 70
- Early Childhood Education .....p. 72
- Fetal Alcohol Spectrum Disorder Education .....p. 84

[lethbridgecollege.ca/humanservices](http://lethbridgecollege.ca/humanservices)



# Therapeutic Recreation - Gerontology

Program Office: 403.320.3202 Extension 5417 • [trg@lethbridgecollege.ab.ca](mailto:trg@lethbridgecollege.ab.ca)

Office of the Chair: 403.320.3321

Office of the Dean: 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/ Online 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.

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
- Group Homes

## 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 percent in English Language Arts (ELA) 30-1 or 30-2 or equivalent and 50 percent 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.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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 Centre Placement Office). 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/Online Learning students must complete field work on a full-time basis and must advise the program one semester prior to applying for field work.

Students may be required to relocate to complete the field work placements.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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 150 Introduction to Therapeutic Recreation	4
TRG 164 Leadership Theory (DL)	3
BIO 149 Introduction to Physiology* (DL)	2
	<b>21</b>

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

Year I Term II	Credits
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 (DL)	3
TRG 199 Field Work (320 hours) (DL)	3
	<b>18</b>

# Therapeutic Recreation - Gerontology

## Continued

### Year II Term I

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

### Year II Term II

TRG 251 Seminar (DL)	2
TRG 263 Aging Disorders and Disabilities (DL)	3
TRG 264 Community Resources (DL)	3
TRG 265 Fitness for the Aging (DL)	3
TRG 270 Administrative Practices in Therapeutic Recreation (DL)	3
TRG 200 Field Work (320 hours) (DL)	3
	<b>17</b>

(DL) indicates courses available through Distributed/Online Learning.

### GRADUATION

Upon successful completion of all requirements, students are awarded a Therapeutic Recreation - Gerontology Diploma.

Lethbridge College's Therapeutic Recreation - Gerontology program meets the requirements for professional membership in ATRA.

### 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.

**Douglas College** • Diploma graduates who have achieved a minimum grade of C (60%) in each course will be eligible for admission into the third year of the Bachelor of Therapeutic Recreation at Douglas College with block transfer of 63 credits, provided all other entrance criteria are met and space is available.

**Thompson Rivers University** • Graduates of Therapeutic Recreation - Gerontology are eligible to receive a maximum of 57 transfer credits into the TRU Bachelor of Health Science or a maximum of 60 transfer credits into the TRU Bachelor of General Studies.

### School of Health Sciences

Find out more about other programs offered in this school:

- Exercise Science.....p. 79
- Massage Therapy.....p. 99
- Nursing Education in Southwestern Alberta (NESA).....p. 105
- Bachelor of Nursing - After Degree .....p. 109
- Practical Nursing .....p. 115

[lethbridgecollege.ca/health](http://lethbridgecollege.ca/health)

# Unit Clerk Training

Program Office: 403.320.3310 • [unitclerk@lethbridgecollege.ab.ca](mailto:unitclerk@lethbridgecollege.ab.ca)

Office of the Program Administrator: 403.329.7230

Office of the Dean: 403.320.3464

## 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

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 percent or 65 percent respectively. Proof of typing a minimum of 30 words per minute is also required.

## PRACTICUM EXPERIENCE REQUIREMENTS

There is a required practicum component to this program. The College dictates the legal terms and conditions governing the practicum experience. Failure by the student to accept by way of legal contract and abide by these terms and conditions will result in non-completion of the program.

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 Centre Placement Office). 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. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## 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 (DL)	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
	<b>22</b>

(DL) indicates courses available through Distributed/Online Learning.

## GRADUATION

Upon successful completion of all program requirements, students are eligible for a Credential of Academic Achievement in Unit Clerk Training.

## School of Public Health & Safety

Find out more about other programs offered in this school:

- Perioperative Post-Diploma Nursing .....p. 113
- Police Recruit Training .....p. 114

[lethbridgecollege.ca/justice](http://lethbridgecollege.ca/justice)

# Welding Technician (Pending Government Approval)

Program Office: 403.320.3411 • [tradeslc@lethbridgecollege.ca](mailto:tradeslc@lethbridgecollege.ca)

Office of the Chair: 403.320.3366

Office of the Dean: 403.320.3213

## PROGRAM OVERVIEW

Have you wanted to join the exciting field of welding, steel construction, and/or fabrication but not known how to prepare yourself for this challenging profession? Lethbridge College's premium (32-week) Welding Technician Certificate program is designed to help you acquire the skills and abilities industry employers are seeking. Working in small classes and incorporating plenty of hands-on practice, you will gain the practical skills and knowledge required to enjoy a fulfilling and successful career in this industry. Lethbridge College has current, state-of-the-art welding machinery and spacious labs for you to enjoy, and the learning environment is supported by over 40 years of experience teaching high-quality welding skills.

Upon successful completion of the Welding Technician Certificate program, you may enter the Alberta Apprenticeship system with accreditation towards becoming a journeyman. Apprenticeship exams can be completed for both first-year and second-year welding, and you will receive 300 hours credit toward each of the first and second year of welding, which places you in advanced standing to complete your apprenticeship training.

During your studies in the Welding Technician Certificate program, you will gain an understanding of, and the skills pertaining to, shielded metal arc welding, gas metal arc welding, flux cored arc welding, metal inert gas welding, gas tungsten arc welding, submerged arc welding, resistance spot welding, air carbon arc cutting and gouging, plasma arc cutting, shielded metal arc cutting, and oxy-acetylene fusion welding, brazing, and cutting. Materials you will work with will include low-carbon steel, cast iron, aluminum, and stainless steel. In addition, you will learn and apply operational skills in break and shear, roll forming, power band saw cutting, drilling and punching, grinding, fitting and preparing, surface finishing, and pattern drawing development. You will have the opportunity to utilize this knowledge and skill to construct and weld shop projects and to complete a 2-week (80-hour) fieldwork placement at a welding/fabrication shop.

A bright future in a highly profitable profession is yours with the completion of Lethbridge College's Welding Technician Certificate program. The knowledge, skills, and abilities that you will develop in this course will put you at the head of the pack in the job market, and the comprehensive experience you will gain is highly sought after by industry leaders. Our modern facility boasts the latest in welding power source technology and equipment, and our knowledgeable and friendly staff is always happy to help you achieve your goals. We invite you to come and get started on your new career!

## CAREER OPPORTUNITIES

Your completion of the Welding Technician Certificate program will prepare you to begin a career in many diverse fields including, but not limited to:

- Journeyman welder
- "C" pressure welder
- "B" pressure welder
- CWB certified structural steel welder
- Weld inspector/tester
- Business owner/operator
- Journeyman boilermaker
- Journeyman structural steel and plate fitter
- Journeyman welder - wire process operator
- Journeyman steamfitter-pipefitter
- Journeyman millwright
- Journeyman ironworker
- Journeyman steel detailer
- Journeyman sheet metal worker

## ADMISSIONS

New students are accepted into the Welding Technician program in the Fall term.

## ACADEMIC REQUIREMENTS

Applicants are required to have a minimum of 50 percent in Math 20P (Pure) or Math 20A (Applied) and English Language Arts (ELA) 20-2 or equivalents.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school curriculum will require a minimum grade of 50 percent in Math 20-2 or a higher level math.

## ALTERNATE ADMISSION

Alternate admission applicants are required to write an ACCUPLACER exam and achieve at least the following minimum scaled scores in three sections: 74 in Reading Comprehension, 84 in Sentence Skills, and 49 in Arithmetic.

## YOUR INVESTMENT

To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

Year 1 Term I	Credits
WEL 110 Welding Safety & Introductory Theory	5
WEL 112 Oxy-Acetylene Fusion Welding, Brazing & Cutting	2
WEL 125 Shielded Metal Arc Welding (SMAW) Level I	7
WEL 126 Wire Process Welding Level I	7
WEL 128 Mathematics for Welding Trade	3
WEL 129 Applied Welding & Fabrication Level I	6
	<b>30</b>
Year 1 Term II	
WEL 130 Advanced Welding Theory	3
WEL 132 Gas Tungsten Arc Welding Level I	2
WEL 135 Shielded Metal Arc Welding (SMAW) Level II	6
WEL 136 Wire Process Welding Level II	4
WEL 138 Pattern Development & Drawing Interpretation - Welding	5
WEL 139 Applied Welding & Fabrication Level II	5
FWK 140 Welding Industry Field Work	5
	<b>30</b>

## Important Notes:

1. Students who successfully complete WEL110, WEL112, WEL125, WEL126, and WEL128 will be eligible to challenge Apprenticeship & Industry Training (AIT) Welder 1st Period Prior Learning Assessment (PLA) theory and practical examinations. Candidates who wish to apply for the PLA examinations are responsible to submit application forms and applicable exam fees to a local AIT Client Services branch office.

# Welding Technician

## Continued

2. Students who successfully complete WEL130, WEL132, WEL135, WEL136, and WEL138 will be eligible to challenge Apprenticeship & Industry Training (AIT) Welder 2nd Period Prior Learning Assessment (PLA) theory and practical examinations. Candidates who wish to apply for the PLA examinations are responsible to submit application forms and applicable exam fees to a local AIT Client Services branch office.

3. Completion of the Welding Technician Certificate program or at least a minimum of WEL110, WEL112, WEL125, WEL126, and WEL128 will provide an opportunity for the student to become an indentured apprentice and subsequently achieve Journeyman Welder status by attending Welder Apprenticeship program technical training classes at Lethbridge College.

4. Individuals who have received previous welder technical training may be eligible to enroll in the Winter term subject to an interview and the subsequent approval of the Construction Trades Chair. A Prior Learning Assessment may be exercised to determine the skills, knowledge, and abilities of candidates wishing to enroll. Enrollment in the Winter term will be subject to seat availability.

### GRADUATION

Upon successful completion of all program requirements, students are awarded a Welding Technician Certificate.

### School of Construction Trades

Find out more about other programs offered in this school:

- Carpenter Apprenticeship .....p. 38
- Electrician Apprenticeship .....p. 38
- Welder Apprenticeship .....p. 40

[lethbridgecollege.ca/trades](http://lethbridgecollege.ca/trades)

# Wind Turbine Technician

Program Office: 403.320.3319

Program Administrator: 403.320.3202 Ext. 5391

Office of the Dean: 403.320.3213

## PROGRAM OVERVIEW

If you're looking for a career that includes an exhilarating challenge, the opportunity of world travel, a chance to work with your hands and prove your ability to diagnose, troubleshoot, and maintain electrical and mechanical wind turbine equipment, the Lethbridge College Wind Turbine Technician program is for you.

This is a certificate program that will allow you the choice of working in the wind turbine industry and/or continuing to work towards the journeyman electrician certification with interprovincial Red Seal certification. This well-established, successful two semester (eight month) program has now partnered with BZEE, provider of the European training standard for wind turbine technicians. The BZEE standard is recognized by most major wind turbine manufacturers in Europe and North America and is what turbine companies and wind power producers are expecting in new employees. Lethbridge College's affiliation with BZEE will allow all graduates the opportunity to complete the BZEE qualification examinations to receive the BZEE certification.

This intensive program is a combination of theory and lab practice on training turbines. This combination of technical instruction and lab experience will give you comprehensive knowledge and skills. The combined first-year Electrical, BZEE Wind Turbine and Safety certifications could provide you with employment opportunities throughout the world.

Our modern shop facilities have wind turbine training nacelles and equipment, as well as diagnostic and troubleshooting equipment, including a training tower where you will develop your hands-on skills and understanding of:

Wind Turbine Electrical Systems;  
Wind Turbine Mechanical Systems;  
Wind Turbine Hydraulic Systems;  
Blade Inspection and Repair.

You'll be installing and maintaining wind turbines in an industry that is experiencing high demand for skilled workers in Canada and around the world.

Projections in Canada alone are for nearly 3,000 trained technicians for currently approved wind projects. If you're willing to travel, job opportunities are almost limitless. Career opportunities include work as wind turbine technicians, working on wind farm construction, and wind turbine manufacturing.

## ADMISSIONS

New students are accepted into the Wind Turbine Technician program in the Fall (September), Winter (January), and Summer (May) terms.

## ACADEMIC REQUIREMENTS

Applicants are required to have an Alberta High School Diploma or equivalent with a minimum grade of 50% in Math 20P (Pure) or Math 20A (Applied), English Language Arts (ELA) 30-1 or 30-2, plus a minimum of 10 high school science credits or equivalents.

## IMPORTANT NOTE:

Applicants completing the new Alberta high school math curriculum will require a minimum grade of 50% in Math 20-2 or a higher level math.

## ALTERNATE ADMISSION

Alternate admission applicants must successfully complete the Alberta Apprenticeship first period Electrical pre-entrance exam with a minimum of 70%.

## NON-ACADEMIC REQUIREMENTS

Students are to supply the following program-approved personal safety equipment: side impact hard hat with chin strap, cotton coveralls, steel-toed boots with ankle covered, safety glasses, and tight-fitting work gloves.

Students are required to write the BZEE exam and are responsible for the exam fee.

Students will also be responsible for the exam fee if writing the First Period Electrician Apprenticeship.

## MEDICAL REQUIREMENTS

This program requires applicants to be in good physical condition, not weighing more than 113.5 kg (250 lbs.). This weight restriction is due to safety reasons.

A safety harness has a 141 kg (310 lbs.) weight restriction which includes 22.5 kg (50 lbs.) of equipment carried by the climber.

Applicants must possess the ability to perform the physical duties of a Wind Turbine Technician. Applicants may be required to provide a physician's medical report at the request of the program to determine suitability for the industry.

## YOUR INVESTMENT

Program fees will vary. To view fee information for your program, go to [www.lethbridgecollege.ca/programs](http://www.lethbridgecollege.ca/programs). After choosing your selected program, you can use our cost estimator for detailed costs.

## CURRICULUM

Year 1 Term I	Credits
WHS 110 Workplace Safety	4
WTT 101 DC Circuit Fundamentals	6
WTT 102 Sources of Electromotive Force	2
WTT 103 DC Laboratory Fundamentals	5
WTT 104 Canadian Electrical Code and Blueprint Reading	5
WTT 110 Wind Turbine Safety I	3
WTT 112 Wind Turbine Electrical I	2
WTT 114 Wind Turbine Mechanical	3
	<b>30</b>
Year 1 Term II	
COM 112 Workplace Planning and Computer Applications	1
WTT 115 Wind Energy Theory	2
WTT 122 Wind Turbine Electrical II	4
WTT 116 Motor Control & Programmable Controllers	2
WTT 117 Wind Turbine Hydraulics	3
WTT 118 Wind Park Construction	3
WTT 119 Wind Turbine Rotor Blades	3
WTT 124 Wind Turbine Maintenance	7
WTT 120 Wind Turbine Safety II	3
WTT 126 Certification Seminar	2
	<b>30</b>

## Important Notes:

1. Applicants must be comfortable working at extreme heights and weather conditions and should not suffer from motion sickness.



# Wind Turbine Technician

## Continued

2. As international travel may be required, industry requires potential employees to be eligible for passports.
3. Applicants must hold a current driver's license as travel is required to training and instructional sites.
4. A good working knowledge of the English language (including speaking, comprehension, reading and writing) is necessary for success in the program and future employment opportunities.
5. When WTT101, WTT102, WTT103 and WTT104 are combined together they form the requirements for the first period technical training for the Electrician Apprenticeship Period One program. The student will be responsible for the exam fee if taking the Alberta Apprenticeship and Industry Training First Period Electrician Apprenticeship. After completion of the Wind Turbine Technician program (or at least the four courses named above), the student could be indentured in the electrician trade and could complete their technical training through to journeyman status by attending the Electrician Apprenticeship Program available at Lethbridge College.

### GRADUATION

Upon successful completion of all program requirements, students are awarded a Wind Turbine Technician Certificate.

### School of Industrial Training

Find out more about other programs offered in this school:

- Cook Apprenticeship .....p. 38
- Culinary Careers .....p. 68

[lethbridgecollege.ca/trades](http://lethbridgecollege.ca/trades)





# Course Descriptions



**Our continually updated curricula ensure you get the knowledge and skills required by today's top employers.**

# 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.transferalberta.ca](http://www.transferalberta.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](mailto:acat@gov.ab.ca)

## CREDIT COURSE CLASSIFICATION

Lethbridge College uses a course naming convention to systematically number and classify curriculum. Credit course identifiers consist of a prefix made up of three alpha characters designed to identify the discipline content plus three numerical values that identify the course classification. Courses are numbered according to the following classification:

### 001 - 099

Includes courses which are upgrading in nature and may serve to meet entrance requirements to colleges or universities.

### 100 - 199

Includes courses normally offered in the first year of a college 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

Includes courses normally offered in the second year of a college program.

- 200 - 24 Includes courses that normally transfer to technical institutes or colleges.
- 250 - 299 Includes courses that normally carry elective or subject credit at universities.

### 300 - 399

Includes courses normally offered in the third year of a college program. All courses in this classification are considered to be senior courses in the College curricula.

- 300 - 349 Includes courses that normally transfer to technical institutes and colleges.
- 350 - 399 Includes courses that normally carry elective or subject credit at universities.

### 400 - 499

Includes courses normally offered in the fourth year of a four year college program. All courses in this classification are considered to be senior courses in the College curricula.

- 400 - 449 Includes courses that normally transfer to technical institutes and college.
- 450 - 499 Includes courses that normally carry elective or subject credit at universities.

## 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.

## 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.

# Course Descriptions ACC 125 - AGR 140

## (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 accepted accounting principles to complete procedures and statements required for the basic accounting cycle for service businesses and organizations. Other topics covered include 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take ACC-250.

### **ACC-258 Farm Accounting • 3 credits**

This course will build on the competencies gained in ACC170 (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. Prerequisites: 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.

### **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. Prerequisites: 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. Prerequisites: take ACC-170 and any one of BUS-178, BUS-185, BUS-266, CPU-151, or CIT-156.

## (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.

# Course Descriptions AGR 150 - AGR 280

## **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 Chair must approve registration in Special Agriculture Studies. Graded alpha or CR/ NCR, on the agreement of the Program Chair and student.

