Welcome to *your* future.

Welcome to Lethbridge College...welcome to your future.

This academic calendar describes the programs, courses and services offered at Lethbridge College. Think of it as your guide to life at Lethbridge College and your first steps into possibilities and exciting new directions.

Within these pages, you'll find everything you can expect when you choose Lethbridge College for your post-secondary education: excellence, relevance and a road map to your future. Our industry advisory committees help us ensure that your learning experience will provide you with the valuable skills and education required for the workforce.

Come experience the excitement and energy on campus and consider this:

- At Lethbridge College, you learn about what you love from world-class instructors. They are truly great teachers and have real-life experience in doing what they teach.
- At Lethbridge College, you can take your pick from over 50 career-training programs, applied degrees and apprenticeships and plunge into your chosen field right away. You'll be active in your education and an important voice in classroom conversations. And remember that we offer programs that are nationally accredited. That means when you get your diploma, it will be recognized coast to coast.
- At Lethbridge College, hands-on experience is truly hands-on – whether you're studying computers or culinary arts. You'll make connections with people and ideas that can make big changes at home and around the world. You'll move quickly from the classroom to the workplace as most programs can be completed in four terms.
- At Lethbridge College, every credential we offer is built on a solid base of skills required for ongoing future success. Skills around sustainability, communication, lifelong learning, self-direction and personal management, and collaboration and leadership will provide you the foundation to adjust to a changing world and to become actively involved in your workplace and your community.
- As a student here, you'll get the tools you need to connect you to the work you love.

Welcome to Lethbridge College...we wish you success along the way...and I invite you to join the Lethbridge College family and be part of a diverse, thriving, positive, engaged community.

Welcome to your future!

Dr. Paula Burns
Lethbridge College President and CEO

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Academic Schedule 2013 - 2014

Summer - 13S1 (July to August 2013)

July 1	Monday	College Closed (Canada Day)
July 2	Tuesday	Summer term begins
July 4	Thursday	Add/Drop ends
July 10	Wednesday	Extended Drop ends
July 31	Wednesday	Last day to Withdraw
August 5	Monday	College Closed (Heritage Day)
August 16	Friday	Last day of classes
August 21 & 22	Wednesday, Thursday	Final Exams
August 26	Monday	Final grades due to Registrar by 8:30 a.m.

Fall - 13FL (September to December 2013)

September 2	Monday	College closed (Labor Day)
September 3	Tuesday	College Life 101 (New Student Orientation)
September 3	Tuesday	Domestic Application Deadline for Fall 2013
September 4	Wednesday	Fall term begins
September 11	Wednesday	Add/Drop ends
September 24	Tuesday	Extended Drop ends
October 14	Monday	College Closed (Thanksgiving Day)
November 8	Friday	Last day to Withdraw
November 11	Monday	College Closed (Remembrance Day)
November 29	Friday	International Application Deadline for May 2014
December 6	Friday	Last day of classes
December 9-13	Monday - Friday	Final Exams
December 18	Wednesday	Final grades due to Registrar by 8:30 am
December 24 (noon) - Jan 1	Tuesday (noon) - Wednesday	College Closed (Christmas break)

Winter - 14WN (January to April 2014)

January 2	Thursday	College opens for business after break
January 3	Friday	College Life 101 (New Student Orientation)
January 3	Friday	Domestic Application Deadline for Winter 2014
January 6	Monday	Winter term begins
January 13	Monday	Add/Drop ends
January 24	Friday	Extended Drop ends
February 17	Monday	College Closed (Family Day)
February 18 - 21	Tuesday - Friday	Reading Week
March 11	Tuesday	Last day to Withdraw
April 1	Tuesday	International Application Deadline for Fall 2014
April 14	Monday	Last day of classes
April 16,17, 22 - 24	Wed,Thurs, Tues - Thurs	Final Exams
April 18	Friday	College Closed (Good Friday)
April 21	Monday	No classes (Easter Monday)
April 25	Friday	Convocation
April 28	Monday	Final grades due to Registrar by 8:30 am

Spring 14S2 (May to June 2014)

May 5	Monday	Spring term (short) begins
May 7	Wednesday	Add/Drop ends
May 13	Tuesday	Extended Drop ends
May 19	Monday	College Closed (Victoria Day)
June 3	Tuesday	Last day to Withdraw
June 20	Friday	Last day of classes
June 23 & 24	Monday, Tuesday	Final Exams
June 27	Friday	Final grades due to Registrar by 8:30 am

Spring 14SM (May to August 2014)

May 2	Friday	Domestic Application Deadline for Spring 2014
May 5	Monday	Spring term (long) begins
May 12	Monday	Add/Drop ends
May 19	Monday	College Closed (Victoria Day)
May 26	Monday	Extended Drop ends
July 1	Tuesday	College Closed (Canada Day)
July 7	Monday	Last day to Withdraw
August 1	Friday	International Application Deadline for Winter 2015
August 4	Monday	College Closed (Heritage Day)
August 8	Friday	Last day of classes
August 11 - 15	Monday - Friday	Final Exams
August 20	Wednesday	Final grades due to Registrar by 8:30 am

Academic Schedule 2014 - 2015

Summer - 14S1 (July to August 2014)

July 1	Tuesday	College Closed (Canada Day)
July 2	Wednesday	Summer term begins
July 4	Friday	Add/Drop ends
July 10	Thursday	Extended Drop ends
July 30	Wednesday	Last day to Withdraw
August 4	Monday	College Closed (Heritage Day)
August 15	Friday	Last day of classes
August 20 & 21	Wednesday, Thursday	Final Exams
August 25	Monday	Final grades due to Registrar by 8:30 a.m.

Fall - 14FL (September to December 2014)

September 1	Monday	College closed (Labor Day)
September 2	Tuesday	College Life 101 (New Student Orientation)
September 2	Tuesday	Domestic Application Deadline for Fall 2014
September 3	Wednesday	Fall term begins
September 10	Wednesday	Add/Drop ends
September 23	Tuesday	Extended Drop ends
October 13	Monday	College Closed (Thanksgiving Day)
November 7	Friday	Last day to Withdraw
November 11	Tuesday	College Closed (Remembrance Day)
December 1	Monday	International Application Deadline for May 2015
December 5	Friday	Last day of classes
December 8 - 12	Monday - Friday	Final Exams
December 17	Wednesday	Final grades due to Registrar by 8:30 am
December 24 (noon) - Jan 1	Wednesday (noon) - Thursday	College Closed (Christmas break)

Winter - 15WN (January to April 2015)

January 2	Friday	College opens for business after break
January 2	Friday	College Life 101 (New Student Orientation)
January 2	Friday	Domestic Application Deadline for Winter 2015
January 5	Monday	Winter term begins
January 12	Monday	Add/Drop ends
January 23	Friday	Extended Drop ends
February 16	Monday	College Closed (Family Day)
February 17 - 20	Tuesday - Friday	Reading Week
March 10	Tuesday	Last day to Withdraw
April 3	Friday	College Closed (Good Friday)
April 6	Monday	No classes (Easter Monday)
April 1	Wednesday	International Application Deadline for Fall 2015
April 14	Tuesday	Last day of classes
April 17, 20 - 23	Friday, Monday - Thursday	Final Exams
April 24	Friday	Convocation
April 27	Monday	Final grades due to Registrar by 8:30 am

Spring 2 15S2 (May to June 2015)

May 4	Monday	Spring term (short) begins
May 6	Wednesday	Add/Drop ends
May 12	Tuesday	Extended Drop ends
May 18	Monday	College Closed (Victoria Day)
June 2	Tuesday	Last day to Withdraw
June 19	Friday	Last day of classes
June 22 - 23	Monday, Tuesday	Final Exams
June 26	Friday	Final grades due to Registrar by 8:30 am

Spring 15SM (May to August 2015)

May 1	Friday	Domestic Application Deadline for Spring 2015
May 4	Monday	Spring term (long) begins
May 11	Monday	Add/Drop ends
May 18	Monday	College Closed (Victoria Day)
May 25	Monday	Extended Drop ends
July 1	Wednesday	College Closed (Canada Day)
July 3	Friday	Last day to Withdraw
July 31	Friday	International Application Deadline for Winter 2016
August 3	Monday	College Closed (Heritage Day)
August 7	Friday	Last day of classes
August 10 - 14	Monday - Friday	Final Exams
August 24	Monday	Final grades due to Registrar by 8:30 am

College Directory

Main Campus ..... **(403) 320-3200**
Toll Free **1-800-572-0103**
Website ..... **www.lethbridgecollege.ca**

Claresholm Campus ..... **(403) 625-4231**
Crowsnest Pass Campus ..... **(403) 562-2853**
Fort Macleod Campus ..... **(403) 553-4788**
Lakeshore Campus ..... **(403) 388-3082**
Pincher Creek Campus ..... **(403) 627-4478**
Vulcan County Campus ..... **(403) 485-4100**

Admissions and Registration
Admissions ..... (403) 320-3323
General Information ..... (403) 320-3323
Non-Credit Registration ..... (403) 320-3323
Student Records Information ..... (403) 320-3323
Transcript Requests ..... (403) 320-3323
Fax Number 1-888-819-9803

Services
Academic Advising ..... (403) 320-3323
Accessibility Services ..... (403) 320-3202 Ext. 5400
Alumni Relations ..... (403) 329-7220
Awards and Scholarships ..... (403) 320-3372
Be Fit for Life ..... (403) 382-6919
Bookstore ..... (403) 320-3341
Buchanan Library ..... (403) 320-3352
Campus Recreation ..... (403) 320-3202 Ext. 5303
Campus Connections ..... (403) 320-3347
Career Centre ..... (403) 320-3287
Chaplaincy Services ..... (403) 320-3202 Ext. 5328
Counselling Services ..... (403) 320-3351
Day Care Centre ..... (403) 320-3430
Distributed/Online Learning ..... (403) 320-3323
Finance ..... (403) 382-6901
Financial Aid ..... (403) 320-3372
Garden Court Restaurant ..... (403) 382-6999
Health Services ..... (403) 320-3289
Kodiak Athletics ..... (403) 382-6900
Learning Cafe ..... (403) 382-6952
Learning Support Services ..... (403) 320-3244
Lethbridge College Portal ..... (403) 320-3352
Parking ..... (403) 320-3223
Printing - Grenville the Copy Store ..... (403) 320-3255
Residence ..... (403) 329-7218
Recruitment ..... (403) 320-3322
Security ..... (403) 320-3206
Student Experience Office ..... (403) 320-3351
Services for FNMI Learners ..... (403) 320-3202 Ext. 3242
Services for International Learners ..... (403) 320-3202 Ext. 5532
Sports Facilities ..... (403) 382-6903
Student for a Day/Campus Tours ..... (403) 320-3322
Students Association ..... (403) 320-3373
Students' Health & Dental Plan ..... (403) 320-3202 Ext.5310
Testing Services ..... (403) 320-3368

Programs
Agriculture and Heavy Equipment Technician ..... (403) 320-3411
Agricultural Technology ..... (403) 382-6991
Automotive Systems ..... (403) 320-3411
Bachelor of Nursing Degree (NESA) ..... (403) 320-3348
Bachelor of Nursing - After Degree ..... (403) 320-3348
Business Administration ..... (403) 320-3213
Central Sterile Processing ..... (403) 320-3310
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 - 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
Educational Assistant ..... (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) 382-6991
Fashion Design and Marketing ..... (403) 320-3213
Fetal Alcohol Spectrum Disorder Education ..... (403) 320-3393
FNMI Career Pathways ..... (403) 394-7338
Fish and Wildlife Technology ..... (403) 382-6991
General Studies ..... (403) 394-7338
Geomatics Engineering Technology ..... (403) 320-3468
Health Care Aide ..... (403) 320-3310
Interior Design Technology ..... (403) 320-3213
Justice Studies - Bachelor of Applied Arts ..... (403) 329-7246
Massage Therapy ..... (403) 320-3393
Multimedia Production ..... (403) 320-3213
Natural Resource Compliance ..... (403) 382-6991
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
Therapeutic Recreation (Gerontology) ..... (403) 320-3393
Unit Clerk Training ..... (403) 320-3310
Wind Turbine Technician ..... (403) 320-3411

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
- Bachelor of Nursing
- Bachelor of Nursing - After Degree
- 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 – Policing
- Culinary Careers
- Disability and Community Rehabilitation (distributed/online learning only)
- Early Childhood Education
- Educational Assistant
- 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)
- Fish and Wildlife Technology
- FNMI Career Pathways
- General Studies

  Liberal Arts Majors
    - Canadian Studies Major
    - Cultural Studies Major
    - English Major
    - Physical Education and Leadership Major
    - Psychology and Sociology Major
- Geomatics Engineering Technology
- Health Care Aide
- Interior Design Technology (program name change pending Government approval)
- Justice Studies - Bachelor of Applied Arts
- Massage Therapy
- Multimedia Production
- Natural Resource Compliance
- Office Administration
- Perioperative Post-Diploma Nursing
- Police Recruit Training
- Practical Nursing
- Professional Golf Management
- Renewable Resource Management
- Therapeutic Recreation - Gerontology
- Unit Clerk Training
- Wind Turbine Technician

Programs Listed By School

School of Agriculture & Life Sciences
- Agricultural Technology
    - Animal Science Major
    - Plant and Soil Science Major
- Exercise Science
- General Studies - Physical Education and Leadership major

School of Business
- Business Administration
    - Accounting Major
    - General Business Major
    - Management Major
    - Marketing Major
- Computer Information Technology
- Office Administration
- Professional Golf Management - Certificate of Specialization

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
- Massage Therapy
- Bachelor of Nursing
- 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)
- Educational Assistant

School of Justice Studies
- Commercial Vehicle Enforcement
- Correctional Studies
- Criminal Justice - Policing
- Justice Studies - Bachelor of Applied Arts

School of Liberal Arts
- FMNI Career Pathways
- General Studies

    Liberal Arts Majors
    - Canadian Studies
    - Cultural Studies
    - English
    - Physical Education and Leadership (see School of Agriculture & Life Sciences)
    - Psychology and Sociology

School of Media & Design
- Communication Arts
    - Advertising/ Public Relations Major
    - Broadcast Journalism Major
    - Print Journalism Major
- Fashion Design & Marketing
- Interior Design Technology (Program name change pending Government approval)
- Multimedia Production

School of Public Health & Safety
- Central Sterile Processing
- Health Care Aide
- 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

School of Industrial Training
- Culinary Careers
- Cook Apprenticeship

School of Renewable Energy
- 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.

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.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.

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 applyalberta.ca.

You can apply online by going to 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.

A printable application is also available on our website.

The MyHorizon 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 MyHorizon Portal that includes self-service options including LC e-mail message centre, admission status, required admissions documents, class schedule, web registration, and billing information. Applicants are responsible for monitoring the online portal. E-mail is the primary method of communication to the applicant.

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.

Lethbridge 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
Applications and supporting documentation must be received no later than the day before the term begins. Some programs have limited enrolment so we recommend applying early.

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.

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. For more information about the ACCUPLACER system, please contact the Program Chair or Academic Advising.

The Canadian Achievement Test (CAT) is used primarily for course placement into upgrading classes. This diagnostic assessment measures current proficiency levels in reading comprehension, writing, and mathematics. Results from this test allow for appropriate course placement into the College and University Preparation Program.

Medical History
A completed Medical History Form, immunization documentation 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.

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 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 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?
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.

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

INTERNATIONAL APPLICANTS
Contact: Coordinator, International Recruitment & Admissions 403.329.7234
international@lethbridgecollege.ca

You can apply online by going to 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: 1.888.819.9803
admissions@lethbridgecollege.ca

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

Deadline for International Applications:
Fall (September) admission: April 1
Winter (January) admission: August 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.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.

Getting Started Continued

Certified official documents issued by each institution in a sealed envelope bearing the institution's seal/stamp or signature are required.

2. Certified English translations for all documents not written in English must be supplied and translations must be complete, word-for-word and in the same format as the original document.

3. Official transcript(s) of any studies completed in Canada.

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

English Language Proficiency (ELP) Requirement
Students whose first language is other than English, except those applying to ESL, must demonstrate English language proficiency by providing one of the following:

1. Successful completion of the following Lethbridge College EAP courses with a minimum grade of C:
   EAP0096 Academic Writing
   EAP0097 Academic Communication
   EAP0098 Academic Reading

2. Official Test of English as a Foreign Language (TOEFL) score of 550 (213 if computer-based testing) or iBT score of 80 taken within the last two years.

3. Official International English Language Testing System (IELTS) score of 6.0 with no band below 5.5, taken within the last two years.

4. Completion of Grade 12 English.

5. Successful completion of at least three consecutive years of full-time study at an English senior secondary or post-secondary school.

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 25** or visit our website lethbridgecollege.ca/student-experience/housing. e-mail: res.life@lethbridgecollege.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 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 regarding registration will be e-mailed to you. You are 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.

Please ensure you are registered prior to the term start date by accessing your schedule through the MyHorizon Portal under WebAdvisor. (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 make 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 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 have lived most recently for 12 consecutive months while not attending a post-secondary institution on a full-time basis.

Application Time Lines
New student loan applications are updated annually and are typically available by early June. You can apply for loan funding any time after this, up until about six weeks before your study period ends. The maximum continuous length of time you may apply for a loan on one application is 52 weeks; most students are only in studies for two terms (fall and winter), but you should ensure that you have applied for the period of studies that you plan to attend (some study into June or even through to late August - just be sure this reflects your real intentions and that enough classes are offered that you can be full-time).

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 from the drop-down boxes during 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 not more.

If you are an out-of-province student or using a paper application, these program-related costs will be available through the Lethbridge College website on the appropriate program page. (Note: Students in Year 1 or 2 of NESA 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 applying for an Alberta Student Loan, you will need information and signatures from your parents if you would like to be considered for federal grants. Students in other provinces must provide parental information and signatures if they are considered to be dependents by their provinces.

Alberta students may apply online at studentaid.alberta.ca. 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 can be downloaded from the studentaid.alberta.ca site. 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 provincially-established minimum amount of savings to contribute yourself and, when it is deemed appropriate, parents are also expected to 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 9 credits per term that is designated as the Lethbridge College 'full-time' requirement. Post-secondary students studying at a level below 9 credits per term may be eligible for part-time Canada Student Loans.

Part-time loan applications are available as PDF printable forms through studentaid.alberta.ca, but they require authorization by Lethbridge College's Financial Aid 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 Student Aid Alberta or bring the signed document to Financial Aid and we will courier it for you.

If you apply electronically and you are considered a "dependent" student, a parental signature will be required as well as your own on the 'consent and declaration' document.

If you apply by paper, you will receive a Notice of Assessment in the mail in four to 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?
For Alberta borrowers, your loan will probably arrive (at the address you used on your application) as already 'confirmed'. This means that Lethbridge College Financial Aid 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 Financial Aid to be certified.

Once confirmed, loan documents must go to either the lender representative on campus (they are generally available near Financial Aid 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 any 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 withdraw from my program or drop below full-time requirements?
If you drop below the 9-credit per term requirement, your loan will be cancelled. Student Aid Alberta (SAA) 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, SAA 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 Financial Aid or as a download from the studentaid.alberta.ca site. Submit completed forms at Financial Aid to be couriered in order to speed up the process. (This review generally takes four-six weeks.)

Be advised that there are maximums for living, tuition, fees and books; if you exceed these you aren't likely to be awarded any additional funds.

What if I had a loan before and I don't want one now?
If you return to full-time studies and do not apply for a loan, you will need to have Financial Aid office staff complete a Schedule 2 and/or Form B for you to take you out of repayment status. There is no federal repayment relief for part-time students. The form required varies depending on your lender and must be authorized by Financial Aid 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.

Getting Started Continued

Much more loan related information is available at www.lethbridgecollege.ca/awards, www.canlearn.ca, www.alis.alberta.ca and www.studentaid.alberta.ca.

Note: Lethbridge College does not participate in the U.S. Student Loan Program.

Policies are a guide to organizational operation and behavior. Members of the Lethbridge College community are governed by policies that are consistent with College values. It is the responsibility of students to be aware of, and comply with, all relevant policies. Full policy information is available on our website: lethbridgecollege.ca/about-us/policies-procedures. The majority of policies relevant to students are listed under the categories - Academic Programming & Instructional and Student Services & Support. Other relevant polices such as Parking & Traffic Management are included in the additional categories. If you have any questions, send us an email at policy@lethbridgecollege.ca.

FEES AND FINANCIAL INFORMATION

The payment of all fees and deposits is mandatory. Lethbridge College Board of Governors reserves the right to change fees and deposits when necessary and without notice. Students enrolled in all terms pay tuition, Technology Infrastructure Fee, Athletics Fee. In addition, Students' Association fees, including student health and dental insurance, are set by the Students' Association and are collected by the College on their behalf.

Where Can I pay my Fees

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 8:30 a.m. to 4:30 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 ensure that all payments made through your financial institution will be received by Lethbridge College in sufficient time to be processed by the fee due dates. 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 with Mastercard and Visa and to view account status. 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, by the last day of the add/drop period. The 2013-2014 fees are due for the following terms:

Term	Due Date
Summer I Term (July - August)	July 4, 2013
Fall Term (September - December)	September 11, 2013
Winter Term (January - April)	January 13, 2014
Summer II Term (May - June)	May 7, 2014

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

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 submit a completed Add/Drop form to 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. Loan borrowers have the option of bringing loan documents to the Financial Aid Office and requesting that both terms' tuition and fees be remitted during the first term. 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.

2013-2014 Fees

APPLICATION PROCESSING FEES

This $60 CDN 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.

TUITION
Tuition fees are based on the billing unit 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. The 2013/2014 Student Fee Schedules had not been finalized as of the date of publication of this calendar. Please check Lethbridge College's website for the 2013-14 tuition fee rates on courses and programs and other fees that are applicable for these services at lethbridgecollege.ca.

Projected Credit Tuition Rate for Subsequent Periods: The Alberta Enterprise and Advanced Education Tuition Fee Policy requires institutions to publish four-year credit tuition fee projections in their calendars. In addition to the confirmed 2013-14 credit tuition fee rates as listed on the website, the planned credit tuition rates for 2014-15, 2015-16, and 2016-17 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 Lethbridge 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.

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 courses.

LCSA fees are assessed upon College registration and are due and payable under the same terms and conditions as tuition fees.

The 2013-2014 Students' Association fees are assessed at $3.49 per credit for students enrolled in credit courses. Credit courses offered at satellite campuses, through Distributed/Online Learning and practicum courses, are assessed at $1.53 per credit.

Students' Association fees collected are distributed to the accounts of the LCSA as follows:

Students' Council Fund	57%
Capital Purchase Trust Fund	19%
Campus Recreation Fund	24%

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

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

Fall • Provides coverage from September 1, 2013 to December 31, 2013

Health	Dental	Total
$64.50	$64.50	$129

Winter • Provides coverage from January 1, 2014 to August 31, 2014

Health	Dental	Total
$64.50	$64.50	$129

You may opt-out of the Plan if you provide proof of comparable coverage for an extended health and/or dental care benefits plan and complete a waiver form before the opt-out deadline.

Any questions regarding LCSA Fees including the Extended Health and Dental 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 fee supports the on-going maintenance and upgrades to administrative systems that support the entire College infrastructure. As such, it is not considered a "fee for instruction" and, therefore, not subject to the Alberta Enterprise and Advanced Education Public Post-Secondary Institutions' Tuition Fees Regulations. 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. Visa students are charged the same rate as Canadian residents for this fee.

***e*-VOLUTION PROGRAM and FEES**
Lethbridge College is responsive to the technological advances in business and industry and is dedicated to providing a learner-centred environment to prepare graduates with the required knowledge and technical skills necessary for success.

The College offers several computer technology intensive programs and continues to incorporate the latest software and hardware into its curriculum to enhance teaching, learning, and graduate employability. These objectives are addressed with the *e*-VOLUTION laptop program, which provides greater access to essential technologies and, learning materials for students and instructors.

e-VOLUTION is a required program that provides students in the specified programs (listed below) with high-powered laptop computers complete with software from Lethbridge College. Faculty members in the identified programs are also equipped with laptops and the same software permitting increased flexibility both 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. Using the wireless network, students have the flexibility to work in a variety of locations including designated classrooms, meeting areas, and student lounges. Students will own their laptops upon leaving the program while Lethbridge College will retain ownership of the laptop until the student leaves the program in order to meet its software licensing agreements. The majority of the student's laptop cost is incurred in year one of the program with only minimal fees payable in year two.

Programs
Students enrolled in the following programs are required to purchase a laptop computer from Lethbridge College:

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

2013-2014 Fees Continued

Distribution
Laptops will be distributed to each student the day before classes begin in year one once their total fees, including a refundable security deposit, are received by Lethbridge College. Students are required to pay for all laptop fees at least two business days prior to first day of classes. Students will be able to use their laptop 24 hours a day, seven days a week. All *e*-Volution students will be required to complete and sign an *e*-Volution Laptop Program-Policy & Agreement.

Fees
Laptop costs for 2013-14: Year 1 students pay $1,811.75 which includes a refundable $250 deposit. Additionally, part of the laptop costs will include an Access Fee which ensures that students have access to a laptop throughout their entire program. All new students will receive a detailed information sheet that will outline laptop costs and distribution information prior to commencement of the program. Damage deposits will be returned to students once they have temporarily returned their laptops so that software can be removed from the computers at the end of their program. Students will then take official ownership of the laptop.

The laptop fees will include the following:

- A laptop that is designed for high-end graphic and computation-intensive applications.
- All hardware which includes the laptop, mouse, power cord/battery and high-quality carrying case.
- The extensive software which includes current versions of industry-relevant software used in the program.
- The Access/Insurance Fee guarantees that students have access to a laptop through their program entirety.
- Access: on-campus and off-campus access to most software (note: off-site net access is student's responsibility; due to network limitations, not all software is accessible off-site).
- Service - superior technical support is available for hardware trouble-shooting, image maintenance, etc. with the technician conveniently located in the library.
- Warranty coverage and repair coverage.

Once a student completes or exits their program they will receive a document certifying legal ownership of the laptop (this assumes that all fees have been paid in full).

Multi Year Learners
Typically, a student taking more than two years to complete will be required to acquire a new Lethbridge College laptop at the start of their third year. There may be some years when the student's existing machine will be powerful enough to accommodate the software requirements in year three. This determination would be made by Lethbridge College staff before the end of the student's second year and communicated to students in advance.

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
There may be additional charges for field trip costs and for other items in a particular course. These charges will form part of the course cost at the time of registration and be in addition to the mandatory fees.

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.).

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 Centre.

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

ACCOMMODATIONS
To view the 2013-14 residence/accommodation rates, please refer to the online information at lethbridgecollege.ca/student-experience/housing.

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 will be dropped from programs and all courses in which they are currently registered.

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.

- 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, Individual Course Drops & Program Withdrawal Timeline Information
Please check online for updated information regarding timeline periods for individual course drops, program withdrawal and refund of fees.

Policies are a guide to organizational operation and behavior. Members of the Lethbridge College community are governed by policies that are consistent with College values. It is the responsibility of students to be aware of, and comply with, all relevant policies. Full policy information is available on our website: lethbridgecollege.ca/about-us/policies-procedures. The majority of policies relevant to students are listed under the categories - Academic Programming & Instructional and Student Services & Support. Other relevant polices such as Parking & Traffic Management are included in the additional categories. If you have any questions, send us an email at policy@lethbridgecollege.ca.

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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 course and program choices, and academic regulations and procedures. Advisors will also help you interpret academic policies, and your rights and responsibilities. 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 Lethbridge College and provide onsite advising and admission to College programs.

ACCESSIBILITY SERVICES • 403.320.3202 EXT. 5400
Accessibility Services is committed to supporting current and prospective students with physical or learning disabilities, sensory impairments, mental health issues, or chronic medical conditions. 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 Accessibility Services (TE1222) or call for an appointment at 403.320.3202 (ext. 5400).

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 Chaplain also 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
Personal counselling services are available on a short-term basis, free of charge to all Lethbridge College students, to address a variety of different concerns including stress management, anger, depression, anxiety, and other issues that may interfere with college studies and overall 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 knowledgeable of other resources available to students and can provide referrals to college services or community agencies as appropriate. To book an appointment, drop by CE1343 (back of the library commons), e-mail counsellor@lethbridgecollege.ca, or phone 403.320.3351.

DAY CARE CENTRE • 403.320.3430
The Lethbridge College Day Care Centre is operated primarily as a student service, although College staff 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.

CAREER CENTRE • 403.320.3287
Services provided include: Career advising for prospective students and community members using assessment tools such as the Myers-Briggs Indicator™(MBTI) and the Strong Interest Inventory™ to assist in selecting an appropriate program of study; Extensive database of employers and employment opportunities; Information on work experience placements; Graduate summaries listing skills acquired in each Lethbridge College program; Resources and personalized assistance with career planning and the job search; Information on working abroad; Annual Career Conference.

LIBRARY • 403.320.3352
- Research assistance
- Pleasant study space
- Online access to quality information sources
- AV equipment loans
- Current video, print and journal resources
- 74 computers in our Learning Commons and 144 computers in the IB Commons with word processing, spreadsheet, database applications and Internet access
- Assistance with Angel and the MyHorizon portal
- The Alberta Library Card allows you to borrow from more than 300 libraries in Alberta
- Online resources available via the library homepage
- We have books too!

The MyHorizon Portal • 403.320.3352 (Library)
lethbridgecollege.ca
The MyHorizon Portal is your web interface to Lethbridge College.

The MyHorizon 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.

RECRUITMENT • 403.320.3322
The Recruitment Team at Lethbridge College is made up of post-secondary recruitment specialists who 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 when visiting their hometown. If you would like more information about Lethbridge College, call to arrange an information session, a tour of the College, or become a Student for a Day. Student for a Day is available October-November and February-March. Campus tours are offered year round, Monday-Friday. Please call ahead to arrange your individualized tour.

SECURITY SERVICES • 403.320.3206
Security Services is responsible for campus security awareness, after hours facilities access, lost and found, responding to emergency calls, alarm monitoring and providing assistance in relation to inquiries from staff, students and the general public. Parking issues are to be directed to Facilities Management. The Lethbridge Regional Police can be reached at 403.328.4444 for non-emergency calls and via 911 (on-campus dial 9-911) for emergencies.

STUDENT EXPERIENCE OFFICE • 403.320.3351
The role of the Student Experience office is to plan and promote activities to support your successful transition to college life. Activities range from New Student Orientation to Convocation and are designed to support you through collaboration with other departments by providing helpful services and programs to enhance your student experience. Events taking place on-campus can be found on the Student Activities Calendar on myHorizon. Additional service information can be found on the Wellness Wheel, also available on myHorizon. E-mail: studentexperience@lethbridgecollege.ca

STUDENT FUNDING AND AWARDS • 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 Financial Aid. Students must apply through the province in which they spent their most recent twelve consecutive months as a non-full-time post-secondary student.

Electronic Loan Application Websites:
Alberta
http://www.studentaid.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 888.819.9803 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 nine (9) post-secondary 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 study grants 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 may also be eligible to access financial support through the Alberta Works program.

Canada/Alberta Works Grant Funding
Alberta residents who intend to enroll in English as a Second Language, academic upgrading, or short-term programs of less than one year in length should refer to www.lethbridgecollege.ca/awards. Click on Grant Funding for further information. Inquiries can also be e-mailed to awards@lethbridgecollege.ca.

Scholarships and Awards
The Lethbridge College Awards program offers hundreds of awards in-house, and the Awards office also administers provincial awards programs.

For up-to-date information, click on 'Admissions' and choose Financial Aid from the menu on the right. Students enrolling at Lethbridge College for the first time or enrolling in a new program should check out 'Entrance' awards opportunities. Students continuing within their previous program 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 external award options are listed as well under 'External Awards'.

Lethbridge College awards are open for application after March 1. The electronic application is simple and takes only minutes to complete. Students must apply by May 1. Successful recipients receive a notice in the mail in June. Awards are credited to student accounts in the fall; cheques are mailed out if there is no balance owing.

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 may require up to two weeks' notice. Call to book your Student for a Day appointment or visit the Recruitment Office to volunteer to take a student for the day. Students who volunteer will receive a letter of reference to use in their resume file as well as a lunch voucher for the Food Court.

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.

Services for Learners Continued

Call for an appointment at least 24 hours before the exam is to be written. Photo ID is required.

THE LEARNING CAFÉ • 403.382.6952
The Learning Café (CE1340) provides free academic 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 (www.lethbridgecollege.net/elearningcafe).

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 www.lethbridgecollege.ca/student-experience/student-services and choose `culinary services'.

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

GARDEN COURT RESTAURANT • 403.382.6999
The Garden Court offers discerning patrons the opportunity to try the latest culinary delights. The restaurant is run by the students from the Culinary Careers diploma program. The menus range from lunch express, buffets, gala dinners and evening dining, at various times during the year. Please call our answering machine at 403.382.6999 for reservations.

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, residence rates, application form, and more) at lethbridgecollege.ca/go/residence. See our further detailed information 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.

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. Registered nurses are 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 will also qualify for Alberta Health Care coverage. They must present copies of their Student Visa, passport, and proof of their Alberta address (ie., mail, bank statement, utilities statement, letter from the College, etc.)

Applications for Alberta Health Care 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.

Student athletes are required to participate in a mandatory study hall program.

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

Athletics Scholarship: Alberta residents or Canadian citizens who have attended school in Alberta for a full year may be eligible for a Jimmie Condon Scholarship of $1,800 per year. Students must maintain a 2.0 GPA and meet other team/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, portable equipment, and personal trainers; tennis courts; and a multi-purpose dance room. A steam room is also located in each locker-room area. The Physical Education department manages the lockers in the Phys. Ed. building. Locker cleanout occurs in May. Watch for posted information.

STUDENTS SERVING STUDENTS:

ALUMNI RELATIONS • 403.329.7220
The Office of Alumni Relations reminds graduates that they are "Alumni for Life!" and encourages alumni to stay connected with Lethbridge College once their days on campus are complete. We have several exciting initiatives to get involved in, including our Distinguished Alumni program and "Pay it Forward", a 50/50 style draw in support of student scholarships. On-campus support to students includes:
Awareness Events: watch for pizza and pop give-aways throughout the year in the centre core kiosk.
Students and alumni can also look forward to Alumni Movie Night at a local theatre. Also watch for student and alumni scholarships including entrance, mature entrance, and graduate awards. Internships are also provided through the Office of Alumni Relations.
Convocation: We are proud to provide each convocate with a small gift.
Benefits: We are continually adding to the growing list of benefits we provide our members. They include: an interactive website, access to the Buchanan Library, discounts on gym passes, assistance in reunion planning, tracking down lost classmates, discounts on home and auto insurance plans through TD Insurance Meloche Monnex, and employment services through the Career Centre. Alumni also receive 20 percent off City of Lethbridge Recreation Services Leisure passes.

STUDENTS' ASSOCIATION • 403.320.3373
The Lethbridge College 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 six student representatives and three executive officers.

The executive officers include President, Vice-President of Finance, and Vice-President of Student Life. 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, Lethbridge Transit passes, locker rental, 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 going online at www.mystudentplan.ca and completing the online opt out. Proof of alternate coverage will need to be input into the online opt out.

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
Locker users are required to pay a $10 rental fee for the locker as well as a $10 deposit for the issued lock. Staff and faculty will have lockers at a reduced rate, inquire for details.

Locker registrations are valid until May 30th of the academic year; users will return their lock to the Lethbridge College Students' Association office by this date, and the LCSA will refund their $10 lock deposit.

Only LCSA issued locks are allowed on campus lockers.

Important Dates:
July 1 - Lockers are available for rent.
May 31 - Deadline to return lock and receive your lock deposit back.
June 1-30 - Lockers are unavailable for rent.
June 30 - Final day to pick up unclaimed contents.

For more information, contact the LCSA locker coordinator at 403.320.3202, Ext. 5303, by e-mail at lcsa@lethbridgecollege.ca, or come by the Student Association Office (CE1350).

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.

Services for Learners Continued

MEDIA
The Endeavour: The student newspaper is published 18 times during the academic year and is also available online at http://endeavouronline.ca. The newspaper reports campus news while providing training for students in the Print Journalism and Advertising/Public Relations programs. The Endeavour is located in TE3225.

CRLC: CRLC Radio streams on the Internet at http://thekodiak.ca and broadcasts on a closed circuit on campus. Operated by Broadcast Journalism students, the station plays a mix of contemporary music formats, along with news and feature programming. The station operates continuously during the fall and winter semesters. Students are given hands-on training, covering all aspects of the radio station's operation. 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 the Transit Ride Guide, which is available at the Students' Association office. Bus tickets and monthly passes are also available at the Students' Association office.

Further information is available by calling L.A. Transit at 403.320.3885 or online at www.lethbridge.ca/transit.

STUDENT ID CARD
You can get your Student ID card by visiting the front circulation desk in the Buchanan Library in CE1340. Your Student ID card is used for:

- Borrowing library materials
- Access to classrooms/computer labs
- Photo identification at on and off campus locations
- Access to Student Association activities
- Access to campus recreation and physical activity services
- Discounts with local merchants
- Special rates for the L.A. Transit system

Student ID cards must be updated every term. Students registered at Lethbridge College satellite campuses or taking a Distributed/Online Learning course receive a Student ID card in the mail.

Policies are a guide to organizational operation and behavior. Members of the Lethbridge College community are governed by policies that are consistent with College values. It is the responsibility of students to be aware of, and comply with, all relevant policies. Full policy information is available on our website: lethbridgecollege.ca/about-us/policies-procedures. The majority of policies relevant to students are listed under the categories - Academic Programming & Instructional and Student Services & Support. Other relevant polices such as Parking & Traffic Management are included in the additional categories. If you have any questions, send us an email at policy@lethbridgecollege.ca.

Services for First Nations, Métis, and Inuit (FNMI) Learners

FNMI Student Advisor
The FNMI Student Advisor provides support and assistance to FNMI learners, works closely with college faculty and staff, and facilitates open and respectful communication between FNMI learners and college departments and divisions so that FNMI learners' needs are best served.

For further information contact:
FNMI Student Advisor at 1.800.572.0103 or 403.320.3202, Ext. 5731 • fnmi@lethbridgecollege.ca

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, Métis and Inuit students to be successful in post-secondary education.

For further information contact:
Aboriginal Academic Advisor and Liaison at 1.800.572.0103 or 403.320.3323 • fnmi@lethbridgecollege.ca

FNMI Personal Counselling
Personal counselling is available to all current Lethbridge College students, and we are pleased to offer designated counsellors specifically for FNMI students. This free, professional service offers individualized and confidential assistance, and exists to support and improve the overall well-being of students. Our FNMI Personal Counsellor can assist you with a variety of different presenting issues and concerns. To make an appointment, call 403.320.3351 or drop by CE1343.

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.

FNMI Student Lounge • Andrews Building 1501 (AN1501)
The FNMI student lounge is the home of the FNMI Student Advisor and serves as an information and connection point for FNMI learners, staff, and Elders. The lounge is open throughout the academic year and provides a place to connect with other students for group study, friendship, and general support. The lounge also offers plenty of seating, coffee, kitchen amenities, and computer workstations.

For further information on Services for FNMI learners, contact:
Intercultural Services Coordinator at 1.800.572.0103 or 403.320.3202, Ext. 3242
fnmi@lethbridgecollege.ca

Services for International Learners

Contact: Coordinator, International Education & Services
Phone: 403.320.3202 Ext. 5532
Email: international@lethbridgecollege.ca

Welcome to Lethbridge College
We are pleased that you have chosen Lethbridge College to pursue your academic goals. 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 some adjustments. You can find helpful information in the International Student Handbook, which is available online at lethbridgecollege.ca/international.

International Services
We offer support to international students on campus with:

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

We also organize orientation for new international students at the start of each term and social events for all international students throughout the academic year.

For information on admissions, academic advising, or general support for international students, please contact International Services Student Advisor: 1.800.572.0103 or 403.329.3202 extension 5532 or international@lethbridgecollege.ca.

For further information on services for international learners, contact:
Intercultural Services Coordinator, international@lethbridgecollege.ca

Living in Residence

lethbridgecollege.ca/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 94 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 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 & 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 May 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, to view current Residence rates, and to print a Residence Application form, visit: lethbridgecollege.ca/go/residence or contact 403.329.7218 or 1.800.572.0103 (ext. 7218)
Res.Life@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 500 awards in addition to provincial awards. Awards are available to entering, continuing and graduating students.

The awards application is open on the Lethbridge College website from March 1 to May 1 on both the home page and the Financial Aid site (under the Admissions tab, click on 'Financial Aid and Awards') or enter www.lethbridgecollege.ca/awards in the address bar.

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 if you began your program in the January term, 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 awards.

Call toll-free 1.800.572.0103 extension 3372, or 403.320.3372 or e-mail awards@lethbridgecollege.ca if you require further information.

There are so many 'external' awards that we cannot maintain a comprehensive list, but we offer a number of links under 'External Awards' and we recommend a major website that covers a number of options: www.studentawards.com.

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

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-1153
FIN 1015, 1020, 1030, 2040, 2070	ACC-1146
INF 1070, 2050, 2070, 2080	CPU-1150
INF 1030, 2020	KEY-1139
INF 1050, 2070	CPU-1135
INF 1060, 2080	CPU-1136

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: margaret.vennard@lethsd.ab.ca

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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 convenient 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 enables you to take up to four courses (maximum two per term) without applying to a program.

DELIVERY METHODS
Distributed/Online Learning courses at Lethbridge College are offered in one of four different formats. Visit the online academic timetable to find out if a course is print, web-enhanced, blended, or online.

Online - The entire course is delivered in an online format. This means that all the course content is available online. You are expected to communicate with the instructor and other students in the class via e-mail, class discussions, and group chats. You will also submit assignments electronically. Courses may use a variety of interactive, online activities and resources.

Blended - A course delivered in a blended format combines the face-to-face and online environments. The amount of time in each environment varies in each course.

Print-based/Web-enhanced - You receive a printed course manual and then are expected to access some components of the course online through a learning management system such as Angel (for example, online discussions or online quizzes). Online requirements for each course will vary.

Print-based - You receive a printed course manual and may be able to mail assignments to the instructor; however, some instructors may prefer to communicate with you and accept assignments through e-mail.

COURSE REGISTRATION
Registrations for Distributed/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). 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 textbooks and materials, if applicable, are available at the Lethbridge College Bookstore. If you are registered in an online course, you will access your course materials online at www.lconline.ca.

INSTRUCTORS
An instructor is assigned for each course and will connect directly with you to receive and grade assignments and to answer any questions.

EXAM PROCESS
Exams are taken online, on campus, or at an approved location if you live outside of the Lethbridge area. Exam procedures will vary among courses and not all courses have an exam component. 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 business 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 area - Complete the `Request for Online/eCampus Examination Form' within the 'Read Me First' section of your Angel course, or on the Testing Services web page under Distributed/Online Learning Examinations. Please follow the Guide for Off-Campus Exam Invigilation when selecting a proctor. The completed exam request form can be sent to Testing Services by fax or e-mail. Off-campus exams must be requested a minimum of 10 business days prior to the exam deadline in order to be received and processed.

Any fees for service by the off-site test proctor are the student's responsibility.

Contact information for Testing Services:

Location: AN1602 (main campus)
Phone: 403.320.3368
Fax: 1.888.883.5839
testing.services@lethbridgecollege.ca

FEES
To view fee information for your program, please go to lethbridgecollege.ca/programs and select your program.

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.

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.

Distributed/Online Learning Continued

School of Agriculture & Life Sciences
- Agricultural Technology
  - Animal Science Major
  - Plant and Soil Science Major
- General Studies - Physical Education and Leadership major
- Exercise Science

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
- Natural Resource Compliance
- Renewable Resources Management

School of Health Sciences
- Massage Therapy
- Bachelor of Nursing
- Practical Nursing
- Therapeutic Recreation - Gerontology (complete program available)

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)
- 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 - Policing (complete program available)

School of Liberal Arts
- General Studies Diploma

  Liberal Arts Majors
  - Canadian Studies
  - Cultural Studies
  - English
  - Psychology and Sociology

School of Media & Design
- Communication Arts
  - Advertising/ Public Relations Major
  - Broadcast Journalism Major
  - Print Journalism Major
- Fashion Design & Marketing
- Interior Design Technology (program name change pending government approval)

School of Public Health & Safety
- Central Sterile Processing
- Health Care Aide
- Perioperative Post-Diploma Nursing
- Unit Clerk Training

Policies are a guide to organizational operation and behavior. Members of the Lethbridge College community are governed by policies that are consistent with College values. It is the responsibility of students to be aware of, and comply with, all relevant policies. Full policy information is available on our website: lethbridgecollege.ca/about-us/policies-procedures. The majority of policies relevant to students are listed under the categories - Academic Programming & Instructional and Student Services & Support. Other relevant polices such as Parking & Traffic Management are included in the additional categories. If you have any questions, send us an email at policy@lethbridgecollege.ca.

eCampusAlberta

The following Lethbridge College programs offer courses through eCampusAlberta:

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

For current listings of all courses available through all participating institutions, please go online to www.ecampusalberta.ca.