## **AGR-168 Agriculture Soil Management 4 credits**

This course provides an introduction to soil conservation and productivity and 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. Corequisite courses: 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 courses: AGR-190L.

## **AGR-250 Agriculture Finance • 4 credits**

The 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. The labs will use specialized and general software used in this discipline. The hands-on labs will familiarize students with the computer skills required for application of the theory covered in this course. Equivalent to AGR-253, AGR-283. Corequisite courses: AGR-250L.

## **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-250, AGR-283.

## **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. Prerequisites: take RRM-153, PLT-152, BIO-176, MKT-152.

## **AGR-261 Sustainable Agriculture 3 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, farms 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. Equivalent to AGR-258. Prerequisites: take AGR-168, IRR-152, PLT-152.

## **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. Prerequisites: take RRM-153. Corequisite courses: 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

# Course Descriptions AGR 285 - AHM 135

affecting feeding efficiency and how production status affects nutritional requirements are combined with an introduction to feed bunk management and ration balancing. Labs include field trips to producer, industry, and research facilities. This course is not available for supplemental or challenge. Prerequisites: take BIO-175. Corequisite courses: 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. Prerequisites: take AGR-185.

## **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 production, marketing, breeding, nutrition, management, and environmental concerns. Labs will be conducted primarily at producer facilities to ensure study of current management practices and equipment. Not available for supplemental or challenge. Prerequisites: take BIO-175. Corequisite courses: BIO-262, 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. Prerequisites: take BIO-175. Corequisite courses: 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. Prerequisites: 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. Prerequisites: take BIO-175. Corequisite courses: AGR-294L.

## **(AHM) AGRICULTURAL & 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 courses: 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 courses: 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 courses: 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 courses: 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 courses: 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 courses AHM-131L.

### **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 courses: 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 courses: AHM-135L.

# Course Descriptions ART 150 - BIO 085

## (ART) ART

### **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. Not available for supplemental.

### **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 SYSTEMS

### **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 courses: 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 courses: 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 courses: 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 courses: 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. Prerequisites: take AST-119. Corequisite courses: AST-129L.

### **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. Prerequisites: take AST-126. Corequisite courses: 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 courses: AST-145L.

## (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. Corequisite courses: BIO-075L.

### **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.



# Course Descriptions BIO 095 - BIO 157

The role of DNA and protein synthesis in genetics will be examined. Not open to supplemental. This course requires BIO-075 or equivalent. Corequisite courses: BIO-085L.

## **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. Corequisite courses: BIO-095L.

## **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 multi-dimensional, 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 courses: 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 courses: 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. Prerequisites: take 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 overviews the use of cellular and molecular biology in agriculture, biotechnology and medicine, with a global perspective. It emphasizes biological chemistry, the major types of cell structures and function, metabolism, homeostasis, cellular transport mechanisms, energy transformation pathways and DNA and RNA in gene expression. It compares prokaryotes and eukaryotes, and examines body form, habitat, life cycle, characteristic molecules and enzymes in plants. Biology 30 or equivalent is recommended. Not available for supplemental. Corequisite courses: 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 courses: BIO-152L.

## **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 compares the biological diversity of protists, fungi, plants, and animals. Topics include natural selection, speciation, and the evolutionary history of eukaryotes. Biology 30 or equivalent is recommended. Not available for supplemental. Corequisite courses: BIO-157L.

# Course Descriptions BIO 160 - BIO 262

## **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 courses: 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. Prerequisites: take BIO-160. Corequisite courses: 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 courses: BIO-162L.

## **BIO-163 Terrestrial Ecology • 5 credits**

This course is a study of the inter-relationships 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 courses: 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 courses: BIO-164L.

## **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 courses: 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. Corequisite courses: BIO-166L.

## **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 courses: BIO-168L.

## **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 courses: 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-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. Prerequisites: take BIO-175. Corequisite courses: BIO-262L.

# Course Descriptions BIO 269 - BUS 185

## **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 courses: BIO-269L.

## **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. Prerequisites: take BIO-160. Corequisite courses: 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 courses: 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. Not available for supplemental. 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. Not available for supplemental. Equivalent to NAT-251. Prerequisites: 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 Project Management • 3 credits**

This course familiarizes learners with project management methodology. Students use project management software to organize, track and control common business projects and events. Not available for supplemental.

## **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. Prerequisites: take BUS-178.

## **BUS-185 Business Computer Applications • 3 credits**

This course is a modularized introduction to computer literacy. A general orientation to computers and some of the most common business oriented software packages, including Windows, e-mail, word processing, presentations and database management will be covered. Not available for supplemental.

# Course Descriptions BUS 266 - CAD 180

## **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.

## **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. Prerequisites: take BUS-178, BUS-185, or BUS-266.

## **BUS-268 Organizational Behavior 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. Prerequisites: 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-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. Prerequisites: take 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-284 Advanced Internet Skills 3 credits**

This course provides a thorough coverage of Internet software, such as communication tools, conferencing and development software. The student will gain advanced skills using the Internet. Not available for supplemental. Equivalent to BUS-182. Prerequisites: take BUS-178 or BUS-185.

## **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. Prerequisites: 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. Prerequisites: take BUS-285.

## **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. Prerequisites: 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 DRAFTING**

### **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 courses: CPU-150.

### **CAD-180 CAD Applications • 4 credits**

This course provides students with advanced applications using various industry standard CAD application software packages. Topics may include:

# Course Descriptions CAD 250 - CAP 254

implementation of drafting office standards, file management, productivity techniques, and specialized software applications. This course will focus on incorporating application software for advanced CAD projects for Engineering Design and Drafting Technology students. Not available for supplemental. Prerequisites: take CAD-155. Corequisite courses: CAD-250.

## **CAD-250 Advanced CAD I • 4 credits**

This course is designed to provide students with efficiency tools and customization techniques for advanced AutoCAD applications. Topics include 3D drawing, plotting, creating custom line types and hatch patterns, external databases, express tools, advanced dimensioning, interface customization, editing the program parameters file (ACAD.PGP), creating script files and importing and exporting files. Not available for supplemental. Prerequisites: take CAD-155.

## **CAD-258 Advanced CAD • 3 credits**

This course introduces students to advanced applications and customization techniques applicable to AutoCAD. The topics of the course include introduction and application of 3-dimensional drawing; incorporating the use of productivity tools and techniques for efficient CAD drawing; advanced dimensions applications; preparing drawings for plotting at various scales; plotting drawings on printers and/or plotters; and importing and exporting files for digital exchange with other CAD users. Not available for challenge or supplemental. Prerequisites: take CAD-155.

## **(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-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-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.

### **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. Corequisite courses: CAP-165L.

### **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 courses: 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. Prerequisites: take CPU-190, WRI-174.

### **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 on-going critiques. Not available for supplemental. Prerequisites: 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. Prerequisites: take CAP-252. Corequisite courses: CAP-285.

### **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.

# Course Descriptions CAP 255 - CAP 282

## **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. Prerequisites: 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. Prerequisites: take CPU-190.

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take CAP-266. Corequisite courses: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take CPU-190. Corequisite courses: WRI-250.

## **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. Prerequisites: take WRI-174.

## **CAP-278 Digital Media Production 4 credits**

Students will develop skills in utilizing digital media to tell stories to audiences on both television and the web. Digital Media Production delves into the world of video compositing, motion and chroma keying in both standard and high definition. Students will also learn the art of tape to tape linear editing. They will use these skills to create material to be broadcast on LCTV news. In addition, students will learn how to create a basic website and integrate all media by compressing and uploading videos, photos, audio and text. Prerequisites: take CAP-175. Corequisite courses: CAP-275, WRI-250, CAP-278L.

## **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, and online media. It moves from traditional design and preparation methods to today's varied computer and multimedia programs. Not available for supplemental. Prerequisites: 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. Prerequisites: 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. Prerequisites: take CAP-250, CAP-252. Corequisite courses: CAP-253, CAP-251.

# Course Descriptions CAP 285 - CIT 154

## **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. Prerequisites: take CAP-275. Corequisite courses: WRI-274.

## **CAP-286 Print Journalism II • 4 credits**

This course covers in-depth reporting and specialized writing. Equivalent to CAP-270. Prerequisites: take CAP-276.

## **CAP-291 Campus Media II • 6 credits**

This course is a continuation of CAP-191, Campus Media I. Not available for supplemental. Prerequisites: 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.

## **(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. Corequisite courses: CHM-075L.

### **CHM-085 Chemistry 085 • 5 credits**

This course is a continuation of Chemistry 075, and integrates the theoretical study of chemistry with laboratory experiments and assignments. Specific topics of study include the diversity of matter, chemical bonding, gases, solution chemistry including acids and bases, and quantitative relationships in chemical changes. Laboratory work emphasizes proper techniques, the methodology of scientific problem solving, interpretation of data, and laboratory report writing. Not open to supplemental.

NOTE: Students whose last science course is Science 10 should register in CHM-075. Corequisite courses: CHM-085L.

### **CHM-095 Chemistry 095 • 5 credits**

This course is a continuation of Chemistry 085 and requires previous successful completion of Chemistry 085, or Chemistry 20, or equivalent. Specific topics of study include thermochemical changes; electrochemical changes; organic chemistry and related chemical changes; and equilibrium with a focus upon acid-base systems. Laboratory work integrates theoretical concepts with experimentation, with emphasis placed upon proper technique, the methodology of scientific problem solving, the interpretation of collected data and report writing. Not open to supplemental. Corequisite courses: CHM-095L.

### **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 courses: 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.



# Course Descriptions CIT 156 - CIT 274

## **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. Prerequisites: take CIT-154, MTH-152.

## **CIT-157 HTML and Web Publishing 3 credits**

This course introduces students to publishing content to the World Wide Web. Students will study design principles and best practices, and learn to use various industry-accepted languages, to create on-line content. 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. Prerequisites: take MTH-152. Corequisite courses: 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. Prerequisites: take CIT-158. Corequisite courses: CIT-255L.

## **CIT-259 Advanced Internet Systems 3 credits**

This course is a capstone course where students will augment networking, programming and database development techniques with security practices and technologies to protect the LAN and WAN network resources from various threats associated with the integration of the Internet. Not available for supplemental. Prerequisites: take CIT-157, CIT-158, CIT-163, 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. Prerequisites: 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. Corequisite courses: CIT-261L.

## **CIT-264 Advanced Database Management 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. Prerequisites: take CIT-163.

## **CIT-265 E-Commerce Administration 4 credits**

This course focuses on the back end of e-commerce. This administration course builds skills in the area of web server management, server side languages

and software environments available for advanced database enabled web-based solutions. Not available for supplemental. Prerequisites: take CIT-156, CIT-157, CIT-158, CIT-163.

## **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. Prerequisites: take CIT-156.

## **CIT-268 User-Centred Interface Design 3 credits**

In this course, students create user-centred interfaces for enterprise systems. Design principles include usability goals and measurement, consideration of demographics, addressing user expectations, composition and layout, form versus function, navigation, extensibility, and common platforms for deployment. Interfaces may be applied to mapping, databases, social-networking, or mobile use. Not available for supplemental. Prerequisites: take CIT-156, CIT-157.

## **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. Prerequisites: 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. Prerequisites: 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 micro-processor, instruction set and addressing modes, macros and procedures, use of interrupts to interface to hardware and interface to operating systems, including

# Course Descriptions CIT 275 - CIV 266

network operating systems, link assembly programs to high-level languages. Architectures of a wide variety of machines will be discussed. Not available for supplemental. Prerequisites: 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. Prerequisites: take CIT-163.

## **CIT-276 Systems Design II • 5 credits**

This course builds on the concepts and skills acquired in CIT-275. 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take CPU-248, ENF-161, ENF-168, SUR-162. Corequisite courses: 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-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. Prerequisites: take ENF-161. Corequisite courses: ENF-150.

### **CIV-253 Water Resources Engineering 4 credits**

This course will provide an introduction to the topics in water resources and hydrology. The topics to be covered include the hydrological cycle, precipitation measurements and analysis, groundwater concepts, statistical methods, stream flow analysis, rational method, SCS method, hydrograph theory, river and channel routing concepts, and mass curve analysis. Not available for challenge or supplemental. Prerequisites: 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. Prerequisites: take ENF-161.

### **CIV-258 Timber Design and Detailing 4 credits**

This course covers the fundamentals required for designing and inspecting timber structures. Students will design a commercial building in accordance with CSA, CWC standards and the Alberta Building Codes. Not available for supplemental or challenge. Equivalent to CIV-249. Corequisite courses: ENF-150.

### **CIV-260 Highways • 6 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. This course also provides additional survey experience related to canal and highway projects. Additional EDM work, including total station EDMs and some associated software for downloading the electronic field book, are studied. Not available for challenge or supplemental. Prerequisites: take ENF-161, ENF-168, SUR-162. Corequisite courses: CIV-260L, CPU-248.

### **CIV-263 Steel Design and Detailing 4 credits**

This course covers the fundamentals required for designing the structural members and connections for steel structures using limit states design in accordance with CSA and CISC standards. Aspects of structural analysis are introduced. Not available for supplemental. Prerequisites: take ENF-150. Corequisite courses: CIV-263L.

### **CIV-266 Reinforced Concrete Design 4 credits**

This course covers the fundamentals required for designing reinforced concrete structural members and structures using limit states design in accordance with CSA Standards. Not available for supplemental. Prerequisites: take ENF-150. Corequisite courses: CIV-266L.

# Course Descriptions CIV 274 - CJP 180

## **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. Pre-requisites: 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-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 week-ends, 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.

### **CJP-157 Preliminary Response 3 credits**

This course is the first of three that emphasizes the investigative nature of the criminal justice field. Learners will describe the roles and responsibilities as a first responder to a variety of crime scenes or emergency situations. The appropriate means to preserve, collect and package various types of evidence will be examined. Equivalent to CJP-170.

### **CJP-160 Introduction to the 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 experiences 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 provides foundational knowledge and skill in the area of ethics and skills relating to criminal justice professions. Topics emphasized will include self-awareness, professionalism and ethics, attitudes and their dynamics, and emotional and stress management. In addition, verbal and non-verbal communication will be a key component of this course.

### **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-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.

### **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-178 Individuals With Disabilities 3 credits**

This course presents foundational information for justice related applications for a wide range of conditions and disabilities. Learners will propose best practices for interacting with the individual and working cooperatively with other community support agencies. A number of cognitive disabilities (including FASD), mental health conditions, addictions and medical conditions that may affect a person's behaviour will be discussed.

### **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

# Course Descriptions CJP 183 - CJP 283

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 cultural traditions. Special attention is focused on the application of these issues to policing, corrections, and other aspects of the criminal justice system. Learners 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-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 presents the writing and reporting skills especially unique to the criminal justice system. Emphasis will be placed on accuracy in compiling notes, reports and statements and the completion of police documents through situational assignments. Equivalent to CJP-165.

## **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. Prerequisites: 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. Prerequisites: take LAW-161.

## **CJP-278 Criminology • 3 credits**

This course is an introduction to the major theoretical concepts, both historical and modern, 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.

## **CJP-281 Conflict Management • 3 credits**

Conflict Management is an introductory course that examines and focuses on strategies and practical applications for a variety of conflict situations. Officer discretion is an integral part of implementing conflict management practices such as mediation, community justice forums, youth justice committees, and "circles" while working with community partners. Equivalent to CJP-191, CJP-291.

## **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-283 Criminal Investigative Techniques • 3 credits**

This course covers the introduction to and history of criminal investigations and focuses on the preliminary, continuing and follow-up investigations. Methods of obtaining evidence and the development of theories using a problem solving model is a major component of this course. Equivalent to CJP-257.

# Course Descriptions CJP 284 - CMM 185

## **CJP-284 Criminal Investigative Theory 3 credits**

This course integrates the major theoretical concepts and approaches to major crime investigation. Emphasis is placed on investigations unique to specific crimes such as arson, child abuse, terrorism, and gang activities. Equivalent to CJP-256. Prerequisites: take CJP-283.

## **CJP-287 Crisis Intervention • 3 credits**

This capstone course links and applies many of the theoretical concepts and skills acquired in previous courses. It will provide learners with an understanding of the mechanics involved in a crisis situation including areas such as victimology, human interaction and human behaviour. Skills and techniques for safe and effective intervention and mediation using exercises, simulation and reflections are emphasized.

## **CJP-292 Police Organizations • 3 credits**

This course will examine the roles, functions, and implementation of change that ensures an efficient and effective police service from the perspective of administration. This will involve the organizational structure, roles of police, police culture, leadership and the Police Act in relation to the operation of a police service. Equivalent to CJP-268.

## **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 courses: 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 courses: 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. Prerequisites: take CJP-282, CJP-267, CJP-359.

## **(CMM) MULTIMEDIA**

## **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. Corequisite courses: CMM-153L.

## **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. Corequisite courses: CMM-156L.

## **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. Corequisite courses: CMM-162L.

## **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. Prerequisites: take CMM-163.

## **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.

# Course Descriptions CMM 282 - COL 004

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take CMM-291.

## **CMM-295 Telling Stories II • 3 credits**

This course 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. Prerequisites: 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-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. Prerequisites: take COC-127.

## **COC-133 Restaurant & Production Skills 22.5 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. Prerequisites: take COC-127.

## **COC-134 Sweet and Savoury Techniques • 22.5 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. Prerequisites: take COC-127.

## **(COL) COLLEGE PREPARATION**

### **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.

# Course Descriptions COL 100 - COM 158

## **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-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-130.

## **COL-106 Leadership for FNMI Students 3 credits**

This course provides FNMI students with mentorship/leadership skills that will allow them to serve in leadership roles in the college and community. The course promotes meaningful involvement for students through fostering student connections, creating a greater capacity for student leadership, and developing effective communication skills. Students will participate in community-based activities and events, evaluate their roles, responsibilities and effectiveness as interconnected members of local, national and global communities, and appreciate the

value of volunteering in the community as a complement to a successful career.

## **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.

## **COL-130 Achieving College Success 3 credits**

This course develops the skills and attitudes necessary for success in post-secondary programs. Students learn and practice knowledge gained from research into goal setting, motivation, time management, memory and concentration, effective study reading and test-taking. Not available for supplemental. Equivalent to COL-105.

## **(COM) COMMUNICATION**

### **COM-112 Workplace Planning & Computer Applications • 1 credit**

This course is designed to help the student become proficient in finding a job as well as properly relating to co-workers, supervisors, and customers. Computer skills in the areas of operating systems, word processing, and spreadsheet applications are introduced and practiced. Not available for supplemental or challenge.

### **COM-137 Communication Skills 1 credit**

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. Prerequisites: take COC-127.

### **COM-146 Office Communications 2 credits**

This course helps students develop skills required to deal with communication in the office environment. Areas of focus include interpersonal and nonverbal communication, presentations, and interview skills. Not available for supplemental. Equivalent to SPH-146.

## **COM-152 Transcultural Communication 3 credits**

This course is designed to assist international students to function confidently and comfortably across cultures and includes a focus on effective communication skills and on culturally appropriate attitudes. Students will also be expected to gain awareness of their own cultural identity and communication style that will serve as a foundation for understanding transcultural communication. Not available for supplemental.

## **COM-153 Professional Communication 2 credits**

This course involves the basic skills and knowledge required to facilitate the successful completion of the application process of public safety organizations such as police agencies, traffic enforcement agencies, and other law enforcement agencies. The emphasis is on preparing for a range of employment interviews, proper completion of forms required for employment and career planning. Equivalent to COM-157.

## **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-157 Professional Communication 3 credits**

This course involves the basic skills and knowledge required to facilitate the successful completion of the application process of public safety organizations (PSO) such as police agencies, traffic enforcement agencies, and other law enforcement agencies. The emphasis is on preparing for a range of employment interviews, proper completion of forms required for employment and career planning. Equivalent to COM-153.

## **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



# Course Descriptions COM 159 - CON 150

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 Communications • 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. Prerequisites: take COM-162 or NSG-173.

## **COM-177 Applied English & Communication • 2 credits**

This course will focus on technical writing: clear, concise, and chronological writing for the public safety industry. Assignments will be integrated with other criminal justice classes' assignments. Writing for employment (portfolio, resume, cover

letter, and application form) will be refined. Equivalent to COM-175. Prerequisites: take ENG-175.

## **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. Prerequisites: take ENG-150 or 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 and technical communications. Students further enhance their verbal and written communication skills through various exercises.

## **COM-275 Interviewing Techniques 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, rapport building, barriers to effective communication, paraphrasing as well as obtaining statements from complainants, victims and witnesses. Role-playing is employed extensively. This will include scenarios involving persons with special needs and persons from diverse cultural groups.

## **COM-460 Reports and Investigations 3 credits**

The ability to communicate in writing is an essential skill for the justice professional. Students will demonstrate competency in the completion of a variety of reports relevant to their placement agency, which may include pre-sentence and parole investigations, community assessment, institutional reports, social histories, assessments, 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 out-

comes. 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 courses: 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. Prerequisites: take CAD-155.

# Course Descriptions CON 155 - COR 277

## **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. Prerequisites: take DRF-250, ENF-161.

## **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. Prerequisites: take ENF-135. Corequisite courses: ENF-150.

## **CON-255 Construction Estimating 5 credits**

This course covers estimating types, uses and limitations, indecii, 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. Prerequisites: take CON-140, CON-150.

## **CON-256 Building System Services 3 credits**

This course introduces the fundamental concepts of heat loss and heating, ventilation and air conditioning systems as applied to residential and light commercial buildings. A building will be modeled for heat loss and cost/benefit analyses will be conducted for optimum insulation and window design for different climates. The concepts of passive solar gain and renewable technologies including solar photovoltaic, solar water heating, and ground-source heat pump will also be introduced. Not available for supplemental or challenge. Prerequisites: take DRF-268.

## **(COR) CORRECTIONS**

### **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 inter-relationships 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 Career Development Strategies • 1 credit**

In this course, students will assess their backgrounds and skills and prepare professional resumes and cover letters. In addition, they will be exposed to the styles of interviewing used in Justice professions, and begin the development of their Employment Portfolio.

### **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-180 Youth in the Justice System 3 credits**

This course explores the complex relationship between family and social conditions and antisocial behaviour in young people. Included are: developmental theories and the role of modeling; risk and protective factors for criminal behaviour; an analysis of specific behaviours including gang membership, substance abuse, prostitution, and violent crime; and the importance of prevention and early intervention. Statistical trends and patterns, and the role of media are discussed. The evolution of Canadian law leading up to the Youth Criminal Justice Act as a response to crime by young people is examined. Specific sections of the Youth Criminal Justice Act will be addressed. Not available for supplemental.

## **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.

# Course Descriptions COR 279 - COR 455

## **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**

The course will provide a detailed review of the role of a correctional officer within a correctional centre environment. Security procedures, offender management skills and issues confronting correctional officers will be studied and, where appropriate, practical application will be provided. 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-290 Correctional Practices 3 credits**

This course addresses the specific practices of correctional professionals and the accompanying reports that they are required to write. It is a practical course that deals with the daily job functions common to both Federal and Provincial corrections. Students will learn basic techniques for searching facilities and inmates, application of restraints, appropriate use of force models and avoiding manipulation by offenders. They will also learn to write a variety of reports required by institutional services and community corrections (Federal and Provincial). Prerequisites: take ENG-150.

## **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-360 Aboriginal Peoples in Justice 3 credits**

This course explores the historical and sociological reasons underlying the increasingly disproportionate percentage of aboriginal offenders in the Canadian justice system. The nature and types of correctional programming for First Nations people will be surveyed with emphasis on traditional concepts of healing. In addition, the exploration will include programs in aboriginal communities and alternative justice.

## **COR-374 Professional Justice Worker 3 credits**

The purpose of this course is to provide justice professionals 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 the Justice System 3 credits**

This course is divided into two parts: the female offender and the roles of women as justice 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 Transforming Justice 3 credits**

In this advanced justice course, 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 the "correction" 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 such as restorative and transformative justice.

## **COR-385 Issues & Trends in Justice 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 Studies 3 credits**

Knowledge of other justice 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 justice 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.

# Course Descriptions COR 456 - CPL 150

## **COR-456 Workplace Technology 3 credits**

This course tests students' knowledge of, and competence in, the technology associated with their field of study or employment. It may include, but is not restricted to, institutional technology (including door and key control systems, sensing devices, emergency alarms, body alarms, scanners, cameras and other security devices), tactical technology (including the use of lethal and non-lethal weapons, security hardware, and other technical aids to security), and information technology (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.

## **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 their agency. 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 Practice of Client Supervision 3 credits**

This course covers tasks and situations related to client supervision in a variety of justice and human service environments. Students learn and demonstrate competency in interviewing clients, observing and assessing their behaviour, and documenting their observation; directing and controlling clients singly and/or in groups; and correcting 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 of 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 programs in the placement agency. 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 Human Service Organizations • 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 Justice Environment • 3 credits**

This course explains the risks inherent in justice and human service work. Students must demonstrate knowledge of the purpose and application of the safety systems in the placement agency. These include codes, emergency procedures, fire responses, client and staff evacuation procedures, industrial hazards and the control of dangerous contraband. This is a Directed Field Study (DFS) course. Not available for supplemental.

## **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.

## **(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

# Course Descriptions CPL 155 - CPU 251

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-090 Computer Basics • 3 credits**

This course provides the opportunity for students to develop the information technology skills typically required in post-secondary programs. The course covers basic skills in computer file management and word processing; preparing class presentations; using e-mail and social network communication tools; and accessing college courses, library databases, course support and other types of on-line information. The course also addresses critical thinking skills required to judge the reliability of content accessed on-line. Basic keyboarding skills are highly recommended.

### **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 LC 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 provides an introduction to personal computers that focuses on three primary Microsoft applications: Word, Excel, and PowerPoint. Students review the components and operation of micro-computers and gain a working knowledge of the operating system, word processing, spreadsheet, and other software applications.

### **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 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.

### **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. Prerequisites: take CAP-171, CPU-170.

### **CPU-221 Database Management 3 credits**

This course develops database management skills at an advanced level using MS Access. Prerequisites: 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. Prerequisites: take CPU-136, MTH-135.

### **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. Prerequisites: take CPU-150, CAD-155. Corequisite courses: CPU-248L.

### **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. Prerequisites: 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. Prerequisites: take CPU-151.

# Course Descriptions CPU 253 - CYC 163

## **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 or challenge.

## **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.

## **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. No available for supplemental. Prerequisites: take CPU-255.

## **(CSP) CENTRAL STERILE PROCESSING**

### **CSP-140 CSP Practicum • 4 credits**

This course is an eight-week, full-time work experience practicum at Chinook Regional Hospital or at an appropriate medical facility approved by the program. During the practicum, students will spend five weeks combining classroom theory with practical experience in the Central Processing Department, two weeks in the Surgical Suite and one week in the Day Procedures Department. Emphasis is placed 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. Not available for supplemental. Equivalent to CSP-155.

Prerequisites: take CSP-150, CSP-160.

### **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 Dining Room Intro & 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-202 Dining Room Menu Design 5 credits**

This course allows students to familiarize themselves with dining room sanitation and safety principles, including the service of designed menus that showcase modern nutritional concepts and ethic cuisine. Students will practice the art of modifying recipes to meet the growing demand of special diets. Prerequisites: take COC-127, COC-132, COC-133, COC-134, COM-137.

### **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. In addition, this course introduces students to basic kitchen management concepts and responsibilities as they apply to a food-service operation.

## **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 Communication • 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 supplemental. Prerequisites: take CYC-169.

# Course Descriptions CYC 169 - CYC 255

## **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-173 Foundations & Roles of CYC 4 credits**

This course covers the historical and present day perspective of the social care system; its social policies and legislation including the core values and beliefs that distinguish Child and Youth Care from other disciplines. The role of the Child and Youth Care practitioner in a variety of practice settings is also examined. Not available for challenge or supplemental. Equivalent to CYC-179.

## **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 challenge or supplemental. Prerequisites: take CYC-179, HSP-150 and COM-162 or CYC-157.

## **CYC-178 CYC Clinical Practice I 4 credits**

This first practicum experience introduces the student to the practical application of establishing helping relationships and acting within the role of a professional Child and Youth Care Worker in their particular setting. It involves the progressive development of skills in observation, interviewing, assessment, program planning, and execution of planned activities under supervision. Active involvement in the practicum experience, pre- and post- seminars, weekly individual meetings and small group seminars is essential for the student as they move to the role of practitioner. Not available for supplemental. Equivalent to CYC-176. Prerequisites: take CYC-169, CYC-179, HSP-150 and COM-162 or CYC-157.

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, Youth and Family Enhancement 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. Not available for challenge or supplemental. Equivalent to CYC-173. Corequisite courses: 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 challenge or supplemental. Prerequisites: take COM-162 or CYC-157. Corequisite courses: 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.

## **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. Prerequisites: take CYC-169, CYC-182 and COM-162 or CYC-157. Corequisite courses: CYC-194.

## **CYC-194 Activity Leadership • 3 credits**

This course focuses on the leadership of therapeutic activities (including physical, creative, and cultural activities) in the Child and Youth Care field. Students will be able to design, implement and evaluate effective therapeutic activities while applying developmental, ecological and strength based perspectives. Students will examine their personal leadership and teaching behaviours and be provided the opportunity to demonstrate leadership and program design in practicum placements. Not available for challenge or supplemental. Prerequisites: take CYC-169, CYC-182 and COM-162 or CYC-157. Corequisite courses: CYC-193.

## **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 challenge or supplemental. Prerequisites: take CYC-179, CYC-180, HSP-150, HSP-151. Corequisite courses: CYC-256.

## **CYC-255 CYC Clinical Practice II 5 credits**

This second practicum experience further develops the student's skills in observation, interviewing, assessment and intervention, and program and activity planning using the therapeutic relationship as the foundation. Students will apply the strengths-based and ecological perspectives as they facilitate the assessment and intervention process. Active involvement in the practicum experience, pre- and post seminars, weekly individual meetings and small group seminars is essential for the student as they move to the role of practitioner. Not available for challenge or supplemental. Equivalent to CYC-256. Prerequisites: take CYC-178, CYC-180. Corequisite courses: CYC-251, CYC-280.



# Course Descriptions CYC 256 - DCE 259

## **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, CYC-255. Prerequisites: take CYC-180, CYC-178. Corequisite courses: CYC-251, 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 courses: 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 challenge or supplemental. Prerequisites: take CYC-251, CYC-256, CYC-280. Corequisite courses: 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. Equivalent to CYC-285. Prerequisites: take CYC-251, CYC-256, CYC-280. Corequisite courses: CYC-269.

## **CYC-272 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. Equivalent to CYC-172.

## **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. Not available for challenge or supplemental. Prerequisites: take CYC-180, CYC-163, CYC-175, CYC-178. Corequisite courses: CYC-256.

## **CYC-285 CYC Clinical Practice III 8 credits**

This final practicum experience focuses on the role of the student as a professional Child and Youth Care Worker in the case management process. Students are

required to synthesize all previous course work in their involvement with children, youth and families so that planned interventions address the ecological perspective from a strengths-based focus. Active involvement in the practicum experience, pre- and post seminars, weekly individual meetings and small group seminars is essential for the student as they move to the role of practitioner. Not available for challenge or supplemental. Equivalent to CYC-271. Prerequisites: take CYC-251, CYC-255, CYC-280. Corequisite courses: CYC-269.

## **(DCE) 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 (DFSRS), and keys to a successful placement.

### **DCE-255 Ethics and Career Development • 3 credits**

This course will examine ethical decision making for law enforcement given that a career in law enforcement demands a highly ethical person and that the law enforcement profession aligns itself with a code of ethics and standards of conduct. Upon completion of this course, students will have gained an understanding of ethical decision making through the use of employment-related case studies and be able to apply ethical decision making to the job search process.

### **DCE-259 Intro to Conservation Law Investigations • 5 credits**

This course will provide an introduction to investigative techniques used in the conservation law enforcement field. Topics will include violation scene management, basic interview and interrogation skills, collection and preservation of evidence, and completion of paperwork involved with conservation law enforcement. Prerequisites: take LAW-161, CJP-369. Corequisite courses: DCE-259L.

# Course Descriptions DCE 350 - DCE 476

## **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. Equivalent to DCE-354.

## **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 courses: DCE-352L.

## **DCE-354 Administrative Procedures 3 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 represented. Topics include supervision, management principles, work planning, risk management, employee programs and the relationships between management and union. Equivalent to DCE-350.

## **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. Pre-requisites: take RRM-258. Corequisite courses: 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.

## **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.

# Course Descriptions DCE 480 - DEV 002

## **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.

## **DES-160 Fundamentals of Fashion Design • 3 credits**

This course is an in-depth study of the elements and principles of design as they relate to the fashion industry, with a focus on developing different means of communication such as drawing, writing, and presentation techniques. Additional emphasis will be placed on colour theory, consumer research and target markets. Not available for supplemental.

## **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 occurred during the last two centuries in architecture, clothing, interior design, industrial 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.

# Course Descriptions DEV 003 - DRF 263

## **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-101 Developmental Studies 1 credit**

This course is 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-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-160 Mechanical Design & Drafting I 4 credits**

This course is an introduction to mechanical drafting. It expands on the concepts introduced in 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. Not available for supplemental or challenge. Equivalent to DRF-163. Prerequisites: take CAD-155, DRF-153.

### **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. Equivalent to DRF-160. Prerequisites: take DRF-153.

### **DRF-165 Architectural Design & Drafting I • 5 credits**

This course introduces the student to

architectural drafting through the study of symbols and conventional practices used on residential blueprints. Design calculations and application of the Alberta Building Code are used extensively. The student will prepare a set of construction drawings for a single family residence, including a main floor plan, a foundation plan, a building section, and elevations. Not available for supplemental. Prerequisites: take CAD-155, DRF-153. Corequisite courses: CAD-250, CON-133.

### **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-261 Pressure Vessel Design 4 credits**

This course is an introduction to pressure vessel design. Types of vessels and exchangers and sizing criteria will be introduced for petrochemical applications. Vessels will be designed to ASME Section VIII code requirements. Vessel terminology, weld symbols, control instrumentation, and drawing standards will be applied to the development of a fabrication drawing using CAD and CADWorx software. Not available for supplemental or challenge. Equivalent to DRF-263. Prerequisites: take DRF-160. Corequisite courses: CAD-258.

### **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. Equivalent to DRF-261. Prerequisites: take DRF-163, CAD-250.

# Course Descriptions DRF 264 - EAP 097

## **DRF-264 Topographical Drafting 4 credits**

This course covers the fundamentals of topographic mapping and includes topics such as map projection methods, map reference grids, map symbols, interpretation of topographic features, marginal map information, datum planes, and representing relief on maps. Other topics include the determination of scale, distance, area and direction on maps. Students are introduced to aerial photographic compilation and interpretation. The exercises and drawing projects are applied to related engineering applications. Not available for supplemental or challenge. Prerequisites: take CAD-155, CAD-180, SUR-162.

## **DRF-265 Mechanical Design/Drafting II 5 credits**

This course is a continuation of DRF 160 - Mechanical Design & Drafting I. 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. Prerequisites: take DRF-160.

## **DRF-267 Topographical Drafting 5 credits**

This course covers the fundamentals of topographic mapping and includes topics such as: map projection methods, map reference grids, map symbols, interpretation of topographic features, marginal map information, datum planes, and representing relief on maps. Other topics include the determination of scale, distance, area and direction on maps. Students are introduced to aerial photographic compilation and interpretation. The exercises and drawing projects are applied to related engineering applications. Prerequisites: take CAD-250, SUR-162.

## **DRF-268 Architectural Design/Drafting II 5 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. Equivalent to DRF-250. Prerequisites: take CAD-180, CAD-250, DRF-165.

## **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. Equivalent to DRF-272. Prerequisites: take DRF-267, ENF-161. Corequisite courses: DRF-269L.

## **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. Equivalent to DRF-274. Prerequisites: take DRF-263.

## **DRF-271 Mechanical Design/Drafting III 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. Prerequisites: take DRF-265, ENF-150.