New courses are continually added as they become available.

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Rural Campuses

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

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, computer stations, and a video conference suite. Learners may utilize the computers to access a variety of learner services as well as programs that are available online. The video conference suite enhances 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 (services vary by campus):

- 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 a local learning assistant.
- Access to the eLearning Café and online tutoring.

Programs and Courses
For more information on programs and courses that are being offered at any or all of the campuses, please visit the links or contact any of the campuses.

Contact
Claresholm Campus
www.lethbridgecollege.ca/claresholm-campus
Phone: 403.625.4231

Crowsnest Pass Campus
www.lethbridgecollege.ca/crowsnest-pass-campus
Phone: 403.562.2853

Vulcan County Campus
www.lethbridgecollege.ca/vulcan-county-campus
Phone: 403.485.4100 (VBDS Office)

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
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 20-3 and English 20-2 or equivalents.

EFFECTIVE July 1, 2014, the Academic Requirements will be changed to the following: Applicants are required to have a 50 percent minimum in Math 20-3, English 20-2, and Science 10 or equivalents.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 and select your program.

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 1126	Safety and Hand Skills	3
AHM 1127	Power Trains	6
AHM 1124	Steering, Suspension and Brakes	6
AHM 1129	Farm and Industrial Equipment	3
		18

Year I Term II		
AHM 1131	Diesel Engines	6
AHM 1132	Diesel Fuel Systems	6
AHM 1130	Electrical and Electronics	6
AHM 1135	Mobile Hydraulics	3
		21

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.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. A minimum of 60 percent In English Language Arts (ELA) 30-1 or 65 percent in ELA 30-2 is required. Applicants are encouraged to have Math 20-2 or a higher level math, Biology 30 and Chemistry 30.

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

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
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. A personal interview and placement testing for reading, sentence skills, and arithmetic is required. A minimum score will be required in the reading, sentence skills, and arithmetic sections of the placement test. Applicants scoring less than the minimum score may be offered a conditional acceptance into the program.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to www.lethbridgecollege.ca/programs and select your program.

CURRICULUM

Year I Core Courses
Both majors in the Agricultural Technology Program have a common first year. However, students 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 1154	Writing for Technologists (DL)	3
RRM 1153	Soil Resources	3
PLT 1152	Introduction to Botany	3
BIO 1175	Animal Science	3
IRR 1152	Introduction to Irrigation	3
BUS 1166	Business Law	3
		18

Year I Term II		
AGR 1150	Safety in the Agricultural Industry	1.5
AGR 1164	Agricultural Entomology (DL)	3
AGR 1168	Agriculture Soil Management	3
ACC 1170	Financial Accounting I	3
COM 1158	Leadership Communication Skills	1.5
MKT 1152	Commodity Marketing	3
PLT 1155	Pasture and Forage Production	3
		18

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

Crook's School of Transportation

Find out more about other programs offered in this school:

- Agricultural & Heavy Equipment Technician ....p. 36
- Automotive Systems ....p. 43
- Heavy Equipment Technician Apprenticeship ....p. 41
- Parts Technician Apprenticeship ....p. 41

lethbridgecollege.ca/trades

Agricultural Technology Continued

PLANT AND SOIL SCIENCE MAJOR

Year II Term I		Credits
AGR 2250	Agriculture Finance	3
AGR 2266	Soil Fertility	3
PLT 2260	Special Crops	3
PLT 2261	Weed Identification	3
PLT 2262	Field Crops	3
Elective		3
		18

Year II Term II		Credits
AGR 2257	Value Added Agricultural Production	3
AGR 2261	Sustainable Agriculture	3
IRR 2252	Sprinkler Systems and Irrigation Management	3
PLT 2263	Pesticide Application	3
RRM 1196	Map & Aerial Photo Interpretation	3
Elective		3
		18

Plant and Soil Science Major Elective Courses

ACC 1175	Financial Accounting II	3
ACC 2258	Farm Accounting *	3
AGR 2280	Animal Nutrition	3
AGR 2286	Agricultural Business Management *	3
AGR 2287	Monogastric Production	3
AGR 2289	Beef Cattle Production	3
AGR 2291	Ruminant Production	3
AGR 2294	Animal Health	3
BIO 1151	Environmental Issues (DL)	3
BIO 1163	Terrestrial Ecology	3
BIO 2262	Animal Physiology	3
BUS 1170	Introduction to Management	3
BUS 1177	Entrepreneurship	3
ECN 1180	Microeconomics	3
ENV 2255	Land Use Practices	3
GEO 1150	Geographical Science	3
LAW 2265	Intro to Environmental Law	3
PSC 1150	Local Government	3
PSC 1165	Canadian Government	3
RRM 2281	Water Quality	3

* Only offered If sufficient enrolment numbers.

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

ANIMAL SCIENCE MAJOR

Year II Term I		Credits
AGR 2250	Agriculture Finance	3
AGR 2287	Monogastric Production	3
AGR 2294	Animal Health	3
BIO 2262	Animal Physiology	3
PLT 2261	Weed Identification	3
Elective		3
		18

Year II Term II		Credits
AGR 2257	Value Added Agricultural Production	3
AGR 2261	Sustainable Agriculture	3
AGR 2280	Animal Nutrition	3
AGR 2289	Beef Cattle Production	3
AGR 2291	Ruminant Production	3
Elective		3
		18

Animal Science Major Elective Courses

ACC 1175	Financial Accounting II	3
ACC 2258	Farm Accounting *	3
AGR 2266	Soil Fertility	3
AGR 2286	Agricultural Business Management *	3
BIO 1151	Environmental Issues (DL)	3
BIO 1163	Terrestrial Ecology	3
BUS 1170	Introduction to Management	3
BUS 1177	Entrepreneurship	3
ECN 1180	Microeconomics	3
ENV 2255	Land Use Practices	3
GEO 1150	Geographical Science	3
IRR 2252	Sprinkler Systems and Irrigation Management	3
LAW 2265	Intro to Environmental Law	3
PLT 2260	Special Crops	3
PLT 2262	Field Crops	3
PLT 2263	Pesticide Applications	3
PSC 1150	Local Government	3
PSC 1165	Canadian Government	3
RRM 1196	Map & Aerial Photo Interpretation	3
RRM 2281	Water Quality	3

* Only offered If sufficient enrolment numbers.

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

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

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.

Apprenticeship Training

Automotive Service Technician, Carpenter, Cook (Weekly Apprenticeship Training System), Electrician, Electrician – Alternate Delivery, Heavy Equipment Technician, Parts Technician (Weekly Apprenticeship Training System), and 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 alternate delivery 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.alberta.ca
E-mail: aitinfo@gov.ab.ca

Alberta Apprenticeship and Industry Training Board Lethbridge Office
Provincial Building, Room 280
200 - 5th Avenue South
Lethbridge, AB T1J 4C7

Telephone: 403.381.5380
Fax: 403.381.5795
Career Information Hotline: 1.800.661.3753

Ask about the Alberta Apprenticeship Scholarship Program. You might discover you're eligible for a financial award!

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 – a 32-week certificate program. For details, please refer to the program information pages.

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 SYSTEM)
Chair: 403.320.3226
culinary@lethbridgecollege.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 – 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 eight or 12 weeks
  - in more than eight or 12 weeks, up to 25 percent extra time if you are having difficulty learning the material;
- students have direct access to instructors on a one-to-one basis at least three hours per day.

ELECTRICIAN - ALTERNATE DELIVERY

Self-Paced Electrician Training Advantages:

- Work at your own pace
- Students in remote locations minimize time away from home
- Do not need to be away from work for 8 to 12 weeks
- Advisor that may be contacted by phone or e-mail

ENTRANCE REQUIREMENTS (Alternate Delivery)
You must be an indentured Electrician Apprentice that has been indentured in the past 18 months or has attended a technical training period in the past 18 months. If you have attended a technical training period, you must have a pass mark of 75 percent or better on your provincial exam.

TIME REQUIREMENTS (Alternate Delivery)
1st, 2nd, and 3rd year students have up to six months to complete the course, and 4th year students have 9 months to complete.

SUPPLY REQUIREMENTS (Alternate Delivery)
A computer with a printer, using Internet Explorer 4.0 or higher with Internet access.

HOW DO I PROGRESS THROUGH THE COURSE? (Alternate Delivery)
Lethbridge College course material that is supplied through the Lethbridge College Bookstore is the primary source of material. At the end of each module, you will be required to write an end of module quiz that you access through the Internet. These quizzes are used to ensure that you have understood the module material. Throughout the course, you will be required to write supervised exams. These marks will count towards your final mark in the course. You must obtain a 65 percent average in theory, lab, and code to be qualified to write your provincial exam. The site for writing these supervised exams will be at Lethbridge College or a site that is closer to the student's residence which will be arranged at the time of registration. Labs must be completed at Lethbridge College during normal class hours, and must be booked with your advisor.

HOW DO I BEGIN? (Alternate Delivery)
Eligible apprentices must first contact the Electrical program at Lethbridge College for an interview (contacts are listed below). Once department approval has been given, you may contact the Registrar's Office to enroll in the program. You will be contacted by a Coordinator who will supply you with information needed to receive materials and ID numbers.

Contact:
marc.garner@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 – 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 (WEEKLY APPRENTICESHIP TRAINING SYSTEM)
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.

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.

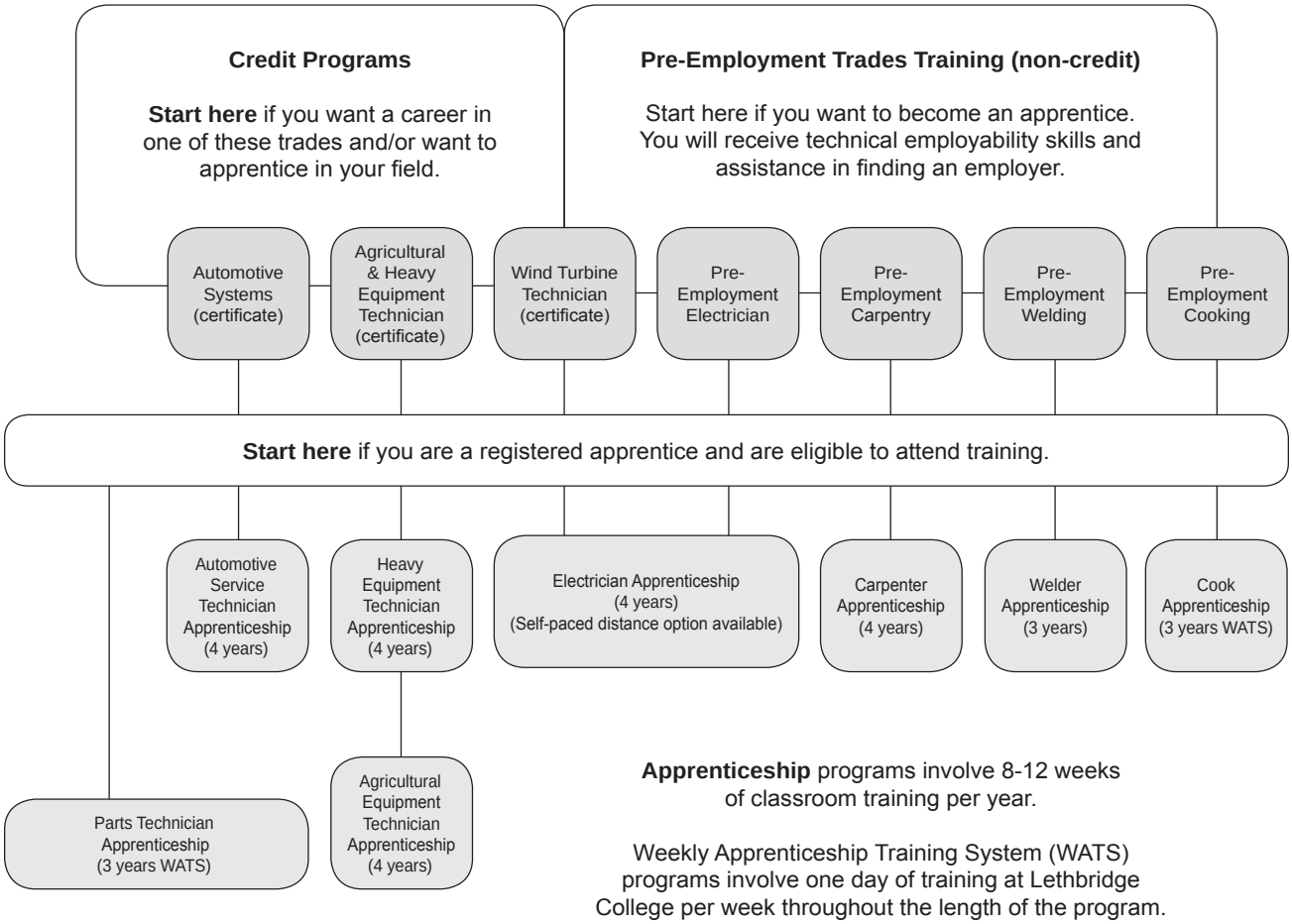
You can expect to be involved in:
- electric arc welding – created as an electric current flows through an arc between the tip of the welding electrode and the metal. Filler materials are melted and added to fill the joint and make it stronger.
- gas welding – created from the combustion of burning gases, 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.

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/trades

Automotive Systems

Program Office: 403.320.3411 • 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 45 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. 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 20-3 and English 20-2 or equivalents.

EFFECTIVE July 1, 2014, the Academic Requirements will be changed to the following:
Applicants are required to have a 50 percent minimum in Math 20-3, English 20-2, and Science 10 or equivalents.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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.

RECOMMENDED COURSES
The following courses or subjects are recommended for the best possible outcome in the Automotive Systems program:
- Physics, chemistry and science
- Grade 12 math and English

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 lethbridgecollege.ca/programs and select your program.

CURRICULUM

Year 1 Term I		Credits
AST 1116	Introduction to Trade Practices	1.5
AST 1119	Basic Automotive Electrical I	3
AST 1122	Automotive Industry	1.5
AST 1131	Automotive Braking Systems	3
AST1133	Automotive Drivelines	3
AST 1134	Automotive Directional Control Systems	3
AST 1135	Basic Maintenance	3
		18

Year 1 Term II		Credits
AST 1138	Automotive Electrical Systems II	3
AST 1139	Advanced Automotive Electrical Systems	3
AST 1141	Automotive Drivetrains	3
AST 1142	Automotive Engine Systems	3
AST 1143	Engine Fundamentals	3
AST 1145	Performance Projects	3
FWK 1125	Automotive Field Work	1.5
		19.5

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. 36
- Automotive Systems .....p. 43
- Heavy Equipment Technician Apprenticeship .....p. 41
- Parts Technician Apprenticeship .....p. 41

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Bachelor of Nursing

Program Office: 403.320.3348 • health@lethbridgecollege.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 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 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 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, Pure Mathematics 30, Mathematics 30-1, or Mathematics 30-2 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.

NON-ACADEMIC REQUIREMENTS
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.

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.

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.

ADMISSION ROUTES
Admission to the Bachelor of Nursing program may be gained by one of the following admission routes:
a) Alberta or other Canadian high school credentials.
b) Transfer from recognized colleges or universities.
c) Adult Student (Mature) admission.
d) 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.

All applicants may be invited to an interview. An interview may be required for applicants seeking Adult Student (Mature) admission.

School of Health Sciences

Find out more about other programs offered in this school:

- Massage Therapy.....p. 107
- Bachelor of Nursing - After Degree .....p. 48
- Practical Nursing .....p. 117
- Therapeutic Recreation - Gerontology.....p. 122

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Bachelor of Nursing Continued

HOW TO USE THE FOLLOWING GRIDS

Example: John is applying to the Bachelor of Nursing 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 Adult Student (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)			

TOTAL RANK WEIGHT:_____
(add Total Column)

Bachelor of Nursing Continued

A letter and resume from the applicant, describing health-related experience is required. The letter should address the applicant's potential for success in post-secondary studies, relevance of experience to this potential, and goals for the future.

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 - A student may transfer up to half of the program requirements (20 term course equivalents) to the University of Lethbridge.

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.

The Bachelor of Nursing program incorporates a graduated minimum Nursing G.P.A. calculated each semester, based only on the nursing courses: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.

Year of Study	Required Nursing GPA
Year 1	2.0
Year 2	2.3
Years 3 & 4	2.5

If this academic standing is not attained, the student will be placed on academic probation.

Academic Disqualification
A student who falls below the minimum GPA 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 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 and select your program.

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

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

CURRICULUM

Year I Term I		Credits
BIO 1160	Anatomy and Physiology I	3
NSG 1150	(U of L 1020) Concepts of Health I	3
NSG 1163	(U of L 1220) Nursing Practice I	6
ENG 1150	Composition (DL) (U of L HUM1xxx)	3
PSY 1160	(U of L 1000) Introduction to Psychology (DL)	3
		18

Year I Term II		
BIO 1161	Anatomy and Physiology II	3
BIO 1162	Microbiology (DL)	3
NSG 1155	(U of L 1120) Concepts of Health II	3
NSG 1173	(U of L 1320) Nursing Practice II	6
SOC 1160	(U of L 1000) Introduction to Sociology (DL)	3
		18

Year II Term I		
NSG 2250	(U of L 2020) Health, Illness and Healing I	3
OR		
NSG 2255	(U of L 2125) Health, Illness and Healing II	3
NSG 2263	(U of L 2150) Nursing Practice III	6
NSG 2290	(U of L 2260) Applied Therapeutics	3
HUM 1155	(U of L Philosophy 1000) Ethics	3
PSY 1170	Human Development Across the Lifespan (DL)	3
		18

Year II Term II		
NSG 2250	(U of L 2020) Health, Illness and Healing I	3
OR		
NSG 2255	(U of L 2125) Health, Illness and Healing II	3
NSG 2279	(U of L 2135) Professional Seminar I	3
NSG 2293	(U of L 2255) Nursing Practice IV	6
GLER	Social Science Elective	3
GLER	Humanities or Fine Arts Elective	3
		18

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

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

General Requirements

1. Successful completion of at least 40 course equivalents (121.0 credit hours) with a cumulative grade point average of at least 2.00 on all courses taken for credit toward the degree.

2. Attain a minimum cumulative grade point average of at least 2.50 on all required Nursing and Health Sciences courses taken for credit toward the program in Years 3 and 4.

3. Completion of the General Liberal Education Requirement (GLER)

4. Minimum Grade Requirement
A minimum grade of C is required in Nursing 1163/Nursing 1220 and Nursing 1173/Nursing 1320. 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.

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.

6. All requirements must be completed within seven years of the first Nursing course used for credit toward the degree.

Year III Term I

One of:	
NURS 3020 Health, Illness & Healing III	3
NURS 3125 Health, Illness & Healing IV	3
NURS 3230 Health, Illness & Healing V	3
NURS 3360 Research Methodology	3
One of:	
NURS 4510 Nursing Practice - Mental Health Nursing	6
NURS 4520 Nursing Practice - Community Health Nursing	6
NURS 4530 Nursing Practice - Medical Surgical Nursing	6
HLSC 3450/PSYC 3450 Applied Statistics for Clinical Practice	3
	15

Year III Term II

One of:	
NURS 3020 Health, Illness & Healing III	3
NURS 3125 Health, Illness & Healing IV	3
NURS 3230 Health, Illness & Healing V	3
NURS 3135 Professional Seminar II	3
One of:	
NURS 4510 Nursing Practice - Mental Health Nursing	6
NURS 4520 Nursing Practice - Community Health Nursing	6
NURS 4530 Nursing Practice - Medical Surgical Nursing	6
Fine Arts & Humanities Elective	3
	15

Year IV Term I

One of:	
NURS 3020 Health, Illness & Healing III	3
NURS 3125 Health, Illness & Healing IV	3
NURS 3230 Health, Illness & Healing V	3
NURS 4135 Professional Seminar III	3
One of:	
NURS 4510 Nursing Practice - Mental Health Nursing	6
NURS 4520 Nursing Practice - Community Health Nursing	6
NURS 4530 Nursing Practice - Medical Surgical Nursing	6
Health Sciences/Public Health Elective	3
	15

Year IV Term II

NURS 4750 Senior Clinical Consolidation	15

Bachelor of Nursing - After Degree

Program Office: 403.320.3348 • health@lethbridgecollege.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 24 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.

The following courses are required for admission: Human Anatomy (with laboratory component) and Physiology, six credit hours; Microbiology, three credit hours; Statistics, three credit hours; fine arts and humanities courses, six credit hours; and social science courses, six credit hours.

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 Bachelor of Nursing 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 1182/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
In the Bachelor of Nursing - After Degree program, students must attain a minimum GPA of 2.00 in the first semester, 2.30 in the second semester, and 2.50 for the remainder of the program. Students below these levels will be placed on Academic Probation. 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 lethbridgecollege.ca/programs and select your program.

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 1181	(U of L 1020/1120) Introduction to Nursing	6
NSG 1182	(U of L 1150) Health Assessment	6
NSG 3360	(U of L) Research Methodology	3
		15

Term II		
NSG 2250	Health, Illness and Healing I	3
NSG 2290	Applied Therapeutics	3
NSG 2263	Nursing Practice III	6
		12

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

Term III

Nursing 2125 Health, Illness and Healing II
Nursing 2255 Nursing Practice IV
Nursing 3125 Health, Illness and Healing IV
Nursing 4511 Mental Health Nursing Practice

Term IV

Nursing 3135 Professional Seminar II
Nursing 3020 Health, Illness and Healing III
Nursing 4520 Nursing Practice - Community Health Nursing

Term V

Nursing 3230 Health, Illness and Healing V
Nursing 4135 Professional Seminar III
Nursing 4530 Nursing Practice - Medical Surgical Nursing

Term VI

Nursing 4750 Senior Clinical Consolidation

School of Health Sciences

Find out more about other programs offered in this school:

- Massage Therapy.....p. 107
- Bachelor of Nursing.....p. 44
- Practical Nursing.....p. 117
- Therapeutic Recreation - Gerontology.....p. 122

lethbridgecollege.ca/health

Business Administration

Program Office: 403.320.3213 • business@lethbridgecollege.ca
Office of the Chair: 403.320.3202 Ext. 5375
Office of the Dean: 403.320.3213

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), Winter (January), and Spring (May) terms.

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. Students who begin their studies in the Winter (January) term and plan to complete an accounting major must have credit for ACC-1175 prior to September in order to complete the program within two years. This likely means completing ACC-1175 in the Spring (May) term.

ACADEMIC REQUIREMENTS
Applicants are required to have an Alberta High School Diploma which includes a minimum grade of 50 percent in English Language Arts (ELA) 30-1 or ELA 30-2 and a minimum grade of 50 percent in Math 30-2 or a higher level math, or equivalent.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 and select your program.

CURRICULUM

YEAR I		Credits
ACC 1170	Financial Accounting I	3
ACC 1175	Financial Accounting II	3
BUS 1166	Business Law	3
BUS 1170	Introduction to Management	3
BUS 1177	Entrepreneurship	3
BUS 1185	Business Computer Applications *	1.5
BUS 2269	Management Communications	3
CPU 1165	Designing Spreadsheet Applications	3
ECN 1180	Microeconomics	3
ENG 1156	Business Writing (DL)	3
MKT 1188	Introduction to Marketing	3
PRS 1155	Speech (DL)	3
OR		
PRS 1172	Effective Presentation & Speech (DL)	3
		34.5

*The combination of KEY1140 (Document Processing I) and CPU1135 (Introduction to Database) and CPU1137 (Introduction to PowerPoint) is considered to be an acceptable alternative for BUS1185.

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

Business Administration Continued

ACCOUNTING MAJOR

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 2250	Management Accounting I	3
ACC 2251	Management Accounting II	3
ACC 2271	Intermediate Financial Accounting I	3
ACC 2273	Intermediate Financial Accounting II	3
BUS 2292	Business Finance	3
ECN 2253	Macroeconomics	3
STS 2250	Statistics	3
TAX 2251	Taxation	3
ACC 2278	Computerized Accounting for Management	3
		27

MANAGEMENT MAJOR

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 2268	Organizational Behaviour	3
BUS 2275	International Business	3
BUS 2278	Industrial and Labour Relations	3
BUS 2285	Advanced Small Business Management	3
BUS 2292	Business Finance	3
BUS 2298	Human Resource Management	3
STS 2250	Statistics	3
Approved electives (See elective lists A and B.)		9
Plus one of the following:		
ACC 2278	Computerized Accounting for Management	3
BUS 2267	Database Design	3
BUS 2284	Advanced Internet Skills	1.5
CPU 2254	Basic Desktop Publishing	3
		Minimum of 31.5 credits

MARKETING MAJOR

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 2260	International Marketing	3
MKT 2277	Merchandise Administration	3
MKT 2279	Applied Sales	3
MKT 2281	Marketing Logistics	3
MKT 2283	Advertising	3
MKT 2288	Marketing Management	3
MKT 2290	Marketing Research	3
Approved electives (See elective lists A and B.)		9
Plus one of the following:		
ACC 2278	Computerized Accounting for Management	3
BUS 2267	Database Design	3
BUS 2284	Advanced Internet Skills	1.5
CPU 2254	Basic Desktop Publishing	3
		Minimum of 31.5 credits

GENERAL BUSINESS MAJOR

This major allows you flexibility in choosing your courses. It is ideal for those planning entrepreneurial careers. You will need a total of 27 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-2285 and BUS-2292 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 of the Marketing, Management or General Business majors and use electives to take any or all of MGT-2251, TTC-2251, MGT-2256 and FWK-2250.

Business Administration Continued

LIST A - APPROVED BUSINESS ELECTIVES

ACC 2250	Management Accounting I	3
ACC 2251	Management Accounting II	3
ACC 2271	Intermediate Financial Accounting I	3
ACC 2273	Intermediate Financial Accounting II	3
ACC 2278	Computerized Accounting for Management	3
BUS 1180	Project Management	3
BUS 1176	Financial Planning (DL)	3
BUS 2267	Database Design	3
BUS 2268	Organizational Behaviour	3
BUS 2275	International Business	3
BUS 2278	Industrial and Labour Relations	3
BUS 2284	Advanced Internet Skills	1.5
BUS 2285	Advanced Small Business Management	3
BUS 2291	Writing a Business Plan	3
BUS 2292	Business Finance	3
BUS 2298	Human Resource Management	3
CPU 2254	Basic Desktop Publishing	3
ECN 2253	Macroeconomics	3
FWK 2250	Field Work	3
IND 2251	Independent Study	1.5
IND 2252	Independent Study	1.5
IST 2250	International Study Tour	3
MGT 2251	Events and Conference Management	3
MKT 2250	Advertising - Essentials	3
MKT 2260	International Marketing	3
MKT 2275	E-commerce	3
MKT 2277	Merchandise Administration	3
MKT 2279	Applied Sales	3
MKT 2281	Marketing Logistics	3
MKT 2283	Advertising	3
MKT 2288	Marketing Management	3
MKT 2290	Marketing Research	3
STS 2250	Statistics	3
TAX 2251	Taxation	3
TTC 2251	Tourism	3

LIST B - APPROVED NON-BUSINESS ELECTIVES (a maximum of 3 credits may be included from List B Approved Non-Business Electives.)

AGR 2286	Agricultural Business Management	3
BIO 1151	Environmental Issues (DL)	3
BLK 1151	Blackfoot Language I	3
CIT 1152	Computer Hardware Maintenance	3
CIT 1154	Programming in C	3
CPL 1150	Community Service Learning	3
FDM 2256	Factory Management	3
FDM 2270	Retail Buying	3
HIS 1170	Western Civilization	3
HUM 1150	Logic	3
HUM 1155	Ethics (DL)	3
HUM 1158	Creative Problem Solving	3
HUM 1180	Introduction to World Religions	3
HUM 1190	Popular Culture	3
HUM 1195	Cultural Anthropology	3
HUM 2291	Film Studies	3
MGT 2256	Restaurant and Lounge Management	3
MTH 1156	Techniques of Calculus	3
NAT1155	Introduction to Native American Studies	3
PED 1123	Academic Success Athletics I	1.5
PSC 1150	Local Government	3
PSC 1161	Introduction to Politics	3
PSC 1165	Canadian Government	3
PSY 1160	Introduction to Psychology (DL)	3
SGV 1103	Student Government	1.5
SOC 1160	Introduction to Sociology (DL)	3
SPN 1150	Introductory Spanish	3
STS 2270	Social Science Research Methods	3

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

GRADUATION

Upon successful completion of all program requirements, students are awarded a Business Administration Diploma with designated major.

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-2292 and STS-2250 are included in your Lethbridge College diploma. Students who graduate with the General Business major MUST take BUS-2292 and BUS-2285 as part of their college studies if they wish to access the 2+2 agreement. Visit 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-2292 and STS-2250 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 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 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. Please visit www.griffith.edu.au/credit for more information.

Robert Gordon University - Aberdeen, Scotland
Graduates of Lethbridge College's Business Administration Management and Marketing diploma programs with a minimum grade point average of 3.0 are eligible for transfer credit towards a B.A. in International Business Management or B.A. Management with Marketing at RGU in Aberdeen, Scotland.

SAIT
Graduates of Lethbridge College's Business Administration Accounting diploma are eligible for admission into the third year of SAIT's Bachelor of Business Administration (Accounting) degree program. *Some bridging courses are required.

Okanagan College
Graduates of Lethbridge College's Business Administration diploma with a minimum grade average of 67% are eligible for admission into the third year of the Bachelor of Business Administration (BBA) degree program.

School of Business

Find out more about other programs offered in this school:

- Computer Information Technology .....p. 65
- Office Administration .....p. 113
- Professional Golf Management.....p. 119

lethbridgecollege.ca/business

Central Sterile Processing

Program Office: 403.320.3310 • csp@lethbridgecollege.ca
Office of the Chair: 403.329.7230
Office of the Dean: 403.320.3464

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 Certificate 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, and to have a minimum grade of 50 percent in Math 20-2 or a higher level math, or equivalencies.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

CURRICULUM

Year I Term I		Credits
BIO 1162	Microbiology (DL)	3
ENG 1154	Writing for Technologists (DL)	3
COM 1162	Interpersonal Relationships & Communications (DL)	3
CPU 1151	Introduction to Computers (DL)	1.5
OR		
BUS 1178	Information Management & Applications	1.5
CSP 1150	Medical Terminology/Anatomy And Physiology (DL)	3
CSP 1160	Surgical Instrument Processing (DL)	6
		19.5

Year I Term II		
CSP 1140	CSP Practicum (320-400 hours)	6
		6

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

GRADUATION
Upon successful completion of all program requirements, students will be awarded a Certificate in Central Sterile Processing

School of Public Health & Safety

Find out more about other programs offered in this school:

- Health Care Aide ..... p. 103
- Police Recruit Training ..... p. 116
- Unit Clerk Training ..... p. 124
- Perioperative Post-Diploma Nursing ..... p. 115

Child and Youth Care

Program Office: 403.320.3393 • 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants lacking academic prerequisites may seek Alternate Admission. Alternate Admission applicants are required to successfully complete an admissions assessment in reading, sentence skills, and writing (out-of-town testing is also available) to ensure they are best prepared for success in this program.

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 and select your program.

Child and Youth Care Continued

CURRICULUM

Year 1 Term I		Credits
HSP 1151	Family Systems and Development (DL)	3
COM 1162	Interpersonal Relationships & Communications (DL)	3
OR		
CYC 1157	Foundations of CYC Communications	3
CYC 1169	Observation, Reporting & Assessment	3
CYC 1173	Foundations and Roles of Child & Youth Care	3
CYC 1182	Outdoor Educational Experience	1.5
ENG 1150	Composition (DL)	3
OR		
ENG 1190	Intro to Language & Literature	3
PSY 1170	Human Development Across the Life Span (DL)	3
SOC 2273	Multicultural Issues	3
		22.5

Year 1 Term II		
CYC 1163	Behaviour Management	3
OR		
RSP 1155	Applied Behaviour Analysis (DL)	3
CYC 1175	Therapeutic Interventions	3
CYC 1178	CYC Clinical Practice I	3
CYC 1180	Counselling Techniques I	3
CYC 1193	Group Process	3
CYC 1194	Activity Leadership	3
PSY 1179	Adolescent Development (DL)	3
		21

Year 2 Term I		
CYC 2251	Family Support and Intervention	3
CYC 2255	CYC Clinical Practice II	6
CYC 2272	Family Violence	3
CYC 2280	Counselling Techniques II	3
		15

Year 2 Term II		
CYC 2263	Professional Practice in Child and Youth Care	3
CYC 2269	Case Management and Evaluation	3
CYC 2285	CYC Clinical Practice III	6
Approved Elective		3
		15

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 2281	Conflict Management (DL)	3
COR 1180	Youth in the Justice System System (DL)	3
ENG 1180	Survey of Canadian Literature	3
FAS 1155	Intervention Strategies for FASD (DL)	3
HUM 1155	Ethics (DL)	3
HUM 1190	Popular Culture	3
HUM 1195	Cultural Anthropology	3
HUM 2295	Anthropology of Gender	3
IST 2250	International Study Tour	3
NAT 1155	Introduction to Native American Studies	3
PSY 2260	Abnormal Psychology (DL)	3
PSY 2277	Addictions Treatment	3
PSY 2280	Social Psychology	3
SOC 1170	Introduction to Social Work	3
SOC 2260	Social Problems	3
SOC 2270	Sociology of the Family	3
SOC 2276	Sexuality	3

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

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.

University of Lethbridge

CYC graduates who have achieved a diploma GPA of 3.0 or higher may be admitted to the University of Lethbridge's Post-Diploma Bachelor of Health Sciences - Addictions Counselling (Extended).

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.

BC CYC Consortium

CYC diploma graduates with a B average (3.0 GPA) or higher will receive 60 block transfer credits (30 units in UVIC model) Bachelor of Arts in Child and Youth Care offered at Douglas College, University of Victoria, University of the Fraser Valley, and Vancouver Island University.

Griffith University, Australia

CYC diploma graduates may enter into the fourth semester of the Bachelor of Human Services degree or the Bachelor of Social Work degree at Griffith University, Logan campus. Please visit www.griffith.edu.au/ credit for more information.

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. 75
- Early Childhood Education.....p. 77
- Fetal Alcohol Spectrum Disorder Education .....p. 90
- Educational Assistant .....p. 79

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Civil Engineering Technology

Program Office: 403.320.3468 • engineeringtech@lethbridgecollege.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 engineering technology professionals and using 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 grade of 50 percent in Math 30-1 or 60 percent In Math 30-2, 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, or equivalents. 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.

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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

Students are required to purchase a Lethbridge College laptop as part of the *e*-VOLUTION initiative. For additional information about the *e*-VOLUTION program, please refer to the fees and financial information at the front of this Calendar or check our website.

Civil Engineering Technology Continued

CURRICULUM

Year 1 Term I

		Credits
CAD 1155	Introductory AutoCAD	3
CON 1140	Engineering Contracts	3
CPU 1150	Computers in Engineering Technology	1.5
DRF 1153	Introduction to Drafting	3
ENG 1154	Writing for Technologists (DL)	3
MTH 1149	Pre-Calculus (DL)	3
PHY 1143	Applied Physics	3
SUR 1150	Land Survey	3
		22.5

Year 1 Term II

CON 1150	Codes, Details & Drawings	3
CON 1155	Managing the Construction Process	3
CON 2209	Business Management in Construction	3
ENF 1135	Statics	3
ENF 1158	Soils	3
ENF 1161	Fluid Mechanics	3
ENF 1168	Construction Materials for Civil Engineering	3
MTH 1160	Calculus I	3
SUR 1162	Survey Applications	3
		27

Year 1 Term III (OPTIONAL)

MTH 1165	Calculus II	3

Year 2 Term I

		Credits
CIV 2253	Water Resources Engineering	3
CIV 2254	Irrigation Structures	3
CIV 2260	Highways	3
CON 2252	Heavy Construction	3
CPU 2248	Computer Applications in Civil Engineering	3
ENF 1150	Strength of Materials	3
GEO 2255	Geographical Information Systems I	3
STS 1183	Engineering Statistics & Research Methods	3
		24

Year 2 Term II

CIV 2257	Environmental Engineering	3
CIV 2258	Timber Design and Detailing	3
CIV 2263	Steel Design and Detailing	3
CIV 2266	Reinforced Concrete Design	3
CIV 2274	Infrastructure Servicing	3
CON 2255	Construction Estimating	3
GEO 2256	Geographical Information Systems II	1.5
RSR 2251	Applied Research for Engineering	3
		22.5

Year 2 Term III - (OPTIONAL)

CIV 2237	Work Experience	3

(DL) indicates courses which are also 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 or 30 credits towards the three or four year Bachelor of Commerce (Post-Diploma) degree.

University of Alberta

Civil Engineering diploma graduates with a GPA of 3.5 or higher are eligible for up to one year of transfer credit dependent on appropriate grades and program.

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.

Griffith University, Australia

Graduates of Lethbridge College's Civil Engineering Technology program are eligible to transfer credit towards the completion of a Bachelor of Engineering (Civil Engineering), at Griffith University, Gold Coast campus. Please visit www.griffith.edu.au/credit for more information.

School of Engineering Technologies

Find out more about other programs offered in this school:

- Engineering Design and Drafting Technology ..... p. 81
- Geomatics Engineering Technology ..... p. 101

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
Vulcan County Campus: 403.485.4100 • Pincher Creek Campus: 403.627.4478 • Claresholm Campus: 403.625.4231
upgrading@lethbridgecollege.ca • Office of the Chair: 403.320.3202 ext. 5308 • Office of the Dean: 403.317.3597

PROGRAM OVERVIEW
The College and University Preparation Program offers learning opportunities Grades 9 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. 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 be successful at a selected course level. Admission is based on academic background, skills assessment and advisement.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

YOUR INVESTMENT
Program fees will vary. To view fee information, go to www.lethbridgecollege.ca/programs and select your program.

Standard 3-credit courses cost approximately $500/term. Textbook costs vary from course to course.

CURRICULUM
Students register in courses that fit their career goals on the recommendation of the Lethbridge College advising team. Transcripts and placement testing determine the 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. Courses below the 0060 level are not available at the main campus.

BIO 0075	Biology	5
BIO 0085	Biology	5
BIO 0095	Biology	5
CHM 0075	Chemistry	5
CHM 0085	Chemistry	5
CHM 0095	Chemistry	5
COL 0004	GED Preparation	2
COL 1100	Orientation to College Learning	5
CPU 0090	Computer Basics	3
DEV 0001	Developmental Studies	1
DEV 0002	Developmental Studies	2
DEV 0003	Developmental Studies	3
DEV 0004	Developmental Studies	4
DEV 0005	Developmental Studies	5
ENG 0063	English Basics	5
ENG 0070	English	5
ENG 0080	English	5
ENG 0085	English	5
ENG 0090	English	5
ENG 0095	English	5
MTH 0060	Mathematics	5
MTH 0075	Mathematics	5
MTH 0085	Mathematics	5
MTH 0092	Mathematics	5
MTH 0095	Mathematics	5
MTH 0097	Introduction to Calculus	5
PHY 0075	Physics	5
PHY 0085	Physics	5
PHY 0095	Physics	5
RDG 0075	Developing Reading Efficiency	5
RDG 0096	College Reading Essentials	5
SCI 0060	Science Foundations	3
SST 0075	Social Studies	5
SST 0085	Social Studies	5
SST 0095	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 0070-0079 parallel Grade 10 level courses.
Courses numbered 0080-0089 parallel Grade 11 level courses.
Courses numbered 0090-0099 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.

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.

College and University Preparation Continued

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.

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 student's responsibility to register for and maintain credit minimums as required for sponsorship and to ensure their registration is sufficient to meet their sponsoring agencies' requirements.

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 0090 through 0099, including at least one English course, and achieve a minimum grade point average of 1.50.

TRANSFER
Courses numbered at any of the 0070, 0080, or 0090 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

Commercial Vehicle Enforcement

Program Office: 403.320.3418 • infojustice@lethbridgecollege.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 to 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 and select your program.

CURRICULUM

		Credits
CJP 1163	Human Relations for Commercial Vehicle Enforcement	3
TRS 1165	Transport Law	3
CPU 1151	Introduction to Computers (DL)	1.5
OR		
*CPU 1155	Commercial Vehicle Enforcement Computer Applications	1.5
ENG 1146	Technical Report Writing for Commercial Vehicle Enforcement Officers	3
PED 1153	Training & Personalized Fitness (DL)	1.5
OR		
*TRS 1151	Officer Safety	6
TRS 1150	Transport Legislation	3
TRS 1152	Licensing	3
TRS 1160	Hours of Service Legislation	3
TRS 1155	Weights & Dimensions	3
TRS 1153	Cargo Securement	3
		27 or 31.5

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

* Note: Employees of Alberta Justice and Solicitor General 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. 69
• Criminal Justice - Policing ..... p. 71
• Justice Studies - Bachelor of Applied Arts ..... p. 105

lethbridgecollege.ca/justice

Communication Arts

Program Office: 403.320.3213 • mediadesign@lethbridgecollege.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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to www.lethbridgecollege.ca/programs and select your program.

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. This equipment is student loan eligible.

CURRICULUM

Year I Term I		Credits
CAP 1152	Mass Communication	3
PSC 1150	Local Government	3
MKT 1158	Media Marketing Fundamentals	3
WRI 1154	Media Research and Writing I	3
CAP 1165	Media Tech Visual I	3
CAP 1171	Media Tech Audio	3
CPU 1170	Production Software I	1.5
PRS 1173	Announcing/Public Speaking	3
		22.5

Year I Term II		
CAP 1156	Introduction to Advertising	3
CAP 1158	Communication Process	3
OR		
COM 1162	Interpersonal Relationships & Communication (DL)	3
WRI 1174	Media Research and Writing II	3
CAP 1170	Communication Law	3
CAP 1175	Media Tech Visual II	3
CAP 1161	Producing and Script Writing	3
CAP 2254	Public Relations I	3
CPU 1190	Production Software II	1.5
		22.5

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 1191	Campus Media I	3
CAP 2255	Sales Practice	3
CAP 2262	Editing I	3
CAP 2281	Visual Communications	3
CAP 2282	Magazine Design	3
		15

Year II Term II		
CAP 2274	Public Relations II	3
CAP 2291	Campus Media II	3
CAP 2299	Practicum	3
MGT 2269	Management Issues in Advertising/PR	3
WRI 2257	Public Relations Writing	3
		15

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 2252	Broadcast Journalism I	3
CAP 2256	Broadcast Presentation	3
CAP 2275	Broadcast Production I	3
CAP 2278	Digital Media Production	3
MGT 2265	Broadcast Management Issues	3
WRI 2250	Commercial Writing I	1.5
		16.5

Year II Term II		
CAP 2253	Broadcast Journalism II	3
CAP 2285	Broadcast Production II	3
CAP 2299	Practicum	3
WRI 2274	Commercial Writing II	1.5
		10.5

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 2257	New Media for Journalists	3
CAP 2262	Editing I	3
CAP 2266	Campus Newspaper I	3
CAP 2276	Print Journalism I	3
CAP 2282	Magazine Design	3
		15

Year II Term II		
CAP 2263	Editing II	3
CAP 2267	Campus Newspaper II	3
CAP 2286	Print Journalism II	3
CAP 2299	Practicum	3
		12

Communication Arts Continued

FAST TRACK - ADVERTISING AND PUBLIC RELATIONS MAJOR
Required Courses

CAP 1161	Producing and Script Writing	3
CAP 1165	Media Tech Visual I	3
CAP 1170	Communication Law	3
CAP 1191	Campus Media I	3
CAP 2255	Sales Practice	3
CAP 2274	Public Relations II	3
CAP 2281	Visual Communications	3
CAP 2282	Magazine Design	3
CAP 2291	Campus Media II	3
CAP 2299	Practicum	3
MGT 2269	Management Issues in Advertising/PR	3
WRI 2257	Public Relations Writing	3

FAST TRACK - PRINT JOURNALISM MAJOR
Required Courses

CAP 1165	Media Tech Visual I	3
CAP 1170	Communication Law	3
CAP 2257	New Media for Journalists	3
CAP 2262	Editing I	3
CAP 2266	Campus Newspaper I	3
CAP 2267	Campus Newspaper II	3
CAP 2282	Magazine Design	3
OR		
CAP 1171	Media Tech Audio	3
OR		
PRS 1173	Announcing/Public Speaking	3
CAP 2299	Practicum	3
CAP 2286	Print Journalism II	3
OR		
CAP 1175	Media Tech Visual II	3
OR		
CAP 2263	Editing II	3
OR		
CPU 1190	Production Software II	1.5
WRI 1154	Media Research and Writing I	3
WRI 1174	Media Research and Writing II	3

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 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 Griffith's Bachelor of Communication or Bachelor of Journalism. Similarly, graduates with an Advertising/ Public Relations major can complete Griffith's Bachelor of Communication. Please visit www.griffith.edu.au/credit for more information.
Mount Royal University
Graduates of the Communication Arts diploma - Print or Broadcast Journalism majors - are eligible for block transfer credit to complete the Bachelor of Communication - Journalism degree at MRU.

School of Media & Design

Find out more about other programs offered in this school:

- Fashion Design & Marketing ..... p. 88
- Interior Design Technology..... p. 104
- Multimedia Production..... p. 109

lethbridgecollege.ca/program/multimedia-production

Computer Information Technology

Program Office: 403.320.3213 • cit@lethbridgecollege.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 grade of 60 percent in English Language Arts (ELA) 30-1 or 30-2 and a minimum grade of 60 percent in Math 30-2 or a higher level math, or equivalents.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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-1151 '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 and select your program.

CURRICULUM

Year I Term I		Credits
BUS 1170	Introduction to Management	3
CIT 1152	Computer Hardware Maintenance	3
CIT 1154	Programming in C	3
CIT 1157	HTML and Web Publishing	3
MTH 1152	Mathematics for CIT	3
		15

Year I Term II		
CIT 1156	Programming with C++	3
CIT 1158	Introduction to Networking	3
CIT 1163	Database Management	3
ENG 1156	Business Writing (DL)	3
MKT 1188	Introduction to Marketing	3
		15

Year II Term I		
ACC 1170	Financial Accounting I	3
CIT 2255	Client Server/Network Administration	3
CIT 2265	E-Commerce Administration	3
CIT 2266	Object Oriented Programming	3
CIT 2275	Introduction to Systems Design I	3

Choose an elective from the list below.
One elective must be CIT2260 or CIT2268.
min. 3
18

Computer Information Technology Continued

Year II Term II

ACC 1175	Financial Accounting II	3
CIT 2259	Advanced Internet Systems	3
CIT 2261	Operating Systems	3
CIT 2270	IT Integration Seminar	1.5
CIT 2276	Systems Design II	3

Choose an elective from the list below. One elective must be CIT2260 or CIT2268. min. 3

16.5

Year II Summer Term

CIT 2271	IT Fieldwork	3
		3

YEAR II ELECTIVES

		Credits
ACC 2250	Management Accounting I	3
ACC 2271	Intermediate Accounting I	3
ACC 2278	Computerized Accounting for Management	3
BUS 1166	Business Law	3
BUS 1176	Financial Planning (DL)	3
BUS 1177	Entrepreneurship	3
*BUS 2268	Organizational Behavior	3
BUS 2269	Management Communications	3
BUS 2275	International Business	3
BUS 2278	Industrial & Labor Relations	3
CIT 2260	Algorithms and Problem Solving	3
CIT 2268	User-Centred Interface Design	3
CMM 1185	The Principles of Animation	3
COM 1155	Customer and Team Relations	1.5
COM 1157	Professional Communication	3
COM 1158	Leadership Communication Skills	1.5
COM 1159	Applied Interpersonal Communication	3
COM 1162	Interpersonal Relationships and Communication (DL)	3
CPU 1165	Designing Spreadsheet Applications	3
DES 1155	Graphic Design	3
ECN 1180	Microeconomics	3
ECN 2253	Macroeconomics	3
HUM 1150	Logic	3
HUM 1155	Ethics (DL)	3
HUM 1158	Creative Problem-Solving	3
HUM 1165	Introduction to Archaeology	3
HUM 1180	Introduction to World Religions	3
HUM 1190	Popular Culture	3
HUM 1195	Cultural Anthropology	3
PED 1160	Weight Training and Exercise	1.5
PED 1161	Judo Level I	1.5
PED 1162	Intro to Leisure Activities & Sports	1.5
PED 1170	Volleyball	1.5
PED 1172	Latin, Hip Hop, Swing and Social Dance	1.5
PED 1173	Basketball	1.5
PED 1174	Soccer	1.5
PED 1185	Kickboxing and Fitness	1.5
PRS 1155	Speech (DL)	3
STS 2250	Statistics	3

* BUS 2268 is required for students wishing to transfer to the University of Lethbridge Bachelor of Management program.

(DL) indicates courses which are also 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 2260 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 2268 at the College. Visit www.uleth.ca for more information.

Athabasca University

Graduates of Lethbridge College's CIT program are eligible to receive up to 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 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. Please visit www.griffith.edu.au/credit for more information.

Minot University, North Dakota

CIT graduates are eligible to receive two years transfer credit towards a Bachelor of Applied Science majoring in Business Information Technology from Minot University.

School of Business

Find out more about other programs offered in this school:

- Business Administration .....p. 50
- Office Administration .....p. 113
- Professional Golf Management.....p. 119

lethbridgecollege.ca/business

Conservation Enforcement - Bachelor of Applied Science

Program Office: 403.382.6991 • envisci@lethbridgecollege.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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

EMPLOYABILITY
- Natural Resource Law Enforcement Officer positions have specific physical requirements such as vision, hearing and physical fitness. 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 and select your program.

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 3357	Environmental Compliance Techniques	3
*CJP 3359	Conservation Law Investigation	3
*DCE 3352	Parks & Protected Areas	3
*DCE 3389	Problem Wildlife Management Techniques	3
ENV 2275	Environmental Sampling & Forensics	3
RRM 2298	Conservation Biology	3
		18

Year 3 Term II

CJP 2287	Crisis Intervention (DL)	3
CJP 3379	Case Management	3
DCE 2245	DFS Orientation	1.5
DCE 3354	Administrative Procedures	3
DCE 3377	Environmental Law	3
DCE 3390	Issues in Resource Enforcement	3
SOC 3355	Cultural Diversity in Conservation Enforcement	3
		19.5

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 24 credits through completion of the following courses:

Required Courses

DCE 4455	Field Enforcement	3
DCE 4460	Community Involvement	3
DCE 4480	Administrative Techniques	3
DCE 4490	Senior Enforcement Project	3
OR		
DCE 4491	Senior Enforcement Project	6
DCE 4495	Independent Study	3
OR		
DCE 4496	Independent Study	6

Electives

DCE 4456	Investigations	3
DCE 4465	Public Safety	3
DCE 4470	Habitat Protection	3
DCE 4475	Problem Wildlife Field Techniques	3
DCE 4476	Commercial Fisheries	3
DCE 4485	Program Management	3
DCE 4486	Advanced Enforcement Planning	3
DCE 4487	Mentorship	3

*Indicates field studies

(DL) indicates courses which are also 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. 84
- Fish and Wildlife Technology ..... p. 92
- Natural Resource Compliance ..... p. 111
- Renewable Resource Management ..... p. 120

lethbridgecollege.ca/envisci

Correctional Studies

Program Office: 403.329.7246 • infojustice@lethbridgecollege.ca
Office of the Chair: 403.329.7246 • 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 insight into 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants lacking academic prerequisites may seek Alternate Admission. Alternate Admission applicants are required to successfully complete an admissions assessment in reading and sentence skills (out-of-town testing is available) to ensure they are best prepared for success in this 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.

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 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 justice studies.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to www.lethbridgecollege.ca/programs and select your program.

CURRICULUM

Year I Term I

CJP 1160	Introduction to the C.J. System (DL)	3
COM 1159	Applied Interpersonal Communication (DL)	3
ENG 1150	Composition (DL)	3
PED 1157	Health, Wellness and Personal Fitness (DL)	1.5
PRS 1172	Effective Presentation & Speech (DL)	3
SOC 1160	Introduction to Sociology (DL)	3
		16.5

Year I Term II

CJP 1183	Diversity Issues in Criminal Justice (DL)	3
COR 1152	Fundamentals of Corrections (DL)	3
COR 1153	Career Development Strategies (DL)	1.5
COR 1154	Suicide Prevention (DL)	1.5
COR 1180	Youth in the Justice System (DL)	3
LAW 1172	Law for Corrections (DL)	3
PED 1165	Applied Lifestyle Fitness I (DL)	1.5
PSY 1160	Introduction to Psychology (DL)	3
		19.5

Correctional Studies Continued

Year 2 Term I

CJP 2278	Criminology (DL)	3
COR 2253	Correctional Classification (DL)	3
COR 2262	Drugs in Corrections (DL)	3
COR 2290	Correctional Practices (DL)	3
PED 2253	Applied Lifestyle Fitness II (DL)	1.5
SOC 2255	Offenders with Special Needs (DL)	3
Approved Elective		3
		19.5

Year 2 Term II

CJP 2281	Conflict Management (DL)	3
COR 2277	Corrections Administration (DL)	3
COR 2279	Correctional Casework and Counselling (DL)	3
COR 2287	Crisis Resolution (DL)	3
PED 2264	Applied Lifestyle Fitness III (DL)	1.5
Approved Elective		3
		16.5

Choose electives from the following list:

BUS 1170	Introduction to Management	3
BUS 2278	Industrial and Labour Relations	3
CJP 1178	Individuals with Disabilities (DL)	3
CJP 2280	Commercial Vehicle Enforcement	3
FWK 2272	Corrections Practicum I (DL)	3
FWK 2273	Corrections Practicum II (DL)	3
HUM 1150	Logic	3
HUM 1158	Creative Problem Solving	3
HUM 1180	Introduction to World Religions	3
HUM 1190	Popular Culture	3
HUM 1195	Cultural Anthropology	3
IND 2253	Independent Study	3
NAT 1155	Introduction to Native American Studies	3
PSY 1170	Human Development across the Lifespan (DL)	3
PSY 1171	Child Growth and Development (DL)	3
PSY 1177	Psychology of Aging (DL)	3
PSY 1179	Adolescent Development	3
PSY 2253	Child Psychopathology (DL)	3
PSY 2270	Introduction to Personality Theory	3
PSY 2275	Forensic Psychology	3
PSY 2280	Social Psychology	3
PSY 2290	Brain and Behaviour	3
SOC 1167	Sociology of Aging (DL)	3
SOC 1170	Introduction to Social Work	3
SOC 2276	Sexuality	3

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

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.

Griffith University, Australia

Correctional Studies diploma graduates may enter into the third semester of the Bachelor of Criminology and Criminal Justice degree at Griffith University, Mt. Gravatt campus. Please visit www.griffith.edu.au/credit for more information.

School of Justice Studies

Find out more about other programs offered in this school:

- Commercial Vehicle Enforcement .....p. 61
- Criminal Justice - Policing .....p. 71
- Justice Studies - Bachelor of Applied Arts .....p. 105

lethbridgecollege.ca/justice

Criminal Justice - Policing

Program Office: 403.329.7246 • infojustice@lethbridgecollege.ca
Office of the Chair: 403.329.7246 • Office of the Dean: 403.320.3464

PROGRAM OVERVIEW
Policing is many careers in one. 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.

All courses In the Criminal Justice-Policing diploma program are available through Distributed/Online Learning.

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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants lacking academic prerequisites may seek Alternate Admission. Alternate Admission applicants are required to successfully complete an admissions assessment in reading and sentence skills (out-of-town testing is available) to ensure they are best prepared for success in this program.

NON-ACADEMIC REQUIREMENTS
Applicants are required to review and acknowledge completion of an online information package relating to the entry/suitability requirements for a career in law enforcement.

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 cardio-vascular 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 and select your program.

Note: Many courses within the program require computer competency to complete assignments. Where students lack these skills on entry, enrolment in CPU-1151 Introduction to Computers becomes mandatory.

CURRICULUM

Year 1 Term I		Credits
CJP 1160	Introduction to the CJ System (DL)	3
CJP 1161	Ethics & Interpersonal Skills in CJ (DL)	3
ENG 1175	English Composition I (DL)	3
LAW 1166	Criminal Procedural Law (DL)	3
PED 1153	Training & Personalized Fitness (DL)	1.5
PRS 1172	Effective Presentation & Speech (DL)	3
		16.5

Year 1 Term II		
CJP 1157	Preliminary Response and Investigation (DL)	3
CJP 1178	Individuals with Disabilities (DL)	3
CJP 1183	Diversity Issues in Criminal Justice (DL)	3
COM 1157	Professional Communication in Public Safety Organizations (DL)	3
COM 1177	Applied English and Communication (DL)	3
LAW 1176	Criminal Offences (DL)	3
PED 1165	Applied Lifestyle Fitness I (DL)	1.5
SOC 1160	Introduction to Sociology (DL)	3
		22.5

Year 2 Term I		
CJP 2255	Notebooks and Reports (DL)	3
CJP 2281	Conflict Management (DL)	3
CJP 2283	Criminal Investigative Techniques (DL)	3
COM 2275	Interviewing Techniques (DL)	3
LAW 2254	Applied Law (DL)	3
PED 2253	Applied Lifestyle Fitness II (DL)	1.5
Approved Elective		3
		19.5

Criminal Justice - Policing Continued

Year 2 Term II

CJP 2278	Criminology (DL)	3
CJP 2284	Criminal Investigative Theory (DL)	3
CJP 2287	Crisis Intervention (DL)	3
CJP 2292	Police Organizations (DL)	3
LAW 2264	Courtroom Procedures (DL)	3
PED 2264	Applied Lifestyle Fitness III (DL)	1.5
PSY 1160	Introduction to Psychology (DL)	3
		19.5

Approved Electives:

CJP 1152	Criminal Justice Practicum I (DL)	3
CJP 2252	Criminal Justice Practicum II (DL)	3
CJP 2280	Intro to Commercial Vehicle Enforcement (DL)	3
COR 2262	Drugs in Corrections (DL)	3

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

GRADUATION
Upon successful completion of all requirements, students are awarded a diploma in Criminal Justice - Policing.

Note: Employing agencies have additional hiring requirements such as a valid driver's license, Standard First Aid and CPR. Learners are strongly encouraged to obtain and maintain their credentials in these areas to ensure employment qualifications are met.

TRANSFERS
Lethbridge College
Graduates of the two-year Policing Diploma may choose to enter the Bachelor of Applied Arts in Justice Studies program at Lethbridge College. Courses are provided on campus or through Distributed/Online Learning.
Athabasca University
Graduates of the Criminal Justice - Policing diploma are eligible to receive 60 credits towards the Athabasca University Bachelor of Professional Arts (BPA) in Human Services or a BPA in Criminal Justice.
Mount Royal University
Graduates of the Criminal Justice - Policing diploma shall receive a block transfer of 63 (21 courses) 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.
Griffith University, Australia
Criminal Justice - Policing diploma graduates may enter into the fourth semester of the Bachelor of Criminology and Criminal Justice degree at Griffith University, Mt. Gravatt campus. Please visit www.griffith.edu.au/credit for more information.

School of Justice Studies

Find out more about other programs offered in this school:

- Commercial Vehicle Enforcement .....p. 61
- Correctional Studies .....p. 69
- Justice Studies - Bachelor of Applied Arts .....p. 105

lethbridgecollege.ca/justice

Culinary Careers

Program Office: 403.320.3245 • culinary@lethbridgecollege.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 grade of 60 percent in Math 20-2 or a higher level math and English Language Arts (ELA) 20-2, or equivalents.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

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

CURRICULUM

Year 1		Credits
COM 1137	Communication Skills	1.5
CUL 1115	Management Controls	3
CUL 1116	Breakfast Soups and Pantry	3
CUL 1117	Vegetables and Farinaceous	3
CUL 1118	Production Skills	6
CUL 1120	Meat Cutting and Meat Cookery	6
CUL 1121	Bakeshop	6
CUL 1122	Stocks and Sauces	3
CUL 1127	Culinary Careers Introduction	3
		34.5

Year 2		Credits
CUL 2218	Industry Work Placement	1.5
CUL 2201	Food Service Management and Saucier	6
CUL 2207	Lunch Express Entremetier and Nutrition	6
CUL 2208	Buffets and Bakery	6
CUL 2212	Evening Dining and Preparing Proteins	6
CUL 2213	Gala Banquets and Hot Salon	3
		28.5

Culinary Careers Continued

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 percent 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 Labour Day long weekend each year and again at the beginning 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 and further afield who have regularly offered paid employment to our culinary students.

School of Industrial Training

Find out more about other programs offered in this school:
• Cook Apprenticeship .....p. 40

lethbridgecollege.ca/trades

Disability and Community Rehabilitation
(Available Distributed/Online Delivery Only)

Program Office: 403.320.3393 • 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.

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 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 30-2.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
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 and select your program.

CURRICULUM

		Credits
COM 1162	Interpersonal Relationships & Communication (DL)	3
ENG 1150	Composition (DL)	3
OR		
ENG 1190	Intro to Language & Literature	3
HSP 1153	Foundations of Community Inclusion (DL)	3
HSP 1165	Practicum 1 (DL)	3
RSP 1152	Health Care & Personal Wellness (DL)	3
RSP 1153	Observation and Assessment (DL)	3
OR		
CYC 1169	Observation, Reporting & Assessment	3
RSP 1155	Applied Behaviour Analysis (DL)	3
RSP 1159	Understanding Developmental Disabilities (DL)	3
RSP 1164	Facilitating Inclusion (DL)	3
RSP 1172	Practicum II (DL)	3
		30 credits

(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 successful completion of all program requirements, students are awarded a certificate in Disability and Community Rehabilitation.

Disability and Community Rehabilitation
Continued

TRANSFERS
BC CYC Consortium
Lethbridge College DCR certificate graduates with a B average (3.0 GPA) or higher will receive 30 block transfer credits (15 units in UVIC model) toward a Bachelor of Arts in Child and Youth Care offered at Douglas College, University of Victoria, University of the Fraser Valley, and Vancouver Island University.
Mount Royal University
Lethbridge College DCR certificate graduates are eligible for admission directly into Year Two of MRU's Disability Studies diploma program.

School of Human Services

Find out more about other programs offered in this school:

- Child and Youth Care .....p. 55
- Early Childhood Education.....p. 77
- Fetal Alcohol Spectrum Disorder Education .....p. 90
- Educational Assistant .....p. 79

lethbridgecollege.ca/humanservices

Early Childhood Education

Program Office: 403.320.3393 • 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).

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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants lacking academic prerequisites can seek Alternate Admission. Alternate Admission applicants are required to successfully complete an admissions assessment in reading comprehension, sentence skills, and arithmetic (out-of-town testing is also available) to ensure they are best prepared for success in 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 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 lethbridgecollege.ca/programs and select your program.

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

CURRICULUM

CERTIFICATE

Year 1 Term I		Credits
ECE 1155	Introduction to Early Childhood Education (DL)	3
ECE 1160	Observation and Recording (DL)	3
ECE 1162	Creative Experiences I (DL)	3
COM 1162	Interpersonal Relationships & Communications (DL)	3
ECE 1180	Field Placement I (DL) (18 days)	1.5
ENG 1150	Composition (DL)	3
OR		
ENG 1190	Introduction to Language & Literature	3
PSY 1170	Human Development Across the Lifespan (DL)	3
		19.5

Early Childhood Education Continued

Year 1 Term II

ECE 1151	Health, Nutrition & Safety (DL)	3
ECE 1154	Guiding Children's Behaviour (DL)	3
ECE 1156	Development through Play (DL)	3
ECE 1181	Field Placement II (DL) (31 days)	3
PSY 1171	Child Growth and Development (DL)	3
		15

DIPLOMA

Year 2 Term I		Credits
ECE 2251	Diversity in Early Childhood Education (DL)	1.5
ECE 2252	Child and Family (DL)	1.5
ECE 2260	Infant and Toddler Programming (DL)	3
ECE 2262	Creative Experiences II (DL)	3
ECE 2264	Pre-school Programming (DL)	3
ECE 2270	Inclusion of Children with Special Needs (DL)	3
ECE 2280	Field Placement III (DL) (24 days)	3
		18

Year 2 Term II

ECE 2253	Family and Community (DL)	1.5
ECE 2255	School-aged Programming	3
ECE 2257	Organization and Administration (DL)	3
ECE 2263	Creative Experiences III (DL)	3
ECE 2266	Team Building (DL)	1.5
ECE 2281	Field Placement IV (DL) (25 days)	3
		15

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

GRADUATION
Upon successful completion of Year 1 requirements, students are awarded an Early Childhood Education certificate. Upon successful completion of Year 2 requirements, students are awarded an Early Childhood Education diploma.

TRANSFERS
University of Alberta
ECE graduates may receive up to 33 credits towards the University of Alberta's Bachelor of Science Human Ecology (Family Ecology major/Child and Youth Studies minor).
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.
Griffith University, Australia
ECE diploma graduates may enter into the fifth semester of the Bachelor of Arts in Education degree at Griffith University, Mt. Gravatt campus. Please visit www.griffith.edu.au/credit for more information.
BC CYC Consortium
Lethbridge College ECE diploma graduates with a B average (3.0 GPA) or higher will receive 60 block transfer credits (30 units in UVIC model) Bachelor of Arts in Child and Youth Care offered at Douglas College, University of Victoria, University of the Fraser Valley and Vancouver Island University.

FLEXIBLE LEARNING
The Early Chldhood Education program is only available through Ditributed/Online Learning. Please contact the program office for further information.

School of Human Services

Find out more about other programs offered in this school:

- Child and Youth Care .....p. 55
- Disability and Community Rehabilitation .....p. 75
- Fetal Alcohol Spectrum Disorder Education .....p. 90
- Educational Assistant .....p. 79

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Educational Assistant

Program Office: 403.320.3393 • humanservices@lethbridgecollege.ca
Office of the Chair: 403.329.7254
Office of the Dean: 403.320.3464

PROGRAM OVERVIEW
Our innovative and very accessible Educational Assistant program will give you the skills you need to help students reach their full educational potential.

If you enjoy working with children and adolescents and would like to help educators 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.

We give you a comprehensive, practical introduction to topics ranging from the role of the Educational Assistant, assisting with language arts/math, applied behavioural analysis and multiculturalism. Other topics covered are how to work with children who have Fetal Alcohol Spectrum Disorder, speech and language problems, sensory impairments, behaviour disorders, and children with English as a second language. You'll also spend time in field placements, applying 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 an Educational Assistant and experience the satisfaction of helping children with a range of exceptionalities overcome obstacles and achieve their full learning potential.

CAREER OPPORTUNITIES
Your 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 grade 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 to the Educational Assistant diploma are required to have successfully completed a one-year Educational Assistant certificate or equivalent from a recognized college in order to enter the Educational Assistant diploma program.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 field placement component of the program. The existence of a criminal record may affect the field placement, program completion and employment prospects. The consequences of a prior criminal record will be examined and discussed on an individual basis. Students are required to complete field placements 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 field placements through Distributed/Online Learning may complete these in their own communities or nearby areas.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to lethbridgecollege.ca/programs and select your program.

CURRICULUM

NOTE: Distributed/Online Learning students follow term schedule.

CERTIFICATE

Year 1 Term I		Credits
EDU 1153	Foundations of Educational Assistance (DL)	3
ENG 1150	Composition (DL)	3
OR		
ENG 1190	Introduction to Language & Literature	3
COM 1162	Interpersonal Relationships & Communication (DL)	3
OR		
CYC 1157	Foundations of CYC Communications	3
PSY 1170	Human Development Across the Lifespan (DL)	3
CYC 1169	Observation, Reporting & Assessment	3
OR		
RSP 1153	Observation and Assessment (DL)	3
FWK 1160	Field Placement I (DL)	1.5
		16.5

Year 1 Term II		
EDU 1155	Math Instructional Support (DL)	3
EDU 1156	Language Arts Instructional Support (DL)	3
FAS 1150	Introduction to FASD (DL)	1.5
FWK 1163	Field Placement II (DL)	1.5
HSP 1151	Family Systems and Development (DL)	3
RSP 1155	Applied Behaviour Analysis (DL)	3
SOC 2273	Multicultural Issues	3
		18

Educational Assistant Continued

DIPLOMA

Year 2 Term I		Credits
CPU 2253	Technology in Education (DL)	3
EDU 2255	Educational Trends (DL)	1.5
EDU 2258	Case Studies of Challenging Behaviour	3
EDU 2266	Sensory Impairments (DL)	3
HTH 2250	Health Issues in Education (DL)	3
FWK 2260	Field Placement III (DL)	1.5
PSY 2250	Educational Psychology (DL)	3
		18

Year 2 Term II		
EDU 2250	Speech & Language Development (DL)	3
EDU 2252	ESL Instructional Support (DL)	3
EDU 2260	Positive Behavioural Supports (DL)	3
FAS 1155	Intervention Strategies for FASD (DL)	3
FWK 2262	Field Placement IV (DL)	1.5
Elective		3
		16.5

Electives
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.

CYC 1175	Therapeutic Interventions	3
CYC 2272	Family Violence	3
ECE 2270	Inclusion of Children with Special Needs (DL)	3
ENG 2285	Children's Literature (DL)	3
HSP 1155	Introduction to Art Therapy	3
NAT 1155	Introduction to Native American Studies	3
PSY 1179	Adolescent Development (DL)	3
PSY 2253	Child Psychopathology (DL)	3
PSY 2260	Abnormal Psychology (DL)	3
PSY 2277	Addictions Treatment	3
SOC 1160	Introduction to Sociology (DL)	3
SOC 2260	Social Problems	3
SOC 2263	Diverse Cultural Communities	3
SOC 2270	Sociology of the Family	3
SOC 2276	Sexuality	3

(DL) Course is also available through Distributed/Online Learning.

GRADUATION
Upon successful completion of Year 1 requirements, students are awarded an Educational Assistant certificate. Upon successful completion of Year 2 requirements, students are awarded an 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.
Griffith University, Australia
Diploma graduates may enter into the fifth semester of the Bachelor of Arts in Education degree at Griffith University, Mt. Gravatt campus. Please visit www.griffith.edu.au/credit for more information.

FLEXIBLE LEARNING
The Educational Assitant program is only available through Ditributed/Online Learning. Please contact the program office for further information.

School of Human Services

Find out more about other programs offered in this school:

- Child & Youth Care ....p. 55
- Disability & Community Rehabilitation ....p. 75
- Early Childhood Education ....p. 77
- Fetal Alcohol Spectrum Disorder Education ....p. 90

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Engineering Design and Drafting Technology

Program Office: 403.320.3468 • engineeringtech@lethbridgecollege.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 40 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 near 100 percent.

CAREER OPPORTUNITIES
An Engineering Design and Drafting Diploma will prepare you for design technologist positions in a high demand field where graduates are employed in areas that include:

- Aerospace Companies
- Architectural Practices
- Civil Engineering Companies
- Manufacturing Companies
- Mechanical Engineering Companies
- Petrochemical Companies
- Food Processing Companies
- 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 grade of 50 percent in Math 30-1 or 60 percent in Math 30-2, 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.

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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

Students are required to purchase a Lethbridge College laptop as part of the *e*-VOLUTION initiative. For additional information about the *e*-VOLUTION program, please refer to the fees and financial information at the front of this Calendar or check our website.

CURRICULUM

Year 1 Term I		Credits
CAD 1155	Introductory AutoCAD	3
CON 1140	Engineering Contracts	3
CPU 1150	Computers in Engineering Technology	1.5
DRF 1153	Introduction to Drafting	3
ENG 1154	Writing for Technologists (DL)	3
MTH 1149	Pre-Calculus (DL)	3
PHY 1143	Applied Physics	3
SUR 1150	Land Survey	3
		22.5

Year 1 Term II		
CAD 1180	CAD Applications	3
CON 1133	Residential Construction	3
DRF 1160	Mechanical Design and Drafting I	3
DRF 1165	Architectural Design & Drafting I	3
ENF 1135	Statics	3
ENF 1155	Properties of Engineering Materials	3
ENF 1161	Fluid Mechanics	3
SUR 1162	Survey Applications	3
		24

Engineering Design and Drafting Technology
Continued

Year 2 Term I

CAD 2258	Advanced CAD	3
DRF 2261	Pressure Vessel Design	3
DRF 2264	Topographical Drafting	3
DRF 2265	Mechanical Design and Drafting II	3
DRF 2268	Architectural Design & Drafting II	3
ENF 1150	Strength of Materials	3
MTH 1160	Calculus I	3
STS 1183	Engineering Statistics & Applied Research Methods	3
		24

Year 2 Term II

CIV 2263	Steel Design and Detailing	3
CON 2256	Building System Services	3
DRF 2271	Mechanical Design and Drafting III	3
DRF 2272	Municipal Design and Drafting	3
DRF 2273	Architectural Design and Drafting III	3
DRF 2274	Piping Design	3
GEO 2255	Geographical Information Systems I	3
RSR 2251	Applied Research for Engineering	3
		24

Year 2 Term III (OPTIONAL)

DRF 2244	Practicum	3

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

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

TRANSFERS
Athabasca University
Graduates receive 60 credits towards the Bachelor of Science (Post-Diploma) degree.
Lethbridge College
Graduates of the Engineering Design and Drafting Technology diploma may earn a second diploma in Civil Engineering Technology with one additional year of study (course schedule permitting).
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.
University of Alberta
Engineering Design and Drafting Technology diploma graduates with a GPA of 3.5 or higher are eligible for up to one year of transfer credit dependent on appropriate grades and program.
Montana State University - Bozeman
Graduates of the Engineering Design and Drafting Technology diploma program may be eligible for entry into the second year of the Bachelor of Arts in Environmental Design degree (School of Architecture) at MSU.
Griffith University, Australia
Graduates of Lethbridge College's Engineering Design and Drafting Technology program are eligible to receive transfer credit towards the completion of a Bachelor of Engineering degree at Griffith University. Please visit www.griffith.edu.au/credit for more information.

School of Engineering Technologies

Find out more about other programs offered in this school:

• Civil Engineering Technology .....p. 57
• Geomatics Engineering Technology.....p. 101

lethbridgecollege.ca/engineering

English as a Second Language

Program Office: 403.320.6444 • 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.ca or 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.

Environmental Assessment and Restoration

Program Office: 403.382.6991 • envisci@lethbridgecollege.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 grade of 60 percent in each of: English Language Arts (ELA) 30-1 or 30-2, Chemistry 20, Biology 20, 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants who do not have at least 60 percent in ELA 30-1 or ELA 30-2 and Math 30-2 or a higher level math, 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 lethbridgecollege.ca/programs and select your program.

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.

School of Environmental Sciences

Find out more about other programs offered in this school:

- Conservation Enforcement - Bachelor of Applied Arts ....p. 67
- Fish and Wildlife Technology....p. 92
- Natural Resource Compliance ....p. 111
- Renewable Resource Management....p. 120

lethbridgecollege.ca/envisci

Environmental Assessment and Restoration
Continued

CURRICULUM

Year I Term I		Credits
*BIO 1163	Terrestrial Ecology	3
*BIO 1164	Plant Taxonomy	3
ENG 1155	Scientific and Technical Writing	3
*GEO 1166	Physical Geology	3
STS 2255	Statistical Methods	3
*RRM 1153	Soil Resources	3
		18

Year I Term II		
*BIO 1168	Zoology	3
*BIO 2269	Aquatic Ecology	3
LAW 1161	Introduction to Natural Resource Law	3
*RRM 1158	Water Resources	3
*RRM 1196	Map and Aerial Photo Interpretation	3
		15

Year II Term I		
CHM 2270	Environmental Chemistry	3
DCE 2255	Ethics and Career Development	3
*ENV 2297	Environmental Impact Assessment	3
*RRM 2264	Forest Management	3
*RRM 2295	Hydrogeology	3
GEO 1165	Geographic Information Systems	3
		18

Year II Term II		
*ENV 2280	Contaminant Management	3
*ENV 2290	Site Restoration & Reclamation	3
GEO 2276	Advanced GIS	3
LAW 2265	Introduction to Environmental Law	3
*RRM 2256	Rangeland Habitat Management	3
RRM 2281	Water Quality	3
		18

* 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.

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.

University of Saskatchewan

Graduates of the Environmental Assessment and Restoration diploma program may be eligible for up to 60 credits towards BSc. in Agriculture – Environmental Sciences or Soil Sciences specialization.

Griffith University, Australia

Environmental Assessment and Restoration diploma program graduates may enter into the fourth semester of the Bachelor of Science in Ecology and Conservation Biology degree at Griffith University, Gold Coast and Nathan campuses. Please visit www.griffith.edu.au/credit for more information.

Royal Roads University

Graduates of Lethbridge College's Environmental Assessment and Restoration program are eligible to receive block transfer credit into the third year of the Bachelor of Science in Environmental Science or Bachelor of Science in Environmental Management degree at Royal Roads University, provided all entrance criteria for admission to RRU are met and space remains available in the program. Additional bridging courses required: two math (calculus, linear algebra, or physics) and one chemistry.

Exercise Science

Program Office: 403.382.6991 • exercisescience@lethbridgecollege.ca
Office of the Chair: 403.382.6998
Office of the Dean: 403.317.3597

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 enhance your employability. Once in the industry, you'll have ample opportunity to continue your education with related training 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 the 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

Students will purchase a Lethbridge College Exercise Science shirt ($30). The shirts are worn during practicum experiences.

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

CURRICULUM

Year I Term I		Credits
BIO 1160	Anatomy & Physiology I (DL)	3
ENG 1156	Business Writing (DL)	3
PED 1159	Exercise and Healthful Living	3
PED 1160	Weight Training & Exercise	1.5
PSY 1160	Introduction to Psychology (DL)	3
		13.5

Year I Term II		
BIO 1155	Human Nutrition	3
BIO 1161	Anatomy & Physiology II (DL)	3
PED 1188	Fitness Leadership	3
PED 2260	Biomechanics & Applied Kinesiology	3
PED 1158	Practicum I	1.5
Elective		3
		16.5

Year II Term I

COM 1162	Interpersonal Relationships & Communication (DL)	3
PED 2256	Athletic Injuries and Rehabilitation	3
PED 2262	Exercise Physiology	3
PED 2267	Fitness Assessment	3
Elective		3
		15

Year II Term II

BUS 1124	Service-Based Small Business Management	3
PED 2252	Current Trends in Fitness	3
PED 2259	Exercise Program Design	3
PED 2271	Advanced Conditioning	3
PED 2258	Practicum II	3
Elective		3
		18

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 1152	Physiology of Aging (DL)	3
BIO 1156	Wellness and Health Issues	3
CPU 1151	Intro to Computers (DL)	1.5
ENG 1150	Composition (DL)	3
HUM 1150	Logic	3
HUM 1155	Ethics (DL)	3
ORG 2254	Public Relations	3
PED 1161	Judo Level I	1.5
PED 1162	Leisure Activities and Sports	1.5
PED 1170	Volleyball	1.5
PED 1172	Latin/Hip Hop/Swing Dance	1.5
PED 1173	Basketball	1.5
PED 1180	Introduction to Coaching	3
PED 1185	Kickboxing and Fitness	1.5
PED 2257	Therapeutic Exercise	3
PED 2272	Leadership in Physical Education	3
PED 2276	Weight Training and Exercise II	1.5
PED 2280	Advanced Coaching	3
PED 2282	Judo Level II	1.5
PSY 1170	Human Development Across the Lifespan (DL)	3
PSY 1177	Psychology of Aging (DL)	3
PSY 2255	Psychology of Sports	3
SOC 1160	Introduction to Sociology (DL)	3
SOC 1167	Sociology of Aging (DL)	3
SOC 2250	Sociology of Sports	3
SOC 2273	Multicultural Issues	3

(DL) indicates courses which are also 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 Agriculture & Life Sciences

Find out more about other programs offered in this school:

- Agricultural Technology ..... p. 37
  - Animal Science ..... p. 38
  - Plant & Soil Science ..... p. 38
- General Studies ..... p. 90
  - Physical Education & Leadership Major ..... p. 99

Fashion Design and Marketing

Program Office: 403.320.3213 • fashion@lethbridgecollege.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 20-2 or a higher level math, or equivalent.

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

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 1151 (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 lethbridgecollege.ca/programs and select your program.

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

CURRICULUM

FASHION DESIGN CERTIFICATE

Year 1 Term I		Credits
ACC 1126	Accounting Basics (DL)	1.5
OR		
ACC 1170	Financial Accounting I	3
DES 1160	Fundamentals of Fashion Design	3
FDM 1155	Textiles and Fabric Design I	3
FDM 1158	History of Fashion I	3
FDM 1187	Visual Merchandising	3
FDM 2201	Fashion Drawing	3
		16.5 or 18

Year 1 Term II		
FDM 1153	Fashion Design Professional	3
FDM 1156	Textiles and Fabric Design II	3
FDM 1168	History of Fashion II	3
FDM 1175	Industrial Sewing	3
MKT 1188	Introduction to Marketing	3
PAT 1170	Pattern Drafting I	3
		18

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
BUS 1177	Entrepreneurship	3
FDM 1162	Surface Design	3
FDM 2256	Factory Management	3
PAT 2267	Computerized Pattern Drafting I	1.5
Approved electives		6
		16.5

Fashion Design and Marketing Continued

Year 2 Term II

FDM 2258	Fashion Promotion	3
FDM 2270	Retail Buying	3
FDM 2273	Apparel Production	3
FDM 2295	Practicum	3
Approved electives		6
		18

Year 2 Electives

Students focusing on Marketing and Merchandising should consider taking the following electives:

BUS 1170	Introduction to Management	3
BUS 2268	Organizational Behaviour	3
BUS 2269	Management Communications	3
ECN 1180	Microeconomics	3
ECN 2253	Macroeconomics	3
MKT 2250	Advertising - Essentials	3
OR		
MKT 2283	Advertising	3
MKT 2260	International Marketing	3
MKT 2275	E-Commerce	3
MKT 2279	Applied Sales	3
MKT 2281	Marketing Logistics	3
MKT 2288	Marketing Management	3
MKT 2290	Marketing Research	3
STS 2250	Statistics	3

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

FDM 2235	Garment Construction	3
FDM 2251	Costume Construction	3
FDM 2254	Tailoring	3
FDM 2255	Haute Couture	3
PAT 2268	Pattern Drafting II	3
PAT 2269	Pattern Draping	3
PAT 2275	Computerized Pattern Drafting II	1.5

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

GRADUATION
To qualify for the Fashion Design certificate, students must successfully complete a minimum of 34.5 credits of core courses.

To qualify for the Fashion Design and Marketing diploma, students must successfully complete the Fashion Design certificate, 22.5 credits of Fashion Design and Marketing diploma core courses, and 12 credits of approved electives (for a total of 69 credits).

TRANSFERS
University of Alberta
Students may receive 42 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.

INTAKE SUSPENSION
Please note, this program is under review and the diploma (year 2) portion is currently suspended for any new intakes. Please contact the program office for further information.

School of Media & Design

Find out more about other programs offered in this school:

- Communication Arts ..... p. 62
- Interior Design Technology..... p. 104
- Multimedia Production..... p. 109

lethbridgecollege.ca/program/multimedia-production

Fetal Alcohol Spectrum Disorder Education
(Available Distributed/Online Delivery Only)

Program Office: 403.320.3393 • 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 unique collective of brain-based developmental impairments impact a person throughout their life is a primary focus of the curriculum. During the practicum courses, you will transfer skills and 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
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 completed degree/diploma from an accredited post-secondary institution can be accepted into the Fetal Alcohol Spectrum Disorder Education's Fast Track Option. 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 will 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 lethbridgecollege.ca/programs and select your program.

Fetal Alcohol Spectrum Disorder Education
Continued

CURRICULUM

		Credits
COM 1162	Interpersonal Relationships & Communication (DL)	3
ENG 1150	Composition (DL)	3
OR		
ENG 1190	Introduction to Language & Literature	3
FAS 1152	Brain Function & FASD (DL)	3
FAS 1153	Community Systems & FASD (DL)	3
FAS 1155	Support Strategies for FASD (DL)	3
HSP 1153	Foundations of Community Inclusion (DL)	3
HSP 1165	Practicum I (DL)	3
FAS 1172	Practicum II (DL)	3
RSP 1153	Observation & Assessment (DL)	3
OR		
CYC 1169	Observation, Reporting & Assessment	3
RSP 1155	Applied Behaviour Analysis (DL)	3
		30 credits

FAST TRACK OPTION
The following courses are required for students accepted into the Fast Track Option.

FAS 1152	Brain Function & FASD (DL)	3
FAS 1153	Community Systems & FASD (DL)	3
FAS 1155	Support Strategies for FASD (DL)	3
FAS 1172	Practicum II (DL)	3
HSP 1153	Foundations of Community Inclusion (DL)	3

(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.

School of Human Services

Find out more about other programs offered in this school:

- Child and Youth Care .....p. 55
- Disability and Community Rehabilitation .....p. 75
- Early Childhood Education.....p. 77
- Educational Assistant .....p. 79

lethbridgecollege.ca/humanservices

Fish and Wildlife Technology

Program Office: 403.382.6991 • envisci@lethbridgecollege.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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to www.lethbridgecollege.ca/programs and select your program. 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.

Fish and Wildlife Technology Continued

CURRICULUM

Year I Term I		Credits
ENV 3350	Integrated Resource Management	3
ENV 3370	Research & Experimental Design	3
*RRM 3368	Wildlife Conservation	3
*RRM 3369	Fisheries Management Techniques	3
*RRM 3389	Fish Habitat Management	3
*RRM 3386	Wildlife Habitat Management	3
		18

Year I Term II		
BIO 3350	Comparative Animal Biology	3
*ENV 2297	Environmental Impact Assessment	3
ENV 3355	Environmental Quality	3
*RRM 3378	Waterfowl Biology and Management	3
RRM 3379	Fish Culture	3
GEO 2276	Advanced Geographic Information Systems	3
		18

* 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.

Griffith University, Australia
Fish and Wildlife Technology graduates may enter into the fifth semester of the Bachelor of Science in Ecology and Conservation Biology degree at Griffith University, Gold Coast and Nathan campuses. Please visit www.griffith.edu.au/credit for more information.

School of Environmental Sciences

Find out more about other programs offered in this school:

- Conservation Enforcement - Bachelor of Applied Arts ....p. 67
- Environmental Assessment and Restoration ....p. 84
- Natural Resource Compliance ....p. 111
- Renewable Resource Management ....p. 120

lethbridgecollege.ca/envisci

FNMI Career Pathways

Program Office: 403.394.7338 • fnmi@lethbridgecollege.ca
Office of the Chair: 403.382.6913
Office of the Dean: 403.317.3597

PROGRAM OVERVIEW
Get started on the path to help you realize your career goals with our one-year FNMI Career Pathways program. This program is designed to better prepare FNMI students who wish to enter Lethbridge College programs, by engaging learners in a curriculum that is a combination of required post-secondary courses and courses from a selection of Lethbridge College programs. This program will prepare students for full-time studies in their choice of a number of Lethbridge College program areas including: Business Administration, Child and Youth Care, Computer Information Technology, Early Childhood Education, General Studies (University Transfer), Media and Design, Natural Resource Compliance, Policing and Corrections, and an "Open" stream.

The curriculum is designed to assist students to further develop their writing, math, and information literacy skills, ensuring students have the skills necessary for success in post-secondary studies. This program will also foster cultural awareness through a set curriculum that includes coursework in Canadian Aboriginal culture and college success. Students entering this program will be provided with additional supports from FNMI Services and will work with Academic Advising in completing Academic Success Plans.

This is a 24-credit, 8-month (two semesters) college program serving FNMI students who may not be ready to enter a full-time Lethbridge College program, want to enhance their opportunities for success, and sample from a variety of program offerings. The curriculum consists of a total of eight courses preparing students for success and admission into their choice of identified Lethbridge College programs.

In the first semester, students will work as part of a cohort with the curriculum focusing on further enhancing students' abilities in writing, math, college success, and cultural awareness. In the second semester, students will focus on courses from one of nine distinct "streams" associated with a diploma program or enroll in an open collection of courses in which they can experience topics from multiple program areas.

Students who successfully complete the program will be awarded a Lethbridge College Certificate and will be awarded guaranteed placement in the related diploma program for the following Fall semester.

ADMISSIONS
Students are accepted into the FNMI Career Pathways program for the Fall (September) term. Applicants are encouraged to apply early to ensure their seat within the program.

ACADEMIC REQUIREMENTS
Applicants are required to have an Alberta High School Diploma or equivalent.

Students interested in the Computer Information Technology Diploma are also required to have 60% in Math 30-1 or 30-2 or equivalent.

Students interested in the Natural Resource Compliance Diploma are also required to have Biology 20 and Chemistry 20.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Contact the Program Chair (School of Liberal Arts).

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to www.lethbridgecollege.ca/programs and select your program.

CURRICULUM

Year 1 Term I

		Credits
COL 1130	Achieving College Success	3
LAR 1130	College Reading and Writing	3*
MTH 1130	Basic College Mathematics	3**
NAT 1150	Exploring FNMI Perspectives	3
		12

* or another approved, 3-credit, post-secondary English course.
** or another approved, 3-credit, post-secondary math course.

Year 1 Term II

		Credits
Business Administration		
BUS 1170	Introduction to Management	3
BUS 1177	Entrepreneurship	3
ENG 1156	Business Writing (DL)	3
MKT 1188	Introduction to Marketing	3
		12
Child and Youth Care		
ENG 1150	Composition (DL)	3*
HSP 1151	Family Systems and Development	3
PSY 1170	Human Development Across the Lifespan (DL)	3
SOC 2273	Multicultural Issues	3
		12

* or another approved, 3-credit, post-secondary English course.