## **DRF-272 Municipal Design & Drafting 5 credits**

This course is designed to introduce students to the principles and practices related to municipal design and drafting, focusing on how information should be analyzed, interpreted, and recorded by the draftsman. Students will use advanced application software throughout the course. Topics such as lot grading, storm and sanitary sewers, roadway grading, and

preliminary cost analysis will be covered. The exercises and drawing projects are applied to residential subdivision design and related engineering applications. Equivalent to DRF-269. Prerequisites: take DRF-264, ENF-161.

## **DRF-273 Architectural Design/ Drafting III • 4 credits**

This course is a continuation of Architectural Design & Drafting II and will focus on advanced commercial building design. Students will prepare commercial drawings such as sections as well as interior and exterior elevations. Designs will involve use of the Building Code. The course will also provide an opportunity for students to prepare 3D presentation drawings for their projects using CAD software. Prerequisites: take DRF-268.

## **DRF-274 Piping Design • 4 credits**

This course will introduce petrochemical processes typical for natural gas processing including dehydration, refrigeration and amine sweetening. The design process from Process Flow Diagrams (PFDs), to Piping and Instrumentation Drawings (P&IDs), to advanced piping design and layout for a facility will be developed. CADWorx software for 3-dimensional modeling will be used, including section and isometric drawings for spool fabrication. Not available for supplemental or challenge. Equivalent to DRF-270. Prerequisites: take DRF-261.

## **(EAP) ENGLISH ACADEMIC PURPOSES**

### **EAP-096 Academic Writing • 10 credits**

In this advanced academic writing course for English as a Second Language learners, students study academic texts from a variety of disciplines by analyzing complex grammatical structures. Students also learn to write coherent detailed essays, papers, and reports in order to defend their own points of view. Focus will also be on effective proofreading, critiquing, and paraphrasing academic texts. Prerequisites: take ESL-094.

### **EAP-097 Academic Communication 5 credits**

This academic communication course is designed to improve academic listening and speaking skills for English as a Second Language learners. Students will listen to and discuss a variety of lectures based on academic topics. They will learn how to make formal and informal presentations,

# Course Descriptions EAP 098 - ECE 252

carry on debates, and effectively participate in college classroom discussions. Advanced pronunciation techniques will also be practiced throughout the course. Prerequisites: take ESL-094.

## **EAP-098 Academic Reading • 5 credits**

In this advanced academic reading course for English as a Second Language learners, students examine academic texts covering a wide range of disciplines. Vocabulary expansion and increased reading speed techniques will enable students to skim and scan for general ideas and opinions as well as for specific details. Students will also learn how to identify a writer's bias and to differentiate between fact and opinion. Prerequisites: take ESL-094.

## **(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. Prerequisites: take COM-162. Corequisite courses: PSY-171, ECE-154L.

### **ECE-155 Intro 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.

### **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.

### **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 challenge or supplemental. Prerequisites: 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. Prerequisites: take ECE-155, PSY-170.

# Course Descriptions ECE 263 - ECN 180

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take ECE-162. Corequisite courses: ECE-263L.

## **ECE-264 Pre-School Programming 3 credits**

This course covers the major objectives and current philosophy underlying an individualized, child-centred, 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. Prerequisites: 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. Prerequisites: 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.

Not available for supplemental.

## **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. Prerequisites: 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 challenge or supplemental. Prerequisites: take ECE-262, ECE-264, ECE-280. Corequisite courses: 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.



# Course Descriptions ECN 253 - ENF 150

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-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. Not available for supplemental.

### **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 courses: 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 courses: 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. Prerequisites: 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 or challenge. 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. Not available for supplemental or challenge.

### **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 or challenge.

### **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. Not available for supplemental or challenge. Prerequisites: take RSP-155 or CYC-163.

### **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. Not available for supplemental or challenge. 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. Prerequisites: take PHY-143. Corequisite courses: ENF-135L.

### **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. Prerequisites: take MTH-149, ENF-135.

# Course Descriptions ENF 155 - ENG 130

## **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 courses: 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. Equivalent to ENF-158. Corequisite courses: ENF-157L.

## **ENF-158 Soils • 4 credits**

This course is an introduction to soil mechanics. Topics include an overview of geological process and land formations as well as an introduction to the rock and mineral classification system. Students will also be introduced to the fundamental engineering concepts and calculations of index properties for the purposes of classification within the Unified System. Methods of conducting subsurface site investigations, compaction on earthen works, fundamentals of groundwater flow and drainage will also be discussed. Laboratory projects will be incorporated in the course to supplement the lecture material and to facilitate best management practices for quality control and assurance on various earth works projects. Not available for challenge or supplemental. Equivalent to ENF-157. Corequisite courses: ENF-158L.

## **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. Prerequisites: take MTH-149. Corequisite courses: ENF-161L.

## **ENF-168 Construction Materials 4 credits**

This course covers the fundamentals of concrete and hot mix asphalt materials as they relate to the civil engineering industry. The main topics of discussion will include CSA and ASTM Standards for quality control of ingredients, manufacturing processes and final product requirements for both materials. Other topics to be discussed include methods of mix design procedures, transportation, inspection, and placement of finished materials as well as road maintenance management. Not available for challenge or supplemental. Prerequisites: take ENF-157. Corequisite courses: ENF-168L.

## **(ENG) ENGLISH**

### **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.

### **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. Equivalent to ENG-130.

### **ENG-130 Basic Composition • 3 credits**

This course prepares students for post-secondary composition courses. This course reviews basic academic writing tasks and focuses on skill development in the areas of sentences, paragraphs, and academic essays, including APA referencing. Not available for supplemental. Equivalent to ENG-101.

# Course Descriptions ENG 133 - ENG 176

## **ENG-133 English Techniques • 3 credits**

This course will provide extensive discussion, practice 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. The focus will be on Canadian spelling and word usage. Completion of English 133 is a prerequisite for enrolment in English 145 in the Winter semester. 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 business, you must be able to communicate effectively to be a valuable employee. Specifically, you must be able to write clearly, concisely, and accurately. Written assignments will reflect current business communication skills that will enrich their business vocabulary and that will complete the study of English grammar the students began in English 133. The focus will be on Canadian spelling and word usage. The students will apply their previous knowledge by creating several different types of business documents that could be applicable to any office environment. Not available for supplemental. Prerequisites: 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 CSE style manual), summaries, descriptive/informative abstracts, business letters, memos, and a mailable resume and cover letter. Not available for supplemental. Corequisite courses: BIO-163.

## **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. Students who are accounting majors may receive advance credit toward their Certified General Accountant, Certified Management Accountant, or Charter Accountant (CA) designation upon successful completion of ENG-156. Not available for supplemental.

## **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 free-lance 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 learners 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. 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. Prerequisites: take ENG-175.

# Course Descriptions ENG 180 - ENV 275

## **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. Not available for supplemental.

## **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.

## **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. Not available for supplemental.

## **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. Prerequisites: 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. Not available for supplemental. Prerequisites: 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-265 Parks & Recreation Operations 5 credits**

This introductory parks operation course focuses on field management and operations and maintenance procedures common to provincial and federal park systems. Emphasis is placed on operational prescriptions and related strategies for ensuring the integrity of the land base, visitor facilities and services, and public safety. A field trip is a required component of this course. Corequisite courses: ENV-265L.

### **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

# Course Descriptions ENV 280 - ESL 044

used to analyse biological, physical and chemical samples. Not available for supplemental. Corequisite courses: 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 courses: 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 courses: ENV-290L.

## **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 courses: 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.

## **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. Prerequisites: take STS-255.

## **(ESL) ENGLISH AS A SECOND LANGUAGE**

### **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-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-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. Prerequisites: take ESL-026.

## **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 time-frame. The course is compulsory for funded students.

## **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.

## **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 time-frame. Not subject to challenge or supplemental.

# Course Descriptions ESL 054 - FAS 154

## **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.

## **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.

## **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.

## **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.

## **ESL-094 ESL 9B • 20 credits**

In this advanced ESL course, students will study intensive grammar and writing, reading, and speaking and listening, with particular attention to the formation of complex sentences and paragraphs, oral discussions and vocabulary expansion.

## **(ETS) TECHNOLOGY STUDIES**

### **ETS-151 Intro 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 provides comprehensive training in airway management including artificial respiration and treatment for choking. Control of bleeding for adults, children and infants is covered as well as treatment and prevention of shock, immobilization of broken bones, recognition and treatment of heart attack and stroke, infant-child and adult CPR, and an introduction to AED's (Automated External Defibrillator). National Standard First Aid Certification (valid for three years) is recognized by Alberta Occupational Health and Safety and is awarded upon successful completion of the course.

## **(FAS) FETAL ALCOHOL SPECTRUM DISORDER**

### **FAS-150 Introduction to FASD • 1 credit**

This course provides students with an introduction to the challenges faced by individuals living with the effects of prenatal alcohol exposure and those of their families, support workers and communities. Students will discuss the national and international prevalence of Fetal Alcohol Spectrum Disorder (FASD), associated terminology and diagnostic processes. An extensive review of the primary characteristics of the disability and how they present throughout the lifespan will be covered. The importance of early diagnosis, access to community resources and interventions focusing on lifelong supports will be emphasized. Not available for supplemental.

### **FAS-151 Prevention of FASD • 1 credit**

This course examines various levels and aspects of prevention of 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 a reflection on the professional roles the practitioner can take in the prevention of this disorder. Not available for supplemental. Prerequisites: take FAS-150.

### **FAS-154 Case Management with FASD 2 credits**

Students will be introduced to strategies for effective planning and creating supports needed by individuals living with FASD. Case management factors across community systems, evaluation processes and the development of intervention/support plans from a multi-disciplinary team perspective will be covered. Emphasis will be placed on advocating for the establishment of natural and life-long supports for children, youth and adults with FASD. Not available for supplemental. Prerequisites: take FAS-155. Corequisite courses: FAS-176.

# Course Descriptions FAS 155 - FDM 201

## **FAS-155 Intervention Strategies 3 credits**

This course provides students with the opportunity to build on their knowledge of FASD. Using the results of formal and informal assessments across a variety of domains, students will identify challenges and capabilities to create person-centered interventions for individuals, family and/or support members. An emphasis is placed on the value of using a lifespan approach within a community context. Students will use critical thinking skills to explore trends and issues surrounding intervention practices in respect to the primary disability and secondary adverse outcomes. Not available for supplemental. Prerequisites: take FAS-150.

## **FAS-156 Brain and Behaviour • 2 credits**

This course presents information on the components and functioning of the human brain. The development of brain functioning considers the effects of prenatal alcohol exposure. The resulting impairment is examined in relation to specific behavior patterns that are often associated with FASD. Students will also examine the impact of prenatal alcohol exposure on various developmental areas that affect attention, memory, cognition, language, sensory perception, social emotional behaviours and impulsivity. Not available for supplemental. Prerequisites: take FAS-150.

## **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. Prerequisites: 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 challenge or supplemental. Prerequisites: take FAS-166, FAS-156. Corequisite courses: FAS-154.

## **(FDM) FASHION DESIGN AND MARKETING**

### **FDM-153 Fashion Design Professional 3 credits**

This course explores various methods of presenting designs and merchandise, focusing on illustrations, presentation boards and fashion writing. Careers in the fashion industry are researched and resumes, cover letters and interviews are geared toward those careers. Not available for supplemental. Prerequisites: take DES-160, FDM-201.

### **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. Equivalent to FDM-175. Corequisite courses: 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 courses: 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. Prerequisites: take FDM-155. Corequisite courses: FDM-156L.

### **FDM-158 History of Fashion I • 3 credits**

This course is a historical survey of the development of clothing within Western civilization from antiquity to 1900. It also encompasses an overview of architecture, interior design, industrial design, furniture, art and politics pertaining to and influencing clothing development. Not available for supplemental.

### **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. Prerequisites: take FDM-155, FDM-175.

### **FDM-168 History of Fashion II • 3 credits**

This course is a historical survey of the development of clothing within Western civilization from 1900 to contemporary fashion. It also encompasses an overview of architecture, interior design, industrial design, furniture, art and politics pertaining to and influencing clothing development. Emphasis will also be placed on renowned fashion designers. Not available for supplemental. Prerequisites: take FDM-158.

### **FDM-175 Industrial Sewing • 4 credits**

This course introduces students to industrial equipment, sewing techniques, and basic construction techniques in accordance with industry standards and trends. The students will apply those skills in various samples. As well, they will design, draft and construct a full scale skirt, and learn to evaluate style, quality, and cost. Not available for supplemental. Equivalent to FDM-154. Corequisite courses: FDM-175L, PAT-170.

### **FDM-187 Visual Merchandising 3 credits**

This course explores the importance of visual merchandising techniques in today's competitive retail environment. Students will gain a firm foundation for combining traditional visual merchandising techniques with the newest innovations. Through topics and assignments, students will learn visual and sensory techniques, creative thinking, design principles, the importance of colour and lighting, layout and general display techniques.

### **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.



# Course Descriptions FDM 235 - FWK 160

## **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. After incorporating current trend analysis, they will apply those skills in completing a selection of garments constructed from their own industry standard patterns. Specialty fabrics may be used. Lining and underlining must be demonstrated in at least one project. Prerequisites: take FDM-175, PAT-268.

## **FDM-250 Fashion History • 3 credits**

This course offers an overview of the evolution of fashion since ancient times. There is a strong emphasis on fashion terminology, costume details, fashion cycles, environmental influences as well as a study of renowned fashion designers. Not available for supplemental. Prerequisites: take DES-250.

## **FDM-251 Costume Construction 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. Prerequisites: take FDM-175, PAT-170.

## **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. Prerequisites: take FDM-235, PAT-268.

## **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. Prerequisites: take FDM-235, PAT-269.

## **FDM-256 Factory Management 3 credits**

This course is an overview of pre-production, production, and post-production methods used in the apparel industry. Strong emphasis is placed on developing organizational and managerial skills necessary for the operation of an apparel plant. Other areas of study include factory layout, floor management, timed production, costing, production and quality control, and personnel management. Prerequisites: take FDM-175.

## **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. Prerequisites: 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, purchasing within a domestic market, vendor negotiations and relationships, pricing, budgeting, inventory management and applied research for a variety of retail formats. Emphasis is also placed on the importance of the consumer in the buyer's decision-making process, foreign market and internet wholesale purchasing, and merchandise sourcing. Not available for supplemental. Prerequisites: take ACC-126 or ACC-170.

## **FDM-273 Apparel Production • 3 credits**

This course offers students the opportunity to practice skills needed in planning and implementing apparel production. Strong emphasis is placed on methods of organizing factory layout, floor management, production standards, costing, production and quality control, and personnel management. Not available for supplemental. Prerequisites: take FDM-154, FDM-256.

## **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. Prerequisites: take FDM-153.

## **(FWK) FIELD WORK**

### **FWK-125 Automotive Field Work 1 credit**

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. Prerequisites: 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

# Course Descriptions FWK 161 - FWK 273

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 or challenge. Corequisite courses: EDU-151.

**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. Not available for supplemental or challenge. Equivalent to FWK-161. Prerequisites: 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. Prerequisites: 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. Prerequisites: take CMM-291.

**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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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.

# Course Descriptions GEO 150 - GEO 276

## (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 courses: GEO-150L.

### **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. Prerequisites: take GEO-150.

### **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. Prerequisites: take RRM-196. Corequisite courses: 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 courses: 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. Prerequisites: 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 geoid 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-182 Geodesy • 3 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 geoid and ellipsoid, deflection of the vertical; orthometric and dynamic heights. Calculations and conversion techniques for geodetic applications will be examined. Students will also develop a procedure to collect, analyze and utilize geodetic data for survey/geomatics applications. Not available for challenge or supplemental. 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. Equivalent to GEO-253. Corequisite courses: SUR-260.

### **GEO-253 Land Planning • 4 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. Students will participate in practical projects related to current land planning issues. Not available for challenge or supplemental. Equivalent to GEO-250. Corequisite courses: SUR-264.

### **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. Prerequisites: take CAD-155, CPU-150. Corequisite courses: 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. Prerequisites: 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. Prerequisites: 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

# Course Descriptions GEO 280 - HTH 121

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. Prerequisites: take GEO-165. Corequisite courses: GEO-276L.

## **GEO-280 Advanced Geographical 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. Prerequisites: take CON-155, GEO-255.

## **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. Prerequisites: take GEO-170.

## **(HIS) HISTORY**

### **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 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, Angel resources, scholarly, historical and social science resources, newspapers, news magazines and news broadcasts. Service Learning opportunity may be available. Not available for supplemental. Prerequisites: 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, Angel resources, scholarly historical and social science resources, newspapers, news magazines and news broadcasts. Not available for supplemental. Prerequisites: 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 will require students to problem-solve, identifying appropriate 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.

### **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.

# Course Descriptions HTH 125 - HUM 195

## **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 week-ends. This course is not subject to supplemental. This course is graded CR/NCR.

## **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 or challenge.

## **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. Prerequisites: 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 judgements. 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. Not available for supplemental.

### **HUM-155 Ethics • 3 credits**

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. Not available for supplemental.

### **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-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. Not available for supplemental.

### **HUM-180 Intro 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. Not available for supplemental.

### **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 under-

# Course Descriptions HUM 250 - IDM 155

standing 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-261 Archaeology of Prehistoric Europe • 3 credits**

This course in the Archaeology of Prehistoric Europe focuses on understanding European cultures from the earliest arrival of the genus Homo on the continent through to the rise of Ancient Greece and Rome. Key topics to be examined include Europe's prehistoric beginnings, the transition from Neanderthals to modern humans roughly 28,000 years ago, and issues such as who built Stonehenge, what did the "Venus figurines" mean and who made them, how did agriculture come to play a key role in human lives, and why and how did complex urban-oriented groups and trade emerge? Not available for supplemental. Prerequisites: take any one of HIS-170, HUM-165, HUM-180, or HUM-195.

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take any one of HUM-155, HUM-180, HUM-190, HUM-195, SOC-153, or SOC-160.

## **HUM-350 Ethics and Justice Issues 3 credits**

Students will address historical and current justice 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 justice 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.

# Course Descriptions IDM 158 - IND 152

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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.