Computer Information Technology		
BUS 1170	Introduction to Management	3
CIT 1152	Computer Hardware Maintenance	3
CIT 1163	Database Management Systems	3
MKT 1188	Introduction to Marketing	3
		12
Early Childhood Education		
COM 1162	Interpersonal Relationships and Communications (DL)	3
ECE 1151	Health, Safety, and Nutrition (DL)	3
ENG 1150	Composition (DL)	3 *
PSY 1170	Human Development Across the Lifespan (DL)	3
		12

* or another approved, 3-credit, post-secondary English course.

FNMI Career Pathways Continued

General Studies (University Transfer)

ENG 1150	Composition (DL)	3*
NAT 1155	Introduction to Native American Studies	3
PSY 1160	Introduction to Psychology (DL)	3
SOC 1160	Introduction to Sociology (DL)	3
		12

*or another approved, 3-credit, post-secondary English course.

Media and Design

Students must choose 12 credits from the following selection of courses:

CAP 1156	Introduction to Advertising	3
or		
MKT 2250	Advertising Essentials	3
CAP 1158	Communication Process	3
CAP 1161	Producing and Script Writing	3
CAP 2254	Public Relations	3
CMM 1185	The Principles of Animation	3
DES 1156	Web Graphics, Layout & Interface Design	3
FDM 1175	Industrial Sewing	3 *
PAT 1170	Pattern Drafting I	3 *
WRI 1150	Writing for Interactive Media	3

* FDM1175 and PAT1170 are co-requisite courses which must be taken at the same time. If selected, students are required to take both courses.

Some of the Media and Design courses may have space limitations.

Natural Resource Compliance

ENV 2265	Parks & Recreation Operations	3
LAW 1161	Intro to Natural Resource Law	3
RRM 1196	Map/Aerial Photo Interpretation	3
SOC 1160	Introduction to Sociology (DL)	3
		12

Policing/Corrections

CJP 1160	Introduction to the Criminal Justice System (DL)	3
CJP 1161	Ethics & Interpersonal Skills (DL)	3
PED 1153	Training and Personalized Fitness (DL)	1.5
SOC 1160	Introduction to Sociology (DL)	3
PED activity course (see list below)		1.5
		12

Choose one of the following PED activity courses:

PED 1161	Judo Level I	1.5
PED 1162	Leisure Activities & Sports	1.5
PED 1170	Volleyball	1.5
PED 1172	Latin/Hip Hop/Swing Dance	1.5
PED 1173	Basketball	1.5
PED 1174	Soccer	1.5
PED 1175	Baseball	1.5
PED 1185	Kickboxing and Fitness	1.5

Open

In the "Open" stream, students will select a minimum of two 3-credit courses and another six credits from any one of the six streams. For example, the selection could be one course from four different streams, two courses from two different streams, etc. A total of 12-credits is required for Term 2 (Winter).

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

GRADUATION

Upon successful completion of all program requirements, students are awarded a FNMI Career Pathways Certificate.

Successful completion of this program may qualify students for admission into other Lethbridge College programs. Please consult specific program admission requirements.

School of Liberal Arts

Find out more about other programs offered in this school:

- General Studies
  - Canadian Studies.....p. 97
  - Cultural Studies.....p. 98
  - English .....p. 98
  - Physical Education and Leadership.....p. 99
  - Psychology and Sociology .....p. 98

General Studies

Program Office: 403.394.7338 • generalstudies@lethbridgecollege.ca
Office of the Chair, School of Liberal Arts: 403.382.6913
Office of the Chair, School of Agriculture & Life 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 a minimum grade of 50% in Math 20-2 or a higher level math.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

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 Agriculture & Life Sciences for a minimum of 30 credits:

Personal Skills:

CMM 2295	Telling Stories II	3
COL 1120	General Studies Initiative	1.5
COL 1130	Achieving College Success	3
COL 1131	Leadership for FNMI Students	3
COM 1152	Transcultural Communication	3
COM 1162	Interpersonal Relations & Communications (DL)	3
COM 1170	Helping Relationships (DL)	3
CPL 1150	Service Learning	3
CPU 1151	Introduction to Computers (DL)	1.5
CPU 2251	Computer Applications (DL)	1.5
LAR 1130	College Reading and Writing	3
MTH 1130	Basic College Mathematics	3
PED 1130	Outdoor Education	3
PED 1153	Training & Personalized Fitness (DL)	1.5
PED 1157	Health, Wellness and Fitness (DL)	1.5
PED 1159	Exercise and Healthful Living	3
PED 1160	Weight Training and Exercise	1.5
PED 1161	Judo Level I	1.5
PED 1162	Intro to Leisure Activities & Sports	1.5
PED 1170	Volleyball	1.5
PED 1172	Latin/Hip Hop/Swing Dance	1.5
PED 1173	Basketball	1.5
PED 1174	Soccer	1.5
PED 1175	Baseball	1.5
PED 1180	Introduction to Coaching	3
PED 1185	Kickboxing & Fitness	1.5
PED 2272	Leadership in Physical Education	3
PED 2276	Weight Training and Exercise II	1.5
PED 2280	Advanced Coaching	3
PED 2282	Judo Level II	1.5
PRS 1155	Speech (DL)	3

Social Sciences:

HIS 1170	Western Civilization (DL)	3
HIS 2265	Canadian History	3
HIS 2270	American History	3
PSC 1150	Local Government	3
PSC 1161	Introduction to Politics (DL)	3
PSC 1165	Canadian Government	3
PSC 2250	Parties & Elections	3
PSC 2260	International Relations	3
PSC 2280	Political Philosophy	3
PSY 1160	Introduction to Psychology (DL)	3

PSY 1170	Human Development Across the Lifespan (DL)	3
PSY 1171	Child Growth & Development (DL)	3
PSY 1177	Psychology of Aging (DL)	3
PSY 1179	Adolescent Development (DL)	3
PSY 2253	Child Psychopathology (DL)	3
PSY 2255	Psychology of Sports	3
PSY 2260	Abnormal Psychology (DL)	3
PSY 2270	Introduction to Personality Theory	3
PSY 2275	Introduction to Forensic Psychology	3
PSY 2277	Addictions Treatment	3
PSY 2280	Social Psychology	3
PSY 2290	Brain and Behaviour	3
PSY 2299	Independent Study in Psychology	3
SOC 1153	Introduction to Women's Studies	3
SOC 1160	Introduction to Sociology (DL)	3
SOC 1167	Sociology of Aging (DL)	3
SOC 1170	Introduction to Social Work	3
SOC 2250	Sociology of Sports	3
SOC 2260	Social Problems	3
SOC 2270	Sociology of the Family	3
SOC 2275	Culture & Social Policy Abroad	3
SOC 2276	Sexuality	3

Sciences:

BIO 1150	Cellular Basis of Life (DL)	3
BIO 1151	Environmental Issues (DL)	3
BIO 1152	Physiology of Aging (DL)	3
BIO 1155	Human Nutrition	3
BIO 1156	Wellness & Health Issues	3
BIO 1157	Diversity of Life	3
BIO 1160	Anatomy & Physiology I	3
BIO 1161	Anatomy & Physiology II	3
BIO 1162	Microbiology (DL)	3
CHM 1151	Chemistry in Context	3
MTH 1149	Pre-Calculus (DL)	3
MTH 1156	Techniques of Calculus	3
MTH 1160	Calculus I	3
MTH 1165	Calculus II	3
STS 2270	Social Science Research Methods	3

Humanities:

ART 1150	Art Explorations	3
ART 1160	Painting I	3
ART 1170	Sculpture I	3
BLK 1151	Blackfoot Language I	3
BLK 2251	Blackfoot Language II	3
DES 1153	Basic Design	3
HUM 1150	Logic	3
HUM 1155	Ethics (DL)	3
HUM 1158	Creative Problem Solving	3
HUM 1165	Introduction to Archaeology	3
HUM 1180	Intro to World Religions (DL)	3
HUM 1190	Popular Culture	3
HUM 1195	Cultural Anthropology	3
HUM 2261	Archaeology of Prehistoric Europe	3
HUM 2265	Archaeology of Ancient Civilizations	3
HUM 2281	Christianity	3
HUM 2285	Buddhism	3
HUM 2291	Film Studies	3
HUM 2295	Anthropology of Gender	3
MUS 1150	Music Appreciation	3
NAT 1150	Exploring FNMI Perspectives	3
NAT 1155	Introduction to Native American Studies	3
SPN 1150	Introductory Spanish	3
SPN 1151	Introductory Spanish II	3

English:

ENG 1150	Composition (DL)	3
ENG 1156	Business Writing (DL)	3
ENG 1165	Intro to Creative Writing	3
ENG 1180	Survey of Canadian Literature	3
ENG 1185	Writing for Children and Young Adults	3
ENG 1190	Intro to Language & Literature	3
ENG 2260	Intro to Dramatic Literature	3
ENG 2285	Children's Literature (DL)	3
ENG 2290	Telling Stories I	3

Electives:
Any other post-secondary courses to bring the total to 60 credits.

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

General Studies Initiative:
All students conditionally accepted into General Studies must successfully complete COL1120 (General Studies Initiative). Other courses may also be required as part of conditions of admission.

GENERAL STUDIES DIPLOMA LIBERAL ARTS MAJORS

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

CANADIAN STUDIES MAJOR
The interdisciplinary major in Canadian Studies provides learners with a broad knowledge and understanding of the liberal arts core curriculum as applied to Canada and its place in the world, and citizenship skills. Learners will gain knowledge in the disciplines of history, politics and literature, by considering the diversity of the Canadian experience and the linkages between citizens and state institutions. The program will focus on skill development and lifelong learning by creating a foundation of literacy, numeracy, and citizenship skills. Further, the various methodologies used in liberal arts disciplines will develop highly valued critical thinking, evaluation, research and analytical skills.

Canadian Studies Curriculum (60 credits)

Year I Term I		Credits
ENG 1150	Composition (DL)	3
PSC 1161	Introduction to Politics (DL)	3
PSY 1160	Introduction to Psychology (DL)	3
PSC 1165	Canadian Government	3
PRS 1155	Speech (DL)	3
		15

Year I Term II		
BIO 1151	Environmental Issues (DL)	3
HIS 1170	Western Civilization (DL)	3
SOC 1160	Introduction to Sociology (DL)	3
HIS 2265	Canadian History	3
ENG 1180	Survey of Canadian Literature	3
		15

Year II Term I		
STS 2270	Social Science Research Methods	3
HIS 2270	American History	3
PSC 2280	Political Philosophy	3
Approved Elective		3
Approved Elective		3
		15

Year II Term II		
PSC 2250	Parties and Elections	3
PSC 2260	International Relations	3
HUM 1190	Popular Culture	3
Approved Elective		3
Approved Elective		3
		15

General Studies Continued

CULTURAL STUDIES MAJOR
Cultural Studies combines elements of social sciences with elements of humanities to study the culture and meaning of everyday life and the social, economic, political, and linguistic practices of post-industrialized societies and how these cultural phenomena relate to matters of gender, race, ideology, power and social class. Culture is seen as an inclusive term that includes traditional "texts" such as books, modern popular "texts" such as television shows, music, advertising, and patterns of consumption (shopping, eating, fashion, etc.), and abstract concepts such as language and beliefs and the surrounding institutions that shape our everyday, popular lives. Cultural Studies is multidisciplinary in approach embracing a number of different disciplines and a variety of methodologies.

Cultural Studies Curriculum (60 credits)

Year I Term I		Credits
ENG 1150	Composition (DL)	3
PSC 1161	Introduction to Politics (DL)	3
PSY 1160	Introduction to Psychology (DL)	3
HUM 1195	Cultural Anthropology	3
HUM 1180	Introduction to World Religions (DL)	3
		15

Year I Term II		
BIO 1151	Environmental Issues (DL)	3
HIS 1170	Western Civilization (DL)	3
SOC 1160	Introduction to Sociology (DL)	3
HUM 1190	Popular Culture	3
ENG 1180	Survey of Canadian Literature	3
OR		
ENG 2260	Introduction to Dramatic Literature	3
OR		
ENG 2285	Children's Literature (DL)	3
OR		
ENG 2290	Telling Stories I	3
		15

Year II Term I		
ENG 1190	Intro to Language & Literature	3
SOC 2250	Sociology of Sports	3
OR		
SOC 2260	Social Problems	3
OR		
SOC 2270	Sociology of the Family	3
OR		
SOC 2276	Sexuality	3
STS 2270	Social Science Research Methods	3
Approved Elective		3
Approved Elective		3
		15

Year II Term II		
HUM 2281	Christianity	3
OR		
HUM 2285	Buddhism	3
HUM 2291	Film Studies	3
HUM 2295	Anthropology of Gender	3
Approved Elective		3
Approved Elective		3
		15

ENGLISH MAJOR
Written communication is a key component of all academic inquiry, regardless of discipline. The English major equips students with an array of tools for English expression, providing them a distinctive advantage in both their present and future academic 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 1150	Composition (DL)	3
PSC 1161	Introduction to Politics (DL)	3
PSY 1160	Introduction to Psychology (DL)	3
ENG 1190	Introduction to Language & Literature	3
HUM 1150	Logic	3
		15

Year I Term II		
BIO 1151	Environmental Issues (DL)	3
HIS 1170	Western Civilization (DL)	3
SOC 1160	Introduction to Sociology (DL)	3
ENG 1165	Intro to Creative Writing	3
ENG 1180	Survey of Canadian Literature	3
		15

Year II Term I		
COM 1162	Interpersonal Relationships & Communication (DL)	3
ENG 2290	Telling Stories I	3
HIS 2265	Canadian History	3
OR		
HIS 2270	American History	3
Approved Elective		3
Approved Elective		3
		15

Year II Term II		
ENG 2285	Children's Literature (DL)	3
ENG 2260	Introduction to Dramatic Literature	3
HUM 2291	Film Studies	3
Approved Elective		3
Approved Elective		3
		15

PSYCHOLOGY AND SOCIOLOGY MAJOR
The study of psychology and sociology are core elements of a liberal arts post-secondary education. Psychology and sociology courses give students a working knowledge of the major disciplines and methods of inquiry in the social sciences. Students develop a sense of historical perspective and deepen their understanding of their own and other people's historical and cultural heritage. Students explore a vast array of topics, from the intricate workings of the human mind to the complex social interactions at a family and societal level. As part of a foundation for other educational disciplines, this major will help students understand topics such as culture, race, religion, sex and gender, deviance and crime, and how individuals within society come to understand their roles.

Psychology and Sociology Curriculum (60 Credits)

Year I Term I		Credit
ENG 1150	Composition (DL)	3
PSC 1161	Introduction to Politics (DL)	3
PSY 1160	Introduction to Psychology (DL)	3
SOC 1167	Sociology of Aging (DL)	3
PSY 1170	Human Development (DL)	3
		15

Year I Term II

BIO 1151	Environmental Issues (DL)	3
HIS 1170	Western Civilization (DL)	3
PSY 2280	Social Psychology	3
SOC 1160	Introduction to Sociology (DL)	3
SOC 2276	Sexuality	3
		15

Year II Term I

SOC 2270	Sociology of the Family	3
PSY 2270	Introduction to Personality Theory	3
PSY 2290	Brain and Behaviour	3
Approved Elective		3
Approved Elective		3
		15

Year II Term II

PSY 2260	Abnormal Psychology (DL)	3
STS 2270	Social Science Research Methods	3
SOC 2260	Social Problems	3
Approved Elective		3
Approved Elective		3
		15

PHYSICAL EDUCATION AND LEADERSHIP MAJOR

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.

Physical Education and Leadership Curriculum (60 Credits)

Year I Term I		Credit
BIO 1151	Environmental Issues (DL)	3
PSC 1161	Introduction to Politics (DL)	3
PSY 1160	Introduction to Psychology (DL)	3
PED 1159	Exercise and Healthful Living	3
PED 1160	Weight Training and Exercise	1.5
Physical Activity Elective		1.5
		15

Year I Term II

ENG 1150	Composition (DL)	3
HIS 1170	Western Civilization (DL)	3
SOC 1160	Introduction to Sociology (DL)	3
BIO 1156	Wellness and Health Issues	3
PED 1180	Introduction to Coaching	3
		15

Year II Term I

BIO 1155	Human Nutrition	3
PED 1155	Applied Anatomy and Kinesiology	3
PSY 2255	Psychology of Sports	3
Approved Elective		3
Approved Elective		3
		15

Year II Term II

PED 2272	Leadership in Physical Education	3
PED 2276	Weight Training & Exercise II	1.5
SOC 2250	Sociology of Sports	3
Physical Activity Elective		1.5
Approved Elective		3
Approved Elective		3
		15

General Studies - Physical Education and Leadership Major Physical Activity Electives

Students in the Physical Education and Leadership Major must choose two of the following physical activity elective courses in addition to choosing any of the courses on the Liberal Arts Majors Approved Electives List to fulfill their elective requirements.

PED 1161	Judo Level I	1.5
PED 1162	Introduction to Leisure Activities & Sports	1.5
PED 1170	Volleyball	1.5
PED 1172	Latin/Hip Hop/Swing Dance	1.5
PED 1173	Basketball	1.5
PED 1185	Kickboxing and Fitness	1.5

General Studies - Liberal Arts Majors Approved Electives

ART 1150	Art Explorations	3
ART 1170	Sculpture	3
BIO 1150	Cellular Basis of Life (DL)	3
BIO 1152	Physiology of Aging (DL)	3
BIO 1155	Human Nutrition	3
BIO 1156	Wellness and Health Issues	3
BIO 1157	Diversity of Life	3
BIO 1160	Anatomy and Physiology I (DL)	3
BIO 1161	Anatomy and Physiology II (DL)	3
BIO 1162	Microbiology (DL)	3
BLK 1151	Blackfoot Language I	3
BUS 1166	Business Law	3
CHM 1151	Chemistry in Context	3
COM 1162	Interpersonal Relationships & Communication (DL)	3
COM 1170	Helping Relationships (DL)	3
CMM 2295	Telling Stories II	3
CPU 1151	Introduction to Computers (DL)	1.5
CPU 2251	Computer Applications (DL)	1.5
DES 1153	Basic Design	3
ECN 1180	Microeconomics	3
ECN 2253	Macroeconomics	3
ENG 1165	Intro to Creative Writing	3
ENG 1180	Survey of Canadian Literature	3
ENG 1190	Introduction to Language & Literature	3
ENG 2260	Introduction to Dramatic Literature	3
ENG 2285	Children's Literature (DL)	3
ENG 2290	Telling Stories I	3
HIS 2265	Canadian History	3
HIS 2270	American History	3
HUM 1150	Logic	3
HUM 1155	Ethics (DL)	3
HUM 1165	Introduction to Archaeology	3
HUM 1180	Introduction to World Religions (DL)	3
HUM 1190	Popular Culture	3
HUM 1195	Cultural Anthropology	3
HUM 2261	Archaeology of Prehistoric Europe	3
HUM 2265	Archaeology of Ancient Civilizations	3
HUM 2281	Christianity	3
HUM 2285	Buddhism	3
HUM 2291	Film Studies	3
HUM 2295	Anthropology of Gender	3
MUS 1150	Music Appreciation	3
NAT 1155	Introduction to Native American Studies	3
PED 1159	Exercise and Healthful Living	3
PED 1180	Introduction to Coaching	3
PRS 1155	Speech (DL)	3
PSC 1150	Local Government	3
PSC 1165	Canadian Government	3
PSC 2250	Parties and Elections	3
PSC 2260	International Relations	3
PSC 2280	Political Philosophy	3

General Studies Continued

PSY 1170	Human Development Across the Lifespan (DL)	3
PSY 1171	Child Growth and Development (DL)	3
PSY 1177	Psychology of Aging (DL)	3
PSY 1179	Adolescent Development (DL)	3
PSY 2253	Child Psychopathology (DL)	3
PSY 2255	Psychology of Sports	3
PSY 2260	Abnormal Psychology (DL)	3
PSY 2270	Introduction to Personality Theory	3
PSY 2275	Introduction to Forensic Psychology	3
PSY 2277	Addictions Treatment	3
PSY 2280	Social Psychology	3
PSY 2290	Brain and Behaviour	3
SOC 1153	Introduction to Women's Studies	3
SOC 1167	Sociology of Aging (DL)	3
SOC 1170	Introduction to Social Work	3
SOC 2250	Sociology of Sports	3
SOC 2260	Social Problems	3
SOC 2270	Sociology of the Family	3
SOC 2276	Sexuality	3
SPN 1150	Introductory Spanish	3
SPN 1151	Introductory Spanish II	3
STS 2270	Social Science Research Methods	3

(DL) indicates courses which are also 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.

School of Liberal Arts

Find out more about other programs offered in this school:

• FNMI Career Pathways.....p. 94

Geomatics Engineering Technology

Program Office: 403.320.3468 • engineeringtech@lethbridgecollege.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.

CAREER OPPORTUNITIES
Demand for graduates of our diploma program in Geomatics Engineering Technology is very strong, and the employment rate has been near 100 percent. Geomatics practitioners are employed 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 grade of 50 percent in Math 30-1 or 60 percent in Math 30-2, 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.

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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

Students are required to purchase a Lethbridge College laptop as part of the *e*-VOLUTION initiative. For additional information about the *e*-VOLUTION program, please refer to the fees and financial information at the front of this Calendar or check our website.

Geomatics Engineering Technology Continued

CURRICULUM

Year 1 Term I

		Credits
CAD 1155	Introductory AutoCAD	3
CON 1140	Engineering Contracts	3
CPU 1150	Computers in Engineering Technology	1.5
DRF 1153	Introduction to Drafting	3
ENG 1154	Writing for Technologists (DL)	3
MTH 1149	Pre-Calculus (DL)	3
PHY 1143	Applied Physics	3
SUR 1150	Land Survey	3
		22.5

Year 1 Term II

CAD 2258	Advanced CAD	3
CON 1155	Managing the Construction Process	3
CPU 2255	Introduction to Programming	3
GEO 1150	Geographical Science	3
GEO 1160	Map Interpretation	3
GEO 1170	Remote Sensing	3
GEO 1182	Geodesy	3
MTH 1160	Calculus I	3
SUR 1162	Survey Applications	3
		27

Year 1 Term III (OPTIONAL)

MTH 1165	Calculus II	3

Year 2 Term I

GEO 2253	Land Planning	3
GEO 2255	Geographical Information Systems I	3
GEO 2260	Cartography	3
STS 1183	Engineering Statistics & Applied Research Methods	3
SUR 2251	Advanced Survey I	3
SUR 2263	Survey Calculations & Analysis	3
SUR 2264	Land Survey Systems	3
SUR 2275	Global Positioning Systems	3
		24

Year 2 Term II

CPU 2275	Advanced Programming	3
GEO 2280	Advanced Geographical Information Systems	3
GEO 2290	Advanced Digital Remote Sensing	3
RSR 2251	Applied Research for Engineering	3
SUR 2252	Field Safety	1.5
SUR 2261	Advanced Survey II	3
SUR 2265	Survey Drafting	3
SUR 2270	Engineering Surveys	3
		22.5

Year 2 Term III (OPTIONAL)

FWK 2252	Work Experience	3

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

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 an additional year and a half 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.

University of Alberta

Geomatics Engineering diploma graduates with a GPA of 3.5 or higher are eligible for up to one year of transfer credit dependent on appropriate grades and program.

School of Engineering Technologies

Find out more about other programs offered in this school:

- Civil Engineering Technology .....p. 57
- Engineering Design and Drafting Technology .....p. 81

lethbridgecollege.ca/engineering

Health Care Aide

Program Office: 403.320.3310 • healthcareaide@lethbridgecollege.ca
Office of the Program Administrator: 403.329.7230
Office of the Dean: 403.320.3464

PROGRAM OVERVIEW
This program will prepare the student to become a vital member of the health care team. The Health Care Aide (HCA) assists professional nurses in performing activities of daily living including long-term care, home care and assisted living. The Health Care Aide program utilizes the materials of the Government of Alberta Provincial Curriculum that includes both theory and practical experience.

CAREER OPPORTUNITIES
Your Certificate in the Health Care Aide program will prepare you for a wide range of employment opportunities including:

- Hospitals
- Doctors' 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 Health Care Aide program for the Fall (September) and Winter (January) terms.

ACADEMIC REQUIREMENTS
Applicants are required to have a minimum grade of 60 percent in English Language Arts (ELA) 10-1 or 10-2 and Math 10-4 or a higher level math.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants lacking the academic admission requirements may seek alternate admission through placement testing. Students are required to achieve a minimum scaled score of 78 in Sentence Structure, 68 in Reading Comprehension, and 41 in Arithmetic.

Applicants with prior related work experience or education may be eligible for Prior Learning Assessment (PLA). Please direct your inquiries to the Program Administrator.

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 proof of current Standard First Aid with CPR-HCP and 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. Costs for Standard First Aid with CPR-HCP and a Criminal Record Check are the responsibility of the student.

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 Health Care Aide 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 lethbridgecollege.ca/programs and select your program.

CURRICULUM

		Credits
HCA 1101	Safe Work Practices	1.5
HCA 1103	Assist with Medication Delivery	1.5
HCA 1105	Practicum I	1.5
HCA 1106	Working in Health Care	3
HCA 1107	Health and Chronic Illness	3
HCA 1109	Clients with Complex Care	1.5
HCA 1111	Practicum II	1.5
HCA 1115	Assist with Activities of Daily Living	3
HCA 1116	Specialized Client Needs	3
		19.5

GRADUATION
Upon successful completion of all program requirements, students are awarded a Health Care Aide Certificate.

The Health Care Aide program is equivalent to the Health Care Aide Provincial Prototype Curriculum of Alberta.

School of Public Health & Safety

Find out more about other programs offered in this school:
• Central Sterile Processing.....p. 54
• Perioperative Post-Diploma Nursing .....p. 115
• Police Recruit Training .....p. 116
• Unit Clerk Training.....p. 124

Interior Design Technology
(Program Name Change Pending Government Approval)

Program Office: 403.320.3213 • interiordesign@lethbridgecollege.ca
Office of the Chair: 403.320.3202 Extension 5362
Office of the Dean: 403.320.3318

PROGRAM OVERVIEW
Interior design technologists help create the interior environments people inhabit everyday. Our intensive, two-year diploma program in Interior Design Technology 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 Technology 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 Technology 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 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 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 grade of 60% in Math 30-2 or a higher level math and English Language Arts (ELA) 30-1 or 30-2. Alternate Admission applicants are required to complete placement testing.

In addition to academic requirements, students need to submit a portfolio of creative work, both visual/graphic and written work. A description and details of the required portfolio projects will be mailed to applicants who meet the basic academic requirements for application.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 and select your program.

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

For additional information about the *e*-VOLUTION program, please refer to the fees and financial information at the front of this Calendar or check our website.

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

CURRICULUM

Year I Term I		Credits
IDM 1150	History of Interiors	3
IDM 1155	Introduction to Interior Design	3
IDM 1158	Representations I	3
IDM 1179	Design Fundamentals	3
IDM 2255	Materials and Finishes	3
IDM 1170	Colour, Materials and Lighting	3
		18

Year I Term II		
ENG 1156	Business Writing (DL)	3
IDM 1159	Representations II	3
IDM 1167	Interior Detailing I	3
IDM 1181	Design Studio I	3
IDM 1190	E-Tools for Interior Design I	3
		15

Year II Term I		
IDM 2267	Interior Detailing II	3
IDM 2285	Design Studio II	6
IDM 2290	E-Tools for Interior Design II	3
		12

Year II Term II		
IDM 2286	Design Studio III	6
IDM 2287	Design Studio IV	6
IDM 2270	Practicum	3
IDM 2271	Portfolio	3
		18

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

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

Justice Studies - Bachelor of Applied Arts

Program Office: 403.329.7246 • infojustice@lethbridgecollege.ca
Office of the Chair: 403.329.7246 • 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 criminal justice 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 our two-year Correctional Studies or Criminal Justice - Policing diploma. 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 a justice related agency, 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 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 justice 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 justice organization or agency, or we can help you find a suitable placement.

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 management and supervisory positions in municipal, provincial and federal jurisdictions.

You'll have the academic and practical background to work in a variety of advanced positions, including:

- Supervisors/Managers in justice organizations
- Probation Officers
- Parole Officers
- Case Workers in provincial and federal justice organizations

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 justice 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 the Correctional Studies Diploma, the Criminal Justice - Policing 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to lethbridgecollege.ca/programs and select your program.

CURRICULUM

Years 1 and 2:
See the Correctional Studies diploma or Criminal Justice - Policing diploma.

Year 3 Term I		Credits
JUS 3351	Introduction to Research Methods in Justice (DL)	3
JUS 3352	Social Justice (DL)	3
HUM 3350	Ethics in Justice (DL)	3
Approved Electives (2 courses)		6
		15

Year 3 Term II		
MGT 3370	Management in Justice Organizations (DL)	3
HUM 3355	Critical Thinking (DL)	3
PSY 3350	The Psychology of Criminal Behaviour (DL)	3
Approved Electives (2 courses)		6
		15

LIST A ELECTIVES (Populations)
Select two of the following courses:

JUS 3350	Victimology (DL)	3
PSY 2277	Addictions Treatment	3
PSY 2260	Abnormal Psychology (DL)	3
JUS 3378	Women in Justice (DL)	3
JUS 3360	First Nations in the Justice System (DL)	3
SOC 2260	Social Problems	3
JUS 3356	Youth Justice (DL)	3

Justice Studies - Bachelor of Applied Arts
Continued

LIST B ELECTIVES (Operational Systems)
Select two of the following courses:

MGT 3375	Leadership in Justice Organizations (DL)	3
JUS 3387	Crisis Management (DL)	3
JUS 3372	Directed Topics in Criminal Justice (DL)	3

A maximum of 6 unspecified credits at the 300 or 3000 level may be used. Students should consult the Program Chair to discuss elective options for List B.

Year 4 (Directed Field Study)
Note: All 4000 level courses are field study courses with academic components.

Core Courses

JUS 4452	Analysis of Professional Relationships	3
JUS 4453	Policies and Procedures in Justice	3
JUS 4454	Applied Conflict Management	3
JUS 4455	Comparative Justice Systems	3
JUS 4461	Identified Population Study	3
		15

Elective Courses - 5 of the following

JUS 4450	Directed Topics in Criminal Justice	3
JUS 4457	Community Involvement for Professionals	3
JUS 4464	Applied Research 1	3
JUS 4465	Diversity Seminar	3
JUS 4468	Applied Research 2	3
JUS 4469	Program Development and Management	3
JUS 4474	Safety in the Justice Environment	3
JUS 4475	Critical Incident Analysis	3
JUS 4480	Community Relationship Analysis	3
JUS 4481	Strategic Planning/Project Management	3
JUS 4482	Human Resources Management in Justice Organizations	3
JUS 4483	Applied Leadership in Justice Organizations	3
JUS 4484	Financial Management in Justice Organizations	3
		15

All courses in the first three years of the BAAJS are available through Distributed/ Online Learning. Directed Field Studies (4th Year) may be completed in any location.

GRADUATION
Upon successful completion of all program requirements, students are awarded a Bachelor of Applied Arts in Justice Studies Degree.

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.

POST-GRADUATE PATHWAYS
BAAJS graduates are eligible for acceptance into the Masters Degree in Integrated Studies through Athabasca University, MAs in Conflict Analysis and Management or Leadership at Royal Roads University, Master of Criminology and Criminal Justice at Griffith University, Australia, and MSc in Criminal Justice at Minot State University.

School of Justice Studies

Find out more about other programs offered in this school:

- Commercial Vehicle Enforcement .....p. 61
- Correctional Studies .....p. 69
- Criminal Justice - Policing .....p. 71

lethbridgecollege.ca/justice

Massage Therapy

Program Office: 403.320.3393 • massagetherapy@lethbridgecollege.ca
Office of the Chair: 403.329.7254
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 grade 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 database software.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

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

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

CURRICULUM

Year I Term I		Credits
BIO 1145	Introduction to Anatomy & Physiology	3
CSP 1150	Medical Terminology (DL)	3
ENG 1156	Business Writing (DL)	3
MAS 1140	Basic Massage	3
MAS 1122	Practicum I	1.5
		13.5

Year I Term II		
ACC 1125	Service-Based Accounting Procedures	1.5
BIO 1146	Joints and Soft Tissues	3
MAS 1123	Practicum II	1.5
MAS 1130	Pathology	3
MAS 1156	Sports Massage	3
MAS 1157	Massage Techniques I	3
		15

Year II Term I		
MAS 2250	Advanced Massage	3
MAS 2252	Contemporary Practices of Massage	3
MAS 2253	Assessment for Massage Therapists I	3
MAS 2254	Special Populations I	3
MAS 2255	Practicum III	3
PED 2257	Therapeutic Exercise	3
		18

Massage Therapy Continued

Year II Term II

BUS 1124	Service-Based Small Business Management	3
MAS 2257	Massage Techniques II	3
MAS 2258	Assessment for Massage Therapists II	3
MAS 2259	Practicum IV	3
MAS 2260	Special Populations II	3
MAS 2261	Massage Seminar	1.5
		16.5

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

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

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:

- Bachelor of Nursing.....p. 44
- Bachelor of Nursing - After Degree .....p. 48
- Practical Nursing .....p. 117
- Therapeutic Recreation - Gerontology.....p. 122

lethbridgecollege.ca/health

Multimedia Production

Program Office: 403.320.3213 • mediadesign@lethbridgecollege.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 grade of 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 minimum grade of 50 percent in Math 20-2 or a higher level math.

IMPORTANT NOTE:
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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

The Lethbridge College Multimedia Production program is a Bring Your Own Device (BYOD) program. All students in this program are required to have at least a fourth generation Apple iPad (featuring the HD camera) and an iTunes account for their studies. The iPad will serve as the primary development platform for interactive mobile applications. It will be used for blended learning materials as well as acquiring photos, audio and video for use in courses. In addition, students may wish to use the iPad to replace physical textbooks with the corresponding e-reader versions. A laptop is NOT required as students will have access to lab computers loaded with the necessary curricular software. For more information, contact the Program Chair at 403.320.3202 ext. 5362.

CURRICULUM
(May be offered in a different sequence)

Year I Term I		Credits
RSR 1160	Research & Writing for New Media	3
DES 1155	Graphic Design	3
CMM 1153	Digital Audio	3
CMM 1156	Digital Video	3
CMM 1162	Multimedia Principles and Design	3
CMM 1163	Scripting for Multimedia & the Web	3
		18

Year I Term II		
CMM 1165	Using Flash and Web Standards	3
CMM 1185	The Principles of Animation	3
DES 1156	Web Graphics, Layout, and Interface Design	3
WRI 1150	Writing for Interactive Media	3
CAP 1158	Communication Process	3
OR		
COM 1162	Interpersonal Relationships and Communication (DL)	3
RSR 1170	Interactive Project (Core Integration)	3
		18

Multimedia Production Continued

Year II Term I		
CMM 2282	Professional Portfolio I	1.5
CMM 2285	3D Modeling and Animation with Maya	3
CMM 2288	Programming Rich-Media Applications	3
CMM 2291	Professional Foundations	3
RSR 2256	Video Graphics and Compositing	6
		16.5

Year II Term II		
CMM 2283	Professional Portfolio II	1.5
CMM 2292	Proseminar	3
CMM 2293	Capstone Project	3
FWK 2253	Managed Internship	3
		10.5

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

TRANSFERS
University of Calgary
Graduates of the Multimedia Production 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 Production 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. 62
- Fashion Design & Marketing ..... p. 88
- Interior Design Technology..... p. 104

lethbridgecollege.ca/program/multimedia-production

Natural Resource Compliance

Program Office: 403.382.6991 • envisci@lethbridgecollege.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 grade of 60 percent in each of: English Language Arts (ELA) 30-1 or 30-2, Chemistry 20, Biology 20, 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants who do not have at least 60 percent In ELA 30-1 or ELA 30-2 and Math 30-2 or a higher level math 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 lethbridgecollege.ca/programs and select your program.

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 1163	Terrestrial Ecology	3
*BIO 1164	Plant Taxonomy	3
ENG 1155	Scientific and Technical Writing	3
*GEO 1166	Physical Geology	3
SOC 1160	Introduction to Sociology (DL)	3
STS 2255	Statistical Methods	3
		18

Year 1 Term II		
*BIO 1168	Zoology	3
*BIO 2269	Aquatic Ecology	3
*ENV 2265	Parks and Recreation Operations	3
LAW 1161	Introduction to Natural Resource Law	3
*RRM 1196	Map and Aerial Photo Interpretation	3
		15

Year 2 Term I		
*CJP 3369	Patrol Procedures	3
DCE 2255	Ethics and Career Development	3
LAW 2254	Applied Law	3
RRM 2256	Rangeland Habitat Management	3
*RRM 2258	Principles of Wildlife Biology	3
RRM 2299	Fire Management	3
		18

Natural Resource Compliance Continued

Year 2 Term II

CJP 2267	Natural Resource Legislation	3
COM 2263	Interpersonal Skills in Resource Enforcement	3
*DCE 2259	Introduction to Conservation Law Investigations	3
LAW 2264	Courtroom Procedures	3
*RRM 2259	Principles of Fisheries Science	3
*RRM 2264	Forest Management	3
		18

* Indicates courses with a field study component.

(DL) indicates courses which are also 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 Science .....p. 67
- Environmental Assessment and Restoration.....p. 84
- Fish and Wildlife Technology.....p. 92
- Renewable Resource Management.....p. 120

lethbridgecollege.ca/envisci

Office Administration

Program Office: 403.320.3213 • office@lethbridgecollege.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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

CURRICULUM
Note: Students without keyboarding skills will be requested to take KEY1139 - Introduction to Keyboarding. It cannot be included to meet credit requirements for the certificate or diploma.

OFFICE ADMINISTRATION CERTIFICATE

Year 1		Credits
ACC 1146	Bookkeeping	3
COM 1146	Office Communications	1.5
OR		
PRS 1155	Speech (DL)	3
CPU 1135	Introduction to Database	1.5
CPU 1136	Introduction to Spreadsheet	1.5
CPU 1137	Introduction to PowerPoint	1.5
ENG 1133	English Techniques	3
ENG 1145	Effective Writing	3
OR		
ENG 1156	Business Writing (DL)	3
KEY 1140	Document Processing I	3
KEY 1144	Keyboard Speed Development	1.5
KEY 1145	Document Processing II	3
MTH 1135	Office Math Applications	1.5
OAA 1142	Office Procedures (DL)	3
OAA 1148	Records Management	1.5
ORG 1148	Office Dynamics	3
		31.5 or 33

OFFICE ADMINISTRATION DIPLOMA

Year 2		Credits
BUS 1180	Project Management	3
CPU 2221	Database Management	1.5
CPU 2224	Spreadsheet Business Applications	1.5
CPU 2249	Desktop Publishing	3
FWK 2250	Field Work	3
KEY 2249	Data Entry	1.5
OAA 2240	Meeting and Conference Planning	3
OAA 2242	Integrated Office Simulation	3
Approved Electives		12
		31.5

Office Administration Continued

Year 2 Electives (Minimum of 12 credits)

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

OAA 2220	Notetaking	3
OAA 2233	Medical Office Procedures	3
OAA 2237	Legal Office Procedures	3

Students wishing to take additional accounting courses are encouraged to include the following courses in their electives:

ACC 1170	Financial Accounting I	3
ACC 1175	Financial Accounting II	3
ACC 2278	Computerized Accounting for Management	3

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

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

GRADUATION
To qualify for an Office Administration certificate, students must successfully complete 31.5 credits of core courses.

To qualify for an Office Administration diploma, students must successfully complete the Office Administration certificate program (31.5 credits), 19.5 credits of Office Administration diploma core courses and 12 credits of approved electives.

INTAKE SUSPENSION
Please note, this program is under review and the diploma (year 2) portion is currently suspended for any new intakes. Please contact the program office for further information.

School of Business

Find out more about other programs offered in this school:

- Business Administration .....p. 50
- Computer Information Technology .....p. 65
- Professional Golf Management.....p. 119

lethbridgecollege.ca/business

Perioperative Post-Diploma Nursing

Program Office: 403.320.3310 • perioperative.nursing@lethbridgecollege.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 Certificate 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

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

CURRICULUM

		Credits
NSG 3390	Professional and Clinical Standards of Perioperative Nursing (DL)	3
NSG 3395	Standards of the Scrub and Circulating Role (DL)	3
NSG 3396	Competencies of the Scrub and Circulating Role	3
NSG 3393	Implementation of Standards and Competencies (Clinical)	6
NSG 3394	Perioperative Practicum (144 hours)	3
		18

(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 Certificate in Perioperative Post-Diploma Nursing.

School of Public Health & Safety

Find out more about other programs offered in this school:
• Central Sterile Processing.....p. 54
• Health Care Aide .....p. 103
• Police Recruit Training .....p. 116
• Unit Clerk Training.....p. 124

Police Recruit Training

Program Office: 403.320.3310 • police.recruit@lethbridgecollege.ca
Office of the Program Administrator: 403.329.7230
Office of the Dean: 403.320.3464

PROGRAM OVERVIEW
The Police Recruit Training program was developed through collaboration between Lethbridge College and the police services of southern Alberta to address the educational and training needs of newly hired police officers. Program content meets or exceeds provincial standards for police recruit training, providing the necessary knowledge and skills for learners to effectively serve in the role of an officer.

ADMISSIONS
Admission is restricted to those students who have been hired or sponsored by a police service or related agency.

ACADEMIC REQUIREMENTS
Applicants are required to have an Alberta High School Diploma or equivalent. All admission requirements are stipulated by sponsoring police service or related agency.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

NON-ACADEMIC REQUIREMENTS
Due to the nature and content of the program, there are specific requirements that must be completed. Results of all required testing will be reviewed by the applicable Police Chief or Dean or designate to determine eligibility for lab activities. Eligibility may be denied if the learner is unable to meet all requirements.

MEDICAL REQUIREMENTS
Applicants are required to take a number of medical tests to ensure suitability for program activities.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to www.lethbridgecollege.ca/programs and select your program.

CURRICULUM

		Credits
CJP 1156	Law Enforcement Firearms	3
CJP 1171	Reasonable Officer Response	6
CJP 1173	Investigative Techniques I	3
CJP 1186	Investigative Techniques II	3
ENG 1146	Technical Report Writing	3
HUM 2250	Police and Community Relations	3
LAW 1180	Provincial and Federal Statutes	3
LAW 1191	Enforcement Law	3
PED 1195	Fitness Training for Police Recruits	1.5
TRS 1158	Emergency Vehicle Operations	1.5
		30

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:

- Central Sterile Processing.....p. 54
- Health Care Aide .....p. 103
- Perioperative Post-Diploma Nursing .....p. 115
- Unit Clerk Training.....p. 124

Practical Nursing

Program Office: 403.320.3211 • health@lethbridgecollege.ca
Office of the Chair: 403.320.3403
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 minimum in Math 20-2 or a higher level math, 60 percent minimum in Biology 30, or equivalents.

A current CPR Health Care Provider Level Certificate is required prior to clinical.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 lethbridgecollege.ca/programs and select your program.

CURRICULUM

Year 1 Term I		Credits
BIO 1156	Wellness & Health Issues	3
BIO 1160	Anatomy & Physiology I (DL)	3
ENG 1150	English Composition (DL)	3
OR		
ENG 1190	Intro to Language & Literature	3
COM 1162	Interpersonal Relationships & Communication (DL)	3
NSG 1145	Health & the Practical Nurse (Theory I)	3
NSG 1146	Basic Nursing Skills (Practice I)	3
NSG 1147	PN Clinical I	1.5
		19.5

Year 1 Term II		
BIO 1161	Anatomy & Physiology II (DL)	3
NSG 1148	Health and Individuals (Theory II)	3
NSG 1149	Intermediate Nursing Skills (Practice II)	3
NSG 1154	PN Clinical II	3
NSG 1159	Pharmacology	3
NSG 1167	Health Assessment	3
		18

Year 2 Term I		
NSG 2251	Health and Illness (Theory III)	3
NSG 2252	Senior Nursing Skills (Practice III)	3
NSG 2253	PN Clinical III	3
NSG 2256	Pathophysiology	3
PSY 1170	Human Development across the Lifespan (DL)	3
PSY 2251	Mental Health Nursing	3
		18

Year 2 Term II		
HTH 2255	Professional Growth	3
NSG 2257	Health and Families (Theory IV)	3
NSG 2258	Full Scope of Practice Skills (Practice IV)	3
NSG 2259	PN Clinical IV	6
NSG 2267	Community Nursing	3
SOC 1167	Sociology of Aging (DL)	3
		21

Practical Nursing Continued

Year 2 Term III

NSG 2276	Focused Practicum	3
NSG 2277	Comprehensive Practicum	6
		9

(DL) indicates courses which are also 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 PSY2251).

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.
Griffith University, Australia
Practical Nursing diploma graduates are eligible to enter into the third semester of the Bachelor of Nursing degree at Griffith University, Gold Coast, Nathan or Logan campuses. Please visit www.griffith.edu.au/credit for more information.

School of Health Sciences

Find out more about other programs offered in this school:

- Massage Therapy.....p. 107
- Bachelor of Nursing.....p. 44
- Bachelor of Nursing - After Degree .....p. 48
- Therapeutic Recreation - Gerontology.....p. 122

lethbridgecollege.ca/health

Professional Golf Management
Certificate of Specialization

Program Office: 403.320.3213 • golf@lethbridgecollege.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.

Prospective students are encouraged to contact the Program Chair and the Professional Golfers' Association of Canada website for PGAC's eligibility information.

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, and sales. You'll balance this business knowledge with a focus on the game and gain valuable insight into topics ranging from swing analysis to player development.

Most of our PGM instructors are PGAC Class A Professionals. Lethbridge College has been preparing students for careers in professional golf management since 1992. At the end of the program, you'll have developed a comprehensive understanding of golf as a business, as well as a game. You will 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 Professional Golf Management Certificate of Specialization 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 successfully completed a two-year diploma in Business Administration with a major in Professional Golf Management.

Special Note: The Professional Golfers' Association of Canada has made changes to its training requirements. New students starting their education in professional golf management will be required to complete the PGAC core competency requirements, as outlined in the PGAC PACE Program, in addition to three years of education at the college level. The core competency requirements are online courses that further develop a student's expertise in the golf industry. In line with these changes, the Business Administration - Professional Golf Management diploma program has been suspended effective Fall 2013. It is anticipated that Fall 2013 will be the final admission intake for the Professional Golf Management Certificate of Specialization. Please contact the Program Chair for further information.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to lethbridgecollege.ca/programs and select your program.

CURRICULUM

Year 1 Term I		Credits
BUS 2298	Human Resource Management	3
PED 1155	Applied Anatomy and Kinesiology (DL)	3
PGM 333	Food and Beverage Management I (DL)	1.5
PGM 3340	Golf Psychology & Biomechanics	1.5
WHS 1152	Workplace Health and Safety	1.5
		10.5

Year 1 Term II		
BUS 1176	Financial Planning (DL)	3
MKT 2283	Advertising	3
PGM 3320	Turf Management (DL)	1.5
PGM 3335	Food and Beverage Management II (DL)	1.5
PGM 3345	Golf Swing Analysis II	1.5
		10.5

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

GRADUATION
Upon successful completion of all program requirements, students are awarded a Professional Golf Management Certificate of Specialization.

School of Business

Find out more about other programs offered in this school:
• Business Administration .....p. 50
• Computer Information Technology .....p. 65
• Office Administration .....p. 113

lethbridgecollege.ca/business

Renewable Resource Management

Program Office: 403.382.6991 • envisci@lethbridgecollege.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 grade of 60% in each of: English Language Arts (ELA) 30-1 or 30-2, Chemistry 20, Biology 20, 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants who do not have at least 60% in ELA 30-1 or ELA 30-2 and Math 30-2 or a higher level math, 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 lethbridgecollege.ca/programs and select your program.

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
*GEO 1166	Physical Geology	3
*BIO 1163	Terrestrial Ecology	3
*BIO 1164	Plant Taxonomy	3
ENG 1155	Scientific & Technical Writing	3
*RRM 1153	Soil Resources	3
STS 2255	Statistical Methods	3
		18

Renewable Resource Management Continued

Year I Term II

*BIO 2269	Aquatic Ecology	3
*RRM 1196	Map & Aerial Photo Interpretation	3
*BIO 1168	Zoology	3
LAW 1161	Introduction to Natural Resource Law	3
*RRM 1158	Water Resources	3
		15

Year II Term I

*ENV 2255	Land Use Practices	3
ENV 2275	Environmental Sampling and Forensics	3
*RRM 2259	Principles of Fishery Science	3
*RRM 2264	Forest Management	3
RRM 2298	Conservation Biology	3
DCE 2255	Ethics and Career Development	3
		18

Year II Term II

GEO 1165	Geographic Information Systems	3
*RRM 2256	Rangeland Habitat Management	3
*RRM 2258	Principles of Wildlife Biology	3
RRM 2281	Water Quality	3
*RRM 2299	Fire Management	3
LAW 2265	Introduction to Environmental Law	3
		18

* 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.

University of Saskatchewan
Graduates of the Renewable Resource Management diploma may be eligible for up to 60 credits towards BSc. in Renewable Resource Management - Resource Sciences specialization.

Griffith University, Australia
Renewable Resource Management diploma graduates may enter into the fourth semester of the Bachelor of Science in Ecology and Conservation Biology degree at Griffith University, Gold Coast and Nathan campuses. Please visit www.griffith.edu.au/credit for more information.

Royal Roads University
Graduates of Lethbridge College's Renewable Resource Management program are eligible to receive block transfer credit into the third year of the Bachelor of Science in Environmental Science or Bachelor of Science in Environmental Management degree at Royal Roads University, provided all entrance criteria for admission to RRU are met and space remains available in the program. Additional bridging courses required: two math (calculus, linear algebra or physics) and two chemistry.

School of Environmental Sciences

Find out more about other programs offered in this school:

- Conservation Enforcement - Bachelor of Applied Sciences ..... p. 67
- Environmental Assessment and Restoration ..... p. 84
- Fish and Wildlife Technology ..... p. 92
- Natural Resource Compliance ..... p. 111

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Therapeutic Recreation - Gerontology

Program Office: 403.320.3393 • trg@lethbridgecollege.ca
Office of the Chair: 403.329.7254
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 fieldwork placements.

At the end of the program, you'll have a diploma in Therapeutic Recreation - Gerontology, a comprehensive, practical understanding of therapeutic recreation in 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 grade of 65 percent in English Language Arts (ELA) 30-1 or 30-2 or equivalent and 50 percent in Biology 30. Students lacking the Biology 30 requirement are required to complete BIO-1149 Introduction to Physiology in their first term.

EFFECTIVE July 1, 2014, Academic Requirements will be changed to the following: Applicants are required to have an Alberta High School Diploma or equivalent with successful completion of Biology 20.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Applicants lacking academic prerequisites may seek Alternate Admission. Alternate Admission applicants are required to successfully complete an admissions assessment in reading and sentence skills (out-of-town testing is available) to ensure they are best prepared for success in this program. Students that lack the Biology 30 entrance requirement are required to complete BIO-1149 Introduction to Physiology in their first term.

EFFECTIVE July 1, 2014, the Alternate Admission requirements will be changed to the following: Applicants lacking academic prerequisites may seek Alternate Admission. Alternate Admission applicants are required to successfully complete an admissions assessment in reading and sentence skills (out-of-town testing is available) to ensure they are best prepared for success in 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.

NON-ACADEMIC REQUIREMENTS
Applicants will be required to provide a Criminal Record Check, Standard First Aid and CPR (level C). 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.

Note: Students must complete fieldwork on a full-time basis. Students may be required to relocate from their home community to complete the fieldwork placements.

Distributed/online learning students wanting to enroll in either TRG-1199 or TRG-2200 must advise the program prior to September 30 for a winter term placement and prior to January 31 for a spring term placement.

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.

YOUR INVESTMENT
Program fees will vary. To view fee information for your program, go to www.lethbridgecollege.ca/programs and select your program.

Therapeutic Recreation - Gerontology
Continued

CURRICULUM

Year I Term I		Credits
COM 1162	Interpersonal Relationships and Communications (DL)	3
CPU 1151	Introduction to Computers (DL)	1.5
ENG 1150	Composition (DL)	3
PSY 1177	Psychology of Aging (DL)	3
TRG 1150	Introduction to Therapeutic Recreation (DL)	3
TRG 1164	Leadership Theory (DL)	3
		16.5

Year I Term II		
BIO 1152	Physiology of Aging (DL)	3
COM 1170	Helping Relationships (DL)	3
CPU 2251	Computer Applications (DL)	1.5
TRG 1160	Therapeutic Recreation Program Planning I (DL)	3
SOC 1167	Sociology of Aging (DL)	3
TRG 1199	Field Work I (DL)	3
		16.5

Year II Term I		
TRG 2253	Therapeutic Recreation Assessment (DL)	3
TRG 2256	Therapeutic Recreation Intervention (DL)	3
TRG 2260	Therapeutic Recreation Program Planning II (DL)	3
TRG 2268	Therapeutic Recreation Programs (DL)	6
		15

Year II Term II		
TRG 2251	Seminar (DL)	1.5
TRG 2263	Aging Disorders and Disabilities (DL)	3
TRG 2264	Community Resources (DL)	3
TRG 2270	Administrative Practices in Therapeutic Recreation (DL)	3
TRG 2200	Field Work II (DL)	3
		13.5

(DL) indicates courses which are also 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 the Alberta Therapeutic Recreation Association (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.

Dalhousie University

Negotiations are underway for diploma graduates for entry into the Bachelor of Science (Recreation) Therapeutic Recreation.

University of Regina

Diploma graduates who have achieved a minimum grade of 60% in each course will be eligible for 60-credit hours transfer to the Bachelor of Sport and Recreation Studies (Therapeutic Recreation Major).

University of Waterloo

Therapeutic Recreation - Gerontology diploma graduates are eligible for block transfer credit to University of Waterloo's Bachelor of Arts degree - Recreation and Leisure Studies, Recreation and Sport Business, Therapeutic Recreation, or Tourism and Parks Management majors.

Griffith University

Therapeutic Recreation - Gerontology diploma graduates may enter into the third semester of the Bachelor of Human Services degree at Griffith University, Logan campus.

School of Health Sciences

Find out more about other programs offered in this school:

- Massage Therapy.....p. 107
- Bachelor of Nursing.....p. 44
- Bachelor of Nursing - After Degree .....p. 48
- Practical Nursing .....p. 117

lethbridgecollege.ca/health

Unit Clerk Training

Program Office: 403.320.3310 • unitclerk@lethbridgecollege.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 Certificate 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.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

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 and select your program.

CURRICULUM

		Credits
COM 1162	Interpersonal Relationships and Communications (DL)	3
CPU 1151	Introduction to Computers (DL)	1.5
CSP 1150	Medical Terminology/Anatomy and Physiology (DL)	3
ENG 1142	English for Allied Health and Wellness	1.5
HTH 1121	Hospital Administration	1.5
HTH 1125	Patient's Records/ Transcribing Orders	3
HTH 1131	Unit Clerk Practicum (3 weeks)	1.5
HTH 1141	Health Care Billing	1.5
		16.5

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

GRADUATION
Upon successful completion of all program requirements, students are eligible for a Certificate in Unit Clerk Training.

School of Public Health & Safety

Find out more about other programs offered in this school:

- Central Sterile Processing.....p. 54
- Health Care Aide .....p. 103
- Perioperative Post-Diploma Nursing .....p. 115
- Police Recruit Training .....p. 116

Wind Turbine Technician

Program Office: 403.320.3411 · tradeslc@lethbridgecollege.ca
Office of the Chair: 403.320.3366
Office of the Dean: 403.320.3318

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; Construction and high angle safety.

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) and Winter (January) terms. Contact the Program Chair for other possible intakes.

ACADEMIC REQUIREMENTS
Applicants are required to have an Alberta High School Diploma or equivalent with a minimum grade of 50% in Math 20-2 or a higher level math, English Language Arts (ELA) 30-1 or 30-2, plus a minimum of 10 high school science credits or equivalents.

IMPORTANT NOTE
Admission requirements for the 2014-2015 academic year are currently under review. Please monitor the college website for updates to program admission requirements.

ALTERNATE ADMISSION
Alternate admission applicants must successfully complete the Alberta Apprenticeship first period Electrical pre-entrance exam with a minimum grade 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 lethbridgecollege.ca/programs and select your program.

The Lethbridge College Wind Turbine Technician program is a Bring Your Own Device (BYOD) program. All students in this program must supply their own laptop or tablet with wireless internet connection capabilities. All content modules, with the exception of apprenticeship modules, will be provided to students on their laptops or tablets in PDF format. Please contact the Program Chair at (403) 320-3202 ext. 5314 to ensure that your tablet or laptop will meet program requirements.

CURRICULUM

Year 1 Term 1

		Credits
WHS 1110	Workplace Safety	3
WTT 1101	DC Circuit Fundamentals	3
WTT 1102	Sources of Electromotive Force	1.5
WTT 1103	DC Laboratory Fundamentals	3
WTT 1104	Canadian Electrical Code and Blueprint Reading	3
WTT 1110	Wind Turbine Safety I	3
WTT 1114	Wind Turbine Mechanical	3
WTT 1115	Wind Energy Theory	1.5
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Wind Turbine Technician Continued

Year 1 Term 2

COM 1112	Workplace Planning and Computer Applications	1.5
WTT 1113	Wind Turbine Rotor Blades	1.5
WTT 1116	Motor Control & Programmable Controllers	1.5
WTT 1117	Wind Turbine Hydraulics	3
WTT 1118	Wind Park Construction	3
WTT 1120	Wind Turbine Safety II	3
WTT 1123	Wind Turbine Electrical	6
WTT 1124	Wind Turbine Maintenance	3
WTT 1126	Certification Seminar	1.5
		24

Important Notes:

1. Applicants must be comfortable working at extreme heights and weather conditions and should not suffer from motion sickness.

2. Applicants must have strong mechanical aptitude and experience working with hand tools.

3. As international travel may be required, industry requires potential employees to be eligible for passports.

4. Applicants must hold a current driver's license as travel is required to training and instructional sites.

5. 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.

6. When WTT1101, WTT1102, WTT1103 and WTT1104 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 Renewable Energy

lethbridgecollege.ca/trades

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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.

Please note that credits indicated on each course are learning credits and may not reflect weekly instructional contact hours required by the course.

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 or by contacting:

Alberta Council on Admissions and Transfer
11th Floor, Commerce Place
10155 - 102 Street
Edmonton, AB T5J 4L5
Ph. 780.422.9021 or 310.0000 toll free • 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 four numerical values that identify the course classification. Courses are numbered according to the following classification:

Classification I • 0001 - 0999
Includes courses which are upgrading in nature and may serve to meet entrance requirements to colleges or universities.

Classification II • 1000 - 1999
Includes courses normally offered in the first year of a college program.
- 1000 - 1149 Includes courses that normally transfer to technical institutes, colleges or apprenticeship programs.
- 1150 - 1999 Includes courses that may transfer to universities for elective or subject credit.

Classification III • 2000 - 2999
Includes courses normally offered in the second year of a college program.
- 2000 - 2249 Includes courses that normally transfer to technical institutes or colleges.
- 2250 - 2999 Includes courses that normally carry elective or subject credit at universities.

Classification IV • 3000 - 3999
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.
- 3000 - 3349 Includes courses that normally transfer to technical institutes and colleges.
- 3350 - 3999 Includes courses that normally carry elective or subject credit at universities.

Classification V • 4000 - 4999
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.
- 4000 - 4449 Includes courses that normally transfer to technical institutes and college.
- 4450 - 4999 Includes courses that normally carry elective or subject credit at universities.

For further information, please refer to the Course Numbering/ Classification Policy.

FULL-TIME STATUS
Lethbridge College complies with Alberta Enterprise and Advanced Education recommendations when determining the institutional full time load for students. A student is considered to be full-time when enrolled in nine (9) credits in each academic term.

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.

Once you are registered, you can confirm your full-time status through the Registrar's Office as necessary. For further information, please refer to the Full Time Student Status Policy.

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. Applications for the supplemental examination are available from the Registrar's Office. A supplemental exam fee will apply.

If the course in which a supplemental exam is to be written is a prerequisite to a course to be taken in the immediately succeeding term, the student must apply to the Registrar and the examination must be written no later than the opening day of that term.

If the course in which a supplemental exam Is to be written is not a prerequisite to a course to be taken in the immediately succeeding term, the student must apply to the Registrar no more than four weeks after the end of term in which the course was taken. The supplemental examination must be written before the end of the immediately succeeding term.

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 examination per course, per term.

For further information, please refer to the Grading Policy.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR)
Prior Learning Assessment Recognition (PLAR) involves the assessment or evaluation 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 based on an assessment completed by Lethbridge College:

a) Credit courses completed with a passing grade more than ten years ago;
b) A combination of credit courses with no course-to-course relationship to a single Lethbridge College credit course;
c) Informal education and training activities;
d) Self-study;
e) Work experience;
f) Volunteer activities.

Courses are available for prior learning credit unless otherwise stated in the course description section of the calendar.

To receive credit for prior learning, a student must be enrolled in the program and be registered in a minimum of one course during the term in which the prior learning credit is awarded. Credits awarded as the result of PLAR 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 status.

For additional information on PLAR, visit the Lethbridge College homepage, Support Services, Prior Learning Assessment. For program specific Information, contact the Program Chair/PLAR designate. For policy information, refer to the Grading Policy.

Policies are a guide to organizational operation and behavior. Members of the Lethbridge College community are governed by policies that are consistent with College values. It is the responsibility of students to be aware of, and comply with, all relevant policies. Full policy information is available on our website: lethbridgecollege.ca/about-us/policies-procedures. The majority of policies relevant to students are listed under the categories - Academic Programming & Instructional and Student Services & Support. Other relevant polices such as Parking & Traffic Management are included in the additional categories. If you have any questions, send us an email at policy@lethbridgecollege.ca.

Course Descriptions ACC 1125 - AGR 1155

(ACC)ACCOUNTING

ACC-1125 Service Based Accounting 1.5 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. Equivalent to ACC-125.

ACC-1126 Accounting Basics 1.5 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. Equivalent to ACC-126.

ACC-1146 Bookkeeping • 3 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. Equivalent to ACC-146.

ACC-1170 Financial Accounting I 3 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-170, ACC-171.

ACC-1175 Financial Accounting II 3 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-175, ACC-173. Prerequisites: take ACC-1170.

ACC-2250 Management Accounting I 3 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. Equivalent to ACC-250. Prerequisites: take ACC-1175.

ACC-2251 Management Accounting II 3 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. Equivalent to ACC-251. Prerequisites: take ACC-2250.

ACC-2258 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. Equivalent to ACC-258.

ACC-2271 Intermediate Financial Accounting I • 3 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. Equivalent to ACC-271. Prerequisites: take ACC-1175.

ACC-2273 Intermediate Financial Accounting II • 3 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. Equivalent to ACC-273. Prerequisites: take ACC-2271.

ACC-2278 Computerized Accounting for Management • 3 credits
Simulated business scenarios support a hands-on approach to performing accounting functions with pre-packaged computer software. Course includes the set-up and ongoing maintenance of the general ledger, accounts receivable, accounts payable, payroll and inventory modules. Not available for supplemental. Equivalent to ACC-278, ACC-276. Prerequisites: take ACC-1170 and any one of BUS-1178, BUS-1185, CPU-1151, CPU-1165, or CIT-1156.

(AGR) AGRICULTURAL TECHNOLOGY

AGR-1150 Safety in the Agricultural Industry • 1.5 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. Equivalent to AGR-150.

AGR-1155 Special Agriculture Studies 3 credits
This course involves study in a specific area related to agriculture when warranted and in demand, or when students desire a course in addition to the common offerings. This allows for an in-depth study on an individual or group basis. Students are required to present a final report as a seminar. The Agricultural Technology Program Chair must approve registration in Special Agriculture Studies. Graded alpha or CR/NCR, on the agreement of the Program Chair and student. Equivalent to AGR-155.

Course Descriptions AGR 1164 - AGR 2291

AGR-1164 Agricultural Entomology
3 credits
This course is an introduction to insects and related arthropods. It includes the structure, life history, ecology, identification, and management of insects. Emphasis will be given to insects of importance to crop and livestock agriculture, including pest monitoring and control using integrated management strategies. Labs will focus on insect anatomy, the identification of major insect orders and families, and insect life cycles. Equivalent to AGR-164. Corequisite courses: AGR-1164L.

AGR-1168 Agriculture Soil Management
3 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-168, AGR-172. Corequisite courses: AGR-1168L.

AGR-2250 Agriculture Finance
3 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-250, AGR-253, AGR-283. Corequisite courses: AGR-2250L.

AGR-2255 Special Studies • 3 credits
See AGR 155 Special Studies for course description. Equivalent to AGR-255.

AGR-2257 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. Equivalent to AGR-257. Prerequisites: take RRM-1153, PLT-1152, MKT-1152.

AGR-2261 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 those resources. Topics range from the preservation of soil and water resources to water and waste water management and precision and organic farming. A component of the course will focus on the development of an environmental farm plan that combines field assessments with best management practices. Equivalent to AGR-261, AGR-258. Prerequisites: take AGR-1168, IRR-1152, PLT-1152.

AGR-2266 Soil Fertility • 3 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. Equivalent to AGR-266. Prerequisites: take RRM-1153. Corequisite courses: AGR-2266L.

AGR-2270 Agricultural Business Law
3 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. Equivalent to AGR-270.

AGR-2280 Animal Nutrition • 3 credits
This course provides an introduction to the basics of nutrition including composition of feeds and nutritional requirements of animals. Partitioning of nutrients, factors affecting feeding efficiency and how production status affects nutritional requirements are combined with an introduction to feed bunk management and ration balancing. Labs include field trips to producer, industry, and research facilities. Not available for supplemental. Equivalent to AGR-280. Prerequisites: take BIO-1175. Corequisite courses: AGR-2280L.

AGR-2286 Agricultural Business Management • 3 credits
This course deals with the overall management of the farm business, concentrating on the planning, organizing, directing and controlling functions of management. Topics include farm business organization including proprietorship, partnership, co-operation and joint ventures. In addition, estate and farm succession planning and effective planning and decision-making for management risk and uncertainty will be covered. This course is not available for supplemental. Equivalent to AGR-286.

AGR-2287 Monogastric Production
3 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. Not available for Prior Learning Assessment. Equivalent to AGR-287. Prerequisites: take BIO-1175. Corequisite courses: AGR-2287L.

AGR-2289 Beef Cattle Production
3 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. Equivalent to AGR-289. Prerequisites: take BIO-1175. Corequisite courses: AGR-2289L.

AGR-2291 Ruminant Production
3 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. Not available for supplemental. Equivalent to AGR-291. Prerequisites: take BIO-1175. Corequisite courses: AGR-2291L.

Course Descriptions AGR 2294 - AST 1116

AGR-2294 Animal Health • 3 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. Equivalent to AGR-294. Prerequisites: take BIO-1175. Corequisite courses: AGR-2294L.

(AHM) AGRICULTURAL & HEAVY EQUIPMENT TECHNICIAN

AHM-1124 Steering, Suspension & Brakes • 6 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. Equivalent to AHM-124. Corequisite courses: AHM-1124L.

AHM-1126 Safety and Hand Skills 3 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. Equivalent to AHM-126. Corequisite courses: AHM-1126L.

AHM-1127 Power Trains • 6 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. Equivalent to AHM-127. Corequisite courses: AHM-1127L.

AHM-1129 Farm and Industrial Equipment • 3 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-129, AHM-128. Corequisite courses: AHM-1129L.

AHM-1130 Electrical and Electronics 6 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-130, AHM-133. Corequisite courses: AHM-1130L.

AHM-1131 Diesel Engines • 6 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. Equivalent to AHM-131. Corequisite courses: AHM-1131L.

AHM-1132 Diesel Fuel Systems 6 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. Equivalent to AHM-132. Corequisite courses: AHM-1132L.

AHM-1135 Mobile Hydraulics • 3 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-135, AHM-134. Corequisite courses: AHM-1135L.

(ART) ART

ART-1150 Art Explorations • 3 credits
This course is an introductory surv 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. Equivalent to ART-150.

ART-1160 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. Equivalent to ART-160.

ART-1170 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. Equivalent to ART-170.

(AST)AUTOMOTIVE SYSTEMS

AST-1116 Introduction to Trade Practices • 1.5 credits
Students will study safety, basic materials, shop safety, basic and specialty tools, and material fasteners. 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. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-116. Corequisite courses: AST-1122, AST-1116L.

Course Descriptions AST 1119 - BIO 0075

AST-1119 Basic Automotive Electrical I
3 credits
Students will study electrical theory including electron theory, voltage, current, resistance, circuits, circuit faults and magnetism. Solid-state components such as diodes and transistors will be explored. Some simple automotive circuits, as well as automotive batteries, will be discussed and tested. Diagnostic skills will be stressed. Practical work will be performed in the shop where possible using various testing tools including volt meters and scan tools. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-119. Corequisite courses: AST-1119L, AST-1116, AST-1122.

AST-1122 Automotive Industry
1.5 credits
This course provides an overview of the government agencies and regulations that impact the automotive industry. This will cover shop safety expectations, including the safe use of oxyacetylene. Students will work with computer applications used in the trade for managing business operations. In addition, effective communication for customer service will be examined. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-122. Corequisite courses: AST-1116.

AST-1131 Automotive Braking Systems
3 credits
Students will study brake system fundamentals, components and service. Students will work on shop units and progress to customer vehicles when practical. Emphasis will be on safety and quality of work. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-131. Corequisite courses: AST-1122, AST-1116, AST-1131L, AST-1133.

AST-1133 Automotive Drivelines
3 credits
Students will study drive-shafts, axles and differentials. Diagnosis and industry repair techniques will be covered in theory and on shop units. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-133. Corequisite courses: AST-1116, AST-1122, AST-1133L.

AST-1134 Auto Directional Control Systems • 3 credits
Students will study current 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. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-134. Corequisite courses: AST-1122, AST-1116, AST-1134L.

AST-1135 Basic Maintenance • 3 credits
Students will study and practice entry-level jobs such as oil changes, service jobs and tire service. Students will also learn light trailer service. The focus of the class will be to prepare students for an entry-level position in the industry. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-135. Corequisite courses: AST-1135L.

AST-1138 Auto Electrical Systems II
3 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 analyze circuits on live units where possible and perform repairs as required. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-138. Prerequisites: take AST-1116, AST-1119, AST-1122. Corequisite courses: AST-1138L.

AST-1139 Advanced Automotive Electrical Systems • 3 credits
Students will study automotive electrical systems and advanced circuits including on-car electrical and electrical accessories. They will also explore sensors critical to electronic engine control systems with lab scopes and multimeters. Scan tool hookup and data interpretation will also be covered. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-139. Prerequisites: take AST-1116, AST-1119, AST-1122. Corequisite courses: AST-1138, AST-1139L.

AST-1141 Automotive Drivetrains
3 credits
Students will study driveshafts, axles, and differentials. Diagnosis and industry repair techniques will be covered in theory and on shop units. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-141. Prerequisites: take AST-1116, AST-1122. Corequisite courses: AST-1141L.

AST-1142 Automotive Engine Systems
3 credits
Students will study engine systems such as air induction, exhaust, lubricating and cooling. Disassembly and assembly procedures as well as engine diagnosis will be performed on shop units. Students will progress to customer vehicles when practical. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-142. Prerequisites: take AST-1116, AST-1122. Corequisite courses: AST-1142L, AST-1143.

AST-1143 Engine Fundamentals
3 credits
This course examines current industry practices for inspection and repair of automotive engines. Students will inspect, measure and evaluate engine components. This will include disassembling and reassembling engines to operational standards. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-143. Prerequisites: take AST-1116, AST-1122. Corequisite courses: AST-1142, AST-1143L.

AST-1145 Performance Projects
3 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. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to AST-145. Prerequisites: take AST-1116, AST-1122. Corequisite courses: AST-1145L.

(BIO) BIOLOGY

BIO-0075 Biology 0075 • 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. Equivalent to BIO-075. Corequisite courses: BIO-0075L.

Course Descriptions BIO 0085 - BIO 1155

BIO-0085 Biology 0085 • 5 credits
This course involves the study of ecology, mitosis, the structure and functioning of DNA, the process of protein synthesis, and genetics. The emphasis in ecology will give students an understanding of the biological world, processes involving energy transfers, biogeochemical cycles, and the impact of humans on their environment. The role of DNA and protein synthesis in genetics will be examined. Not open to supplemental. This course requires BIO-0075 or equivalent. Equivalent to BIO-085. Corequisite courses: BIO-0085L.

BIO-0095 Biology 0095 • 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-0085 or equivalent. Equivalent to BIO-095. Corequisite courses: BIO-0095L.

BIO-1141 Biology for Health Sciences 3 credits
This course is specifically for pre-assessed students intending to enter a program within the Centre for Health, Justice and Human Services at Lethbridge College. It will provide students with a multidimensional, contextual learning experience for acquisition of pre-requisite content and skills in biology, including biological concepts, terms, and applications and the development of laboratory techniques, skills and procedures. Successful completion to the standard set by the program(s) pre-requisite requirement will provide opportunity for entry into the identified program(s) in the Centre for Health, Justice and Human Services. Equivalent to BIO-141.

BIO-1142 Intro to Medical Microbiology 3 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. Equivalent to BIO-142. Corequisite courses: BIO-1142L.

BIO-1145 Intro to Anatomy & Physiology 3 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. Equivalent to BIO-145. Corequisite courses: BIO-1145L.

BIO-1146 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 arthoplasty, 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. Equivalent to BIO-146. Prerequisites: take BIO-1145.

BIO-1149 Introduction to Physiology 3 credits
This course studies the basic anatomy and physiology of the major organ systems of the human body. Not available for supplemental. Equivalent to BIO-149.

BIO-1150 Cellular Basis of Life 3 credits
An introduction to the application of cellular and molecular biology in agriculture, biotechnology and medicine. Emphasis is placed on the comparison of prokaryotic and eukaryotic cell structure and function, biological chemistry, metabolism, homeostasis, and the structure and function of DNA and RNA in gene expression. It is recommended that students have successfully completed BIO-30 or equivalent before registering in BIO-1150. Not available for supplemental. Equivalent to BIO-150. Corequisite courses: BIO-1150L.

BIO-1151 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. Equivalent to BIO-151.

BIO-1152 Physiology of Aging • 3 credits
A study of the structure and function of the body relative to basic chemistry, histology, and body systems including skeletal, muscular, respiratory, circulatory, nervous, urinary, gastrointestinal, integumentary, endocrine, and reproductive. Emphasis is on diseases and disorders associated with aging and cancer. It is recommended that students have successfully completed BIO-30 or equivalent before registering in BIO-1152. Not available for supplemental. Equivalent to BIO-152. Corequisite courses: BIO-1152L.

BIO-1155 Human Nutrition • 3 credits
A study of 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. It is recommended that students have successfully completed BIO-30 or equivalent before registering in BIO-1155. Not available for supplemental. Equivalent to BIO-155.

Course Descriptions BIO 1156 - BIO 2269

BIO-1156 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. Equivalent to BIO-156.

BIO-1157 Diversity of Life • 3 credits
A comparison of the biological diversity of protists, fungi, plants and animals. Topics covered include natural selection, speciation, and the evolutionary history of eukaryotes. It is recommended that students have successfully completed BIO-30 or equivalent before registering in BIO-1157. Not available for supplemental. Equivalent to BIO-157. Corequisite courses: BIO-1157L.

BIO-1160 Anatomy and Physiology I 3 credits
A comprehensive study of anatomical terms, body organization, basic chemistry, histology, skeletal system, muscular system, digestive system, and the reproductive system. Labs include the study of the skeleton, muscles and histology. It is recommended that students have successfully completed BIO-30 or equivalent before registering. Not available for supplemental. Equivalent to BIO-160. Corequisite courses: BIO-1160L.

BIO-1161 Anatomy and Physiology II 3 credits
A continuation of BIO-1160, studying respiratory, cardiovascular, lymphatic, urinary, nervous and endocrine systems, special senses and electrolytes. Labs focus on urinalysis, hematology, internal anatomy, blood vessels, nervous system, and the eye and ear. Not available for supplemental. Equivalent to BIO-161. Prerequisites: take BIO-1160. Corequisite courses: BIO-1161L.

BIO-1162 Microbiology • 3 credits
An introduction to the pathogenic micro-organisms of humans with a major emphasis on bacteriology and aseptic techniques. 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. It is recommended that students have successfully completed BIO-30 or equivalent before registering in BIO-1162. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to BIO-162. Corequisite courses: BIO-1162L.

BIO-1163 Terrestrial Ecology • 3 credits
This course is a study of the interrelationships between living organisms and their terrestrial environments. Elements of the physical world, which shape and define ecosystems across the globe, are emphasized. The distribution and abundance of plants and animals are examined in relation to various environmental gradients. A detailed analysis of population ecology includes an investigation of intra- and inter-specific population regulation. The collection and analysis of ecological data is undertaken in laboratory and field exercises. Not available for supplemental. Equivalent to BIO-163, BIO-255. Corequisite courses: BIO-1163L.

BIO-1164 Plant Taxonomy • 3 credits
This course is a study of the identification and classification of gymnosperms and angiosperms including trees, shrubs, grasses, grass-likes, and forbs. Emphasis is placed on the phenotypic taxonomic characteristics while recognizing the influence provided by genotypic features. Habitat and plant ecological relationships supplement the identification process in addition to keying unknown plant samples. Not available for supplemental. Equivalent to BIO-164, BIO-154. Corequisite courses: BIO-1164L.

BIO-1165 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. Equivalent to BIO-165. Corequisite courses: BIO-1165L.

BIO-1168 Zoology • 3 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-168, BIO-158. Corequisite courses: BIO-1168L.

BIO-1175 Animal Science • 3 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 BIO-175, AGR-182. Corequisite courses: BIO-1175L.

BIO-2262 Animal Physiology • 3 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-262, BIO-259. Prerequisites: take BIO-1175. Corequisite courses: BIO-2262L.

BIO-2269 Aquatic Ecology • 3 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-269, BIO-159. Corequisite courses: BIO-2269L.

Course Descriptions BIO 3350 - BUS 2269

BIO-3350 Comparative Animal Biology 3 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. Equivalent to BIO-350. Corequisite courses: BIO-3350L.

(BLK) BLACKFOOT LANGUAGE

BLK-1151 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 BLK-151, NAT-151.

BLK-2251 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 BLK-251, NAT-251. Prerequisites: take BLK-1151.

(BUS) BUSINESS ADMINISTRATION

BUS-1124 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. Equivalent to BUS-124.

BUS-1166 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. Equivalent to BUS-166.

BUS-1170 Introduction to Management 3 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. Equivalent to BUS-170.

BUS-1176 Financial Planning • 3 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. Not available for supplemental. Equivalent to BUS-176.

BUS-1177 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. Equivalent to BUS-177.

BUS-1178 Information Management & Applications • 1.5 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-178, BUS-173.

BUS-1180 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. Equivalent to BUS-180.

BUS-1181 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. Equivalent to BUS-181. Prerequisites: take BUS-1178.

BUS-1185 Business Computer Applications • 1.5 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. Equivalent to BUS-185.

BUS-2267 Database Design • 3 credits
Database application software is used to solve business problems. A hands-on approach focuses on a variety of database design techniques. Not available for supplemental. Equivalent to BUS-267. Prerequisites: take BUS-1178, BUS-1185, or CPU-1165.

BUS-2268 Organizational Behavior 3 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. Equivalent to BUS-268. Prerequisites: take BUS-1170.

BUS-2269 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. Equivalent to BUS-269.

Course Descriptions BUS 2275 - CAP 1158

BUS-2275 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. Equivalent to BUS-275. Prerequisites: take ECN-1180, BUS-1170.

BUS-2278 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. Equivalent to BUS-278.

BUS-2284 Advanced Internet Skills
1.5 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-284, BUS-182. Prerequisites: take BUS-1178 or BUS-1185.

BUS-2285 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. Equivalent to BUS-285. Prerequisites: take BUS-1177, MKT-1188, ACC-1170.

BUS-2291 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. Equivalent to BUS-291. Prerequisites: take BUS-2285.

BUS-2292 Business Finance • 3 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. Equivalent to BUS-292. Prerequisites: take ACC-1175.

BUS-2298 Human Resource Management • 3 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. Equivalent to BUS-298.

(CAD) COMPUTER ASSISTED DRAFTING

CAD-1155 Introductory AutoCAD
3 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-155, CAD-150. Corequisite courses: CPU-1150, DRF-1153.

CAD-1180 CAD Applications • 3 credits
A study of advanced applications using various industry standard CAD application software packages. Topics may include: 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. Not eligible for Prior Learning Assessment. Equivalent to CAD-180. Prerequisites: take CAD-1155.

CAD-2258 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. Equivalent to CAD-258, CAD-250. Prerequisites: take CAD-1155.

(CAP) COMMUNICATION ARTS

CAP-1152 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. Equivalent to CAP-152.

CAP-1156 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. Equivalent to CAP-156.

CAP-1158 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. Equivalent to CAP-158.

Course Descriptions CAP 1161 - CAP 2267

CAP-1161 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-1150, WRI-150, CAP-161.

CAP-1165 Media Technology Visual I
3 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. Equivalent to CAP-165. Corequisite courses: CAP-1165L.

CAP-1170 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. Equivalent to CAP-170.

CAP-1171 Media Tech Audio • 3 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-171, CAP-125.

CAP-1175 Media Technology Visual II
3 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. Equivalent to CAP-175. Prerequisites: take CAP-1165. Corequisite courses: CAP-1175L.

CAP-1191 Campus Media I • 3 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. Equivalent to CAP-191. Prerequisites: take CAP-1175, CPU-1190, WRI-1174.

CAP-2252 Broadcast Journalism I
3 credits
This course covers the reporting component of broadcast journalism. Students are assigned to sports events, city council, school board public meetings, and assorted breaking news events. Students must conduct interviews, gather information, and report for CRLC Radio and SHAW TV. Writing, performance and production skills are emphasized with ongoing critiques. Not available for supplemental. Equivalent to CAP-252. Prerequisites: take WRI-1174.

CAP-2253 Broadcast Journalism II
3 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. Equivalent to CAP-253. Prerequisites: take CAP-2252. Corequisite courses: CAP-2285.

CAP-2254 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. Equivalent to CAP-254.

CAP-2255 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 CAP-255, MKT-279.

CAP-2256 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-256, CAP-196. Prerequisites: take CAP-1171, CAP-1175, PRS-1173.

CAP-2257 New Media for Journalists
3 credits
This course examines techniques and systems necessary to help journalists excel in both traditional and new media. Students will work with different software to enhance desktop-style publications, to expand on digital transfer of information and to capitalize on opportunities linking journalism and the internet. Equivalent to CAP-257, CAP-272. Prerequisites: take CPU-1190, CAP-1175.

CAP-2262 Editing I • 3 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. Equivalent to CAP-262. Prerequisites: take WRI-1174.

CAP-2263 Editing II • 3 credits
This course is a continuation of CAP-2262 focusing on management issues handled by editors. Not available for supplemental. Equivalent to CAP-263. Prerequisites: take CAP-2262.

CAP-2266 Campus Newspaper I
3 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. Equivalent to CAP-266. Prerequisites: take CAP-1175, CPU-1190, WRI-1174.

CAP-2267 Campus Newspaper II
3 credits
This course is a continuation of CAP-2266 Campus Newspaper I. Not available for supplemental. Equivalent to CAP-267. Prerequisites: take CAP-2266. Corequisite courses: CAP-2299.

CAP-2274 Public Relations II
3 credits
This course covers practice of the theories learned in CAP-2254, 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. Equivalent to CAP-274. Prerequisites: take CAP-2254.

CAP-2275 Broadcast Production I
3 credits
This course covers the theory and practical applications of operation of CRLC Radio and assigned production projects for Shaw TV. Students will be involved in music selection, preparation of program logs, commercial writing and production, announcing, and reporting for both radio and television. Students are assigned mandatory rotating shifts on CRLC Radio and at Shaw TV. Assignments include work off campus. Not available for supplemental. Equivalent to CAP-275, CAP-250, CAP-202. Prerequisites: take CPU-1190. Corequisite courses: WRI-2250.

CAP-2276 Print Journalism I • 3 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-276, CAP-260. Prerequisites: take WRI-1174.

CAP-2278 Digital Media Production
3 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. Equivalent to CAP-278. Prerequisites: take CAP-1175. Corequisite courses: CAP-2275, WRI-2250, CAP-2278L.

CAP-2280 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. Equivalent to CAP-280.

CAP-2281 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. Equivalent to CAP-281. Prerequisites: take CAP-1175, CPU-1190.

CAP-2282 Magazine Design
3 credits
This course covers editorial content design of a general-issue magazine. Students will learn how to lay out features using photographs, other illustrations and typefaces. They will receive instruction in story starts and turns, departmental features and cover design. The students will employ their magazine design skills in their final term in the production of a full-sized glossy magazine. Equivalent to CAP-282, CAP-271. Prerequisites: take CPU-1190.

CAP-2285 Broadcast Production II
3 credits
This course is a continuation of CAP-2275, Broadcast Production I. Not open to supplemental. Equivalent to CAP-285, CAP-251, CAP-203. Prerequisites: take CAP-2275. Corequisite courses: WRI-2274.

CAP-2286 Print Journalism II • 3 credits
This course covers in-depth reporting and specialized writing. Equivalent to CAP-286, CAP-270. Prerequisites: take CAP-2276.

CAP-2291 Campus Media II • 3 credits
This course is a continuation of CAP-1191, Campus Media I. Not available for supplemental. Equivalent to CAP-291. Prerequisites: take CAP-1191.

CAP-2299 Practicum • 3 credits
This course is offered to Communication Arts students during the final semester of study. Students are required to find a practicum placement with a host who can provide a work experience that will support the learning outcomes of the course. Practicums need to be taken under the guidance of a supervisor experienced and currently operating in the student's chosen field. A suitable host must be able to provide the equipment, site and expertise to properly offer a complete work experience. College facilities and equipment cannot be used to complete a practicum. Students are expected to perform the duties of an entry-level employee of the business. Not available for supplemental. Equivalent to CAP-299, CAP-210.

(CHM) CHEMISTRY

CHM-0075 Chemistry 0075 • 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-0060 or equivalent or placement testing at the MTH-0060 level. Equivalent to CHM-075. Corequisite courses: CHM-0075L.

CHM-0085 Chemistry 0085 • 5 credits
This course is a continuation of Chemistry 0075, 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-0075. Equivalent to CHM-085. Corequisite courses: CHM-0085L.

Course Descriptions CHM 0095 - CIT 2259

CHM-0095 Chemistry 0095 • 5 credits
This course is a continuation of Chemistry 0085 and requires previous successful completion of Chemistry 0085, 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. Equivalent to CHM-095. Corequisite courses: CHM-0095L.

CHM-1141 Chemistry for Health Sciences • 3 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. Equivalent to CHM-141.

CHM-1151 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. Equivalent to CHM-151.

CHM-2270 Environmental Chemistry 3 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. Equivalent to CHM-270. Corequisite courses: CHM-2270L.

(CIT) COMPUTER INFORMATION TECHNOLOGY

CIT-1152 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. Equivalent to CIT-152.

CIT-1154 Programming in C • 3 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-154, CIT-153.

CIT-1156 Programming With C++ 3 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-156, CIT-254. Prerequisites: take CIT-1154, MTH-1152.

CIT-1157 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 online content. Not available for supplemental. Equivalent to CIT-157.

CIT-1158 Introduction to Networking 3 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. Equivalent to CIT-158. Prerequisites: take MTH-1152. Corequisite courses: CIT-1158L.

CIT-1163 Database Management Systems • 3 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-163, CIT-262.

CIT-2255 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. Equivalent to CIT-255. Prerequisites: take CIT-1158. Corequisite courses: CIT-2255L.

CIT-2259 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. Equivalent to CIT-259. Prerequisites: take CIT-1157, CIT-1158, CIT-1163, CIT-2255.

Course Descriptions CIT 2260 - CIV 2258

CIT-2260 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. Equivalent to CIT-260. Prerequisites: take CIT-1156.

CIT-2261 Operating Systems • 3 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-261, CIT-251. Corequisite courses: CIT-2261L.

CIT-2265 E-Commerce Administration 3 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. Equivalent to CIT-265. Prerequisites: take CIT-1156, CIT-1157, CIT-1158, CIT-1163.

CIT-2266 Object Program Systems Applications • 3 credits
The course will expand on the topics introduced in CIT-1154 and CIT-1156. Object-oriented languages will be used to implement algorithms and advanced programming concepts will be discussed. Not available for supplemental. Equivalent to CIT-266. Prerequisites: take CIT-1156.

CIT-2268 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. Equivalent to CIT-268. Prerequisites: take CIT-1156, CIT-1157.

CIT-2270 IT Integration Seminar 1.5 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CIT-270. Prerequisites: take CIT-1152, CIT-1156, CIT-1157, CIT-1158, CIT-1163, ENG-1156.

CIT-2271 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CIT-271. Prerequisites: take CIT-1152, CIT-1156, CIT-1157, CIT-1158, CIT-1163, ENG-156.

CIT-2275 Intro to Systems Design I 3 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, CIT-275. Prerequisites: take CIT-1163.