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Not available for supplemental. Prerequisites: take IDM-190.

## **(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 Chair. 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 Chair. Not available for challenge or supplemental.



# Course Descriptions IND 153 - KEY 139

## **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 Chair. 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 Chair. 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 Chair. 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 Chair. 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 Chair. 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 Chair. 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 Chair. Not available for challenge or supplemental.

## **IND-450 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 the agency or field of study. Topic selections must be relevant to the roles and responsibilities of a professional in that field. 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 Professional Project • 3 credits**

This course is a directed learning experience in which the student pursues an applied project encompassing one or more of the primary goals of the agency or 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-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. Prerequisites: take RRM-153, AGR-168, PLT-152, IRR-152. Corequisite courses: 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 enrol.) 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.

# Course Descriptions KEY 140 - LAW 190

## **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.

## **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. Equivalent to KEY-144.

## **KEY-144 Keyboard Speed Development 2 credits**

This course assists students in building keyboarding skill and speed using an individualized diagnostic/prescriptive approach. Equivalent to KEY-143.

## **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. Prerequisites: 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. Prerequisites: take KEY-143 KEY-145.

## **(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-161 Intro 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-166 Criminal Procedural Law 5 credits**

This course briefly examines the evolution of law and the history and development of the Criminal Code. Emphasis is placed on gaining familiarity with statute law, including interpreting, understanding, and applying criminal procedural requirements. The Charter of Rights and Freedoms is examined with emphasis on arrest and search.

### **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 & Reformatory 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 expolored with students expected to make written and classroom presentations. Not available for supplemental.

### **LAW-176 Criminal Offences • 3 credits**

This course provides an in-depth analysis of criminal offences including the statutory provisions, elements of the offence and relevant case law. Offences include theft, break and enter, false pretences, fraud, possession of stolen property, mischief, causing a disturbance, assaults, robbery, and drug offences including impairment. Prerequisites: take LAW-166.

### **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.

# Course Descriptions LAW 254 - MAS 252

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-254 Applied Law • 3 credits**

This course encompasses the practical application of previously obtained justice knowledge and training to situations likely to be encountered in a preliminary investigation. Emphasis will be placed on critical thinking, problem solving, and communicating.

## **LAW-264 Courtroom Procedures 3 credits**

This course examines the Canada Evidence Act and Rules of Evidence pertaining to testifying in criminal court. This course exposes the learner to the roles of the prosecutor, defence counsel, investigator and witness in a mock court setting. Prerequisites: take LAW-254.

## **LAW-265 Intro 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.

## **(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 troubleshooting, fundamentals of industrial hygiene, food handling, plant sanitation and pest control. Not available for supplemental.

## **(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 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. Prerequisites: 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. Prerequisites: 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-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. Equivalent to MAS-261.

### **MAS-156 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. Equivalent to MAS-256. Prerequisites: take BIO-145, BIO-146. Corequisite courses: MAS-156L.

### **MAS-157 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-251, MAS-141. Prerequisites: take MAS-140. Corequisite courses: MAS-157L.

### **MAS-250 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. Equivalent to MAS-145. Prerequisites: take MAS-140. Corequisite courses: MAS-250L.

### **MAS-252 Contemporary Practices Massage • 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. Equivalent to MAS-144.

# Course Descriptions MAS 253 - MGT 265

## **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. Prerequisites: take MAS-140. Corequisite courses: 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. Prerequisites: take MAS-140. Corequisite courses: MAS-254L.

## **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 community-based events. Equivalent to MAS-124. Prerequisites: take MAS-123.

## **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. Prerequisites: take MAS-251. Corequisite courses: 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. Prerequisites: take MAS-253. Corequisite courses: 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 community-based events will take place. Prerequisites: 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. Prerequisites: take MAS-254. Corequisite courses: MAS-260L.

## **MAS-261 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. Equivalent to MAS-149.

## **(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.

### **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.

### **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.

# Course Descriptions MGT 269 - MKT 260

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. Prerequisites: 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. Prerequisites: take CAP-262.

## **MGT-370 Management in Justice Organizations • 3 credits**

This course is a comprehensive exploration of management theory as applied within justice organizations. 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 organizational subculture is also addressed.

## **MGT-375 Leadership in Justice Organizations • 3 credits**

This course addresses current theory and practice in leadership, focusing on justice-related organizations. Among the topics included are customer service (including CAPRA), public involvement in justice, 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, the economic significance of retailing, and the growing diversity of retail formats. Students will be introduced to management concepts, traditional, non-traditional and non-store based retailing, globalization, international retailing, customer buying behaviour, retail market strategy as well as other aspects of contemporary retailing. Not available for supplemental.

## **MKT-156 Merchandising • 5 credits**

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 credits**

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/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.

## **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-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. Prerequisites: take MKT-188.

# Course Descriptions MKT 270 - MTH 060

## **MKT-270 Retail Administration 3 credits**

Retail administration is particularly important in retailing as employees play a major role in performing critical business functions. This course provides students with a thorough understanding of the fashion industry's uniqueness in regards to management skills and effectiveness, factors affecting managerial ethics, interpersonal communication skills, dealing with conflict, problem solving, planning and goal setting. Other aspects include developing a promotion strategy, strategic advantage and organization structure. Prerequisites: 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. Prerequisites: 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. Prerequisites: take MKT-188 or MKT-156.

## **MKT-279 Applied Sales • 3 credits**

This course covers the ability to handle people, which is the basis of leadership. The course covers the universal application of the principle of selling - the art of persuasion and the management of people - even for those who never expect to enter the field of sales. The course uses cases, research, presentation, micro sales

situations and class discussion and involvement. Not available for supplemental. Equivalent to CAP-255. Prerequisites: 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. Prerequisites: take MKT-188.

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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.

# Course Descriptions MTH 064 - MTH 160

## **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 MTH075 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 successful completion of MTH- 085 or equivalent, or placement testing. This course covers radicals and exponents, trigonometry, polynomials and functions, relations and graphing.

## **MTH-095 Mathematics • 5 credits**

This course requires a minimum grade of C in MTH- 085 or successful completion of 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 Introduction to Calculus 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. Recent successful completion of MTH095, or MTH30 (Pure), or equivalent is required.

## **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-130 Basic College Mathematics 3 credits**

This course is designed for students to develop college-level math skills for non-mathematical programs. Students will extend their understanding of arithmetic and algebra and develop their ability to reason by collecting, analyzing, and evaluating data involving one variable and connecting probability and statistics. 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 multi-dimensional, 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. Pre-requisites: take MTH-149.



# Course Descriptions MTH 165 - NSG 163

## **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. Prerequisites: take MTH-160.

## **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. Prerequisites: 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 Intro to Native American Studies • 3 credits**

This course is an introduction to Native American culture and heritage from traditional to contemporary times. Knowledge gained in the course will prove invaluable for students considering a career in which they will be interacting with First Nations People or for increasing an individual's general understanding and sensitivity toward the First Nation's perspective. Not available for supplemental.

## **(NSG) NURSING**

### **NSG-145 Health and the Practical Nurse • 3 credits**

This course will focus on health and the role of the Practical Nurse. Health determinants and cultural influences on health beliefs and lifestyle, as well as major theories, principles and models that guide nursing practice will be explored. Roles, responsibilities, codes of ethics, and governing acts of legislation will be introduced. 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.

### **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.

### **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. Prerequisites: 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. Prerequisites: 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 courses: 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. Prerequisites: 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.

### **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. Prerequisites: take NSG-150, NSG-163. Corequisite courses: 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. Prerequisites: take BIO-160. Corequisite courses: 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.

# Course Descriptions NSG 167 - NSG 267

## **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. Prerequisites: 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. Prerequisites: take NSG-150, NSG-163, BIO-160. Corequisite courses: NSG-155.

## **NSG-181 Introduction to Nursing 9 credits**

This course provides an introduction to the concepts of health and wellness in all individuals, groups and populations, the role of the nurse and the use of group process strategies to support self directed learning. The theory base for development of therapeutic communication, basic nursing skills and health assessment will also be incorporated. Corequisite courses: NSG-182.

## **NSG-182 Health Assessment 9 credits**

This nursing practice course provides the foundation for developing therapeutic relationships and introduces the concepts of health assessment and basic nursing skills. It offers intensive practice in the lab environment in preparation for clinical practice in the following semester. Corequisite courses: NSG-181.

## **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. Prerequisites: take NSG-150, NSG-163, BIO-160, BIO-161, ENG-150, 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take NSG-150, NSG-163, BIO-160, BIO-161, ENG-150, 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. Prerequisites: take NSG-159, NSG-167, BIO-160, BIO-161. Corequisite courses: NSG-251, NSG-252.

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: take NSG-150, NSG-163, BIO-160, BIO-161, ENG-150, 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. Prerequisites: take NSG-251, NSG-252, NSG-253, NSG-256, PSY-170, PSY-251. Corequisite courses: NSG-257, NSG-258, NSG-259.

# Course Descriptions NSG 276 - OAA 145

## **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 or grouped placement. Prerequisites: 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. Prerequisites: 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, multi-disciplinary health care team issues, professional association and union roles. Prerequisites: take 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. Prerequisites: take 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. Prerequisites: take NSG-150, NSG-163, BIO-160, BIO-161, ENG-150, NSG-155, NSG-173, BIO-162, PSY-160, SOC-160, NSG-263, NSG-290.

## **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-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. Prerequisites: take NSG-390, NSG-395, NSG-396.

## **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. Prerequisites: take NSG-390, NSG-393, NSG-395, NSG-396.

## **NSG-395 Standards Scrub & Circulating 2 credits**

The focus of this course is to explore the perioperative role of both the scrub and circulating nurse as identified in the ORNAC Standards. Students will build on previous knowledge and relate it to the perioperative roles and responsibilities. The principles of aseptic technique as they apply to the preparation and maintenance of the sterile field will be examined. The care and handling of instruments and equipment for safety and cost effectiveness will also be discussed. A nursing assessment and framework for the development of a perioperative nursing care plan will be introduced. Surgical procedures will be discussed in relation to anatomy, physiology, pathophysiology, required equipment and supplies, wound healing, and the anesthetic's effect on various types of patients.

Patient focused care and collaborative relationships are stressed as a means to providing a safe and supportive environment for improved patient outcomes.

## **NSG-396 Competencies Scrub/ Circulating • 2 credits**

The focus of this course is to explore the perioperative role of both the scrub and circulating nurse as identified in the ORNAC Competencies. Students will apply the knowledge learned in previous courses in a non-threatening practice environment, under the direction of a clinical educator. The basic skills required to perform the roles of the scrub and circulating nurse, as learned in the previous course, are demonstrated and practiced to assist in developing competency in basic skills before implementing them in the perioperative environment. This is the first opportunity for hands-on experience with responsibilities related to care of the perioperative patient, and provides experience in handling the supplies and equipment found in this surgical environment.

## **(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. Prerequisites: 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 proof-reading. 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. Prerequisites: take KEY-140.

# Course Descriptions OAA 148 - PAT 170

## **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. Prerequisites: 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.

## **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. Prerequisites: 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. Prerequisites: take CPU-224, CPU-249. Corequisite courses: 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-170 Pattern Drafting I • 4 credits**

This course covers the theoretical study and practical application of the basic principles of flat pattern-making using the two-dimensional method of apparel design. Emphasis is placed on industry standard concepts and accuracy. Not available for supplemental. Equivalent to PAT-265, FDM-265. Corequisite courses: PAT-170L, FDM-175.

# Course Descriptions PAT 265 - PGM 264

## **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 PAT-170, FDM-265. Corequisite courses: 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. Prerequisites: take PAT-265.

## **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. Prerequisites: take PAT-170.

## **PAT-268 Pattern Drafting II • 3 credits**

This course applies the theory of two-dimensional drafting to full-scale projects. Students will learn a wide variety of standard pattern manipulations and then expand their skills to draft original ideas encompassing different types of apparel. Prerequisites: take PAT-170.

## **PAT-269 Pattern Draping • 3 credits**

This course covers the standard rules associated with the pattern-making technique of fabric draping, including the use of specific draping terminology. Students will learn to drape basic muslins by interpreting garment sketches. Students will also analyze fabric grain, balance, ease and proportions and apply these concepts to more elaborate designer ideas or haute couture styles. Prerequisites: take PAT-170.

## **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. Prerequisites: 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. Prerequisites: take 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. Prerequisites: take PCA-164.

## **(PED) PHYSICAL EDUCATION**

### **PED-123 Academic Success Athletics I 3 credits**

This course is designed to examine and apply the skills, attitudes and priorities necessary to succeed as a student athlete. Students will understand the complexities of managing post-secondary learning, field experiences and physical conditioning in order to achieve academic success. Not available for supplemental.

### **PED-133 Academic Success Athletics II 3 credits**

This course provides recognition for advanced learning and experiences gained and the physical conditioning involved. Not available for supplemental. Prerequisites: take PED-123.

### **PED-150 Exercise and Healthful Living 3 credits**

This course introduces students to physical fitness training principles and wellness theory. Components of lifetime wellness will be emphasized through laboratory experiences. Not available for supplemental.

### **PED-153 Training/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 courses: PED-155L.

### **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,

# Course Descriptions PED 158 - PED 181

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. Not available for supplemental.

## **PED-158 Practicum I • 3 credits**

This first year practicum course provides the student with an on-site learning experience, working closely with a supervisor within the fitness, sport and/or wellness industry. The learner will observe, participate and evaluate applied skills, content and personal experiences. Not available for supplemental. Prerequisites: take PED-159, PED-160, BIO-160, ENG-156.

## **PED-159 Exercise and Healthful Living 4 credits**

This course introduces students to physical fitness training principles and wellness theory. Components of lifetime wellness will be emphasized through laboratory experiences. Not available for supplemental. Corequisite courses: PED-159L.

## **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 course will emphasize Judo instruction and various other Judo 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-165 Applied Lifestyle Fitness I 1 credit**

This course provides practical strategies and applications for maintaining and improving physical fitness and healthy lifestyles relating to the justice field. Through lectures, practical experience and evaluation, learners will address lifestyle, health and wellness modifications. Not available for supplemental. Prerequisites: take PED-153 or PED-157.

## **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. Not available for supplemental.

## **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-175 Baseball • 3 credits**

This course introduces students to the fundamentals of baseball, as well as planning and conducting principles, which are used in training sessions. Development of basic skills, strategies, physical conditioning, team play and the rules will be emphasized. Through participation, students will fine tune their technical skills and develop their teaching and coaching skills. This course is scheduled to be hosted in conjunction with the Prairie Baseball Academy. Not available for supplemental.

## **PED-180 Introduction to Coaching 3 credits**

This course examines the theoretical aspects of coaching which can be applied to any sport. Topics 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 achieve "trained" status with the National Coaching Certification Program (NCCP). Not available for supplemental.

## **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. Prerequisites: take PED-160.

# Course Descriptions PED 185 - PSY 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, and (2) Group Exercise Leader Specialty. 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. Prerequisites: take PED-159, PED-160.

## **PED-195 Fitness for Police Recruits 5 credits**

This course is designed to prepare police recruits for the physical demands and life-style skills necessary to provide optimal health and wellbeing for police officers. Not available for supplemental.

## **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. Not available for supplemental. Prerequisites: take PED-188.

## **PED-253 Applied Lifestyle Fitness II 1 credits**

This course is a continuation of Applied Lifestyle Fitness I. Learners will continue to carry out personalized exercise programs and implement lifestyle, health and wellness modifications. Not available for supplemental. Prerequisites: take PED-165.

## **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. Prerequisites: 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. Prerequisites: take BIO-146 or BIO-161. Corequisite courses: PED-257L.

## **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. Prerequisites: take PED-158, PED-256, PED-262, PED-267, COM-162. Corequisite courses: PED-259.

## **PED-259 Exercise Program Design 3 credits**

This course will develop students' exercise prescription skills for general and special populations. 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. Documentation, professionalism and monitoring will also be discussed. Not available for supplemental. Prerequisites: take PED-262, PED-267.

## **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. Prerequisites: 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. Prerequisites: take BIO-160, BIO-161. Corequisite courses: PED-262L.

## **PED-264 Applied Lifestyle Fitness III 1 credit**

Based on the knowledge acquired through Applied Lifestyle Fitness I and II, learners will be required to apply appropriate health and fitness skills to maintain or increase an



# Course Descriptions PED 267 - PGM 335

overall physical fitness level that will allow the learner to work toward meeting or achieving the standards of pre-employment fitness tests in the justice field. Not available for supplemental. Prerequisites: take PED-253.

## **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. Prerequisites: take BIO-160. Corequisite courses: PED-267L.

## **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. Prerequisites: take PED-160, PED-262.

## **PED-272 Leadership in Physical Education • 3 credits**

This course focuses on the relationship between theory and practice and the development of skills required for leadership for coaches and administrators. Leadership styles, organizational theories and personal development will be reviewed in addition to the discussion of current literature, exploring concepts through personal experience, and reflective thinking and cooperative activities. Not available for supplemental. Prerequisites: take PED-180.

## **PED-276 Weight Training & Exercise II 3 credits**

This course focuses on the theoretical concepts pertaining to weight training as well as practical applications using free weights and machines. Students will learn weight training exercises and concepts involved with periodization programming. The course will build on the topics introduced in PED160. Not available for supplemental. Prerequisites: take PED-160.

## **PED-280 Advanced Coaching • 3 credits**

This course examines the theoretical aspects of coaching which can be applied to any sport. Topics include developing athletic abilities, injury prevention and recovery, coaching and leading effectively, psychology of performance, managing conflict, doping prevention, and the long-term athlete developmental model. Successful completion of this course will provide students an opportunity to achieve "trained" status with the National Coaching Certification Program. Not available for supplemental. Prerequisites: take PED-180.

## **PED-282 Judo Level II • 3 credits**

This course is designed to teach students more advanced levels of Judo techniques based on the fundamental principles of Judo, Seiryoku-Zenyo (maximum efficiency/maximum effort), and Jita Kiyoei (mutual welfare and benefit). A minimum Yellow Belt or completion of Judo Level I is recommended in order to be successful in this course. 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 golf scoring. Students will gain understanding of the short game and golf scoring system, and conduct an evaluation of how their short game compares to that of professionals.

### **PGM-160 Golf Club Repair • 3 credits**

This course is an introduction to club repair. Each student will be familiar with golf club specifications.

### **PGM-161 Golf Industry Fundamentals 2 credits**

This course focuses on three key aspects: back shops, introduction to rules and careers, and orientation to CPGA.

## **PGM-162 Golf Swing Analysis I 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.

## **PGM-240 Internship II • 3 credits**

This course includes the opportunity to practice many of the theoretical concepts studied in the second year of the Professional Golf Management program. Emphasis is given to the areas of study listed under the content, in particular, point of sale systems, retail management, motivational strategies and reward systems for staff.

## **PGM-263 Rules of Golf • 3 credits**

This class introduces students to the rules of golf and is vital for their chosen field as golf professionals.

## **PGM-264 Junior Golf Development 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.

# Course Descriptions PGM 340 - PLT 263

## **PGM-340 Golf Psychology & Biomechanics • 2 credits**

Students will learn the requirements to become a fully qualified member of the CPGA. Students will gain understanding of focus and anxiety problems faced by golfers, the mental skills needed to enhance performance and basic biomechanical principles of golf. Practical application during study will include participation in the APGA buying show. Equivalent to PGM-261.

## **PGM-345 Golf Swing Analysis II 2 credits**

This course focuses on analysis of the golf swing and other aspects of the game of elite golfers. It includes development of a coaching plan, including swing analysis, kinesthetic application, practice strategies and preparation for competition. 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. Corequisite courses: PHY-075L.

### **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. Corequisite courses: PHY-085L.

### **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. Corequisite courses: PHY-095L.

### **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. Equivalent to PLT-155.

### **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 courses: PLT-152L.

### **PLT-155 Pasture and Forage Production 4 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. The labs will provide hands-on skills in plant identification, seeds, and seed mixes. Equivalent to PLT-150. Corequisite courses: PLT-155L.

### **PLT-260 Special Crops • 4 credits**

This course covers the following crops: potatoes, sugar beets, green and dry peas, chickpeas, lentils, beans, fababeans 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. Prerequisites: take PLT-152. Corequisite courses: PLT-260L.

### **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. Prerequisites: take PLT-152. Corequisite courses: 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. Prerequisites: take PLT-152, RRM-153. Corequisite courses: 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.

# Course Descriptions PRS 155 - PSY 171

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

Communication is an important component in the development of positive relationships between criminal justice professionals and their communities. 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. Service Learning opportunity may be available. Not available for supplemental.

### 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. Service Learning opportunity may be available. Not 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. Service Learning opportunity may be available. 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. Service Learning opportunity may be available. Not available for challenge or supplemental. Prerequisites: take any one of PSC-161, PSC-165, HIS-165, HIS-265, or STS-270.

### PSC-260 International Relations 3 credits

This course explores the ways in which independent states relate to one another by examining theories of world politics, and structures and processes of international relations and foreign policy. Students will be introduced to major international issues in world politics including globalization, international conflict, economic alliances, terrorism, human rights and global security. Service Learning opportunity may be available. Not available for supplemental. Prerequisites: take any one of PSC-161, PSC-165, HIS-170, or HUM-155.

### PSC-280 Political Philosophy • 3 credits

This course provides students with an introduction to western political philosophy

and the sub-discipline of political theory by focusing on the quest for the just political regime. Concepts of citizenship, rights, obligations, and the role of the state will be analyzed by introducing students to the great texts of classical, medieval and modern political philosophy. Not available for supplemental. Prerequisites: take any one of PSC-161, PSC-165, HIS-170, HUM-150, HUM-155, HUM-190, PSY-160, or SOC-160.

## (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. Not available for supplemental.

### 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 & 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. Prerequisites: take PSY-160 or PSY-170.

# Course Descriptions PSY 177 - PSY 290

## **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. Prerequisites: take PSY-160 or PSY-170.

## **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 or challenge. Equivalent to PSY-175. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Not available for supplemental. Prerequisites: 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. The current Diagnostic & Statistical Manual (DSM) will be used as a basis for classification of abnormal behaviour. Students will be expected to analyse pathological behaviour from a variety of perspectives and related treatment approaches. Service Learning opportunity may be available. Not available for supplemental. Equivalent to PSY-200. Prerequisites: take PSY-160 or PSY-170.

## **PSY-270 Intro Personality Theory 3 credits**

This course will address aspects of both the historical and current theories of personality development. These include theory, testing, assessment and applied research. Not available for supplemental. Prerequisites: take PSY-160 or PSY-170.

## **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. Prerequisites: 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-280 Social Psychology • 3 credits**

Your life is social. Normal everyday human life involves interacting with other people. This course considers the scientific study of the relationships between social thought, social behavior, and social situations. We will consider issues that are central to our social interactions such as social perception, attitude change, conformity and obedience, aggression, pro-social behavior, and attraction. Not available for supplemental. Prerequisites: take PSY-160 or PSY-170.

## **PSY-290 Brain and Behaviour • 3 credits**

This course explores the biological basis of behaviour. Topics include: How the nervous system functions, how drugs and hormones influence the brain and behaviour, and, at a neurological level, how we perceive the world, how we respond to the world, the causes of emotion, what happens when we sleep, how we learn and remember, and what happens when our brain misbehaves. Not available for supplemental. Prerequisites: take PSY-160 or PSY-170.

# Course Descriptions PSY 299 - RRM 258

## **PSY-299 Independent Study Psychology 3 credits**

This is a learning experience where individual students pursue a topic related to psychology in-depth. Students are responsible for working with their instructor to develop an outline of the project they wish to undertake. Further information may be obtained from the Program Chair. Prerequisites: take any one of PSY-253, PSY-255, PSY-260, PSY-270, PSY-275, PSY-280, or PSY-290.

## **PSY-355 Violence & Criminal Behaviour 3 credits**

Students explore the roots and manifestations of violence in Canadian society, and the implication of violence for the justice system. 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. Equivalent to COR-355.

## **PSY-365 Behavioural Management 3 credits**

The focus of this course is on enhanced offender management skills. The dynamics of managing offenders 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.

## **(RDG) READING**

## **RDG-075 Developing Reading Efficiency 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. Students require reading skills at the 10th grade level or previous successful completion of ENG-063 and SST-063. 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 from both print and electronic sources. Students must read at the 11th grade level or have successfully completed RDG-075. 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. Equivalent to RDG-130.

## **RDG-130 Analytical Reading • 3 credits**

This course is designed to help students improve their efficiency and accuracy in reading textbooks, journals, and other academic materials in preparation for post-secondary education. Students work at improving their reading speed and comprehension through the application of various critical thinking and reading strategies. Not available for supplemental. Equivalent to RDG-101.

## **(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 courses: 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 courses: 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 courses: 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. Prerequisites: take BIO-163, BIO-164. Corequisite courses: 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. Prerequisites: take BIO-163. Corequisite courses: RRM-258L.

# Course Descriptions RRM 259 - RRM 386

## **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. Prerequisites: take BIO-163, BIO-269. Corequisite courses: RRM-259L.

## **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. Prerequisites: take BIO-163, BIO-164, RRM-196. Corequisite courses: 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 courses: 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 courses: 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. Prerequisites: 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. Prerequisites: take BIO-163, BIO-164, RRM-196. Corequisite courses: 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. Prerequisites: take RRM-258. Corequisite courses: 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. Prerequisites: take RRM-259. Corequisite courses: 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. Prerequisites: take RRM-258. Corequisite courses: RRM-378L.

## **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. Prerequisites: 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

# Course Descriptions RRM 389 - RSP 168

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. Prerequisites: take RRM-258. Corequisite courses: 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. Prerequisites: take RRM-259. Corequisite courses: RRM-389L.

## **(RSP) REHABILITATION**

### **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 providing basic health care supports to children and adults living with developmental and physical disabilities. The components of good physical and mental health are introduced from a support and wellness perspective. The concepts of how to safely support and assist people, universal precautions, sepsis, activation, lifts and

transfers, personal care and nutrition are covered. The necessity of making appropriate referrals to other health care professionals is stressed. Not available for supplemental.

### **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. Not available for supplemental.

### **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. Not available for supplemental.

### **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-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. Prerequisites: 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-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. Prerequisites: take RSP-153. Corequisite courses: RSP-155, RSP-130.



# Course Descriptions RSP 171 - RSP 261

## **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 challenge or supplemental. Prerequisites: take RSP-161. Corequisite courses: RSP-164.

## **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. Not available for challenge or supplemental. 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. Not available for supplemental. Prerequisites: take RSP-230, RSP-262. Corequisite courses: RSP-251, RSP-252.

## **RSP-251 Person Centered Planning 2 credits**

This course will prepare students with basic skills needed for person centered planning with individuals and families. Focus will be on the historical context of service planning for people with disabilities, 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 inclusive support models that enable individuals with disabilities to have quality life experiences. Not available for supplemental. Prerequisites: 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. Not available for supplemental. Prerequisites: 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. Prerequisites: take ECE-159 or RSP-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

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. Prerequisites: take RSP-153, RSP-155, RSP-171.

## **RSP-257 Supporting Individuals Through Inclusive Education • 3 credits**

This course examines current trends in creating and maintaining inclusive educational experiences for individuals who have a wide range of learning challenges. The course will focus on three aspects of the individual's educational experience: the specialized academic needs, the communicative and behavioral support needs, and the development of social relationships. The role of the para-professional within the education system will also be defined and examined. Not available for supplemental. Prerequisites: 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. Not available for supplemental. Prerequisites: 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.

# Course Descriptions RSP 262 - SCI 060

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. Not available for supplemental. Prerequisites: 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. Not available for supplemental.

## **RSP-278 Special Issues in Disability 3 credits**

This course covers a number of special interest topics relative to the field of Community Rehabilitation. Topics include supporting individuals with disabilities to cope with grief and loss, recognizing abuse and taking action as outlined in protocol, prevention of crisis situations and developing strategies and educational resources to deal with issues related to sexuality. Students will design a professional resume and cover letter, prepare for an employment interview and identify future professional development activities. Not available for supplemental. Prerequisites: 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. Corequisite courses: RSR-160L.

## **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. Prerequisites: take CAD-155, CON-155, CPU-150, ENG-154, MTH-160, SUR-162.

## **RSR-251 Applied Research • 2 credits**

This course 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 a 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. Take STS-183 in the term immediately prior to RSR-251. Prerequisites: take STS-183.

## **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. Prerequisites: 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-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.

# Course Descriptions **SGV 101 - SOC 255**

## **(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.

### **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 or challenge.

### **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. Not available for supplemental.

### **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 course provides students with a self-directed and collaborative learning opportunity focused on Canadian social welfare and the profession of social work. Students will be introduced to the professional values, ethics, knowledge bases, roles, responsibilities, fields of practices, and practice settings of social work. In addition, students will critically examine their beliefs, values, and attitudes in relation to society of which they are members and explore their individual interests within the profession of social work. Not available for supplemental.

### **SOC-250 Sociology of Sports 3 credits**

This course examines topics beyond game scores and player performance and encourages students to think critically about sports, how it is influenced by social and cultural contexts, how sports shape our lives, and the relationship between sports and social institutions. Important issues such as violence, cheating, and hazing as well as issues of inequality and the relationship between social classes, gender, race and participation are also critically examined. Not available for supplemental. Prerequisites: take SOC-160 or PSY-160.

### **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,

# Course Descriptions SOC 260 - SST 063

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 examines topics pertinent to a variety of sociological problems that affect Canada and the world. Through the application of sociological theories, important social issues such as drug abuse, crime, inequality and poverty, gender inequality, race and ethnicity problems, family problems, overpopulation, environmental issues, and global conflict are critically examined. Not available for supplemental. Prerequisites: 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. Prerequisites: 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 with in 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-275 Culture & Social Policy Abroad 6 credits**

This study abroad course studies the relationships between a society's social policies; its political systems, history and culture; and the country's religious traditions, music, and arts. Students will study one specific culture from many perspectives such as the social sciences,

natural sciences, humanities, and the arts through research, observation, and critical inquiry during a two week study tour. Not available for supplemental. Prerequisites: take any one of SOC-160, PSY-160, PSC-161, HIS-170, HUM-155, HUM-180, or HUM-195.

## **SOC-276 Sexuality • 3 credits**

This course examines how social factors contribute to our sexual beliefs and behaviors and how sexuality influences our personal lives and social policies. The course topics will be instructed primarily from a sociological perspective and will integrate sociological research and theories with information from psychology, biology, anthropology, and history. Students will be expected to consider their own perceptions, attitudes, and beliefs on sexuality in light of the scientific findings and to understand the global diversity of sexual practices and customs. Not available for supplemental. Prerequisites: take any one of SOC-160, PSY-160, or PSY-170.

## **SOC-355 Cultural Diversity • 3 credits**

Canada's diverse cultural heritage presents many challenges when resource management is considered. Cultural tradition often influences the perspective that individuals have to the conservation and management of natural resources. This course will examine the different cultural groups present in Canada with regard to their perspectives on natural resource use. Particular attention will be given to the Aboriginal culture and how it relates to resource use within the Canadian legal framework. This course will also explore the relationship between cultures other than the typical Euro-centric Caucasian culture and natural resource law enforcement in Canada. Students will learn how different cultures relate to natural resource law enforcement and will understand why these differences may exist.

## **(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.

## **(SPN) SPANISH**

## **SPN-150 Introductory Spanish 3 credits**

This introductory level language course is designed primarily for students with no previous or little exposure to Spanish. The goal of this course is to introduce students to use the basic structures of the language, which are based on the four essential skills of communication: listening, reading, speaking, and writing.

## **SPN-151 Introductory Spanish II 3 credits**

Introductory Spanish II will complete the student's familiarity with all aspects of basic Spanish. The goal of this course is to build on the skills learned in Spanish 150 and to improve the student's competency in oral and written Spanish with special attention to communication skills for common situations. Students will be encouraged to practice and utilize concepts learned in class outside of the classroom setting. Prerequisites: take SPN-150.

## **(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-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-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.

# Course Descriptions SST 075 - SUR 171

## **SST-063 Reading in Social Studies 5 credits**

In this course, political and social issues of significance to Canadians form the context for instruction in the reading of newspapers, magazines, and textbook materials. Topics include political issues at the provincial, national and international levels; and related issues of multi-cultural, global, and ecological significance. Students require reading skills at the 9th grade level or previous successful completion of LAR-055.

## **SST-075 Social Studies 075 • 5 credits**

This course explores multiple perspectives on the origins of globalization and the local, national and international impacts of globalization on identity, lands, cultures, economies, human rights and quality of life. This course parallels AB ED Social Studies 10.

## **SST-085 Social Studies 085 • 5 credits**

This course explores the origins of nationalism and its relation to industrialization and imperialism in the 19th and early 20th centuries. The influence of nationalism on regional and international relations is also examined. The infusion of multiple perspectives will allow for students to develop an understanding of nationalism and how nationalism contributes to the citizenship and identities of Canadian people. This course parallels AB ED Social Studies 20-1.

## **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 parallels AB ED Social Studies 30-1.

## **(STS) STATISTICS**

### **STS-180 Engineering Statistics 3 credits**

This course is an introduction to the basic concepts of statistics as it is applied to technical analysis and research. Topics include techniques of data collection, descriptive statistics, and the application of parametric and non-parametric tests. Quantitative analyses for technical research include hypothesis testing, inference tests, analysis of variance, and correlation and regression. As a course in engineering technologies, laptop computers are required.

Not available for supplemental.  
Prerequisites: take CPU-150.

### **STS-183 Engineering Statistics & Applied Research Methods • 4 credits**

This course is designed to integrate and apply statistical methods for applied research projects, as well as initiate and gather data/materials for the major technical report. Students will identify the scientific objectives of research, and develop statistical analyses appropriate for these research objectives. Students will learn to identify and mitigate problems in data collection and analysis. The topics to be covered include descriptive statistics, probability, normal distribution, confidence interval, hypothesis testing, inference testing, correlation, regression, and non-parametric statistics. The course will also provide the student with experience in researching, organizing, monitoring, and documenting a long-term technical project. Students will establish the framework for the major technical report which will culminate in RSR251 - Applied Research for Engineering course. Computer literacy is required as statistical software is used. Not available for challenge or supplemental. Prerequisites: take CPU-150.

### **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. Prerequisites: take any one of BUS-178, BUS-185, BUS-266, CPU-151, or CIT-156.

### **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 courses: 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. Prerequisites: take any one 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. Prerequisites: 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

# Course Descriptions SUR 251 - TRG 160

supplemental. Prerequisites: take CIV-218, CPU-248, SUR-162.

## **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 levelling 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. Prerequisites: take SUR-162. Corequisite courses: 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 LC using certified instructors. Prerequisites: 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. Prerequisites: 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, modelled 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. Prerequisites: take SUR-251. Corequisite courses: 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. Prerequisites: take SUR-162, STS-180, MTH-160.

## **SUR-264 Land Survey Systems 3 credits**

This course will study the township systems in Western Canada, the Surveys Act (Alberta) and the Manual of Standard Practice. Regulations from other western Canadian jurisdictions will also be examined and compared with the Alberta standards. Students will be exposed to a variety of perspectives on these topics through the use of seminar-based sessions. Not available for challenge or supplemental. Prerequisites: take SUR-162.

## **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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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.

## **(TRG) THERAPEUTIC RECREATION GERONTOLOGY**

### **TRG-150 Intro to Therapeutic Recreation 4 credits**

This course is an overview of the history, philosophy, concepts and issues in the field of therapeutic recreation. The helping nature of the recreation therapist role and the importance of self awareness within the profession will be addressed. The importance of leisure activities and the common barriers to recreation participation are discussed. Introductory information will be provided and discussed on a wide range of disabilities, medical conditions, therapeutic support environments, and conceptual models of therapeutic service.

### **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.

### **TRG-160 Therapeutic Recreation 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. Prerequisites: take TRG-150.

# Course Descriptions TRG 164 - TRS 153

## **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. Prerequisites: take TRG-150.

## **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. Prerequisites: take COM-162, CPU-151, ENG-150, PSY-177, TRG-150, TRG-164, BIO-152, COM-170, CPU-251, TRG-160, SOC-167, TRG-199, TRG-253, TRG-256, TRG-260, 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 Therapeutic Recreation 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. Prerequisites: take TRG-199.