CIT-2276 Systems Design II • 3 credits
This course builds on the concepts and skills acquired in CIT275. Students will work in a functional team environment using the systems development life cycle to analyze, design and implement a live system. Human factors and ethical issues will be stressed. Not available for supplemental. Equivalent to CIT-250, CIT-276. Prerequisites: take CIT-2275.

(CIV) CIVIL ENGINEERING TECHNOLOGY

CIV-2237 Work Experience • 3 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. Equivalent to CIV-237.

CIV-2253 Water Resources Engineering 3 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 supplemental. Equivalent to CIV-253. Prerequisites: take CPU-1150, SUR-1162.

CIV-2254 Irrigation Structures 3 credits
This course will provide an introduction to the fundamentals required for the design and construction of irrigation structures. Topics covered include storage dams, spillways, energy dissipaters, outlet work, gates, diversion work, drop structures, stone structures, and flexible channel lining for erosion control. Not available for supplemental. Equivalent to CIV-254, CIV-247. Prerequisites: take ENF-1161. Corequisite courses: ENF-1150.

CIV-2257 Environmental Engineering 3 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 supplemental. Equivalent to CIV-257. Prerequisites: take ENF-1161.

CIV-2258 Timber Design and Detailing 3 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. Equivalent to CIV-258, CIV-249. Prerequisites: take ENF-1150.

Course Descriptions CIV 2260 - CJP 1171

CIV-2260 Highways • 3 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CIV-260. Prerequisites: take ENF-1161, ENF-1168, SUR-1162. Corequisite courses: CIV-2260L, CPU-2248.

CIV-2263 Steel Design and Detailing
3 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. Equivalent to CIV-263. Prerequisites: take ENF-1150. Corequisite courses: CIV-2263L.

CIV-2266 Reinforced Concrete Design
3 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. Equivalent to CIV-266. Prerequisites: take ENF-1150. Corequisite courses: CIV-2266L.

CIV-2274 Infrastructure Servicing
3 credits
An analysis of the 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. Not eligible for Prior Learning Assessment. Equivalent to CIV-274. Prerequisites: take CPU-2248, CIV-2253, ENF-1161.

(CJP) CRIMINAL JUSTICE

CJP-1101 Criminal Justice Seminar I
1.5 credits
This course is designed to meet the individual and group needs of students in the Criminal Justice 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CJP-101.

CJP-1152 Criminal Justice Practicum I
3 credits
This course is a practicum to broaden knowledge of the operational workings of a variety of criminal justice agencies. Students will develop the necessary skills, knowledge and attitudes for working within the criminal justice system. Although every effort will be made to facilitate students' schedules, each applicant for practicum must be aware of the possibility of having to work a variety of shifts, including weekends, evenings and midnights. Students who apply for this course will be required to undergo a security check. Not available for supplemental. Equivalent to CJP-152.

CJP-1156 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-156, CJP-154.

CJP-1157 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-157, CJP-170.

CJP-1160 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. Equivalent to CJP-160.

CJP-1161 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. Equivalent to CJP-161.

CJP-1163 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. Equivalent to CJP-163.

CJP-1171 Reasonable Officer Response
6 credits
This course prepares learners to correctly apply effective methods for the containment of individuals and scenes when the potential for threat or harm is present. Course topics include tactical communication, search and detainment procedures and the use of agency issue officer safety equipment. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to CJP-171, CJP-271. Corequisite courses: CJP-1171L.

Course Descriptions CJP 1173 - CJP 2284

CJP-1173 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-173, CJP-355.

CJP-1178 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. Equivalent to CJP-178.

CJP-1183 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. Equivalent to CJP-183.

CJP-1186 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. Equivalent to CJP-186.

CJP-2252 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. Equivalent to CJP-252.

CJP-2255 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-255, CJP-165.

CJP-2267 Natural Resource Legislation
3 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. Equivalent to CJP-267. Prerequisites: take LAW-1161.

CJP-2278 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. Equivalent to CJP-278.

CJP-2280 Commercial Vehicle Enforcement • 3 credits
An introduction to the roles and duties of a Commercial Vehicle Enforcement Officer. Topics include key legislation, vehicle safety inspections, driver and vehicle licensing requirements, dangerous goods, weights and dimensions. Equivalent to CJP-280.

CJP-2281 Conflict Management
3 credits
Conflict Management introduces learners to the theory and dynamics of conflict and prepares them to apply related strategies and techniques to their personal and professional practice. Not available for supplemental. Equivalent to CJP-281, CJP-191, CJP-291.

CJP-2283 Criminal Investigative Techniques • 3 credits
This course introduces various investigative techniques available to law enforcement. It focuses on, but is not limited to, criminal investigative analysis, crime analysis, and statement analysis. The development of theories using a problem-solving model is a major component of this course. While students will apply some of these techniques in course activities, their awareness of subject matter experts in the various fields who are available to assist them will be increased. Not available for supplemental. Equivalent to CJP-283, CJP-257.

CJP-2284 Criminal Investigative Theory
3 credits
This course will give the learner a contemporary look at the criminal investigation process from a theoretical perspective. The challenges and unique aspects of key criminal offences will be covered. The primary focus will be on, but not limited to, auto theft, arson, break and enter, assault, organized crime, gang and other dangerous groups, terrorism, sexual offences, crimes against children, and death investigations. Not available for supplemental. Equivalent to CJP-284, CJP-256.

Course Descriptions CJP 2287 - CMM 1165

CJP-2287 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. Equivalent to CJP-287.

CJP-2292 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-292, CJP-268.

CJP-3357 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. Equivalent to CJP-357.

CJP-3359 Conservation Law Investigation • 3 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. Equivalent to CJP-359. Corequisite courses: CJP-3359L.

CJP-3369 Patrol Procedures • 3 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. Equivalent to CJP-369. Corequisite courses: CJP-3369L.

CJP-3379 Case Management • 3 credits
A focus 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. Not available for supplemental. Equivalent to CJP-379. Prerequisites: take CJP-2267, CJP-3359, LAW-2264.

(CMM) MULTIMEDIA

CMM-1152 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. Equivalent to CMM-152.

CMM-1153 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-153, CMM-155. Corequisite courses: CMM-1153L.

CMM-1156 Digital Video • 3 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. Equivalent to CMM-156. Corequisite courses: CMM-1156L.

CMM-1162 Multimedia Principles & Design • 3 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-162, CMM-161. Corequisite courses: CMM-1162L.

CMM-1163 Scripting for Multimedia & Web • 3 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. Equivalent to CMM-163.

CMM-1165 Using Flash and Web Standards • 3 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. Equivalent to CMM-165. Prerequisites: take CMM-1163.

Course Descriptions CMM 1185 - COC 1133

CMM-1185 The Principles of Animation
3 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-185, CMM-275.

CMM-2282 Professional Portfolio I
1.5 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. Equivalent to CMM-282.

CMM-2283 Professional Portfolio II
1.5 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. Equivalent to CMM-283. Prerequisites: take CMM-2282.

CMM-2285 3D Modeling & Animation with Maya • 3 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. Equivalent to CMM-285. Prerequisites: take CMM-1185.

CMM-2288 Programming Rich-Media Applications • 3 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-288, CMM-277. Prerequisites: take CMM-1165.

CMM-2291 Professional Foundations
3 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. Equivalent to CMM-291.

CMM-2292 Proseminar • 3 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. Equivalent to CMM-292. Prerequisites: take CMM-2291.

CMM-2293 Capstone Project • 3 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. Equivalent to CMM-293. Prerequisites: take CMM-2291.

CMM-2295 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 ENG2290: 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. Equivalent to CMM-295. Prerequisites: take ENG-2290.

(COC) COMMERCIAL COOKING

COC-1127 Culinary Careers Introduction
3 credits
Students will gain knowledge and develop skills in sanitation, safety, kitchen equipment and knife safety. This introductory course is required by all students entering Culinary Careers. Not available for supplemental. Equivalent to CUL-1127, COC-127.

COC-1132 Industry Work Placement
1.5 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. Equivalent to CUL-2218, COC-132.

COC-1133 Restaurant & Production Skills • 6 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 expedious 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. Not available for supplemental. Equivalent to COC-133.

Course Descriptions COC 1134 - COM 1157

COC-1134 Sweet and Savoury Techniques • 6 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. Not available for supplemental. Equivalent to COC-134.

(COL) COLLEGE PREPARATION

COL-0004 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. Equivalent to COL-004.

COL-1100 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-100.

COL-1103 Intro to Learning Strategies 1.5 credits
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. Equivalent to COL-103.

COL-1120 General Studies Initiative 1.5 credits
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. Equivalent to COL-120.

COL-1130 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-130, COL-105.

COL-1131 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. Not available for supplemental. Equivalent to COL-131, COL-106.

(COM) COMMUNICATION

COM-1112 Workplace Planning & Computer Applications • 1.5 credits
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. Not eligible for Prior Learning Assessment. Equivalent to COM-112.

COM-1137 Communication Skills 1.5 credits
This is a 16-hour course for students enrolled in the Culinary Careers Diploma. The course focuses on communication skills necessary for attaining, maintaining and advancing in a career in the food service and hospitality industry. Not available for supplemental. Equivalent to COM-137.

COM-1146 Office Communications 1.5 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 COM-146, SPH-146.

COM-1152 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. Equivalent to COM-152.

COM-1155 Customer and Team Relations • 1.5 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. Equivalent to COM-155.

COM-1157 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-157, COM-153.

Course Descriptions COM 1158 - CON 1150

COM-1158 Leadership Communication Skills • 1.5 credits
This course will provide learners an opportunity to explore their personal communication style and to develop the interpersonal skills needed for effective relationships in the workplace. The importance of understanding group dynamics, leadership styles, conflict resolution strategies, and team development models will be reinforced using business scenarios. Learners will also gain knowledge on how to facilitate a successful meeting, as well as prepare for behaviour descriptive interview questions. Each learner will be exposed to public speaking by doing an individual presentation to their peers. Equivalent to COM-158.

COM-1159 Applied Interpersonal Communication • 3 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. Equivalent to COM-159.

COM-1162 Interpersonal Relationships and Communication • 3 credits
This course is designed to improve students' self-concepts and provide them with the skills to successfully relate with others on a personal, social and business basis. Designed for personal growth and attitude change, this course provides opportunities to develop communication skills, recognition and understanding of self concept, skills in enhancing interpersonal relationships, procedures for goal-setting and techniques for decision-making. Not available for supplemental. Equivalent to COM-162.

COM-1170 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. Equivalent to COM-170. Prerequisites: take COM-1162 or NSG-1173.

COM-1177 Applied English & Communication • 3 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-177, COM-175. Prerequisites: take ENG-1175.

COM-2263 Interpersonal Skills 3 credits
This course covers the interpersonal skills needed to handle sensitive situations encountered when dealing with the public in the renewable resources conservation field. Emphasis is placed on verbal judo and technical communications. Students further enhance their verbal and written communication skills through various exercises. Equivalent to COM-263.

COM-2275 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. Equivalent to COM-275.

COM-4460 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 outcomes. This is a Directed Field Study (DFS) course. Not available for supplemental. Equivalent to COM-460.

(CON) CONSTRUCTION

CON-1133 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-133, CON-130. Corequisite courses: DRF-1165, CON-1133L.

CON-1140 Engineering Contracts 3 credits
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. Equivalent to CON-140. Corequisite courses: CON-1140L.

CON-1150 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. Equivalent to CON-150. Prerequisites: take CAD-1155.

Course Descriptions CON 1155 - COR 2277

CON-1155 Managing the Construction Process • 3 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. Equivalent to CON-155.

CON-2209 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. Equivalent to CON-209.

CON-2252 Heavy Construction 3 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-252, CON-225, CON-221. Prerequisites: take ENF-1135. Corequisite courses: ENF-1150.

CON-2255 Construction Estimating 3 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-255, CON-250, CON-217, CON-224. Prerequisites: take CON-1140, CON-1150.

CON-2256 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. Equivalent to CON-256. Prerequisites: take DRF-2268.

(COR) CORRECTIONS

COR-1152 Fundamentals of Corrections 3 credits
This course examines correctional systems in Canada. It covers the history of corrections, the role of corrections in contemporary society, and the interrelationships between the various components (including community 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-152, COR-150, CJP-150.

COR-1153 Career Development Strategies • 1.5 credits
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. Equivalent to COR-153.

COR-1154 Suicide Prevention 1.5 credits
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. Equivalent to COR-154.

COR-1180 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. Equivalent to COR-180.

COR-2253 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 COR-253, CJP-253.

COR-2262 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 COR-262, CJP-262.

COR-2277 Corrections Administration 3 credits
An analysis of public and private sector organizations with particular focus on the administration of correctional structures and agencies. Topics include defining administration, its principle functions and theoretical underpinnings. Considers the role of various levels of correctional administration in planning, decision making, change management, legislative influences and human resource management as well as how these various functions and influences contribute to effective and efficient organizational functioning. Equivalent to COR-277, CJP-277.

Course Descriptions COR 2279 - COR 4455

COR-2279 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 COR-279, CJP-279.

COR-2287 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. Equivalent to COR-287.

COR-2290 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). Equivalent to COR-290. Prerequisites: take ENG-1150.

COR-3350 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. Equivalent to JUS-3350, COR-350.

COR-3360 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. Equivalent to JUS-3360, COR-360.

COR-3374 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. Equivalent to COR-374.

COR-3378 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. Equivalent to JUS-3378, COR-378.

COR-3380 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. Equivalent to COR-380.

COR-3385 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. Equivalent to COR-385.

COR-3387 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. Equivalent to JUS-3387, COR-387.

COR-4450 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. Equivalent to COR-450.

COR-4455 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. Equivalent to JUS-4455, COR-455.

Course Descriptions COR 4456 - COR 4475

COR-4456 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. Equivalent to COR-456.

COR-4457 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. Equivalent to JUS-4457, COR-457.

COR-4460 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. Equivalent to COR-460.

COR-4461 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. Equivalent to JUS-4461, COR-461.

COR-4466 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. Equivalent to COR-466.

COR-4467 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. Equivalent to COR-467.

COR-4470 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. Equivalent to COR-470.

COR-4471 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. Equivalent to COR-471.

COR-4472 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. Equivalent to COR-472.

COR-4473 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. Equivalent to COR-473.

COR-4474 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. Equivalent to JUS-4474, COR-474.

COR-4475 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. Equivalent to JUS-4475, COR-475.

Course Descriptions CPL 1150 - CPU 2249

(CPL) CAREER PLANNING

CPL-1150 Community Service Learning
3 credits
This course will provide opportunities for students to participate in Service Learning, a program that connects the curriculum to volunteerism within the community. Students are matched with community service projects related to their classroom studies. While meeting actual community needs, students gain valuable hands-on experiences which enhance their educational goals. In addition to the academic reinforcement, Service Learning strengthens student leadership skills and offers opportunities to better understand such values as human diversity, social justice, and engaged citizenship. Equivalent to CPL-150.

(CPU) COMPUTERS

CPU-0090 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. Equivalent to CPU-090.

CPU-1135 Introduction to Database
1.5 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. Not available for supplemental. Equivalent to CPU-135.

CPU-1136 Introduction to Spreadsheet
1.5 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. Not available for supplemental. Equivalent to CPU-136.

CPU-1137 Introduction to PowerPoint
1.5 credits
The student will learn the basic functions and capabilities of Microsoft PowerPoint to create office presentations. Not available for supplemental. Equivalent to CPU-137.

CPU-1150 Computers in Engineering Technology • 1.5 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 CPU-150, CPU-152, ENF-148.

CPU-1151 Introduction to Computers
1.5 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 microcomputers and gain a working knowledge of the operating system, word processing, spreadsheet, and other software applications. Equivalent to CPU-151.

CPU-1155 Commercial Vehicle Enforcement Computer Applications
1.5 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. Equivalent to CPU-155.

CPU-1165 Designing 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. Equivalent to CPU-165, BUS-266.

CPU-1170 Production Software I
1.5 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 CPU-170, CAP-174.

CPU-1190 Production Software II
1.5 credits
This course covers the study and practice in advertising and editorial layout for the print media and advanced production technologies for radio. Equivalent to CPU-190. Prerequisites: take CAP-1171, CPU-1170.

CPU-2221 Database Management
1.5 credits
This course develops database management skills at an advanced level using MS Access. Not available for supplemental. Equivalent to CPU-221. Prerequisites: take CPU-1135, OAA-1148.

CPU-2224 Spreadsheet Business Applications • 1.5 credits
Students will develop advanced level spreadsheet skills to solve business math problems using MS Excel. Not available for supplemental. Equivalent to CPU-224. Prerequisites: take CPU-1136, MTH-1135.

CPU-2248 Computer Applications in Civil Engineering • 3 credits
A study of 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. Not eligible for Prior Learning Assessment. Equivalent to CPU-248, CIV-248. Prerequisites: take CPU-1150, CAD-1155. Corequisite courses: CPU-2248L.

CPU-2249 Desktop Publishing
3 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. Equivalent to CPU-249. Prerequisites: take KEY-1140, CPU-1151.

Course Descriptions CPU 2251 - CUL 1127

CPU-2251 Computer Applications
1.5 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, prepare and present reports, or perform some basic data analysis. Students are introduced to integrated applications. Not available for supplemental. Equivalent to CPU-251. Prerequisites: take CPU-1151.

CPU-2253 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. Not eligible for Prior Learning Assessment. Equivalent to CPU-253.

CPU-2254 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. Equivalent to CPU-254.

CPU-2255 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. Equivalent to CPU-255.

CPU-2275 Advanced Programming
3 credits
This course examines advanced concepts in programming for graphical software packages. Emphasis will be placed on more complex routines for automating data transfer from raw survey data to graphical software packages. Not available for supplemental. Equivalent to CPU-275. Prerequisites: take CPU-2255.

(CSP) CENTRAL STERILE PROCESSING

CSP-1140 CSP Practicum • 6 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. Graded CR/NCR. Not available for supplemental. Equivalent to CSP-140, CSP-155. Prerequisites: take CSP-1150, CSP-1160.

CSP-1150 Medical Terminology/Anatomy & Physiology • 3 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. Equivalent to CSP-150.

CSP-1160 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. Equivalent to CSP-160.

(CUL) CULINARY CAREERS

CUL-1115 Management Controls
3 credits
A study of control for budgeting in the food and beverage industry. Emphasis is placed on kitchen math, purchasing and receiving control, and interpreting financial reports. Not available for supplemental.

CUL-1116 Breakfast Soups and Pantry
3 credits
A skills-based approach to preparing and serving breakfast dishes, soups, salads, and dairy. Emphasis is placed on organizing activities to meet service schedules. Not available for supplemental.

CUL-1117 Vegetables and Farinaceous
3 credits
An introduction to the concepts of purchasing, storing, and preparing a variety of fruits, vegetables, starches, pasta, and pasta sauces. Not available for supplemental.

CUL-1118 Production Skills • 6 credits
A lab-based review of the required disciplines in the hospitality industry. Focus will be on observed attendance, daily practical performance and a comprehensive practical exam. Not available for supplemental.

CUL-1120 Meat Cutting and Meat Cookery • 6 credits
A skills-based approach to purchasing, portioning, seasoning, cooking, holding and serving a variety of meat, poultry, fish, seafood and related proteins. Not available for supplemental.

CUL-1121 Bakeshop • 6 credits
An introduction into bakeshop practices. Emphasis is on accurate weights and measures as they pertain to bakeshop ingredients. A skills-based approach to yeast products, cookies, pastries, pies, tortes, cakes and desserts. Not available for supplemental.

CUL-1122 Stocks and Sauces • 3 credits
A study of modern techniques for producing basic stocks and their applications in recipes for sauces and glazes. Not available for supplemental.

CUL-1127 Culinary Careers Introduction
3 credits
An introduction to the fundamental skills required of a cook. Focus is on kitchen terminology, food safety, tools and equipment and safe working practices. Not available for supplemental. Equivalent to COC-1127, COC-127.

Course Descriptions CUL 2201 - CYC 1175

CUL-2201 Food Service Management and Saucier • 6 credits
Skills-based approach to advanced techniques in menu planning and inventory control. Emphasis is on applying gained industry experience to advanced soups and sauces. Not available for supplemental.

CUL-2202 Dining Room Menu Design 3 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. Not available for supplemental. Equivalent to CUL-202.

CUL-2206 Luncheon a la Carte & Buffets 6 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. Equivalent to CUL-206.

CUL-2207 Lunch Express Entremetier and Nutrition • 6 credits
The application of gained skills in advanced line cooking. Emphasis is on plate presentation of lunch items that offer the latest trends in culinary artistry that encompasses today's nutritional requirements for good health.

CUL-2208 Buffets and Bakery 6 credits
A study of buffets in their many forms. Emphasis is on creating and executing buffets that showcase the latest trends in modern cuisine. An application of techniques for garnishing and presenting high quality and attractive sweet and savory presentations.

CUL-2211 Evening Dining a la Carte 6 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. Equivalent to CUL-211.

CUL-2212 Evening Dining and Preparing Proteins • 6 credits
Skills-based approach to advanced evening dining menu selections including appetizers, soups, entrees and desserts. Emphasis is placed on advanced cooking and presentation techniques for proteins, vegetables, starches and desserts.

CUL-2213 Gala Banquets and Hot Salon 3 credits
A hands-on experience related to gala banquets and modern hot food competitions. Emphasis is on creating and executing a gala banquet along with ice carvings and pre-dinner appetizers. Includes competition in a hot salon competition and follows the Alberta Skills model.

CUL-2216 Gala Banquets and Ice Carving • 1.5 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. Equivalent to CUL-216.

CUL-2218 Industry Work Placement 1.5 credits
A capstone course that exposes the student to all aspects of working in a professional kitchen. Focus is on paid industry placement of 480 hours or a minimum of 16 weeks at 30 hours per week. Not available for supplemental. Equivalent to COC-1132, COC-132.

CUL-2220 Skills Assessment & Hot Salon • 1.5 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. Equivalent to CUL-220.

(CYC) CHILD AND YOUTH CARE

CYC-1157 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. Equivalent to CYC-157.

CYC-1163 Behaviour Management 3 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. Equivalent to CYC-163. Prerequisites: take CYC-1169.

CYC-1169 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. Equivalent to CYC-169.

CYC-1173 Foundations & Roles of CYC 3 credits
A study of 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. Examines the role of the child and youth care practitioner in a variety of practice settings. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-173.

CYC-1175 Therapeutic Interventions 3 credits
This course covers treatment interventions and approaches to child management that are preventative, manage immediate behaviour and allow intervention from a positive frame of reference. The focus is on the therapeutic milieu, residential treatment, conflict resolution and child management approaches. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-175. Prerequisites: take CYC-1173 and COM-1162 or CYC-1157.

Course Descriptions CYC 1178 - CYC 2280

CYC-1178 CYC Clinical Practice I
3 credits
An application of establishing helping relationships and acting within the role of a professional Child and Youth Care Worker in a work based setting. Focuses on the progressive development of skills in observation, interviewing, assessment, program planning, and execution of planned activities under supervision. Understanding the role of practitioner is supported by pre- and post- seminars, weekly individual meetings and small group seminars. Not available for supplemental. Equivalent to CYC-178, CYC-176. Prerequisites: take CYC-1169, CYC-1173, and COM-1162 or CYC-1157. Corequisite courses: CYC-1163, CYC-1175, CYC-1180, CYC-1193, CYC-1194.

CYC-1180 Counselling Techniques I
3 credits
This course, by building on the techniques of effective interpersonal communication, introduces students to the dynamics of the professional helping relationship. The micro-skills approach will be utilized to develop the fundamental counselling skills necessary for the student to function successfully in the helping environment. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-180. Prerequisites: take COM-1162 or CYC-1157. Corequisite courses: CYC-1178.

CYC-1182 Outdoor Educational Experience • 1.5 credits
An experiential, adventure-based and multi-disciplinary experience to enhance education and personal development in, and through the outdoors. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-182.

CYC-1193 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-193. Prerequisites: take CYC-1169, CYC-1182, and COM-1162 or CYC-1157. Corequisite courses: CYC-1194.

CYC-1194 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-194. Prerequisites: take CYC-1169, CYC-1182, and COM-1162 or CYC-1157. Corequisite courses: CYC-1193.

CYC-2251 Family Support & Intervention
3 credits
An examination of the practice of family support and intervention as it pertains to child and youth care practice on both a theoretical and experiential level including family dynamics. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-251. Prerequisites: take CYC-1180, CYC-1173, HSP-1151. Corequisite courses: CYC-2255.

CYC-2255 CYC Clinical Practice II
6 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-255, CYC-256. Prerequisites: take CYC-1178, CYC-1180. Corequisite courses: CYC-2251, CYC-2280.

CYC-2263 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. Equivalent to CYC-263.

CYC-2269 Case Management and Evaluation • 3 credits
A study and application of case management and evaluation procedures for the human services. Focus is on the development of short- and long-term treatment plans, intervention strategies, and specific procedures that support a holistic/ecological model of practice. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-269. Prerequisites: take CYC-2251, CYC-2255, CYC-2280. Corequisite courses: CYC-2285.

CYC-2272 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-272, CYC-172.

CYC-2280 Counselling Techniques II
3 credits
A skills-based approach to interviewing and counselling interventions applicable 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-280. Prerequisites: take CYC-1180, CYC-1163, CYC-1175, CYC-1178. Corequisite courses: CYC-255.

Course Descriptions CYC 2285 - DCE 4456

CYC-2285 CYC Clinical Practice III
6 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to CYC-285, CYC-271. Prerequisites: take CYC-2251, CYC-2255, CYC-2280. Corequisite courses: CYC-2269.

(DCE) CONSERVATION ENFORCEMENT

DCE-2245 DFS Orientation • 1.5 credits
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 (DFSR), and keys to a successful placement. Equivalent to DCE-245.

DCE-2255 Ethics and Career Development • 3 credits
This course will examine ethical decision-making in the Natural Resources field. Many positions require that employees conduct themselves in a professional manner beyond reproach. Several positions, particularly those in resource enforcement, align with a code of ethics and standard of conduct. This course provides an overview of employment skills required by the resource industry and topics include job market research, networking, resume writing and entrepreneurship. Not available for supplemental. Equivalent to DCE-255, CPL-155.

DCE-2259 Intro to Conservation Law Investigations • 3 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. Equivalent to DCE-259. Prerequisites: take LAW-1161, CJP-3369. Corequisite courses: DCE-2259L.

DCE-3352 Parks and Protected Areas
3 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. Equivalent to DCE-352. Corequisite courses: DCE-3352L.

DCE-3354 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-354, DCE-350.

DCE-3377 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. Equivalent to DCE-377.

DCE-3389 Problem Wildlife Management
3 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. Equivalent to DCE-389. Prerequisites: take RRM-2258. Corequisite courses: DCE-3389L.

DCE-3390 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. Equivalent to DCE-390.

DCE-4455 Field Enforcement • 3 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. Equivalent to DCE-455.

DCE-4456 Investigations • 3 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. Equivalent to DCE-456.

Course Descriptions DCE 4460 - DCE 4496

DCE-4460 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. Equivalent to DCE-460.

DCE-4465 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. Equivalent to DCE-465.

DCE-4470 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. Equivalent to DCE-470.

DCE-4475 Problem Wildlife Techniques
3 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. Equivalent to DCE-475.

DCE-4476 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. Equivalent to DCE-476.

DCE-4480 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. Equivalent to DCE-480.

DCE-4485 Program Management
3 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. Equivalent to DCE-485.

DCE-4486 Advanced Enforcement Planning • 3 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. Equivalent to DCE-486.

DCE-4487 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. Equivalent to DCE-487.

DCE-4490 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. Equivalent to DCE-490.

DCE-4491 Senior Enforcement Project
6 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. Equivalent to DCE-491.

DCE-4495 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. Equivalent to DCE-495.

DCE-4496 Independent Study
6 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. Equivalent to DCE-496.

Course Descriptions DES 1153 - DRF 1153

(DES) DESIGN

DES-1153 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. Equivalent to DES-153.

DES-1155 Graphic Design • 3 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 DES-155, CMM-150.

DES-1156 Web Graphics, Layout & Interface Design • 3 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. Equivalent to DES-156.

DES-1160 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. Equivalent to DES-160.

(DEV) DEVELOPMENTAL STUDIES

DEV-0001 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 Equivalent to DEV-001.

DEV-0002 Developmental Studies 2 credits
These academic support courses provide supplemental instruction to learners registered in College and University Preparation courses for which students may be under-prepared or otherwise at-risk. These courses focus on developing a learner's ability to be self-directed, independent learners using learning strategies appropriate to their learning style and subject demands.

DEV-0003 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-0004 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-0005 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-1101 Developmental Studies 1.5 credits
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-1102 Developmental Studies 1.5 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-1103 Developmental Studies 1.5 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-1153 Introduction to Drafting 3 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-153, DRF-152.

Course Descriptions DRF 1160 - DRF 2274

DRF-1160 Mechanical Design & Drafting I • 3 credits
This course is an introduction to mechanical drafting. It expands on the concepts introduced in DRF153 - 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-160, DRF-163. Prerequisites: take CAD-1155, DRF-1153.

DRF-1165 Architectural Design & Drafting I • 3 credits
An introduction 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. Not eligible for Prior Learning Assessment. Equivalent to DRF-165. Prerequisites: take CAD-1155, DRF-1153. Corequisite courses: CON-1133.

DRF-2244 Practicum • 3 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. Not eligible for Prior Learning Assessment. Equivalent to DRF-244.

DRF-2261 Pressure Vessel Design 3 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. Equivalent to DRF-261, DRF-263. Prerequisites: take DRF-1160. Corequisite courses: CAD-2258.

DRF-2264 Topographical Drafting 3 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. Not eligible for Prior Learning Assessment. Equivalent to DRF-264. Prerequisites: take CAD-1155, CAD-1180, SUR-1162.

DRF-2265 Mechanical Design & Drafting II • 3 credits
This course is a continuation of DRF-1160 - 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. Equivalent to DRF-265. Prerequisites: take DRF-1160.

DRF-2268 Architectural Design & Drafting II • 3 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to DRF-268, DRF-250. Prerequisites: take CAD-1180, DRF-1165. Corequisite courses: CAD-2258.

DRF-2271 Mechanical Design & Drafting III • 3 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to DRF-271. Prerequisites: take DRF-2265, ENF-1150.

DRF-2272 Municipal Design & Drafting 3 credits
An introduction to the principles and practices related to municipal design and drafting, focusing on how information should be analyzed, interpreted, and recorded by the draftsperson. 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. Not eligible for Prior Learning Assessment. Equivalent to DRF-272, DRF-269. Prerequisites: take DRF-2264, ENF-1161.

DRF-2273 Architectural Design & Drafting III • 3 credits
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. Not eligible for Prior Learning Assessment. Equivalent to DRF-273. Prerequisites: take DRF-2268.

DRF-2274 Piping Design • 3 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. Equivalent to DRF-274, DRF-270. Prerequisites: take DRF-2261.

(EAP) ENGLISH ACADEMIC PURPOSES

EAP-0096 Academic Writing • 3 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. Equivalent to EAP-096. Prerequisites: take ESL-0094.

EAP-0097 Academic Communication 3 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, carry on debates, and effectively participate in college classroom discussions. Advanced pronunciation techniques will also be practiced throughout the course. Equivalent to EAP-097. Prerequisites: take ESL-0094.

EAP-0098 Academic Reading • 3 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. Equivalent to EAP-098. Prerequisites: take ESL-0094.

(ECE) EARLY CHILDHOOD EDUCATION

ECE-1151 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-151, ECE-158.

ECE-1154 Guiding Children's Behavior 3 credits
An exploration on how to effectively guide young children's behaviour using positive child guidance strategies. The importance of the early childhood education professional developing rapport with young children and supporting the development of positive self-esteem is stressed. Reflection on experiences with young children and knowledge of child growth and development help to understand why children behave in the ways they do. Not available for supplemental. Equivalent to ECE-154. Prerequisites: take COM-1162. Corequisite courses: ECE-1154L.

ECE-1155 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. Equivalent to ECE-155.

ECE-1156 Development Through Play 3 credits
An introduction to play as a natural but integral factor of the child's intellectual, physical, social, emotional, language and creative development. Topics include: 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 spaces. Not available for supplemental. Equivalent to ECE-156. Prerequisites: take ECE-1155. Corequisite courses: ECE-1156L.

ECE-1160 Observation and Recording 3 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. Equivalent to ECE-160.

ECE-1162 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. Equivalent to ECE-162. Corequisite courses: ECE-1162L.

ECE-1180 Field Placement I 1.5 credits
A field placement completed under the guidance of experienced early childhood professionals in a variety of community settings. This first placement provides the opportunity to integrate classroom knowledge with practical experience. Focus is on developing skills in observing and recording children's behaviour, appropriate interaction skills, and demonstrating personal and professional attitudes and behaviours needed to be an effective early childhood professional. Not available for supplemental. Equivalent to ECE-180.

ECE-1181 Field Placement II 3 credits
A second field placement completed under the guidance of experienced early childhood professionals in a variety of community settings. Focus is on planning, implementing and evaluating developmentally appropriate activities and play areas and further refinement of recording observations and interaction skills. Demonstration of personal and professional attitudes and behaviours needed to be an effective early childhood professional is reinforced. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ECE-181. Prerequisites: take ECE-1180, ECE-1162.

Course Descriptions ECE 2251 - ECE 2280

ECE-2251 Diversity in ECE • 1.5 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. Equivalent to ECE-251.

ECE-2252 Child and Family
1.5 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. Equivalent to ECE-252. Prerequisites: take ECE-1155, PSY-1170.

ECE-2253 Family and Community
1.5 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. Equivalent to ECE-253. Prerequisites: take ECE-2252.

ECE-2255 School-Aged Programming
3 credits
Students examine the role of the early childhood professional and the goals and philosophy of school-aged care programs for children ages 6 to 12. Students learn about the school-aged child, their developmental characteristics, interests and capabilities. The current legislation, standards and professional qualifications that support quality school-aged programs is examined. Not available for supplemental. Equivalent to ECE-255. Prerequisites: take ECE-2264.

ECE-2257 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. Equivalent to ECE-257. Prerequisites: take ECE-2264.

ECE-2260 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. Equivalent to ECE-260. Prerequisites: take PSY-1171.

ECE-2262 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. Equivalent to ECE-262. Prerequisites: take ECE-1162.

ECE-2263 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. Equivalent to ECE-263. Prerequisites: take ECE-1162. Corequisite courses: ECE-2263L.

ECE-2264 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. Equivalent to ECE-264. Prerequisites: take ECE-1156, PSY-1171.

ECE-2266 Team Building • 1.5 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. Equivalent to ECE-266. Prerequisites: take COM-1162.

ECE-2270 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. Equivalent to ECE-270.

ECE-2280 Field Placement III
3 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. Equivalent to ECE-280. Prerequisites: take ECE-1181, ECE-1154.

ECE-2281 Field Placement IV • 3 credits
A final field placement completed under the guidance of experienced early childhood professionals in a variety of community settings. Focus is on planning, implementing and evaluating developmentally appropriate activities, field trips and play areas as well as evaluating, adjusting and using the record keeping system developed in Field Placement III. Demonstration of personal and professional attitudes and behaviours needed to be an effective early childhood professional is expected. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ECE-281. Prerequisites: take ECE-2262, ECE-2264, ECE-2280.

(ECN) ECONOMICS

ECN-1180 Microeconomics
3 credits
Microeconomics is the study of the decisions made by individual households, firms, and industries in the production and consumption of goods and services. It includes comprehensive coverage of supply and demand and the factors which impact these. Equivalent to ECN-180, ECN-181.

ECN-2253 Macroeconomics • 3 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 ECN1180 be completed before ECN2253. Equivalent to ECN-253.

(EDU) EDUCATION

EDU-1153 Foundations of Educational Assistance • 3 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. Included is an overview of the various developmental disabilities/delays and their characteristics. Not available for supplemental. Equivalent to EDU-153, EDU-151.

EDU-1155 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. Equivalent to EDU-155. Corequisite courses: EDU-1155L.

EDU-1156 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. Equivalent to EDU-156. Corequisite courses: EDU-1156L.

EDU-1158 Physical & Medical Impairments • 1.5 credits
An examination of educational issues and techniques for supporting students with physical and medical disabilities. The need for assistive devices and technology is discussed. Not available for supplemental. Equivalent to EDU-158.

EDU-2250 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. Not eligible for Prior Learning Assessment. Equivalent to EDU-250, EDU-157.

EDU-2252 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. Not eligible for Prior Learning Assessment. Equivalent to EDU-252.

EDU-2255 Educational Trends
1.5 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. Not eligible for Prior Learning Assessment. Equivalent to EDU-255.

EDU-2258 Case Studies of Challenging Behaviour • 3 credits
This course will further develop competency in strength-based, positive intervention analysis and design. Using a best practice approach, case studies of children with specific exceptionalities will be utilized to enable assistants to locate and apply appropriate Alberta Learning resources. The focus includes, but is not limited to, children affected with Autism spectrum, behavioral disorders and learning disabilities. Not available for supplemental. Equivalent to EDU-258. Prerequisites: take RSP-1155.

EDU-2260 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. Not eligible for Prior Learning Assessment. Equivalent to EDU-260. Prerequisites: take EDU-2258.

Course Descriptions EDU 2266 - ENG 0080

EDU-2266 Sensory Impairments
3 credits
This course is a blend of theory and practice, examining educational issues and techniques in supporting children affected by autism, visual and hearing impairments. Each syndrome will be looked at from a sensory perspective. The use of augmentative communication systems such as sign language and picture exchange systems and amplification systems as well as strategies to work with children affected by sensory impairments will be discussed. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to EDU-266, EDU-159.

(ENF) ENGINEERING FUNDAMENTALS

ENF-1135 Statics • 3 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 to be covered include forces and their effects, resultants of coplanar force systems, equilibrium of coplanar force systems, analysis of structures, centre of gravity, moments of inertia and diagrams of shear force and bending moments. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ENF-135. Prerequisites: take PHY-1143. Corequisite courses: ENF-1135L.

ENF-1150 Strength of Materials
3 credits
This course studies the strength of materials, those properties of a material that enable it to resist the action of external forces and the resulting internal stresses of deformation. It provides students with the mathematical fundamentals required for further study in structural design. Topics to be covered include friction, direct stress and strain, shear stress and strain, design properties, thermal stress, torsion, bending stress, deflection and combined stresses in beams and columns. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ENF-150. Prerequisites: take MTH-1149, ENF-1135.

ENF-1155 Properties of Engineering Material • 3 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. Equivalent to ENF-155. Corequisite courses: ENF-1155L.

ENF-1158 Soils • 3 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to ENF-158, ENF-157. Corequisite courses: ENF-1158L.

ENF-1161 Fluid Mechanics • 3 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. Equivalent to ENF-161. Prerequisites: take MTH-1149. Corequisite courses: ENF-1161L.

ENF-1168 Construction Materials
3 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to ENF-168. Corequisite courses: ENF-1158, ENF-1168L.

(ENG) ENGLISH

ENG-0063 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. Equivalent to ENG-063.

ENG-0070 English 0070 • 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. Equivalent to ENG-070.

ENG-0080 English 0080 • 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-0070 or equivalent. Equivalent to ENG-080.

Course Descriptions ENG 0085 - ENG 1165

ENG-0085 English 0085 • 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. Equivalent to ENG-085.

ENG-0090 English 0090 • 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-0080 or ENG-0085, or equivalent. Equivalent to ENG-090.

ENG-0095 English 0095 • 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-0085 or ENG-0090 or equivalents. Equivalent to ENG-095.

ENG-1130 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-130, ENG-101.

ENG-1133 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 1133 is a prerequisite for enrolment in English 1145 in the Winter semester. Not available for supplemental. Equivalent to ENG-133.

ENG-1142 English for Allied Health
1.5 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. Equivalent to ENG-142.

ENG-1145 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 1133. 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. Equivalent to ENG-145. Prerequisites: take ENG-1133.

ENG-1146 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. Equivalent to ENG-146.

ENG-1150 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. Equivalent to ENG-150.

ENG-1154 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-154, ENG-143.

ENG-1155 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. Equivalent to ENG-155. Corequisite courses: BIO-1163.

ENG-1156 Business Writing • 3 credits
An introduction to the technical skills required for effective business writing. Assignments will cover topics from basic business letters to informal and short business reports. Not available for supplemental. Equivalent to ENG-156.

ENG-1165 Intro to Creative Writing
3 credits
This course is an elective for students or would-be-writers in the greater community who wish to develop their creative potential beyond the confines of traditional non-fiction genres such as the essay and freelance article. The focus is on the genres of poetry, fiction, and drama/ creative non-fiction. Class time is divided between lecture/discussion and workshop analysis of student works. Students will be expected to complete set assignments within each of the three chosen genres and will be encouraged to attend local readings sponsored by the Canada Council, where they will have the opportunity to meet and discuss the work of professional creative writers. Service Learning opportunity may be available. Not available for supplemental. Equivalent to ENG-165, HUM-152.

Course Descriptions ENG 1175 - ENG 2285

ENG-1175 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. Equivalent to ENG-175.

ENG-1176 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. Equivalent to ENG-176. Prerequisites: take ENG-1175.

ENG-1180 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. Equivalent to ENG-180.

ENG-1185 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. Equivalent to ENG-185.

ENG-1190 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. Equivalent to ENG-190.

ENG-2260 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. Equivalent to ENG-260.

ENG-2285 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. Equivalent to ENG-285. Prerequisites: take ENG-1150 or ENG-1190.

Course Descriptions ENG 2290 - ENV 3355

ENG-2290 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-2290: 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-2295: Telling Stories II, where the student's original screenplay is produced in the form of a four-minute short film. Not available for supplemental. Equivalent to ENG-290. Prerequisites: take any one of ENG-1190, HUM-1190, CAP-1161, or WRI-1150.

(ENV) ENVIRONMENTAL SCIENCES

ENV-2255 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-255, ENV-250.

ENV-2265 Parks & Recreation Operations • 3 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. Equivalent to ENV-265. Corequisite courses: ENV-2265L.

ENV-2275 Environmental Sampling & Forensics • 3 credits
This course involves the proper collection, preservation and handling of environmental samples that are used to support the enforcement of environmental regulations. Crime scene security, quality assurance, quality control and the continuity of evidence are included in the course. Various methods of assessment will be used to analyse biological, physical and chemical samples. Not available for supplemental. Equivalent to ENV-275. Corequisite courses: ENV-2275L.

ENV-2280 Contaminant Management
3 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. Equivalent to ENV-280. Corequisite courses: ENV-2280L.

ENV-2290 Site Restoration & Reclamation • 3 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. Equivalent to ENV-290. Corequisite courses: ENV-2290L.

ENV-2297 Environmental Impact Assessment • 3 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. Equivalent to ENV-297. Corequisite courses: ENV-2297L.

ENV-3350 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. Equivalent to ENV-350.

ENV-3355 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. Equivalent to ENV-355.

Course Descriptions ENV 3370 - ESL 0046

ENV-3370 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. Equivalent to ENV-370. Prerequisites: take STS-2255.

(ESL) ENGLISH AS A SECOND LANGUAGE

ESL-0019 ESL Writing Workshop 1.5 credits
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. Equivalent to ESL-019.

ESL-0021 Pronunciation for ESL Students • 1.5 credits
This elective course focuses on correct pronunciation for students whose first language is other than English. It is offered in a 12-hour unit. Equivalent to ESL-021.

ESL-0022 Communicating in English 1.5 credits
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. Equivalent to ESL-022.

ESL-0026 TOEFL Preparation Level I 1.5 credits
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. Equivalent to ESL-026.

ESL-0027 TOEFL Preparation Level II 1.5 credits
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. Equivalent to ESL-027. Prerequisites: take ESL-0026.

ESL-0029 Study and Work Success II 3 credits
This course is offered to ESL students 5 hours per week and runs concurrently with the ESL credit program. Students will learn study skills which will assist them in being successful students. They will also learn how to find and retain jobs in the Canadian workplace. This course offers more ESL studies at this level over a longer timeframe. The course is compulsory for funded students. Equivalent to ESL-029.

ESL-0034 ESL 3B • 6 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 available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ESL-034.

ESL-0035 ESL Grammar Level 1 3 credits
Basic sentences in English are formed using nouns, verb tenses, adjectives, adverbs as well as other main parts of speech. Using functional materials, a variety of classroom- and community-based activities encourage real language usage. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0036 ESL Reading Level 1 3 credits
Focus is on learning to understand texts through pre-reading, vocabulary development, reading and post-reading activities. The skills of skimming, scanning, and guessing new vocabulary through understanding the context, finding the topic and main idea, and making inferences are developed. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0037 ESL Writing Level 1 3 credits
Focus is on writing simple sentences and paragraphs related to a sequence of events, describing a picture or person and using appropriate conventions in salutations and closings in personal letters. Rules for basic writing mechanics are introduced. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0038 ESL Communication Level 1 3 credits
Topics of interest and interactive exercises are used to develop speaking and listening skills in many different contexts. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0044 ESL 4B • 6 credits
The primary goal of this mid-level beginning course is to provide basic vocabulary and structure to enable students to more readily understand and respond to some questions and instructions, to communicate regarding basics for life in Canada, and to provide a framework for further ESL studies. Classroom activities include Total Physical Response, mimes, games, music, storytelling, role-playing, survey taking, field trips and information quests into the community. This course offers more ESL studies at this level over a longer timeframe. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ESL-044.

ESL-0045 ESL Grammar Level 2 3 credits
Building upon the grammar presented in level 1, this course emphasizes basic structures as well as some variations and their semantic differences. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0046 ESL Reading Level 2 3 credits
Skills-based materials are used to develop and expand on reading skills. Authentic and interest-related texts as well as graded readers (novelettes) reinforce increased reading fluency. Not available for supplemental. Not eligible for Prior Learning Assessment.

Course Descriptions ESL 0047 - ESL 0076

ESL-0047 ESL Writing Level 2
3 credits
Rules for correct usage of basic writing mechanics are used to produce correctly formatted personal and formal letters, notes, email and phone messages. More detailed paragraphs related to a sequence of events or descriptions of a person or picture are produced. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0048 ESL Communication Level 2
3 credits
Focus is on vocabulary related to everyday topics in conversation and discussion format, practicing public speaking skills, both prepared and impromptu, listening to conversations presented in different accents and answering comprehension questions. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0054 ESL 5B • 6 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 available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ESL-054.

ESL-0055 ESL Grammar Level 3
3 credits
Focus is on more complex verb tenses and different parts of speech, including past, present and future modal verbs, and comparative and superlative adjectives. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0056 ESL Reading Level 3
3 credits
Thematically based units focus on key reading skills. Skills-based texts as well as a variety of authentic and high interest texts support students to become more confident and increasingly fluent readers. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0057 ESL Writing Level 3
3 credits
Focus is on writing one paragraph compositions in a variety of styles and situations, including descriptive, narrative, personal situations and the sequencing of events. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0058 ESL Communication Level 3
3 credits
Skills developed include how to open, close and respond to casual small talk, carry on basic phone conversations, give and understand simple instructions, explain everyday activities, express preferences, satisfaction or dissatisfaction, use idiomatic expressions and present a speech or PowerPoint presentation. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0064 ESL 6B • 6 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 available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ESL-064.

ESL-0065 ESL Grammar Level 4
3 credits
Building on the fundamentals, more complex structures including the passive voice and the use of gerunds and infinitives are introduced. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0066 ESL Reading Level 4
3 credits
A variety of reading materials ranging from the short story to newspapers and magazine articles are utilized. Development processes include pre-reading discussions, skimming, determining the main idea and supporting details, preparing graphic organizers and word webs, making predictions, and writing personal responses to readings. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0067 ESL Writing Level 4
3 credits
Preparation for academic writing is highlighted. Focus is on writing a variety of well-developed paragraphs with appropriate topic, body and concluding sentences and distinguishing between purpose and audience for personal, academic and business correspondence. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0068 ESL Communication Level 4
3 credits
Vocabulary building (including idioms) and expanding strategies to improve critical listening skills and speaking fluency are emphasized to enhance verbal communication in the workplace or school and for personal purposes. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0074 ESL 7B • 6 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 available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ESL-074.

ESL-0075 ESL Grammar Level 5
3 credits
Grammatical structures studied in previous levels are comprehensively reviewed. Emphasis is placed on idiomatic expressions, phrasal verbs and prepositional phrases. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0076 ESL Reading Level 5
3 credits
Vocabulary is increased by reading intermediate ESL texts, articles from the internet, magazines and newspaper. A novel and reading projects related to the novel are completed. Not available for supplemental. Not eligible for Prior Learning Assessment.

Course Descriptions ESL 0077 - FAD 1150

ESL-0077 ESL Writing Level 5
3 credits
Multiple-paragraph compositions on different topics using various writing styles are practiced. Essay format is introduced. Writing simple, compound and complex sentences are mastered. The use of select phrasal verbs in writing is covered. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0078 ESL Communication Level 5
3 credits
Building on the basics presented in previous courses, listening and speaking skills are further developed in a variety of different contexts including the delivery of brief presentations on academic topics. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0084 ESL 8B • 6 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 available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to ESL-084.

ESL-0085 ESL Grammar Level 6
3 credits
Focus is on complex structures commonly used in college level papers. Included are various types of conditional sentences, reduced adverb clauses, and cause and time subordinators. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0086 ESL Reading Level 6
3 credits
Skills and strategies to improve academic vocabulary are developed. Predicting, skimming, scanning and inferencing skills continue to be practiced. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0087 ESL Writing Level 6
3 credits
Emphasis is on writing formal one to five paragraph compositions in a variety of styles and situations including descriptive, narrative, comparisons and processes. The use of adverbial, adjectival and noun clauses and connectors such as conjunctions, adverbials and subordinators are also covered. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0088 ESL Communication Level 6
3 credits
In preparation for college level courses, the focus is on pronunciation, listening to speeches, note taking, giving presentations and working in groups. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0094 ESL 9B • 6 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. Equivalent to ESL-094.

ESL-0095 ESL Grammar Level 7
3 credits
Previous learning is reviewed with an in-depth look into subtle semantic variations of the English language. A wide range of structures including common idiomatic expressions, phrasal verbs and the use of the subjunctive are covered. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0096 ESL Reading Level 7
3 credits
Focus is on the comprehension of material from advanced ESL texts and advanced vocabulary from a variety of sources including the Academic Word List. A novel study and an independent reading project are completed. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0097 ESL Writing Level 7
3 credits
Focus is on writing various types of essays such as recounting a story, procedural writing, persuasive writing, narratives and letters. Writing demonstrates the use of agreement, parallelism and direct and indirect speech. Not available for supplemental. Not eligible for Prior Learning Assessment.

ESL-0098 ESL Communication Level 7
3 credits
Emphasis is on oral discussions, vocabulary expansion, following and comprehending extended verbal lectures, taking effective notes, and participating and contributing effectively in class discussion on academic topics. Not available for supplemental. Not eligible for Prior Learning Assessment.

(ETS) TECHNOLOGY STUDIES

ETS-1151 Intro to Technology Studies
3 credits
This course covers the impact of technology on society, environmental issues, sustainable development, workplace safety, historical perspective and future trends. Equivalent to ETS-151.

(FAD) FIRST AID

FAD-1150 Safety Oriented First Aid/CPR
1.5 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. Equivalent to FAD-150.

(FAS) FETAL ALCOHOL SPECTRUM DISORDER

FAS-1150 Introduction to FASD
1.5 credits
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. Equivalent to FAS-150.

FAS-1151 Prevention of FASD
1.5 credits
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. Equivalent to FAS-151. Prerequisites: take FAS-1150.

FAS-1152 Brain Function and FASD
3 credits
An introduction to the challenges faced by individuals affected by prenatal alcohol exposure, their families, support workers, and the community. Topics include terminology, assessment/diagnostic secondary characteristics as they present across the lifespan. Emphasis is on components and functions of the brain and the impact of prenatal alcohol exposure on attention, memory, cognition, language, sensory perception, social emotional behaviours and impulsivity. Not available for supplemental.

FAS-1153 Community Systems & FASD
3 credits
An examination of the various types of prevention and intervention initiatives at the regional, provincial and national levels. Emphasis is on strategies that create holistic community supports including those that address safety issues, sexuality, abuse and interactions with the legal/justice systems. Not available for supplemental.

FAS-1154 Case Management with FASD
1.5 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. Equivalent to FAS-154. Prerequisites: take FAS-1155. Corequisite courses: FAS-1176.

FAS-1155 Support Strategies for FASD
3 credits
Builds on existing knowledge of FASD. The results of formal and informal assessments across domains identify challenges and capabilities for the creation of person-centered supports for individuals, their family and/or support members. Emphasis is placed on using a lifespan approach within a community context. Critical thinking skills are used to explore trends and issues surrounding intervention practices in respect to the primary disability and secondary adverse outcomes. Not available for supplemental. Equivalent to FAS-155. Prerequisites: take FAS-1152.

FAS-1156 Brain and Behaviour
1.5 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. Equivalent to FAS-156. Prerequisites: take FAS-1150.

FAS-1166 Practicum I • 1.5 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-166, FAS-165. Prerequisites: take FAS-1150, FAS-1155.

FAS-1172 Practicum II • 3 credits
An exploration of case management strategies for effective planning and advocating for natural and lifelong supports needed by individuals affected by FASD. Course work is applied in a supervised practicum placement. Expectations include skills in observation, assessment, behavioural support, evaluation, development of intervention/support plans from a multi-disciplinary team perspective, prevention and family support and connecting persons to supports in the community. Not available for supplemental. Not eligible for Prior Learning Assessment. Prerequisites: take HSP-1165.

FAS-1176 Practicum II • 1.5 credits
This course provides students with the opportunity to progressively demonstrate skills in the area of observation, assessment, behavioral support, prevention and family support. Students will focus on understanding case management and connecting the persons supported to supports in the community. Students are expected to successfully demonstrate effective and appropriate intervention strategies. Placements may occur within disability services, the education system, early intervention, addictions, advocacy, health or justice. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to FAS-176. Prerequisites: take FAS-1166, FAS-1156. Corequisite courses: FAS-1154.

(FDM)FASHION DESIGN AND MARKETING

FDM-1153 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. Equivalent to FDM-153. Prerequisites: take DES-1160, FDM-2201.

Course Descriptions FDM 1155 - FDM 2255

FDM-1155 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. Equivalent to FDM-155. Corequisite courses: FDM-1155L.

FDM-1156 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. Equivalent to FDM-156. Prerequisites: take FDM-1155. Corequisite courses: FDM-1156L.

FDM-1158 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. Equivalent to FDM-158.

FDM-1162 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. Equivalent to FDM-162. Prerequisites: take FDM-1155, FDM-1175.

FDM-1168 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. Equivalent to FDM-168. Prerequisites: take FDM-1158.

FDM-1175 Industrial Sewing
3 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-175, FDM-154. Corequisite courses: FDM-1175L, PAT-170.

FDM-1187 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. Equivalent to FDM-187.

FDM-2201 Fashion Drawing
3 credits
This course introduces different types of fashion drawing including illustration and computerized technical drawing on an industry standard fashion figure, utilizing drawing as an effective communication tool. Students are also introduced to drawing applications for basic concepts of apparel design and layout through research and projects. Student work will demonstrate elements and principles of line and shape used to accurately depict garment construction, and colour theory applicable to textile rendition. Not available for supplemental. Equivalent to FDM-201.

FDM-2235 Garment Construction
3 credits
A skills-based approach to sewing techniques in completing assigned samples that demonstrate garment construction techniques in accordance with industry standards. After incorporating current trend analysis, skills are applied in completing a selection of garments constructed from student drafted industry standard patterns. Specialty fabrics may be used. Use of lining and/or underlining must be demonstrated. Equivalent to FDM-235. Prerequisites: take FDM-1175. Corequisite courses: PAT-2268.

FDM-2251 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. Equivalent to FDM-251. Prerequisites: take FDM-1175, PAT-1170.

FDM-2254 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. Equivalent to FDM-254. Prerequisites: take FDM-2235, PAT-2268.

FDM-2255 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. Equivalent to FDM-255. Prerequisites: take FDM-2235, PAT-2269.

Course Descriptions FDM 2256 - FWK 2252

FDM-2256 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. Equivalent to FDM-256. Prerequisites: take FDM-1175.

FDM-2258 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. Equivalent to FDM-258. Prerequisites: take FDM-1187.

FDM-2270 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. Equivalent to FDM-270. Prerequisites: take ACC-1126 or ACC-1170.

FDM-2273 Apparel Production • 3 credits
Students practice skills needed in planning and implementing apparel mass 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. Equivalent to FDM-273. Prerequisites: take FDM-1175, FDM-2256.

FDM-2295 Practicum • 3 credits
A capstone course that utilizes skills acquired from core program courses. Practicum placements offer learning experiences outside of the classroom with fashion industry-related companies. Students are introduced to the practical application of professional fashion design and marketing skills. Not available for supplemental. Equivalent to FDM-295. Prerequisites: take FDM-1153.

(FWK) FIELD WORK

FWK-1125 Automotive Field Work
1.5 credits
One week will be spent in an automotive shop setting with a work-site based experience host. The student will be exposed to industry demands and conditions. Graduates will prepare a complete resume, application and cover letter. Not available for supplemental. Equivalent to FWK-125. Prerequisites: take AST-1116, AST-1122.

FWK-1160 Field Placement I
1.5 credits
This course is a general practicum designed for exposure to a variety of children with near-code or coded academic difficulties. Students in this practicum focus on adjusting to a professional school environment with reporting protocols to the teacher emphasized. Students will use their developing skills to make objective observations while helping in the classroom and reflect on their helping skills. Learning to record in an objective manner is an important part of this practicum. Students are expected to act and behave in a professional manner within the school environment. Students will be placed in schools in the community and surrounding areas. Integration seminars will give students opportunities to discuss and analyze experiences in their placement settings. Not available for supplemental. Equivalent to FWK-160.

FWK-1163 Field Placement II
1.5 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. Not eligible for Prior Learning Assessment. Equivalent to FWK-163. Prerequisites: take FWK-1160.

FWK-2250 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-250.

FWK-2252 Work Experience • 3 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. Equivalent to FWK-252.

Course Descriptions FWK 2253 - GEO 1170

FWK-2253 Managed Internship
3 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. Equivalent to FWK-253. Prerequisites: take CMM-2291.

FWK-2260 Field Placement III
1.5 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. Not eligible for Prior Learning Assessment. Equivalent to FWK-260. Prerequisites: take FWK-1163.

FWK-2262 Field Placement IV
1.5 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. Not eligible for Prior Learning Assessment. Equivalent to FWK-262. Prerequisites: take FWK-2260.

FWK-2272 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 FWK-272, CJP-272.

FWK-2273 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 FWK-273, CJP-273.

(GEO) GEOGRAPHY

GEO-1150 Geographical Science
3 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 supplemental. Equivalent to GEO-150. Corequisite courses: GEO-1150L.

GEO-1160 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 supplemental. Equivalent to GEO-160. Corequisite courses: GEO-1150.

GEO-1165 Geographic Information Systems • 3 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 GEO-165, RRM-276. Prerequisites: take RRM-1196. Corequisite courses: GEO-1165L.

GEO-1166 Physical Geology • 3 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 GEO-166, RRM-266. Corequisite courses: GEO-1166L.

GEO-1170 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 supplemental. Equivalent to GEO-170. Corequisite courses: GEO-1150.

Course Descriptions GEO 1182 - HCA 1105

GEO-1182 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 supplemental. Equivalent to GEO-182, GEO-180, GEO-270. Corequisite courses: GEO-1160, GEO-1170, SUR-1162.

GEO-2253 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. Students will participate in practical projects related to current land planning issues. Not available for supplemental. Equivalent to GEO-253, GEO-250. Corequisite courses: SUR-2264.

GEO-2255 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 supplemental. Equivalent to GEO-255. Prerequisites: take CAD-1155, CPU-1150. Corequisite courses: GEO-2255L.

GEO-2256 Geographic Information Systems II • 1.5 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. Equivalent to GEO-256. Prerequisites: take GEO-2255.

GEO-2260 Cartography • 3 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. Equivalent to GEO-260. Prerequisites: take GEO-1160.

GEO-2276 Advanced GIS • 3 credits
This course reviews and expands upon the principles of GIS covered in the introductory GIS course (GEO 165) and introduces the new topics of data quality assessment, GIS development and implementation, advanced analysis techniques, environmental modeling and specialized environmental applications. The weekly labs support these topics and prepare the students for the final project, an environmental analysis project of their own creation using the ArcGIS program and its extensions. Not available for supplemental Equivalent to GEO-276. Prerequisites: take GEO-1165. Corequisite courses: GEO-2276L.

GEO-2280 Advanced GIS Systems 3 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. Equivalent to GEO-280. Prerequisites: take CON-1155 GEO-2255.

GEO-2290 Advanced Digital Remote Sensing • 3 credits
An exploration into 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. Not eligible for Prior Learning Assessment. Equivalent to GEO-290. Prerequisites: take GEO-1170.

(HCA) HEALTH CARE AIDE

HCA-1101 Safe Work Practices 1.5 credits
In this course, students will learn to identify, manage and prevent environmental hazards. Students will also understand how to provide safe care for clients, themselves, and others. In addition, they will learn how to function effectively as a team member. Equivalent to HCA-101. Corequisite courses: HCA-1101L.

HCA-1102 Intro to Daily Living Activities 1.5 credits
This course will provide students with knowledge on how to support clients with lifts, transfers and positioning. Skills needed to assist clients with daily grooming and hygiene will be acquired. Students will learn to identify, manage and prevent risks associated with assisting clients before, during and after meals. Structure and function of gastric system and elimination processes will be discussed. Equivalent to HCA-102. Corequisite courses: HCA-1102L.

HCA-1103 Assist With Medication Delivery • 1.5 credits
This course examines the factors related to taking medications: conditions, purpose, side effects and actions. A mixture of theory and lab classes will allow the student to become confident and competent with different medications. Students will learn to use the appropriate terminology related to assisting with medication delivery. Equivalent to HCA-103. Corequisite courses: HCA-1103L.

HCA-1104 Working With Dementia Clients • 1.5 credits
The focus of this course is to understand the process of dementia and how to properly care for patients with this diagnosis. Cognitive and physical decline in residents will be covered. Equivalent to HCA-104.

HCA-1105 Practicum I • 1.5 credits
This 100-hour practicum incorporates the theory from HCA-1101 to HCA-1104 and allows students to put theory into practice in a health care setting. Equivalent to HCA-105.

Course Descriptions HCA 1106 - HSP 1150

HCA-1106 Working in Health Care
3 credits
Students will focus on how to share information in a safe, ethical and respectful manner based on the needs of their clients. The purpose of the client's chart and the information listed inside it will be examined, as well as the legislated acts that affect both the client and the health-care worker. The concepts of conflict, criticism and constructive feedback will be explored. Speech and language disorders will be covered with an emphasis on communication aids and strategies to promote the helping relationship with clients. Equivalent to HCA-106. Corequisite courses: HCA-1106L.

HCA-1107 Health and Chronic Illness
3 credits
The focus of this course is to understand the structure and function of the human body. Chronic illnesses that may be encountered will be identified. Students will learn how to provide safe care based on best practices according to the clients' diagnoses, needs and care plans. Equivalent to HCA-107.

HCA-1108 Activities of Daily Living
1.5 credits
In this course, students will learn how to assist clients in day-to-day activities. Assisting clients in meeting their personal hygiene needs of bathing in a safe, comfortable and supportive manner will be addressed. Students will learn methods of bed making and how to use assistive devices while ensuring client comfort and safety. How to take care of the body, how to address the grieving process, and how to meet the care needs of the family will also be explored. Equivalent to HCA-108. Corequisite courses: HCA-1108L.

HCA-1109 Clients With Complex Care
1.5 credits
In this course, students will learn strategies for assisting diverse client groups. Students will also become familiar with the types of nasogastric and gastrostomy tube feeds and client conditions that require drainage. Students will learn about vital signs and become acquainted with the equipment used to measure them. Collection, transportation, and handling specimens will also be addressed. Equivalent to HCA-109. Corequisite courses: HCA-1109L.

HCA-1110 Special Care Diverse Clients
1.5 credits
Throughout this course, students will learn what it means to be physically disabled or developmentally delayed. Stages of child care including pain, abuse, discipline and other issues will be discussed. General information on different mental health disorders commonly found in society will also be covered. Equivalent to HCA-110. Corequisite courses: HCA-1110L.

HCA-1111 Practicum II • 1.5 credits
This 100-hour practicum incorporates the theory from HCA-1106 to HCA-1110 and allows students to put theory into practice in a healthcare setting. Equivalent to HCA-111.

HCA-1115 Assist with Activities of Daily Living • 3 credits
A skills-based approach to providing client comfort and care. Emphasis is placed upon assisting clients with mobility and mealtime, as well as with basic tasks of grooming and hygiene. Instruction focuses on the safety of both the client and the caregiver. Corequisite courses: HCA-1115L.

HCA-1116 Specialized Client Needs
3 credits
An introduction to caring for the needs of individuals with varying mental health diagnoses, developmental delays, and physical disabilities. Addresses care strategies for clients from infancy through to adulthood. Provides general introduction to characteristics of common mental and physical conditions. Corequisite courses: HCA-1116L.

(HIS) HISTORY

HIS-1170 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 critically engage with course content and activities with the objective of cultivating an understanding of the historical antecedents of contemporary western civilization. Not available for supplemental. Equivalent to HIS-170, HIS-260.

HIS-2265 Canadian History • 3 credits
A study of the major philosophical, cultural, economic, and political landmarks of Canadian history through the eras of New Frances, British North America, Confederation and 20th century. Not available for supplemental. Equivalent to HIS-265. Prerequisites: take any one of HIS-1170, PSC-1150, PSC-1161, or PSC-1165.

HIS-2270 American History • 3 credits
A study of the major philosophical, cultural, economic and political landmarks of American history during the colonial, revolutionary, Civil War and reconstruction, and 20th century periods. Not available for supplemental. Equivalent to HIS-270. Prerequisites: take any one of HIS-1170, HIS-2265, PSC-1161, or PSC-1165.

(HSP) HUMAN SERVICE PRACTICE

HSP-1125 Medication Administration
1.5 credits
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 HSP-125, RSP-125.

HSP-1150 Foundations of Human Services • 1.5 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. Equivalent to HSP-150.

Course Descriptions HSP 1151 - HUM 1155

HSP-1151 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 HSP-151, CYC-151.

HSP-1153 Foundations of Community Inclusion • 3 credits
A study of how personal values and beliefs affect attitudes towards, and interactions with, individuals of differing abilities and/or cultural backgrounds. Current service delivery models are discussed by reviewing historical influences, political, legislative and sociocultural factors. Topics include respectful language, legal and human rights, advocacy, community inclusion, multi-cultural diversity, ethical decision making practices and professionalism in the human services. Not available for supplemental.

HSP-1155 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. Equivalent to HSP-155.

HSP-1160 Community Linkages 1.5 credits
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. Equivalent to HSP-160.

HSP-1165 Practicum I • 3 credits
The analysis of a wide range of community agencies and support services available to individuals with FASD/disabilities and their families. Considers the role of the support worker as an advocate for building community capacity. Course work is applied in a supervised practicum placement. Expectations include interacting with individuals and/or their families in a respectful manner, understanding diagnosis and assessment processes, describing intervention strategies, recording observations and providing basic support. Not available for supplemental.

(HTH) HEALTH

HTH-1121 Hospital Administration 1.5 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. Equivalent to HTH-121.

HTH-1125 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. Equivalent to HTH-125.

HTH-1131 Unit Clerk Practicum 1.5 credits
This course is a three-week practicum, consisting of 120 hours of work experience in a hospital setting. The experience will allow participants to practice their newly learned skills in a Unit Clerk setting. During the practicum experience, students will be assigned rotations that may include a variety of shifts such as days, evening or nights. The rotation may also include weekends. This course is not subject to supplemental. This course is graded CR/NCR. Equivalent to HTH-131.

HTH-1141 Health Care Billing 1.5 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to HTH-141.

HTH-2250 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. Not eligible for Prior Learning Assessment. Equivalent to HTH-250.

HTH-2255 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. Not available for supplemental. Equivalent to HTH-255. Prerequisites: take NSG-2251, NSG-2252, NSG-2253, NSG-2256, PSY-1170, PSY-2251. Corequisite courses: NSG-2257, NSG-2258, NSG-2259, NSG-2267.

(HUM) HUMANITIES

HUM-1150 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. Equivalent to HUM-150.

HUM-1155 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. Equivalent to HUM-155.

Course Descriptions HUM 1158 - HUM 2281

HUM-1158 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. Equivalent to HUM-158.

HUM-1165 Introduction to Archaeology 3 credits
HUM-1165 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. Equivalent to HUM-165.

HUM-1180 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. Equivalent to HUM-180.

HUM-1190 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. Equivalent to HUM-190.

HUM-1195 Cultural Anthropology 3 credits
This humanities/social science course explores the wonderful diversity of human cultures around the globe. It takes the view that we can learn more about ourselves by learning more about others. Anthropology, the study of humanity, asks a fundamental question: If we are all human beings, then why do we seem to be so different from each other? This course will help students increase their knowledge and understanding of the peoples with whom they share the Earth. It surveys approaches used by anthropologists to study humanity in all its variety and probes some of their explanations for diverse human cultural practices. The course considers how anthropology helps us understand contemporary global problems such as population growth, hunger, economic globalization and ethnic conflict. Not available for supplemental. Equivalent to HUM-195.

HUM-2250 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. Equivalent to HUM-250.

HUM-2261 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. Equivalent to HUM-261. Prerequisites: take any one of HIS-1170, HUM-1165, HUM-1180 or HUM-1195.

HUM-2265 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. Equivalent to HUM-265. Prerequisites: take any one of HIS-1170, HUM-1165, HUM-1180 or HUM-1195.

HUM-2281 Christianity • 3 credits
A historical survey of the evolution of the Christian religion over the past two millennia, from its origins to its present day diversity. Focus is on its beliefs and practices and its formative role in Western society. Not available for supplemental. Equivalent to HUM-281. Prerequisites: take any one of HUM-1155, HUM-1165, HUM-1180, HUM-1195 or HIS-1170.

Course Descriptions HUM 2285 - IDM 2267

HUM-2285 Buddhism • 3 credits
A survey of the evolution of the Buddhist tradition from its origins to its present day diversity. Focus is on the development of Buddhist thought and practice in Theravada and Mahayana Buddhism. Not available for supplemental. Equivalent to HUM-285. Prerequisites: take any one of HUM-1155, HUM-1165, HUM-1180, HUM-1195 or HIS-1170.

HUM-2291 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, auterism, 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. Equivalent to HUM-291. Prerequisites: take any one of HUM-1155, HUM-1190, HUM-1195 or ENG-1190.

HUM-2295 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. Equivalent to HUM-295. Prerequisites: take any one of HUM-1155, HUM-1180, HUM-1190, HUM-1195, SOC-1153 or SOC-1160.

HUM-3350 Ethics in Justice • 3 credits
An exploration of ethics as it relates to the field of justice with a focus on how one's own values and morals influence decisions. Content includes a review of major ethical systems, theories of moral development and the implications of organizational subcultures. Equivalent to HUM-350.

HUM-3355 Critical Thinking • 3 credits
The development and application of critical thinking skills relative to the field of justice. Emphasis is on inductive and deductive logic, analysis of arguments, distinguishing between inference and fact, and establishing a credible argument. Builds on foundational content related to ethical decision making. Not available for supplemental.

(IDM) INTERIOR DESIGN

IDM-1150 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. Equivalent to IDM-150.

IDM-1155 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. Equivalent to IDM-155.

IDM-1158 Representations I • 3 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-158, IDM-154.

IDM-1159 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-159, IDM-156. Prerequisites: take IDM-1158.

IDM-1167 Interior Detailing I • 3 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-167, IDM-166.

IDM-1170 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. Equivalent to IDM-170.

IDM-1179 Design Fundamentals 3 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. Equivalent to IDM-179.

IDM-1181 Design Studio I • 3 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-181, IDM-180. Prerequisites: take IDM-1179.

IDM-1190 E-Tools for Interior Design I 3 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. Equivalent to IDM-190.

IDM-2255 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. Equivalent to IDM-255.

IDM-2267 Interior Detailing II • 3 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. Equivalent to IDM-267. Prerequisites: take IDM-1167.

Course Descriptions IDM 2270 - IND 4460

IDM-2270 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. Equivalent to IDM-270. Prerequisites: take IDM-1150, IDM-1155, IDM-1158, IDM-1159, IDM-1167, IDM-1170, IDM-1179, IDM-1181, IDM-1190, IDM-2255.

IDM-2271 Portfolio • 3 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. Equivalent to IDM-271.

IDM-2285 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-285, IDM-280. Prerequisites: take IDM-1179, IDM-1181.

IDM-2286 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-286, IDM-283. Prerequisites: take IDM -1179, IDM-2285.

IDM-2287 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-287, IDM-284. Prerequisites: take IDM-1179, IDM-2285.

IDM-2290 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. Equivalent to IDM-290. Prerequisites: take IDM-1190.

(IND) INDEPENDENT STUDY

IND-1151 Independent Study 1.5 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to IND-151.

IND-1153 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to IND-153.

IND-2251 Independent Study 1.5 credits
This course is an opportunity for students to conduct research regarding a topic related to their program or proposed career and to write a comprehensive paper summarizing their findings. Students must develop an outline of the project they wish to undertake prior to conducting the research. Not available for supplemental. Equivalent to IND-251.

IND-2252 Independent Study 1.5 credits
This course is an opportunity for students to conduct research regarding a topic related to their program or proposed career and to write a comprehensive paper summarizing their findings. Students must develop an outline of the project they wish to undertake prior to conducting the research. Not available for supplemental. Equivalent to IND-252.

IND-2253 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to IND-253.

IND-2263 Independent Study 1.5 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to IND-263.

IND-4450 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. Equivalent to JUS-4450, IND-450.

IND-4460 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. Equivalent to IND-460.

Course Descriptions IRR 1152 - JUS 4453

(IRR) IRRIGATION TECHNOLOGY

IRR-1152 Introduction to Irrigation 3 credits
This course provides an overview of irrigated agriculture in Western Canada. The importance of irrigation, with particular emphasis on the Alberta economy, will be examined. Topics will include the role of government in irrigation funding, water storage and distribution in Alberta, and water resource issues including tenure and resource allocation. Interprovincial and international water rights will also be studied. A variety of irrigation systems will also be introduced. Equivalent to IRR-152, AGR-193.

IRR-2252 Sprinkler Systems & Irrigation Management • 3 credits
This course covers the 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 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. Equivalent to IRR-252. Prerequisites: take RRM-1153, AGR-1168, PLT-1152, IRR-1152. Corequisite courses: IRR-2252L.

(IST) INTERNATIONAL STUDIES

IST-2250 International Study Tour 3 credits
Learners taking this course will prepare for, and participate in, a study tour. The learner will have the opportunity to enhance research and presentation skills, obtain or improve upon their awareness of world cultures, and gain a greater knowledge of many aspects of international business in the global marketplace. (As the program offering the course will set screening criteria, only eligible students will be permitted to enroll.) Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to IST-250.

(JUS) JUSTICE STUDIES

JUS-3350 Victimology • 3 credits
A study of the history, theories, statistical documentation and experiences of victims of crime. Content includes an exploration of the role and range of victim services, the role of media as it relates to victims and the methodology of restorative justice. Not available for supplemental. Equivalent to COR-3350, COR-350.

JUS-3351 Research Methods in Justice 3 credits
An introduction to research methodology used in the field of justice. Focus is on applied or action research. Topics include ethical practices, research skills, critical analysis of information sources and introductory data analysis. Not available for supplemental.

JUS-3352 Social Justice • 3 credits
A study of the interrelationship between political processes, the legal system and social issues. Focus is on the analysis of factors that impact policy related to policing and corrections, the effects of the Canadian Charter of Rights and Freedoms on criminal law and the influence of societal dynamics on the provision of justice services. Not available for supplemental.

JUS-3356 Youth Justice • 3 credits
An analysis of the youth justice system in Canada. Emphasis is on theoretical explanations for youth crime, the relationship between the Canadian Youth Criminal Justice Act and the Canadian criminal justice system, as well as a critique of programs and agencies that support the control of youth crime and/or the young offender. Not available for supplemental.

JUS-3360 First Nations in the Justice System • 3 credits
An exploration of the diversity of Aboriginal cultures before European contact, the effects of European colonization as well as Aboriginal spirituality, traditional values and rules of behavior. Topics include the renaissance of Aboriginal culture, the over representation of Aboriginal peoples who come in contact with the justice system, and healing and intervention programs implemented in cooperation with Aboriginal communities. Not available for supplemental. Equivalent to COR-3360, COR-360.

JUS-3372 Directed Topics in CJ 3 credits
An opportunity to research one or more topics of interest related to the field of justice. Consultation with the instructor will determine the expectations, criteria and timelines of the course assignments. Not available for supplemental.

JUS-3378 Women in Justice • 3 credits
The analysis of women's issues from three perspectives: global, the role of women as professionals in the justice system, and the special needs of female offenders including current initiatives to address them. Topics include the challenges women face working in predominately male environments and the effects and influences which women have as professionals. Not available for supplemental. Equivalent to COR-3378, COR-378.

JUS-3387 Crisis Management • 3 credits
A study of crisis management skills necessary for the resolution of incidents common to justice environments. Emphasis is on the crisis management model, using a threat/risk assessment process, perpetrator profiling and crisis communications. Not available for supplemental. Equivalent to COR-3387, COR-387.

JUS-4450 Directed Topics in CJ 3 credits
An opportunity to research one or more topics of interest related to the field of justice. Consultation with the instructor will determine the expectations, criteria and timelines of the course assignments. DFS environment not required. Not available for supplemental. Equivalent to IND-4450, IND-450.

JUS-4452 Analysis of Professional Relationships • 3 credits
An analysis of the different types of interactions between a professional and their client(s). Areas to be considered: agency expectations, nature of the client(s), interviewing/counseling skills, and strategies to overcome resistance. DFS environment is required. Not available for supplemental.

JUS-4453 Policies & Procedures in Justice • 3 credits
An applied study of how the organizational structure, policies and procedures and decision-making processes affect the operations of a justice environment. A comparison across environments will support a critical assessment of the functionality of current practices. DFS environment is required. Not available for supplemental.

Course Descriptions JUS 4454 - KEY 1139

JUS-4454 Applied Conflict Management 3 credits
An analysis of how conflict is handled in the Directed Field Study environment, both personally and organizationally. A critique of conflict management models and assessment of stress reduction strategies are covered. DFS environment is required. Not available for supplemental.

JUS-4455 Comparative Justice Systems 3 credits
A research course comparing justice practices in three other countries with those in Canada. A review of literature and analysis of data will compare values, limitations, practices and effectiveness of the outcomes of the selected systems. DFS environment not required. Not available for supplemental. Equivalent to COR-4455, COR-455.

JUS-4457 Community Involvement 3 credits
An assessment of one's involvement in a community organization or project as it relates to the role of a justice professional. Consultation with the instructor will determine the expectations, criteria and timelines of the course assignments. DFS environment is required. Not available for supplemental. Equivalent to COR-4457, COR-457.

JUS-4461 Identified Population Study 3 credits
A survey of the needs of an identified sub group served by the Directed Field Study (DFS) environment. Current literature is reviewed in relation to the demographics and characteristics of the sub group. Resources provided to the identified group will be assessed. DFS environment is required. Not available for supplemental. Equivalent to COR-4461, COR-461.

JUS-4464 Applied Research 1 3 credits
The proposal phase of an applied research project. Activities to be completed include: identification of parameters of the project, literature review, clarification of the research question(s), and proposal of research methods. Implementation in the DFS environment would require obtaining applicable permissions. DFS environment recommended but not required. Not available for supplemental. Prerequisites: take JUS-3351.

JUS-4465 Diversity Seminar • 3 credits
An exploration of the cultural make-up of an environment or community. Research will form a base for assessing the cultural dynamics of an environment/community in relation to justice practices. DFS environment not required. Not available for supplemental.

JUS-4468 Applied Research 2 3 credits
The implementation phase of an applied research project. Following the proposal created in the Applied Research 1 course, the research process is implemented, and the findings documented, evaluated and presented. DFS environment recommended but not required. Not available for supplemental. Prerequisites: take JUS-4464.

JUS-4469 Program Development and Management • 3 credits
An application and evaluation of program development and management skills. DFS environment is required. Not available for supplemental.

JUS-4474 Safety in the Justice Environment • 3 credits
An exploration of health and safety issues in a justice environment. Areas to be considered: legislation, workplace safety issues, accident investigation techniques and related documentation, and educational programs related to health and safety issues. DFS environment is required. Not available for supplemental. Equivalent to COR-4474, COR-474.

JUS-4475 Critical Incident Analysis 3 credits
An analysis of one or more critical incidents that have occurred in the DFS environment. Consultation with the instructor will determine the expectations, criteria and timelines of the course assignments. DFS environment is required. Not available for supplemental. Equivalent to COR-4475, COR-475.

JUS-4480 Community Relationship Analysis • 3 credits
A survey and critique of initiatives used in the DFS environment to strengthen cross agency connections and community relations and to build community capacity. DFS environment is required. Not available for supplemental.

JUS-4481 Strategic Planning/Project Management • 3 credits
A study and application of strategic planning and project management strategies. A comparison of strategic planning and/or project management processes leads to an opportunity to utilize and evaluate a selected process. DFS environment is required. Not available for supplemental.

JUS-4482 Human Resources Management • 3 credits
An analysis of the management model used in the DFS environment as it relates to communication, planning, decision making and conflict resolution. Other areas to be considered include: mentorship strategies, stress management, professional development programs and relationships between management and the union(s). DFS environment is required. Not available for supplemental.

JUS-4483 Applied Leadership • 3 credits
An analysis of leadership styles and strategies used in the DFS environment. Formal and informal means to handle conflict and strategies to create effective teams are addressed. DFS environment is required. Not available for supplemental.

JUS-4484 Financial Management 3 credits
An exploration of the purpose, components and implications of the budgeting process in the DFS environment. DFS environment is required. Not available for supplemental.

(KEY) KEYBOARDING

KEY-1139 Introductory Keyboarding 3 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to KEY-139.

Course Descriptions KEY 1140 - LAW 1180

KEY-1140 Document Processing I
3 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. Equivalent to KEY-140.

KEY-1144 Keyboard Speed Development
1.5 credits
This course assists students in building keyboarding skill and speed using an individualized diagnostic/prescriptive approach. Not available for supplemental. Equivalent to KEY-144, KEY-143.

KEY-1145 Document Processing II
3 credits
This course covers advanced level keyboarding, business documents, two-page letters and memos, boxed tables, braced-heading boxed tables, manuscripts with footnotes and endnotes and repetitive documents. Not available for supplemental. Equivalent to KEY-145, KEY-141. Prerequisites: take KEY-1140.

KEY-2249 Data Entry • 1.5 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. Not available for supplemental. Equivalent to KEY-249. Prerequisites: take KEY-1144, KEY-1145.

(LAR) LANGUAGE ARTS

LAR-0043 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. Equivalent to LAR-043.

LAR-0048 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. Equivalent to LAR-048.

LAR-0055 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. Equivalent to LAR-055.

LAR-1130 College Reading and Writing
3 credits
A skill-based approach designed to assist students in developing college level reading and writing skills. This course reviews basic academic writing tasks and grammar with a focus on sentences, paragraphs, and academic essays, including APA referencing. Students will work towards improving their reading comprehension and analyses of post-secondary material through the application of various critical thinking and reading strategies. Not available for supplemental. Not eligible for Prior Learning Assessment.

(LAW) LAW

LAW-1161 Intro to Natural Resource Law
3 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. Equivalent to LAW-161.

LAW-1166 Criminal Procedural Law
3 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. Equivalent to LAW-166.

LAW-1172 Law for Corrections
3 credits
This course covers the historical foundations of Canadian law and the process by which laws are developed. Included are the principles and purpose of sentencing as well as the sentencing instruments available to the court such as Discharges (with probation), Conditional Sentence Orders, and Incarceration. Early release from incarceration, both federal and provincial, via Parole and Temporary Absence are studied through the Correctional & Conditional Release Act, The Prison & Reformatories Act and the Alberta Corrections Act. Study of the Criminal Code is highlighted throughout this course with particular attention to search and seizure, use of force and Judicial Interim Release via Recognizance Orders and Peace Bonds. The Charter of Rights and Freedoms and Freedom of Information and Privacy Act (FOIP) are studied from the perspective of victim-related legislation. Current legal issues in corrections will be explored with students expected to make written and classroom presentations. Not available for supplemental. Equivalent to LAW-172.

LAW-1176 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, possession of property obtained by crime, mischief, causing a disturbance, assaults, public mischief, drug offences, and impaired driving. Some provincial offences will be covered as well. Not available for supplemental. Equivalent to LAW-176. Prerequisites: take LAW-1166.

LAW-1180 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. Equivalent to LAW-180.

Course Descriptions LAW 1191 - MAS 2252

LAW-1191 Enforcement Law • 3 credits
This comprehensive law course will introduce learners to the language and structure of statutes and their practical application in policing duties. Learners will be able to define various sources and types of law and demonstrate correct application of each. This course will examine the Canadian Charter of Rights and Freedoms, paying particular attention to those sections most relevant to law enforcement. Learners will study the theory behind arrest, release, search procedures, and crimes against persons and property. Learners will engage in practical exercises, including practice-based scenarios and simulated court proceedings. Not available for supplemental. Not available for Prior Learning Assessment. Equivalent to LAW-191. Corequisite courses: LAW-1191L.

LAW-2254 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. Equivalent to LAW-254.

LAW-2264 Courtroom Procedures
3 credits
An examination of the Canada Evidence Act and Rules of Evidence pertaining to testifying in criminal court. Addresses the roles of the prosecutor, defence counsel, investigator and witness. Equivalent to LAW-264. Prerequisites: take LAW-2254.

LAW-2265 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. Equivalent to LAW-265.

(MAS) MASSAGE THERAPY

MAS-1122 Practicum I
1.5 credits
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. Equivalent to MAS-122.

MAS-1123 Practicum II
1.5 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. Equivalent to MAS-123. Prerequisites: take MAS-1122.

MAS-1130 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. Equivalent to MAS-130. Prerequisites: take BIO-1145.

MAS-1140 Basic Massage • 3 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. Equivalent to MAS-140. Corequisite courses: MAS-1140L, BIO-1145.

MAS-1156 Sports Massage • 3 credits
An exploration of the theory and practice of sports massage, including its history and the role of the sports massage therapist. Topics include the indications and contraindications to different sports, specific techniques, positioning, and pre and post event massage. Equivalent to MAS-156, MAS-256. Prerequisites: take BIO-1145. Corequisite courses: MAS-1156L, BIO-1146.

MAS-1157 Massage Techniques I
3 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-157, MAS-251, MAS-141. Prerequisites: take MAS-1140. Corequisite courses: MAS-1157L.

MAS-2250 Advanced Massage
3 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-250, MAS-145. Prerequisites: take MAS-1140. Corequisite courses: MAS-2250L.

MAS-2252 Contemporary Practices of 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-252, MAS-144.

Course Descriptions MAS 2253 - MGT 2269

MAS-2253 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-253, MAS-126. Prerequisites: take MAS-1140. Corequisite courses: MAS-2253L.

MAS-2254 Special Populations I
3 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-254, MAS-121. Prerequisites: take MAS-1140. Corequisite courses: MAS-2254L.

MAS-2255 Practicum III
3 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-255, MAS-124. Prerequisites: take MAS-1123.

MAS-2257 Massage Techniques II
3 credits
An application of advanced massage and hydrotherapy techniques in a spa and esthetic practice setting. Addresses the physiological effects of several techniques including paraffin dips, wraps, mud applications and skin exfoliation. Instruction in contraindications, technical protocols and treatment modifications allow for the incorporation of a variety of spa and esthetic techniques into a traditional massage treatment. Not available for supplemental. Equivalent to MAS-257, MAS-142. Corequisite courses: MAS-2257L.

MAS-2258 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-258, MAS-128. Prerequisites: take MAS-2253. Corequisite courses: MAS-2258L.

MAS-2259 Practicum IV
3 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. Equivalent to MAS-259. Prerequisites: take MAS-2255.

MAS-2260 Special Populations II
3 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. Equivalent to MAS-260. Prerequisites: take MAS-2254. Corequisite courses: MAS-2260L.

MAS-2261 Massage Seminar
1.5 credits
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-149.

(MGT) MANAGEMENT

MGT-2251 Events & Conference Management • 3 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. Equivalent to MGT-251.

MGT-2256 Restaurant & Lounge Management • 3 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. Equivalent to MGT-256.

MGT-2265 Broadcast Management Issues • 3 credits
This course is a practical approach to the legal, regulatory and management issues involved in radio and television operations. Topics include Canadian legal pitfalls such as defamation, contempt, privacy, copyright and censorship relevant to broadcasting. The course will also deal with labour and regulatory concerns as well as practical management issues that relate to personnel and other administrative functions. Not available for supplemental. Equivalent to MGT-265, CAP-269.

MGT-2269 Management Issues in Advertising/PR • 3 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. Equivalent to MGT-269. Prerequisites: take CAP-2262.

Course Descriptions MGT 3370 - MKT 2279

MGT-3370 Management in Justice Organizations • 3 credits
A study of the functions, models and challenges of management in a justice organization. Areas of emphasis include organizational planning, budgetary considerations, human resource management, labour relations, program provision and relationships with stakeholders. Equivalent to MGT-370.