## **TRG-256 Therapeutic Recreation 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. Prerequisites: 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. Prerequisites: take BIO-152.

## **TRG-264 Community Resources 3 credits**

This course covers accessing and 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. Prerequisites: 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. Prerequisites: take TRG-160, TRG-199. Corequisite courses: TRG-268L.

## **TRG-270 Administrative Practices Therapeutic Recreation • 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 Officer Safety • 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 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.

# Course Descriptions TRS 155 - WRI 274

## **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.

## **(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.

## **(WHS) WORKPLACE HEALTH SAFETY**

### **WHS-110 Workplace Safety • 4 credits**

This course will provide instruction and training to students in safe work practices and procedures. The focus will be on working safely with equipment and co-workers on a worksite. This course will be graded CR/NCR. Not available for supplemental.

### **WHS-152 Workplace Health and Safety 2 credits**

This course will improve workplace health and safety practices by providing students with an overview of Alberta's Occupational Health and Safety (OH&S) Act, Regulations, and Code, identifying workplace hazards, strategies for reducing risks that cause injury, and how to implement a risk management process that reduces potential liability. In addition to risk management practices, industry certifications in WHMIS, First Aid, CPR, and AED will be offered as part of the curriculum. Corequisite courses: WHS-152L.

## **(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. Corequisite courses: WRI-150L.

## **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. Prerequisites: 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. Corequisite courses: CAP-275.

## **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. Prerequisites: 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. Prerequisites: take WRI-250. Corequisite courses: CAP-285.



# Course Descriptions WTT 101 - WTT 119

## (WTT) WIND TURBINE TECHNICIAN

### **WTT-101 DC Circuit Fundamentals 6 credits**

In this course, electrical properties such as voltage, current, resistance and power are explored, and the course will provide the student with the necessary foundations for more advanced electrical concepts. Students who have successfully completed this course, in addition to WTT-102, WTT-103 and WTT-104, will have the equivalent of the Alberta Apprenticeship and Industry Training 1st Year theory and will be eligible to write the Period One theory exam. Corequisite courses: WTT-102, WTT-103, WTT-104, WTT-112.

### **WTT-102 Sources of Electromotive Force • 2 credits**

In this course, students will be exposed to other methods of generating electrical energy with particular emphasis placed on power sources used in wind energy converters. Students who have successfully completed this course, in addition to WTT-101, WTT-103 and WTT-104, will have the equivalent of the Alberta Apprenticeship and Industry Training 1st Year theory and will be eligible to write the Period One theory exam. Corequisite courses: WTT-101, WTT-103, WTT-104, WTT-112.

### **WTT-103 DC Laboratory Fundamentals 5 credits**

In this course, students will practice and apply electrical theory in a lab setting. Proper and safe use of electrical instruments such as multimeters and wattmeters used to evaluate electrical properties, circuits and troubleshooting will also be a focus of this course. Students who have successfully completed this course, in addition to WTT-101, WTT-102 and WTT-104, will have the equivalent of the Alberta Apprenticeship and Industry Training 1st Year theory and will be eligible to write the Period One theory exam. Corequisite courses: WTT-101, WTT-102, WTT-104, WTT-112.

### **WTT-104 Electrical Code/Blueprint Reading • 5 credits**

In this course, students will learn to apply the Canadian Electrical Code (CEC) standards to ensure that all electrical installations are safe not only for wind turbine technicians but also for the utility grid, the public at large, and the turbine

itself. The construction and electrical layout of the turbine will be discussed using service manuals, blueprints, and electrical diagrams. Students who have successfully completed this course, in addition to WTT-101, WTT-102 and WTT-103, will have the equivalent of the Alberta Apprenticeship and Industry Training 1st Year theory and will be eligible to write the Period One theory exam. Corequisite courses: WTT-101, WTT-102, WTT-103, WTT-112.

### **WTT-110 Wind Turbine Safety I 3 credits**

This course will provide the opportunity for students to develop the skills necessary to practice safe work habits in the wind turbine industry. Students will be instructed on safety techniques and guidelines that can be applied to construction and service of wind turbines. Topics that may be covered include hoisting and rigging, tower climb and high voltage awareness. Not available for supplemental or challenge.

### **WTT-112 Wind Turbine Electrical I 2 credits**

This course will cover the basics of single phase Alternating Current (ac) circuits, and the student will learn about the generation of an alternating current, new electrical concepts that are formed by alternating currents, and how to analyze these properties in a laboratory setting. Emphasis is placed on resistive, inductive and capacitive circuits and how these properties interact with each other in circuits. New quantities of electrical power are explored and application of these circuits to the wind turbine industry is forefront in the exploration of these concepts. Not available for challenge. Corequisite courses: WTT-101, WTT-102, WTT-103, WTT-104.

### **WTT-114 Wind Turbine Mechanical 3 credits**

This course will introduce students to the fundamental mechanical principles of wind turbines. Students will learn about the design of mechanical wind turbine components and how they function, as well as the safe removal and installation of these components. Students will also learn the basic principles of alignment, lubrication, cooling, and vibration. Not available for challenge.

### **WTT-115 Wind Energy Theory 2 credits**

This course will introduce students to the fundamentals of wind energy. The history of wind energy, different types of turbines and turbine components, turbine siting (site suitability), in addition to turbine aerodynamics and turbine output will also be studied. Students will also learn basic meteorological fundamentals. Not available for challenge.

### **WTT-116 Motor Control & Programmable Controllers • 2 credits**

This course will cover aspects of motor control and automated control as it applies to wind turbines. The operation, wiring and simple programming as it applies to discrete and analog systems will also be studied in addition to the safe operation and protection of the electric motors that control turbine positioning and rotor settings. Not available for challenge.

### **WTT-117 Wind Turbine Hydraulics 3 credits**

This course will introduce students to fundamental hydraulic principles, components and systems. Students will learn how different hydraulic components and systems are applied in wind turbines, and they will develop skills in interpreting hydraulic symbols and reading hydraulic schematics as well as troubleshooting hydraulic circuits. Not available for challenge.

### **WTT-118 Wind Park Construction 3 credits**

This course will focus on how the major and minor components of a wind turbine are handled and prepared on a construction site. In addition, students will learn how these components are assembled and commissioned and Balance of Plant (BOP) equipment installation and commissioning for wind parks. Not available for challenge.

### **WTT-119 Wind Turbine Rotor Blades 3 credits**

This course is designed to provide students with an understanding of rotor blade function and design. Students will also learn the fundamentals of fiberglass reinforced plastics and will develop the skills necessary to evaluate, document, and repair rotor blade damages. Not available for challenge.

# Course Descriptions WTT 120 - WTT 126

## **WTT-120 Wind Turbine Safety II**

### **3 credits**

This course will develop the necessary skills and procedures to safely climb, descend and affect a rescue on a wind turbine. Course components include practical tower climbing and rescue training. This course will be graded CR/NCR. Not available for supplemental or challenge. Prerequisites: take WTT-110.

## **WTT-122 Wind Turbine Electrical II**

### **4 credits**

This course will focus on the electrical components utilized in wind turbines ranging from sensors to positioning controls and the conversion of electrical energy from Alternating Current (ac) circuits to Direct Current (dc) and dc to ac. Course topics will include the basics of three phase ac, transformer operations, various electrical machines, generators, and both ac and dc motors relevant to the construction, control and operation of a wind turbine. Not available for challenge. Prerequisites: take WTT-112.

## **WTT-124 Wind Turbine Maintenance**

### **7 credits**

This course will allow students to develop the skills necessary to carry out inspections and perform routine maintenance procedures on wind turbines, as well as test, troubleshoot and adjust wind turbine components and systems. Students will also learn proper documentation of all inspection and maintenance routines. Not available for challenge. Prerequisites: take WTT-112, WTT-114.

## **WTT-126 Certification Seminar**

### **2 credits**

This course will prepare students to complete the written and practical exams required for temporary BZEE Certification. Not available for supplemental.



Your professional and continuing education guide

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# Important Forms



**We're happy to assist you with the admissions process.**

**Visit [www.lethbridgecollege.ca/apply](http://www.lethbridgecollege.ca/apply) for details.**



# Living in Residence

[lethbridgecollege.ca/go/residence](http://lethbridgecollege.ca/go/residence)

*Lethbridge College Residence Life provides a warm, welcoming and convenient home away from home for more than 500 learners annually.*

We offer single suites in Kodiak House, four-bedroom townhouses, two-bedroom suites, and family units in our Cullen Residence, and four-bedroom townhouses in our 30th Avenue Residences. Some of our two-bedroom and single suites are specially equipped for learners with physical disabilities.

## **Cullen Residence, Townhouse**

Thirty-four townhouses provide many advantages for those students wanting affordable on-campus accommodation. Each townhouse has three levels, four bedrooms, two bathrooms, a dining room, completely furnished kitchen and living room and full size basement for storage. Within the Cullen townhouse there are three single rooms (approximately 102 square feet) and a super single room (approximately 140 square feet).

## **Cullen Residence, Two Bedroom Suites**

Forty-four suites have two bedrooms (approximately 102 square feet), a bathroom, a completely furnished kitchen and living room.

## **Cullen Family Unit**

Eight units (approximately 441 square feet) accommodate learners with families. Each unit has two bedrooms, a bathroom, dining room and a completely furnished kitchen and living room and a shared basement for storage.

## **30th Avenue Residence, Townhouse**

The 30th Avenue Residences provide housing to 208 students in cottage-style units. Each furnished suite has four bedrooms (approximately 116 square feet): two upstairs bedrooms and a bathroom and two downstairs bedrooms and a bathroom, living room and a fully equipped kitchen including dishwasher and a crawl space for storage.

## **Kodiak House**

Lethbridge College's new residence building features 109 single suites that match sustainable design with student comfort. Each suite has a private bathroom, and is furnished with a queen bed, desk, and wardrobe. A microwave, fridge and hot plate is supplied within the kitchen. Fifteen of the suites are wheelchair accessible and barrier free. These suites also feature single beds, wider doorways, lowered shelving, open sinks, lower windows, larger bathrooms with grab bars.

Our units are fully 'self-contained', so you only need to bring your personal items (bedding, towels, etc.).

Provided in each residence unit:

- kitchen, living room and bedroom furniture
- dishes, utensils, pots, pans, coffeemaker, toaster, iron and ironing board, broom and dustpan, mop and pail.
- fridge, stove/hot plate and microwave.
- high-speed internet modem.
- basic cable hook-up
- utilities
- smoke free units

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.

Resident Assistants are on call after office hours and on weekends to assist students with problems or emergencies.

Living in Residence at Lethbridge College also provides students opportunities to engage in Residence Life programming throughout the year. Programming includes events and activities on campus and in the community which helps students make connections with other students, their community and to fully enjoy their experience while living on campus.

\* For more information on our services and accommodations, to view floor plans, and to view current Residence rates, visit: [lethbridgecollege.ca/go/residence](http://lethbridgecollege.ca/go/residence) or contact 403.329.7218 • 1.800.572.0103 (ext. 7218) • [Res.Life@lethbridgecollege.ab.ca](mailto:Res.Life@lethbridgecollege.ab.ca)

# Application for Residence

Lethbridge College Residence  
3010 College Drive South • Lethbridge, AB • T1K 8A2  
Tel. 403.329.7218 • Toll Free. 1.800.572.0103 • Fax. 403.327.9062 • 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 Dr. S., 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: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Lethbridge College I.D. #: \_\_\_\_\_ Birthdate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: ☐ Male or ☐ Female  
year month day

Phone Number: ( ) \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

## MAILING ADDRESS

Street or Box Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

## PROGRAM INFORMATION

Program of Studies applied for: \_\_\_\_\_

Have you lived at Lethbridge College Residence before? \_\_\_\_\_ If yes, year(s): \_\_\_\_\_ Unit #: \_\_\_\_\_

## ROOM REQUEST - Please mark 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices

*Floor plans available at [www.lethbridgecollege.ca/go/residence](http://www.lethbridgecollege.ca/go/residence)*

\_\_\_\_\_ Single suite in Residence Tower

\_\_\_\_\_ Single barrier-free suite in Residence Tower

\_\_\_\_\_ 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 30<sup>th</sup> Avenue Townhouse (there are 4 bedrooms in each 30<sup>th</sup> Avenue Townhouse)

\_\_\_\_\_ Single bedroom in a Cullen Two-bedroom Suite (there are 2 bedrooms in each Suite)

\_\_\_\_\_ Single bedroom in a barrier-free Two-bedroom Suite

\_\_\_\_\_ Family Unit (there are 2 bedrooms in each Unit; recommended for families of 4 or less)

Spouse: \_\_\_\_\_

Child 1: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child 2: \_\_\_\_\_ Birthdate: \_\_\_\_\_

(over)

# 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) 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 Policy 2.13, Academic Accommodation for Students with Disabilities: <http://www.lethbridgecollege.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 **non-refundable** application fee) establishes my original priority for assignment to residence if an/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:    ☐ Cash

☐ 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

Admissions Office • Lethbridge College • 3000 College Drive South • Lethbridge, AB • T1K 1L6  
Tel. 403.320.3323 • Toll Free. 1.800.572.0103 • Fax. 403.317.3503 • lethbridgecollege.ca

**Program choice** \_\_\_\_\_ **LC Student ID** \_\_\_\_\_ *Leave blank if ID is not known*

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

What influenced you to apply? \_\_\_\_\_

## Please enclose a \$60 non-refundable processing fee

If you wish to pay the processing 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): \_\_\_\_\_

*If you have previously applied under a former name, please attach a photocopy of supporting documentation such as a driver's license, birth or marriage certificate.*

## 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

Alternate Contact: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

If you wish to declare that you are an Aboriginal person, please specify:

☐ Status Indian/First Nations ☐ Non-Status Indian/First Nations ☐ Metis ☐ Inuit

*Alberta Advanced Education and Technology 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, Business Operations and Reporting, Post-secondary Excellence Division, Alberta Advanced Education and Technology, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-7145 or the Lethbridge College Registrar's Office at (403) 320-3400.*

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 \_\_\_\_\_

## Major Activity During the Last Year:

☐ Student  
☐ In the work force (employed or seeking work)  
☐ Other

## Location:

☐ Alberta  
☐ Other Province  
☐ Outside Canada

Do you believe you may require consultation, accommodations, and/or support from our Disability Services office which supports individuals with learning or physical disabilities, sensory impairments, ADD or ADHD, and chronic or mental health conditions?

☐ Yes ☐ No



# Application for Admission Continued

## 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.

## Obtaining Your Transcripts

Your transcripts from schools you have previously attended form part of your application to Lethbridge College. Lethbridge College is able to obtain transcripts electronically from Alberta Education and other institutions who participate in the Alberta Post-Secondary Application System (ApplyAlberta). Please arrange for all other transcripts to be sent to Lethbridge College. If you decide you do not want Lethbridge College to use the ApplyAlberta electronic process, you will need to make arrangements to have your transcripts forwarded by contacting the institutions you have attended.

By signing below, I acknowledge that I:

- Consent to have Alberta Education and other Alberta Post-Secondary institutions, which I have indicated I have attended and who participate in ApplyAlberta, to send Lethbridge College electronic copies of my transcripts.
- Authorize Lethbridge College to collect electronic copies of my transcripts from Alberta Education and the other ApplyAlberta institutions that I have indicated I have attended.
- Authorize Lethbridge College to send a copy or record of this consent to any of the ApplyAlberta participating institutions from whom Lethbridge College will be collecting my transcripts.

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 the 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 on this application 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. Your information will be used for the purpose of processing your application for admission including, if requested and authorized, to obtain electronic transcript requests from other Alberta post-secondary institutions and Alberta Education. If your application is accepted, your information will be used to facilitate your registration and for internal operational purposes including administering and evaluating College programs, facilitating alumni programs and services, for income tax purposes, for statistical purposes and for other uses consistent with these purposes. Your information may be disclosed to the Alberta government for statistical, funding, planning, policy development, reporting, and research purposes. Your information may also be disclosed 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 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 South, Lethbridge, AB T1K 1L6, (403) 320-3400.

# Academic Policies

Lethbridge College's Academic Policies are summarized below. Full policy information is available through the College website at [lethbridgecollege.ca](http://lethbridgecollege.ca). Search "Academic 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.

**PREAMBLE:** Lethbridge College maintains an academic record (transcript) for all students registered in credit courses. Alpha grades and other grade symbols are used to indicate student performance on the academic record.

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

## CONDITIONS/CRITERIA FOR ASSIGNING GRADE SYMBOLS

All of the following are final grades EXCEPT Incomplete (I) which is an interim grade:

### 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 is 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 symbol (not a final grade) issued as a result of extenuating circumstances allowing the student to complete assignments or write deferred final exams.

Grade points: Nil (not included in GPA calculation)

**Incomplete (in scope) Grade Expiry Date:** Up to two months following the end of the term in which the incomplete grade symbol was assigned:

- Fall Term (Sept-Dec) – not to exceed the last day of the following February
- Winter Term (Jan-Apr) – not to exceed the last day of the following June
- Spring Term – short (May-Jun) – not to exceed the last day of the following August
- Spring Term – long (May-Aug) – not to exceed the last day of the following October
- Summer Term (Jul-Aug) – not to exceed the last day of the following October

**Incomplete (out of scope) Grade Expiry Date:** The assignment of an Out of Scope Expiry Date extends beyond the In Scope Incomplete Grade Expiry Date and requires the completion and approval of an Out of Scope "I" Grade Expiry Date Request Form (see Schedule A). This also requires a learning contract between the student and the instructor, with authorization from the Academic Chair or Dean.

Should a final grade not be submitted by the expiry date, the "I" grade symbol will be replaced by an "F".

### 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

### 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. Grade points: Nil (not included in GPA calculation)

# Academic Policies Continued

## 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)

## 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.

## LIMITATION ON A FINAL GRADE/GRADE SYMBOL CHANGE

- a. Change to a final grade/grade symbol submitted on or before the institutional final grade deadline for a term
  - i. Up to one month following the end of the term in which the final grade was assigned:
    - Fall Term (Sept-Dec) – not to exceed the last day of the following January
    - Winter Term (Jan-Apr) – not to exceed the last day of the following May
    - Spring Term – short (May-Jun) – not to exceed the last day of the following July
    - Spring Term – long (May-Aug) – not to exceed the last day of the following September
    - Summer Term (Jul-Aug) – not to exceed the last day of the following September
- b. Change to a final grade/grade symbol resulting from an incomplete grade symbol (In Scope or Out of Scope) changing to a final grade:
  - i. Up to one month following the month in which the incomplete grade symbol was changed to a final grade.
    - An incomplete grade symbol cannot be changed to AF
- c. Change to a grade resulting from a Supplemental Exam:
  - i. Up to one month following the month in which the supplement exam grade was assigned.
- d. An "AF" grade cannot be changed. An "AF" grade is assigned when a student violates the attendance policy published in the course outline, does not attend the course they enrolled in, or does not complete work that can be evaluated for the purpose of assigning a grade within the corresponding term.
- e. A "W" grade is student initiated and cannot be assigned or changed by an instructor and cannot be replaced by an instructor initiated "RW" grade.

f. An "RW" grade is instructor initiated and cannot be replaced by a student initiated "W" grade.

g. In the case of a grade appeal, only a final grade may be appealed.

## 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	Weighted Points
ENG 156	3.0	A	4.0	3.0 x 4.0 = 12.0
MKT 188	5.0	B+	3.3	5.0 x 3.3 = 16.5
ACC 170	4.0	B	3.0	4.0 x 3.0 = 12.0
BUS 170	4.0	C+	2.3	4.0 x 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

# Academic Policies Continued

## 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 (Under Review)

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.

# Academic Policies Continued

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.

## ACADEMIC CREDITS FROM ALTERNATE SOURCES – POLICY 2.25

In addition to gaining academic credits through the successful completion of credit courses offered by Lethbridge College, students admitted into programs may gain academic credit through transfer credit, assessment of prior learning, and through participation in student government.

**PREAMBLE:** Students normally gain their academic credits by satisfactorily completing credit courses offered by Lethbridge College. However, Lethbridge College recognizes that students entering credit programs often have acquired knowledge, skills, and competencies as a result of previous learning and experience. Outcomes from these activities can be assessed at Lethbridge College, and students may be awarded academic credits in equivalent Lethbridge College courses or be given unspecified credits that may count towards overall program outcomes. In addition, students serving as Student Council members may earn credits.

## DEFINITIONS:

**Academic Credits:** The credit values or units of learning assigned to each credit course.

**Prior Learning Assessment:** The assessment or evaluation of prior learning, which is not recognized through transfer credit.

**Prior Learning Credits:** Credits awarded as a result of prior learning assessment.

**Credit Load:** The number of credits in which a student is enrolled in a given term.

**Transfer Credit:** Credits awarded at Lethbridge College for credit courses completed at other post-secondary institutions or through Alberta Secondary Schools (CTS modules).

**CTS:** Course modules delivered by Alberta Secondary Schools under Career and Technology Studies

**Elective Credit:** Course elective choices may be included in program requirements to provide flexibility for meeting graduation criteria.

**Unspecified Credit:** Credits awarded for courses completed at other institutions for which no equivalent course exists at Lethbridge College. Unspecified credits may be used to satisfy unspecified elective choices. Unspecified electives are often written as UPSY2XX – meaning unspecified psychology at the 200 level.

## GUIDELINES:

Credits awarded from academic credit from alternate sources are not included in the 25% residency requirement at Lethbridge College, or in the calculation of Grade Point Average (GPA), or in the current credit load for the purpose of maintaining full-time student status.

## Transfer Credit

### 1. From Post-Secondary Institutions:

Students must submit official transcripts to the Registrar's Office for evaluation and credit may be awarded for courses completed at other post-secondary institutions. Courses completed in the ten (10) year period prior to admission, in which students have

# Academic Policies Continued

obtained a passing grade, will be evaluated for Transfer Credit. Courses completed more than ten (10) years prior to admission, in which students have obtained a passing grade, may be eligible for Prior Learning Credit (see below).

Unspecified credit may be awarded if the learning outcomes of post-secondary courses are not equivalent to specific Lethbridge College courses but do satisfy general program outcomes. Students may be asked to submit course outlines.

## 2. From Secondary Schools:

Credit may be awarded for CTS modules completed in Alberta secondary schools. Students must submit transcripts or evidence from their secondary 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.

Transfer credit is recorded on the Lethbridge College transcript, and the student and Academic Chair are notified.

### Prior Learning Credit

Credit may be awarded as a result of an assessment of prior learning, which is not recognized through transfer credit.

Credits may be awarded for learning gained through one or a combination of the following:

1. Credit courses completed with a passing grade more than ten (10) years ago;
2. A combination of credit courses with no course-to-course relationship to a single Lethbridge College credit course;
3. Informal education and training activities;
4. Self study;
5. Work experience;
6. Volunteer activities;
7. Other.

Courses are available for Prior Learning Credit unless otherwise stated in the course description in the academic calendar.

Prior Learning Credit assessment will be conducted by a faculty content expert using a variety of assessment tools, which may include, but are not limited to, portfolios, oral presentations, or challenge examinations. The applicant is required to demonstrate their skills, knowledge, or competencies as related to the course for which Prior Learning Assessment is being requested. In order to earn credits through Prior Learning Assessment, a student must achieve the minimum standard required to proceed to a senior level course in this subject area.

The academic appeal process is available to students who contest a grade earned through Prior Learning Assessment.

Prior learning credits awarded through prior learning assessment are reported to the Registrar's Office where they are so recorded on the Lethbridge College transcript. The Registrar's Office notifies the student of the academic credits awarded.

### Student Government Credit

Credits are awarded for Lethbridge College Student Government experience and for serving on the Lethbridge College Students Association (LCSA) Council. Credits awarded are commensurate with the student'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. Early in their chosen program of study, students should consult with the Dean of the Centre in which the program resides to determine if Student Government Credit will be awarded.

Awarding of credits for student government participation is the responsibility of the Associate 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 Lethbridge College Faculty Association.

### ELIGIBILITY FOR PARTICIPATION IN CONVOCATION CEREMONIES – POLICY 3.6

Students who have successfully fulfilled their program requirements or who have completed most of the program requirements and are enrolled in the final course requirements commencing during the current academic year are eligible to participate in convocation ceremonies.

#### PREAMBLE:

Lethbridge College, in support and recognition of student achievement, may provide an opportunity for students to participate in an annual convocation ceremony.

#### DEFINITION:

Convocation – a ceremonial assembly of eligible students to celebrate academic achievement based on the fulfillment of program requirements as stipulated by the Lethbridge College calendar.

#### GUIDELINES:

1. Students who successfully complete the requirements of their program for the following credentials are eligible to participate in convocation: applied degree, diploma, certificate, credential of academic achievement, recognition of academic achievement, certificate of specialization, or final period/year of a Journeyman Apprentice program.
2. Eligibility for participation in convocation is defined as follows:
  - a) A student who has successfully completed the necessary courses to fulfill their program requirements for graduation as stipulated in the Lethbridge College calendar and as defined by the Graduation Requirements Policy 3.3, or,

# Academic Policies Continued

- b) A student who has successfully completed most of the necessary courses and, in addition, is enrolled in the final remaining courses required to fulfill their program requirements for graduation as stipulated in the Lethbridge College calendar and as defined by the Graduation Requirements Policy 3.3. The remaining courses must be scheduled to commence during the current academic year (May or June).
3. Eligible students from partner post-secondary institutions may participate in the convocation ceremony as defined in the partner contract.

## PROCEDURES:

1. Students who believe they are eligible to graduate are invited to submit an application to graduate to the Registrar's Office by the application deadline.
2. The Registrar reviews transcripts and determines eligibility to graduate (convocate) in the current academic year.

## 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:

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 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.

## 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.

# Academic Policies Continued

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.



# Academic Policies Continued

## 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.

## ASSESSMENT – POLICY 2.15

Assessment is used to inform, shape, guide, direct and support learning and teaching. Lethbridge College will utilize multiple methods of assessment to measure learning and the learning needs of learners. Feedback from an assessment will be given in a timely manner, respecting the dignity and privacy of the individual.

### Preamble

Assessment can be used to match learner skills and knowledge with academic skills of the program, match learning aptitudes, attitudes and interests with career requirements, monitor learning progress, evaluate effectiveness of instructional methods and curriculum design, and determine achievement of learning outcomes.

### Definitions

Assessment: any form of measurement designed to inform, shape, guide and facilitate learning and teaching.

#### Guidelines

1. Learners are the focus for learning activities. Learners are ultimately responsible for ensuring the quality and breadth of their learning.
2. Instructors are encouraged to use a variety of assessment procedures in any one course to support students with alternative learning styles.
3. Assessments will be aligned with the learning outcomes. As learning outcomes vary, so will the means of assessing those outcomes.
4. Assessments conducted in courses will be clearly outlined on course outlines with their respective weightings.
5. The assessment procedures for any program or course activity will be clearly presented. Students will have prior knowledge of an assessment activity unless, for instance, the very outcome being assessed is the student's ability to function quickly and efficiently under pressure. In cases such as this, this should be stated as a course outcome.
6. Expectations of performance (clearly established criteria) will be given to learners before they are asked to complete an activity that will be assessed. This allows students the opportunity to assess, adjust, and improve their performance.
7. Each course outcome will be assessed in the course. Assessments will be designed and weighted to accurately reflect the emphasis given to certain learning outcomes in a course.
8. Any assessment process will be applied in a fair and equitable fashion.
9. Any assessment results will be interpreted in a fair and equitable fashion.

10. Students will be given feedback in a timely fashion. This means that the results of student assessment activities controlled by Lethbridge College should normally be made known to students within two weeks of the work being submitted.
11. Where possible, assessment will be arranged to allow learners the opportunity to process/internalize the results from the assessment activity before another assessment is conducted.
12. Students will have sufficient feedback about their progress in a course (at least 30-70% of the final grade) to be able to make sound judgments with respect to withdrawal deadlines.
13. The assessment process and the handling of the results must ensure the privacy of those assessed as per FOIP guidelines.
14. Instructors respect the assessment process and will strive to keep the results of an assessment and its products secure.
15. As assessment is tied to outcomes, courses that have multiple sections should have common assessment methodologies, types of tools, criteria, and weighting on their assessments unless one of the sections has been designated to investigate new assessment procedures. Unless so designated, each section should be consistent with other sections of the same course.
16. If a course has a final assessment, the last assessment in a course, which is valued between 20-40%, this assessment will take any pedagogically sound form, including but not limited to: a project, a paper, a portfolio, an oral presentation or exam. The assessment is scheduled or due during the final exam period. Project/portfolio style assignments may be submitted during the last regularly scheduled class period. Alternative assessment patterns based upon sound pedagogical reasoning must be approved by Program Deans and Chairs.

## STUDENT RIGHTS/RESPONSIBILITIES AND BEHAVIOUR – POLICY 3.12

LC 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.

# Academic Policies Continued

- 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.
- 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.
- Students have the right to be notified of class cancellations as soon as possible.
- Students have the right to expect that classes will start and end on time.
- 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.
- 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.
- 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.
- Students have the right to review their class examinations and course assignments after they have been evaluated as stated in the course outline.
- Students have the right to a safe and healthy learning environment.
- 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.
- 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.
- Students have the right to receive assessment feedback in a timely fashion.
- Students have the responsibility to familiarize themselves with the academic policies and graduation requirements as published.
- Students have a responsibility to acquaint themselves with the procedures to be followed to register, change or withdraw from a course.
- Students have a responsibility to acquaint themselves with the content of course outlines distributed by the faculty member.
- 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.
- Students have a responsibility to arrive on time for instructional activities and remain for the duration of those activities.
- Students have a responsibility to adhere to attendance requirements stated in the course outline.
- Students have a responsibility to respect the faculty member's right to determine course content, methodology and evaluation.
- 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.
- 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.

## STUDENT ACADEMIC CODE OF CONDUCT: ACADEMIC HONESTY POLICY

### Purpose

This policy defines the standard of academic honesty required of students, the consequences of non-compliance with those standards, and the processes for determining and addressing non-compliance.

### Scope/Limits

This policy applies to all students registered in Lethbridge College courses regardless of course type, delivery method, or location and student work or behaviour that impacts a student's grade or standing in a particular course or program of study. This policy also applies to applicants who are participating in pre-admission testing.

### Policy Statements

- Lethbridge College is committed to academic honesty and does not condone academic dishonesty;
- Lethbridge College and its employees will take reasonable steps to communicate to the student the College's standard of academic honesty. Students have the right to access applicable policies and procedures through the College website ([www.lethbridgecollege.ca](http://www.lethbridgecollege.ca)).
- Every reasonable step will be taken to discover incidences of academic dishonesty;
- Lethbridge College's Testing Services will report suspected incidents of academic dishonesty to the applicable instructor or department;
- Upon concluding academic dishonesty has likely occurred, Lethbridge College will consider the alleged offence in a fair, just, and equitable manner, and if the alleged offence is confirmed in that process, will impose a sanction or penalty on the student commensurate with the seriousness of the offence. Upon communication of a finding of there being a breach of the academic honesty policy and the sanction being imposed using the Notification of Academic Dishonesty form or written letter, the student has the right to appeal the decision.

### Student Responsibilities

- 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.

# Academic Policies Continued

6. The appeal process will be outlined to the student in writing. If pursued, once the Academic Appeal process is complete, and if the sanction or penalty is upheld, the sanction or penalty will then be imposed.
7. Withdrawal from a course will not prevent proceedings with respect to academic offences committed in the course, and the right to withdraw may be refused where an academic dishonesty offence is alleged.
8. Students have the right to expect that all records, including their official student record, will be managed consistent with the Alberta Freedom of Information and Protection of Privacy (FOIP) Act.

## Definitions

1. Academic Dishonesty: behaviour which circumvents the accepted process for earning a grade or credential, and includes
  - 1.1. Plagiarism: A serious academic offence that involves submitting work (words, ideas, images, or data) as if it were the student's own work when, in fact, it is not. Academic work often involves reference to the ideas, data and conclusions of others, but intellectual honesty requires that such references be accurately, explicitly and clearly noted. Plagiarism also exists when a student who submits or presents the work in one course which has also been submitted in another course (although it may be completely original with that student) without the prior agreement of the instructor;
  - 1.2. Cheating: the breaking of rules or standards of acceptable behaviour to gain an unfair advantage. It is an act of deception done with the intent to gain an unearned advantage or grade.
2. Appeal Process: the process whereby a student has the opportunity to challenge a decision regarding academic standing or penalties for academic dishonesty. Refer to the Academic Appeals Policy.
3. Confirmed evidence: the proof that academic dishonesty has been committed.
4. Expulsion: a required withdrawal from all learning activities and may include the denial of access to the College campus.
5. Extreme Academic Dishonesty: academic dishonesty which is repetitive, or engages others in the offense, or breaches other rules of law, may be broad in scope or severe in impact upon others, including Lethbridge College.
6. Instructor: the teacher compensated by Lethbridge College and assigned to instruct specific course(s). This person communicates expectations to students about this policy through the course outline and instigates the process of dealing with academic dishonesty.
7. Suspension: a period of time in which a student may be suspended from participating in course, program and/or other College activities for a specified period of time. On occasion, a suspension may be for an indefinite period of time pending investigation of an alleged misconduct.

## Policy Supports

Academic Dishonesty Penalties (Appendix A)  
Notice of Academic Dishonesty form (Appendix B)  
Examples of Academic Dishonesty (Appendix C)  
Academic Appeals Policy & Procedures

## 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.

# Academic Policies Continued

- 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.

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# Notes

## CONNECT



For a virtual tour, visit:  
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# Campus overVIEW

- 1. 30th Avenue Residences
- 2. Aquaculture Centre of Excellence
- 3. Instructional Building
- 4. Technologies Building
- 5. Cousins Science Centre
- 6. Paterson Building
- 7. College Centre & Main Entrance
- 8. Trades Building
- 9. Andrews Building
- 10. Physical Education Building
- 11. Cullen Residences
- 12. College Drive
- 13. Kodiak House Residences  
(Opened September 2010)

# Contact Us

**Lethbridge College**  
**3000 College Drive South**  
**Lethbridge, Alberta, Canada**  
**T1K 1L6**

Phone: (403) 320-3200 • 1-800-572-0103

E-mail: [info@lethbridgecollege.ab.ca](mailto:info@lethbridgecollege.ab.ca)

Web: [lethbridgecollege.ca](http://lethbridgecollege.ca)

**welcometo**your**future.ca**

## **Student Recruitment, Advising & Registrar's Office**

- Book a campus tour.
- Arrange to spend a day on campus as a hosted Student for a Day (Oct., Nov., Feb. & Mar.).
- Get program and admissions information.
- Meet with an academic advisor.

Phone: (403) 320-3323 • 1-800-572-0103 ext. 3323

Fax: (403) 317-3503

E-mail: [info@lethbridgecollege.ab.ca](mailto:info@lethbridgecollege.ab.ca)

## **Student Awards & Financial Aid**

- Get answers to your questions about funding your education.

Phone: (403) 320-3323 • 1-800-572-0103 ext. 3323

E-mail: [awards@lethbridgecollege.ca](mailto:awards@lethbridgecollege.ca)

Web: [lethbridgecollege.ca/awards](http://lethbridgecollege.ca/awards)

## **Residence Life**

Phone: (403) 329-7218 • 1-800-572-0103 ext. 7218

E-mail: [Res.Life@lethbridgecollege.ab.ca](mailto:Res.Life@lethbridgecollege.ab.ca)

Web: [lethbridgecollege.ca/residence](http://lethbridgecollege.ca/residence)

## **Career Counselling**

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E-mail: [careers@lethbridgecollege.ab.ca](mailto:careers@lethbridgecollege.ab.ca)

Web: [lethbridgecollege.ca/counselling](http://lethbridgecollege.ca/counselling)

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