MGT-3375 Leadership in Justice Organizations • 3 credits
A survey of leadership styles and theories as they apply to the field of justice. Key topics include dealing with conflict, team building, community and interagency relations, patterns of authority, use of power and evaluating one's own leadership style. Equivalent to MGT-375.

(MKT) MARKETING

MKT-1152 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 MKT-152, AGR-279.

MKT-1158 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. Equivalent to MKT-158.

MKT-1160 Marketing/Research Essentials • 3 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. Equivalent to MKT-160.

MKT-1188 Introduction to Marketing 3 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. Equivalent to MKT-188.

MKT-2250 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 MKT-250, BIS-104.

MKT-2260 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. Equivalent to MKT-260. Prerequisites: take MKT-1188.

MKT-2275 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. Equivalent to MKT-275. Prerequisites: take MKT-1188.

MKT-2277 Merchandise Administration 3 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. Equivalent to MKT-277. Prerequisites: take MKT-1188.

MKT-2279 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-2255, MKT-279, CAP-255. Prerequisites: take MKT-1188.

Course Descriptions MKT 2281 - MTH 1130

MKT-2281 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. Not available for supplemental. Equivalent to MKT-281. Prerequisites: take MKT-1188.

MKT-2283 Advertising • 3 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 MKT-283, BUS-283. Prerequisites: take MKT-1188.

MKT-2288 Marketing Management
3 credits
This course covers the strategy and tactics of marketing and other aspects of planning, organization and control. The theoretical approach of the course supplements the actual application of marketing management to case studies and a decision-making game. It pulls together many of the elements covered throughout the Marketing major, integrating them in the analysis and creation of marketing strategies. Not available for supplemental. Equivalent to MKT-288. Prerequisites: take MKT-1188.

MKT-2290 Marketing Research
3 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. Equivalent to MKT-290. Prerequisites: take MKT-1188.

(MTH) MATH

MTH-0043 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. Equivalent to MTH-043.

MTH-0048 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. Equivalent to MTH-048.

MTH-0054 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. Equivalent to MTH-054.

MTH-0055 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. Equivalent to MTH-055.

MTH-0060 Mathematics • 5 credits
This course covers preparation for introductory algebra and includes solution of simple linear equations and inequalities, basic manipulation with exponents. Equivalent to MTH-060.

MTH-0075 Mathematics • 5 credits
This course requires a minimum score of 60 percent in MTH-0060 or 0070 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. Equivalent to MTH-075.

MTH-0085 Mathematics • 5 credits
This course requires a minimum score of 60 percent in MTH-0075 or 0080 or equivalent or placement testing. This course is a continuation of algebra and geometry from MTH-0075 and includes factoring, systems of equations, quadratic equations, operations with radicals, rational expressions, rational exponents, graphing, and trigonometry on oblique triangles. Equivalent to MTH-085.

MTH-0090 Mathematics • 5 credits
This course requires successful completion of MTH-0085 or equivalent, or placement testing. This course covers radicals and exponents, trigonometry, polynomials and functions, relations and graphing. Equivalent to MTH-090.

MTH-0092 Mathematics • 5 credits
Topics include: fundamental algebra review, combinations, permutations, probability, rational expressions and equations, polynomial, exponential, logarithmic and sinusoidal functions. Equivalent to MTH-092.

MTH-0095 Mathematics • 5 credits
This course requires a minimum grade of C in MTH-0085 or successful completion of MTH-0090 or equivalent, or placement testing. Topics include functions; transformations; polynomial, exponential, logarithmic, and trigonometric functions and analysis; sequences, series and combinations. Equivalent to MTH-095.

MTH-0097 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 MTH-0095, or MTH30 (Pure), or equivalent is required. Equivalent to MTH-097.

MTH-1130 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. Equivalent to MTH-130.

Course Descriptions MTH 1135 - NSG 1145

MTH-1135 Office Math Applications
1.5 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. Equivalent to MTH-135.

MTH-1141 Math for Health Sciences
3 credits
This course is specifically for pre-assessed students intending to enter a program within the Centre for Health Justice and Human Services at Lethbridge College. It will provide students with a multidimensional, contextual learning experience for acquisition of pre-requisite content and skills in mathematics including concepts, terms, expressions, applications, equation, and problem-solving. Successful completion to the standard set by the program(s) pre-requisite requirement will provide opportunity for entry into the identified program(s) in the Centre for Health Justice and Human Services. Equivalent to MTH-141.

MTH-1145 Mathematical Transitions
3 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. Equivalent to MTH-145.

MTH-1149 Pre-Calculus • 3 credits
An introduction to the topics required before beginning calculus. Topics include operations on real numbers, the Cartesian coordinate plane, algebraic equations, functions and graphs, trigonometric functions and problem-solving skills. The calculus topics that will be covered include limits, slope and area under the curve. Equivalent to MTH-149, MTH-146.

MTH-1152 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. Equivalent to MTH-152.

MTH-1156 Techniques of Calculus
3 credits
This course covers functions, limits, derivatives, and extreme problems, definite integral, differentiation and integration of rational functions. Not available for supplemental examination. Equivalent to MTH-156.

MTH-1160 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-160, MTH-154. Prerequisites: take MTH-1149.

MTH-1165 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-165, MTH-180. Prerequisites: take MTH-1160.

(MUS) MUSIC

MUS-1150 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. Equivalent to MUS-150.

(NAT) NATIVE AWARENESS

NAT-1150 Exploring FNMI Perspectives
3 credits
An exploration of indigeneity and what it means to be indigenous in Canada. Students apply indigenous perspectives in areas of the environment, social issues, aesthetics, and history and participate in reflective practice and community building. Not available for supplemental. Not eligible for Prior Learning Assessment.

NAT-1155 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. Equivalent to NAT-155.

(NSG) NURSING

NSG-1145 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. Not available for supplemental. Equivalent to NSG-145. Corequisite courses: NSG-1146, NSG-1147.

Course Descriptions NSG 1146 - NSG 2250

NSG-1146 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. Not available for supplemental. Equivalent to NSG-146. Corequisite courses: NSG-1145, NSG-1147.

NSG-1147 Practical Nursing Clinical I
1.5 credits
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. Not available for supplemental. Equivalent to NSG-147. Corequisite courses: NSG-1145, NSG-1146.

NSG-1148 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. Not available for supplemental. Equivalent to NSG-148. Prerequisites: take NSG-1145, NSG-1146, NSG-1147, BIO-1160. Corequisite courses: NSG-1167, NSG-1149, NSG-1159, NSG-1154.

NSG-1149 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. Not available for supplemental. Equivalent to NSG-149. Prerequisites: take NSG-1145, NSG-1146, NSG-1147, BIO-1160. Corequisite courses: NSG-1167, NSG-1148, NSG-1159, NSG-1154.

NSG-1150 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. Equivalent to NSG-150. Corequisite courses: NSG-1163.

NSG-1154 Practical Nursing Clinical II
3 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. Not available for supplemental. Equivalent to NSG-154. Prerequisites: take NSG-1145, NSG-1146, NSG-1147, BIO-1160, COM-1162, and ENG-1150 or ENG-1190 Corequisite courses: NSG-1148, NSG-1149, NSG-1159, NSG-1167.

NSG-1155 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. Equivalent to NSG-155. Prerequisites: take NSG-1150, NSG-1163. Corequisite courses: NSG-1173.

NSG-1159 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. Not available for supplemental. Equivalent to NSG-159. Prerequisites: take BIO-1160.

NSG-1163 Nursing Practice I
6 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. Equivalent to NSG-163.

NSG-1167 Health Assessment • 3 credits
Students will develop knowledge of the core principles and skills needed for holistic health assessment through opportunities for theoretical and practical application. Not available for supplemental. Equivalent to NSG-167. Prerequisites: take NSG-1145, NSG-1146, NSG-1147, BIO-1160. Corequisite courses: NSG-1148, NSG-1149, NSG-1159, NSG-1154, NSG-1167L.

NSG-1173 Nursing Practice II
6 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. Equivalent to NSG-173. Prerequisites: take NSG-1150, NSG-1163, BIO-1160. Corequisite courses: NSG-1155.

NSG-1181 Introduction to Nursing
6 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. Equivalent to NSG-181. Corequisite courses: NSG-1182.

NSG-1182 Health Assessment
6 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. Equivalent to NSG-182. Corequisite courses: NSG-1181.

NSG-2250 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. Equivalent to NSG-250. Prerequisites: take NSG-1150, NSG-1163, BIO-1160, BIO-1161, ENG-1150, NSG-1155, NSG-1173, BIO-1162, PSY-1160, SOC-1160.

Course Descriptions NSG 2251 - NSG 2277

NSG-2251 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. Not available for supplemental. Equivalent to NSG-251. Prerequisites: take NSG-1167, NSG-1148, NSG-1149, NSG-1159, BIO-1161. Corequisite courses: NSG-2252, NSG-2253, NSG-2256.

NSG-2252 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. Not available for supplemental. Equivalent to NSG-252. Prerequisites: take NSG-1148, NSG-1149, NSG-1159, NSG-1154, NSG-1167, BIO-1161. Corequisite courses: NSG-2251, NSG-2256, NSG-2253, PSY-2251.

NSG-2253 Practical Nursing Clinical III
3 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. Not available for supplemental. Equivalent to NSG-253. Prerequisites: take NSG-1148, NSG-1149, NSG-1154, NSG-1159, NSG-1167, BIO-1161. Corequisite courses: NSG-2251, NSG-2252, NSG-2256, PSY-2251.

NSG-2255 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. Equivalent to NSG-255. Prerequisites: take NSG-1150, NSG-1163, BIO-1160, BIO-1161, ENG-1150, NSG-1155, NSG-1173, BIO-1162, PSY-1160, SOC-1160.

NSG-2256 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. Not available for supplemental. Equivalent to NSG-256. Prerequisites: take NSG-1159, NSG-1167, BIO-1160, BIO-1161. Corequisite courses: NSG-2251, NSG-2252.

NSG-2257 Health and Families
3 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. Not available for supplemental. Equivalent to NSG-257. Prerequisites: take NSG-2251, NSG-2252, NSG-2253, NSG-2256, PSY-1170, PSY-2251. Corequisite courses: NSG-2258, NSG-2259, NSG-2267.

NSG-2258 Full Scope of PN Skills
3 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. Not available for supplemental. Equivalent to NSG-258. Prerequisites: take NSG-2251, NSG-2252, NSG-2256, NSG-2253, PSY-1170, PSY-2251. Corequisite courses: NSG-2257, NSG-2259, NSG-2267.

NSG-2259 Practical Nursing Clinical IV
6 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. Not available for supplemental. Equivalent to NSG-259. Prerequisites: take NSG-2251, NSG-2252, NSG-2253, NSG-2256, PSY-1170, PSY-2251. Corequisite courses: NSG-2257, NSG-2267, NSG-2258 HTH-2255.

NSG-2263 Nursing Practice III
6 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. Equivalent to NSG-263. Prerequisites: take NSG-1150, NSG-1163, BIO-1160, BIO-1161, ENG-1150, NSG-1155, NSG-1173, BIO-1162, PSY-1160, SOC-1160.

NSG-2267 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. Not available for supplemental. Equivalent to NSG-267. Prerequisites: take NSG-2251, NSG-2252, NSG-2253, NSG-2256, PSY-1170, PSY-2251. Corequisite courses: NSG-2257, NSG-2258, NSG-2259.

NSG-2276 Focused Practicum • 3 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. Not available for supplemental. Equivalent to NSG-276. Prerequisites: take HTH-2255, NSG-2257, NSG-2258, NSG-2259, NSG-2267.

NSG-2277 Comprehensive Practicum
6 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. Not available for supplemental. Equivalent to NSG-277. Prerequisites: take HTH-2255, NSG-2257, NSG-2258, NSG-2259, NSG-2267.

Course Descriptions NSG 2279 - OAA 2233

NSG-2279 Professional Seminar I
3 credits
This course is an exploration and examination of professional nursing practice concepts and issues. The focus will be on historical and contemporary roles as well as the ethical and legal responsibilities of the registered nurse within the context of the nursing profession and the health care system. Topics include the application of theory to practice, multidisciplinary health care team issues, professional association and union roles. Equivalent to NSG-279. Prerequisites: take NSG-2263 and NSG-2250 or NSG-2255.

NSG-2290 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. Equivalent to NSG-290. Prerequisites: take NSG-1155.

NSG-2293 Nursing Practice IV
6 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. Equivalent to NSG-293. Prerequisites: take NSG-1150, NSG-1163, BIO-1160, BIO-1161, ENG-1150, NSG-1155, NSG-1173, BIO-1162, PSY-1160, SOC-1160, NSG-2263, NSG-2290.

NSG-3390 Standards of Perioperative Nursing • 3 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. Equivalent to NSG-390.

NSG-3393 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. Equivalent to NSG-393. Prerequisites: take NSG-3390, NSG-3395, NSG-3396.

NSG-3394 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. Equivalent to NSG-394. Prerequisites: take NSG-3390, NSG-3393, NSG-3395, NSG-3396.

NSG-3395 Standards of Scrub & Circulating Role • 3 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. Equivalent to NSG-395.

NSG-3396 Competencies of Scrub & Circulating Role • 3 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. Equivalent to NSG-396.

(OAA) OFFICE ADMINISTRATION

OAA-1142 Office Procedures
3 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. Equivalent to OAA-142. Prerequisites: take KEY-1140.

OAA-1148 Records Management
1.5 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-148, OAA-140.

OAA-2233 Medical Office Procedures
3 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. Equivalent to OAA-233.

Course Descriptions OAA 2237 - PED 1153

OAA-2237 Legal Office Procedures
3 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. Equivalent to OAA-237.

OAA-2240 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. Equivalent to OAA-240. Prerequisites: take BUS-1180.

OAA-2242 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. Not available for supplemental. Equivalent to OAA-242. Prerequisites: take CPU-2224, CPU-2249. Corequisite courses: CPU-2221.

(ORG)ORGANIZATIONAL BEHAVIOUR

ORG-1148 Office Dynamics • 3 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. Equivalent to ORG-148.

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. Equivalent to ORG-254.

(PAT)PATTERN MAKING

PAT-1170 Pattern Drafting I
3 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-170, PAT-265, FDM-265. Corequisite courses: PAT-1170L, FDM-1175.

PAT-2267 Computerized Pattern Drafting I • 1.5 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. Equivalent to PAT-267. Prerequisites: take PAT-1170.

PAT-2268 Pattern Drafting II
3 credits
The application of the theory of two-dimensional pattern drafting to full-scale projects is explored through standard pattern drafting manipulations. Researching, designing, and drafting full-scale original ideas encompass various types of apparel in women's and men's wear. Measurement techniques developed as well as the creation of basic blocks. Equivalent to PAT-268. Prerequisites: take PAT-1170. Corequisite courses: FDM-2235.

PAT-2269 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. Equivalent to PAT-269. Prerequisites: take PAT-1170.

PAT-2275 Computer Pattern Drafting II
1.5 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. Equivalent to PAT-275. Prerequisites: take PAT-2267.

(PED) PHYSICAL EDUCATION

PED-1123 Academic Success Athletics I
1.5 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. Equivalent to PED-123.

PED-1130 Outdoor Education • 3 credits
An exploration of a variety of outdoor activities that will be used as a means of improving one's personal fitness level and appreciation of the outdoor natural environment. Basic skills will be covered to give students a better understanding of how to participate in various lifetime outdoor activities. Course is only offered to students from the Nippon Institute of Technology. Not available for supplemental. Not eligible for Prior Learning Assessment.

PED-1153 Training and Personalized Fitness • 1.5 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. Equivalent to PED-153.

Course Descriptions PED 1155 - PED 1180

PED-1155 Applied Anatomy & Kinesiology • 3 credits
This course is an introduction to human anatomy and physiology. It also introduces students to biomechanics. Not available for supplemental. Equivalent to PED-155. Corequisite courses: PED-1155L.

PED-1157 Health, Wellness and Fitness 1.5 credits
This course is designed for students planning to enter the field of Corrections. The primary goal of this course is to enhance the learner's awareness of lifestyle activities and practices which will enable them to remain healthy throughout their careers. Topics to be covered will include wellness and exercise, components of fitness, nutrition, weight management, stress management, and cardiovascular health. Physical wellness will be achieved through a variety of fitness activities. Knowledge gained will be incorporated into a personalized exercise program. Exposure to relevant employment testing will be included. Not available for supplemental. Equivalent to PED-157.

PED-1158 Practicum I 1.5 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. Equivalent to PED-158. Prerequisites: take PED-1159, PED-1160, BIO-1160, ENG-1156.

PED-1159 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. Equivalent to PED-159. Corequisite courses: PED-1159L.

PED-1160 Weight Training and Exercise 1.5 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. Equivalent to PED-160.

PED-1161 Judo Level I • 1.5 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. Equivalent to PED-161.

PED-1162 Leisure Activities & Sports 1.5 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. Equivalent to PED-162.

PED-1165 Applied Lifestyle Fitness I 1.5 credits
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. Equivalent to PED-165. Prerequisites: take PED-1153 or PED-1157.

PED-1170 Volleyball • 1.5 credits
An introduction to the fundamentals of volleyball as well as planning and conducting principles which are used in training sessions. Through topics and participation, students will develop skills and team play strategies, sport rules, ethical coaching, player development, practice and match management, components of a try-out camp, and injury prevention. Service Learning opportunity may be available. Not available for supplemental. Equivalent to PED-170.

PED-1172 Latin/Hip Hop/Swing Dance 1.5 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. Equivalent to PED-172.

PED-1173 Basketball • 1.5 credits
This course introduces students to the fundamentals of basketball, as well as planning and conducting principles which are 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. Service Learning opportunity may be available. Not available for supplemental. Equivalent to PED-173.

PED-1174 Soccer • 1.5 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. Equivalent to PED-174.

PED-1175 Baseball • 1.5 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. Equivalent to PED-175.

PED-1180 Introduction to Coaching 3 credits
An introduction to 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. Not available for supplemental. Equivalent to PED-180.

Course Descriptions PED 1185 - PED 2262

PED-1185 Kickboxing and Fitness
1.5 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. Equivalent to PED-185.

PED-1188 Fitness Leadership • 3 credits
This course covers the theory, technical and practical components of the Resistance Training Specialty, and the theory and technical components of the Group Exercise Leader Specialty required by the Alberta Fitness Leadership Association (AFLCA) for certification. Not available for supplemental. Equivalent to PED-188. Prerequisites: take PED-1159, PED-1160.

PED-1195 Fitness for Police Recruits
1.5 credits
This course is designed to prepare police recruits for the physical demands and lifestyle skills necessary to provide optimal health and wellbeing for police officers. Not available for supplemental. Equivalent to PED-195.

PED-2250 Defence and Tactics
1.5 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. Equivalent to PED-250.

PED-2251 Self Defence and Fitness
1.5 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. Equivalent to PED-251.

PED-2252 Current Trends in Fitness
3 credits
Development of the student's understanding of how the fitness industry is influenced by current trends is the primary goal of this course. Topics will focus on how to develop strategies to critically evaluate trends and how to formulate a professional opinion regarding current fitness trends. Not available for supplemental. Equivalent to PED-252. Prerequisites: take PED-1188.

PED-2253 Applied Lifestyle Fitness II
1.5 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. Equivalent to PED-253. Prerequisites: take PED-1165.

PED-2256 Athletic Injuries and 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. Equivalent to PED-256. Prerequisites: take BIO-1160.

PED-2257 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-257, PED-135, PED-257. Prerequisites: take BIO-1146 or BIO-1161. Corequisite courses: PED-2257L.

PED-2258 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. Equivalent to PED-258. Prerequisites: take PED-1158, PED-2256, PED-2262, PED-2267, COM-1162. Corequisite courses: PED-2259.

PED-2259 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. Equivalent to PED-259. Prerequisites: take PED-2262, PED-2267.

PED-2260 Biomechanics & Applied Kinesiology • 3 credits
An introduction to the study of biomechanics and its application to human movement analysis. Topics include angular and linear kinematics and kinetics of movement, equilibrium, and structural assessment/correction. Not available for supplemental. Equivalent to PED-260. Prerequisites: take BIO-1160.

PED-2262 Exercise Physiology
3 credits
This course develops the student's understanding of how the body's physiological systems function during exercise and how these systems adapt to physical training. The influences of environment, nutrition, age and gender on exercise performance will also be discussed. Equivalent to PED-262, PED-255. Prerequisites: take BIO-1160, BIO-1161. Corequisite courses: PED-2262L.

PED-2264 Applied Lifestyle Fitness III 1.5 credits
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 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. Equivalent to PED-264. Prerequisites: take PED-2253.

PED-2267 Fitness Assessment 3 credits
Development of the student's theoretical knowledge and practical skills in health-related fitness assessment and lifestyle counseling is the main focus of this course. Not available for supplemental. Equivalent to PED-267, PED-265. Prerequisites: take BIO-1160. Corequisite courses: PED-2267L.

PED-2271 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. Equivalent to PED-271. Prerequisites: take PED-1160, PED-2262.

PED-2272 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. Equivalent to PED-272. Prerequisites: take PED-1180.

PED-2276 Weight Training & Exercise II 1.5 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. Equivalent to PED-276. Prerequisites: take PED-1160.

PED-2280 Advanced Coaching 3 credits
This course examines advanced theoretical concepts in coaching which can be applied to any sport. Topics include developing athletic abilities, prevention of injury and recovery, coaching and leading effectively, psychology of performance, managing conflict, doping prevention, and the long-term athlete developmental model. Not available for supplemental. Equivalent to PED-280. Prerequisites: take PED-1180.

PED-2282 Judo Level II • 1.5 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. Equivalent to PED-282.

(PGM) PROFESSIONAL GOLF MANAGEMENT

PGM-1140 Internship I • 1.5 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. Not available for supplemental. Equivalent to PGM-140.

PGM-1152 Golf Skills • 1.5 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. Not available for supplemental. Equivalent to PGM-152.

PGM-1160 Golf Club Repair • 3 credits
This course is an introduction to club repair. Each student will be familiar with golf club specifications. Equivalent to PGM-160.

PGM-1162 Golf Swing Analysis I 1.5 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. Not available for supplemental. Equivalent to PGM-162.

PGM-2263 Rules of Golf • 3 credits
This class introduces students to the rules of golf and is vital for their chosen field as golf professionals. Equivalent to PGM-263.

PGM-2264 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. Not available for supplemental. Equivalent to PGM-264.

PGM-3320 Turf Management 1.5 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. Not available for supplemental. Equivalent to PGM-320, PGM-156.

PGM-3330 Food & Beverage Management I • 1.5 credits
This course provides students with a philosophy for the management of the food and beverage operation in public and private golf courses. Not available for supplemental. Equivalent to PGM-330, PGM-180.

PGM-3335 Food & Beverage Management II • 1.5 credits
This course is a continuation of PGM-3330, 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. Not available for supplemental. Equivalent to PGM-335, PGM-280.

PGM-3340 Golf Psychology & Biomechanics • 1.5 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-340, PGM-261.

Course Descriptions PGM 3345 - PRS 1155

PGM-3345 Golf Swing Analysis II
1.5 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-345, PGM-262.

(PHY) PHYSICS

PHY-0075 Physics 0075 • 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-0060 or equivalent or placement testing at the MTH-0060 level. Equivalent to PHY-075. Corequisite courses: PHY-0075L.

PHY-0085 Physics 0085 • 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-0075 and MTH-0075 or equivalents. Equivalent to PHY-085. Corequisite courses: PHY-0085L.

PHY-0095 Physics 0095 • 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-0085 and MTH-0085 or equivalents. Equivalent to PHY-095. Corequisite courses: PHY-0095L.

PHY-1143 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-143, PHY-153.

(PLT) PLANT SCIENCE

PLT-1152 Introduction to Botany
3 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. Equivalent to PLT-152. Corequisite courses: PLT-1152L.

PLT-1155 Pasture and Forage Production • 3 credits
This course is a comprehensive introduction to the production and management of pasture and forage crops in Western Canada. 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 forages for conservation and reclamation, and the advantageous use of forages in rotation with other crops and in organic farming technologies. Labs provide hands-on skills in plant identification and in the selection of seeds and forage seed mixtures. Equivalent to PLT-155, PLT-150. Corequisite courses: PLT-1155L.

PLT-2260 Special Crops • 3 credits
This course covers physiology, growth and development, pest control, harvest, storage, quality characteristics, and marketing of 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 their economic practicality. Equivalent to PLT-260. Prerequisites: take PLT-1152. Corequisite courses: PLT-2260L.

PLT-2261 Weed Identification • 3 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 PLT-261, AGR-271. Prerequisites: take PLT-1152. Corequisite courses: PLT-2261L.

PLT-2262 Field Crops • 3 credits
This course examines different methods of growing cereal and oilseed crops, including improved varieties and hybrids, which are common to Western Canada. In addition, weed control, crop insects and diseases and methods of crop harvesting, storing, and marketing are covered. Equivalent to PLT-262, AGR-278. Prerequisites: take PLT-1152, RRM-1153. Corequisite courses: PLT-2262L.

PLT-2263 Pesticide Application
3 credits
This course prepares the learner to write the Alberta Certified Pesticide Applicators License Examination. The course includes basic information about pesticide regulations and safe, effective pesticide use, federal and provincial pesticide regulations and guidelines. Topics include insect biology, insecticides, weed biology, herbicides, microorganisms, fungi, fungicides, equipment calibration calculations, industrial vegetation, and pests of trees, shrubs, and turf. Upon completion of this course, the learner may apply to write the licensing examination. Equivalent to PLT-263.

(PRS) PRESENTATIONS

PRS-1155 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 PRS-155, SPH-155.

Course Descriptions PRS 1160 - PSY 1170

PRS-1160 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. Equivalent to PRS-160.

PRS-1172 Effective Presentation & Speech • 3 credits
An important component in the development of positive relationships between criminal justice professionals and their communities is communication. The ability to present information in a confident and professional manner is an important career 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. Not available for supplemental. Equivalent to PRS-172, CJP-172.

PRS-1173 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. Equivalent to PRS-173.

(PSC) POLITICAL SCIENCE

PSC-1150 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. Equivalent to PSC-150.

PSC-1161 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. Equivalent to PSC-161.

PSC-1165 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. Equivalent to PSC-165.

PSC-2250 Parties and Elections 3 credits
The examination of the development and transformations of Canadian political parties, electoral systems, public opinion, political participation and citizenship within the context of changing representational models and demands. Not available for supplemental. Equivalent to PSC-250. Prerequisites: take any one of PSC-1161, PSC-1165, PSY-1160, HIS-2265 or STS-2270.

PSC-2260 International Relations 3 credits
This course explores 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. Not available for supplemental. Equivalent to PSC-260. Prerequisites: take any one of PSC-1161, PSC-1165, HIS-1170 or HUM-1155.

PSC-2280 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. Equivalent to PSC-280. Prerequisites: take any one of PSC-1161, PSC-1165, HIS-1170, HUM-1150, HUM-1155, HUM-1190, PSY-1160 or SOC-1160.

(PSY) PSYCHOLOGY

PSY-1140 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. Equivalent to PSY-140.

PSY-1160 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. Equivalent to PSY-160.

PSY-1170 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. Equivalent to PSY-170.

Course Descriptions PSY 1171 - PSY 2277

PSY-1171 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. Equivalent to PSY-171. Prerequisites: take PSY-1160 or PSY-1170.

PSY-1177 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. Equivalent to PSY-177.

PSY-1179 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. Equivalent to PSY-179. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2250 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. Not eligible for Prior Learning Assessment. Equivalent to PSY-250, PSY-175. Prerequisites: take PSY-1170.

PSY-2251 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. Not available for supplemental. Equivalent to PSY-251. Prerequisites: take NSG-1148, NSG-1149, NSG-1154, NSG-1159, NSG-1167, BIO-1161. Corequisite courses: NSG -2251, NSG-2252, NSG-2253, NSG-2256, PSY-1170.

PSY-2252 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. Equivalent to PSY-252. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2253 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. Equivalent to PSY-253. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2255 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. Equivalent to PSY-255. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2260 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-260, PSY -200. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2270 Intro to 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. Equivalent to PSY-270. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2275 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. Equivalent to PSY-275. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2277 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. Equivalent to PSY-277.

Course Descriptions PSY 2280 - RRM 1196

PSY-2280 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. Equivalent to PSY-280. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2290 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. Equivalent to PSY-290. Prerequisites: take PSY-1160 or PSY-1170.

PSY-2299 Independent Study in 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. Equivalent to PSY-299. Prerequisites: take any one of PSY-2253, PSY-2255, PSY-2260, PSY-2270, PSY-2275, PSY-2280 or PSY-2290.

PSY-3350 Psychology of Criminal Behaviour • 3 credits
The application of psychological research to the understanding, prediction, and treatment of criminal behaviour. A study of psychological theories of crime leads to a focus on the role of psychological factors and resulting disorders in violence and criminal behaviour. Topics include the influence of psychology on witness and jury behaviour, police investigation and interviewing as well as the issue of mental competence. Not available for supplemental.

PSY-3355 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 PSY-355, COR-355.

PSY-3365 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. Equivalent to PSY-365.

(RDG) READING

RDG-0075 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 9th grade level or previous successful completion of ENG-063. Not available for supplemental. Equivalent to RDG-075.

RDG-0096 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-0075. Not available for supplemental. Equivalent to RDG-096.

RDG-1130 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-130, RDG-101.

(RRM) RENEWABLE RESOURCE MANAGEMENT

RRM-1153 Soil Resources • 3 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-153, RRM-253. Corequisite courses: RRM-1153L.

RRM-1158 Water Resources • 3 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-158, RRM-255. Corequisite courses: RRM-1158L.

RRM-1196 Map/Aerial Photo Interpretation • 3 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. Equivalent to RRM-196. Corequisite courses: RRM-1196L.

Course Descriptions RRM 2256 - RRM 3369

RRM-2256 Rangeland Habitat Management • 3 credits
This course examines rangeland habitat ecological concepts including plant ecology and succession models, plant morphology and physiology, plant responses to disturbance, vegetation management techniques, reclamation procedures, and riparian ecology. Practical lab and field skills include plant identification, seed germination testing, rangeland and riparian health assessments, and vegetation inventory and monitoring techniques. Not available for supplemental. Equivalent to RRM-256, RRM-254. Prerequisites: take BIO-1163, BIO-1164. Corequisite courses: RRM-2256L.

RRM-2258 Principles of Wildlife Biology 3 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. Equivalent to RRM-258. Prerequisites: take BIO-1163. Corequisite courses: RRM-2258L.

RRM-2259 Fishery Science • 3 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. Equivalent to RRM-259. Prerequisites: take BIO-1163, BIO-2269. Corequisite courses: RRM-2259L.

RRM-2264 Forest Management 3 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. Equivalent to RRM-264. Prerequisites: take BIO-1163, BIO-1164, RRM-1196. Corequisite courses: RRM-2264L.

RRM-2281 Water Quality • 3 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. Equivalent to RRM-281. Corequisite courses: RRM-2281L.

RRM-2295 Hydrogeology • 3 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. Equivalent to RRM-295. Corequisite courses: RRM-2295L

RRM-2298 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. Equivalent to RRM-298. Prerequisites: take BIO-1163.

RRM-2299 Fire Management • 3 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-299, RRM-294. Prerequisites: take BIO-1163, BIO-1164, RRM-1196 Corequisite courses: RRM-2299L.

RRM-3368 Wildlife Conservation 3 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. Equivalent to RRM-368. Prerequisites: take RRM-2258. Corequisite courses: RRM-3368L.

RRM-3369 Fishery Management Techniques • 3 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. Equivalent to RRM-369. Prerequisites: take RRM-2259. Corequisite courses: RRM-3369L.

RRM-3378 Waterfowl Biology & Management • 3 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. Equivalent to RRM-378. Prerequisites: take RRM-2258. Corequisite courses: RRM-3378L.

RRM-3379 Fish Culture • 3 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. Equivalent to RRM-379. Prerequisites: take RRM-2259. Corequisite courses: RRM-2259, RRM-3379L.

RRM-3386 Wildlife Habitat Management 3 credits
This course examines the techniques to develop, enhance and maintain terrestrial and habitats for wildlife. Special topics include wetland improvements, prescribed burning and riparian habitat management. Habitat alterations are discussed in relation to ungulates, upland game birds, waterfowl and various non-game species. Field and laboratory exercises will emphasize habitat evaluation techniques and the development of habitat management plans. Not available for supplemental. Equivalent to RRM-386. Prerequisites: take RRM-2258. Corequisite courses: RRM-3386L.

RRM-3389 Fish Habitat Management 3 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. Equivalent to RRM-389. Prerequisites: take RRM-2259. Corequisite courses: RRM-3389L.

(RSP) REHABILITATION

RSP-1151 Community Rehabilitation 1.5 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-151, RSP-150.

RSP-1152 Health Care and Personal 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 referrals to other health care professionals is stressed. Not available for supplemental. Equivalent to RSP-152.

RSP-1153 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. Equivalent to RSP-153.

RSP-1155 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. Equivalent to RSP-155.

RSP-1159 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. Equivalent to RSP-159.

RSP-1161 Practicum Placement I 1.5 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. Equivalent to RSP-161. Corequisite courses: RSP-1151, RSP-1153.

Course Descriptions RSP 1164 - RSP 2255

RSP-1164 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. Equivalent to RSP-164. Prerequisites: take RSP-1151.

RSP-1166 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. Equivalent to RSP-166.

RSP-1171 Practicum Placement II
1.5 credits
This is the second practical experience course for students in the Disability and Community Rehabilitation program. In a supervised practicum placement, students will have an opportunity to progressively develop their skills in the areas of behavioral, family and roles-based support with children and adults who have a disability. The focus will be on supporting inclusive experiences through meaningful, personalized and community based activities. Students will also participate in a series of seminars to assist with the integration of both course work and the practicum experience. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to RSP-171. Prerequisites: take RSP-1161. Corequisite courses: RSP-1164.

RSP-1172 Practicum II
3 credits
A study of family models, family support needs and the cultural and religious diversity of families. Course work is applied in a supervised practicum placement. Expectations include skills in observation, assessment, behavioural support, development of intervention/support plans from a multi-disciplinary team perspective, promoting partnerships between family members and staff/agencies and supporting inclusive experiences through community based activities. Not available for supplemental. Not eligible for Prior Learning Assessment. Prerequisites: take HSP-1165.

RSP-2230 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to RSP-230. Corequisite courses: RSP-2255, RSP-2253.

RSP-2240 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. Equivalent to RSP-240. Prerequisites: take RSP-2230, RSP-2262. Corequisite courses: RSP-2251, RSP-2252.

RSP-2251 Person Centered Planning
1.5 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. Equivalent to RSP-251. Prerequisites: take RSP-1151.

RSP-2252 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. Equivalent to RSP-252. Prerequisites: take HSP-1150, HSP-1160.

RSP-2253 Advanced Studies in Disability • 3 credits
An examination of the impact and support needs of people living with developmental disabilities. Focus is on the processes for diagnosis and assessment of syndromes with genetic causes, metabolic disorders, and conditions with adult onset such as dual diagnosis and mental illness. Discusses the ongoing support needs for adults living with a developmental disability and the implications for their families. Not available for supplemental. Equivalent to RSP-253.

RSP-2255 Positive Behaviour Supports
3 credits
An exploration of the design and implementation of positive behaviour supports and instruction for people with challenging behaviours and/or significant learning difficulties. Focus is on functional assessment and analysis, instructional techniques and modifications for learning, and strategies for teaching positive alternative behaviours with the same communicative intent. Not available for supplemental. Equivalent to RSP-255. Prerequisites: take RSP-1153, RSP-1155, and RSP-1171 or FAS-1176.

Course Descriptions RSP 2257 - SCI 0055

RSP-2257 Supporting Individuals Through Inclusive Education • 3 credits
An examination of current trends in creating and supporting inclusive educational experiences for children and youth who have a wide range of learning challenges in elementary, middle and secondary school. Focus is on supporting diverse learning needs with differentiated instructional approaches, addressing the need for belonging through the development of social relationships, and discussing the role of the paraprofessional as a member of the student's multidisciplinary learning team. Not available for supplemental. Equivalent to RSP-257. Prerequisites: take RSP-1151.

RSP-2259 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. Equivalent to RSP-259. Prerequisites: take RSP-1151.

RSP-2262 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. Equivalent to RSP-262. Prerequisites: take HSP-1160.

RSP-2275 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. Equivalent to RSP-275.

RSP-2278 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. Equivalent to RSP-278. Prerequisites: take RSP-1151.

(RSR) RESEARCH - APPLIED

RSR-1160 Research & Writing for 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 RSR-160, APR-160, CAP-151, RSR-160. Corequisite courses: RSR-1160L.

RSR-1170 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. Equivalent to RSR-170.

RSR-2251 Applied Research • 3 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. Not eligible for Prior Learning Assessment. Take STS-1183 in the term immediately prior to RSR-2251. Equivalent to RSR-251. Prerequisites: take STS-1183.

RSR-2256 Video Graphics and Compositing • 6 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. Equivalent to RSR-256. Prerequisites: take CMM-1156.

(SCI) SCIENCE

SCI-0043 Science I 3 credits
This course is designed to apply the basic literacy skills taught in LAR-0043 (Language Arts I) and the basic numeracy skills taught in MTH-0043(Math Fundamentals I) to the study of foundational science concepts, using adult appropriate materials with a life skills focus. Not open to supplemental. Equivalent to SCI-043.

SCI-0048 Science II 3 credits
This course is designed to apply the intermediate literacy skills taught in LAR-0048 (Language Arts II) and the intermediate numeracy skills taught in MTH -0048 Math Fundamentals II) to the study of foundational science concepts, using adult appropriate materials with a life skills focus. Not open to supplemental. Equivalent to SCI-048.

SCI-0055 Science III 3 credits
This course is designed to apply the advanced literacy skills taught in LAR-0055 (Language Arts III) and the advanced numeracy skills taught in MTH-0055 (Math Fundamentals III) to the study of foundational science concepts, using adult appropriate materials with a life skills focus. Not open to supplemental. Equivalent to SCI-055.

Course Descriptions SCI 0060 - SOC 1167

SCI-0060 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. Equivalent to SCI-060.

(SGV) STUDENT GOVERNMENT

SGV-1101 Student Government
1.5 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-1102 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-1103 Student Government
1.5 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-1104 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-2201 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-2203 Student Government
1.5 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.

(SOC) SOCIOLOGY

SOC-1150 Multicultural Seminar
1.5 credits
This course will examine multicultural/diversity issues. It will increase learner awareness and understanding of all cultures. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to SOC-150.

SOC-1153 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. Equivalent to SOC-153.

SOC-1160 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. Equivalent to SOC-160.

SOC-1167 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. Equivalent to SOC-167.

Course Descriptions SOC 1170 - SST 0043

SOC-1170 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. Equivalent to SOC-170.

SOC-2250 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. Equivalent to SOC-250. Prerequisites: take SOC-1160 or PSY-1160.

SOC-2255 Offenders With Special Needs
3 credits
This course focuses on the identification of unique offender groups and the treatment of these groups within the correctional context. Specific areas of study include offenders with health conditions, learning disabilities, developmental disabilities, traumatic brain injuries, conditions related to the aging process, fetal alcohol spectrum disorder, mental health conditions psychopathy, and those in custody for sex offences. Not available for supplemental. Equivalent to SOC-255.

SOC-2260 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. Equivalent to SOC-260. Prerequisites: take SOC-1160.

SOC-2270 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. Equivalent to SOC-270. Prerequisites: take SOC-1160.

SOC-2273 Multicultural Issues
3 credits
This course examines values, beliefs, patterns of behaviour, intercultural communication processes and their impact on working with children, youth, families and other professionals. Specific multicultural concepts will be examined as will appropriate strategies for working within cross- cultural contexts. Students will develop sensitivities and skills to assist them in understanding and working within cross-cultural context. Not available for supplemental. Equivalent to SOC-273.

SOC-2275 Culture & Social Policy Abroad • 3 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. Equivalent to SOC-275. Prerequisites: take any one of SOC-1160, PSY-1160, PSC-1161, HIS-1170, HUM-1155, HUM-1180 or HUM-1195.

SOC-2276 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. Equivalent to SOC-276. Prerequisites: take any one of SOC-1160, PSY-1160 or PSY-1170.

SOC-3355 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. Equivalent to SOC-355.

(SPN) SPANISH

SPN-1150 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. Equivalent to SPN-150.

SPN-1151 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 1150 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. Equivalent to SPN-151. Prerequisites: take SPN-1150.

(SST) SOCIAL STUDIES

SST-0043 Social Studies I
3 credits
This course is designed to apply the basic literacy skills taught in LAR-0043 (Language Arts I) to the study of foundational social studies, using adult appropriate materials with a life skills focus. Not open to supplemental. Equivalent to SST-043.

Course Descriptions SST 0048 - SUR 2251

SST-0048 Social Studies II
3 credits
This course is designed to apply the intermediate literacy skills taught in LAR-0048 (Language Arts II) to the study of foundational social studies, using adult appropriate materials with a life skills focus. Not open to supplemental. Equivalent to SST-048.

SST-0054 Social Studies III
3 credits
This course is designed to apply the advanced literacy skills taught in LAR-0055 (Language Arts III) to the study of foundational social studies, using adult appropriate materials with a life skills focus. Not open to supplemental. Equivalent to SST-054.

SST-0075 Social Studies 0075 • 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. Equivalent to SST-075.

SST-0085 Social Studies 0085
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. Equivalent to SST-085.

SST-0095 Social Studies 0095 • 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. Equivalent to SST-095.

(STS)STATISTICS

STS-1183 Engineering Statistics & Applied Research Methods • 3 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 RSR-2251 - Applied Research for Engineering course. Computer literacy is required as statistical software is used. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to STS-183. Prerequisites: take CPU-1150.

STS-2250 Statistics • 3 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. Equivalent to STS-250.

STS-2255 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-255, STS-251. Corequisite courses: STS-2255L.

STS-2270 Social Science Research Methods • 3 credits
This course provides an introductory and intermediate instruction in social science research, where students will complete all stages of a comprehensive, quantitative social science research project. Students will be introduced to and participate in all aspects of the social science research process including theoretical development and design, data collection, statistical analysis, SPSS software and research ethics. Not available for supplemental. Equivalent to STS-270. Prerequisites: take any one of HIS-1170, PSC-1150, PSC-1161, SOC-1160 or PSY-1160.

(SUR) SURVEY

SUR-1150 Land Survey • 3 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 supplemental. Equivalent to SUR-150.

SUR-1162 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. Equivalent to SUR-162. Prerequisites: take SUR-1150, CAD-1155.

SUR-2251 Advanced Survey I
3 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. Equivalent to SUR-251. Prerequisites: take SUR-1162. Corequisite courses: SUR-2263.

SUR-2252 Field Safety • 1.5 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. Equivalent to SUR-252. Prerequisites: take CON-1140.

SUR-2261 Advanced Survey II
3 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. Equivalent to SUR-261. Prerequisites: take SUR-2251. Corequisite courses: SUR-2265.

SUR-2263 Survey Calculations & Analysis • 3 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. Equivalent to SUR-263. Prerequisites: take SUR-1162, MTH-1160.

SUR-2264 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 supplemental. Equivalent to SUR-264. Prerequisites: take SUR-1162.

SUR-2265 Surveying Drafting • 3 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. Equivalent to SUR-265. Prerequisites: take SUR-2251, GEO-2253.

SUR-2270 Engineering Surveys
3 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. Equivalent to SUR-270. Prerequisites: take SUR-2251, GEO-2253.

SUR-2275 Global Positioning Systems
3 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. Equivalent to SUR-275. Prerequisites: take GEO-1170, SUR-1162.

(TAX) TAXATION

TAX-2251 Taxation • 3 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. Equivalent to TAX-251.

(TRG) THERAPEUTIC RECREATION - GERONTOLOGY

TRG-1150 Intro to Therapeutic Recreation • 3 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. Equivalent to TRG-150.

TRG-1155 Intro to Therapeutic Recreation • 1.5 credits
This course is an overview of the history, philosophy, concepts and issues in the field of therapeutic recreation. The importance of leisure activities and the common barriers to recreation participation are discussed. Introductory information on a wide range of disabilities and medical conditions is provided, as well as descriptions of environments where therapeutic recreation support services may be available. A number of conceptual models of service, including the Leisure Ability and Health Protection/Health Promotion Models, are compared. Not open to supplemental. Equivalent to TRG-155.

TRG-1160 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. Equivalent to TRG-160. Prerequisites: take TRG-1150.

TRG-1164 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. Equivalent to TRG-164.

Course Descriptions TRG 1199 - TRS 1153

TRG-1199 Field Work I
3 credits
This first field work is held at a pre-approved facility that specializes in providing care for seniors. Under the supervision of a Therapeutic Recreation professional, opportunities to apply theoretical concepts through hands-on programming and interaction within a team environment provide for skill development and a framework to build upon in the second year of the program. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to TRG-199. Prerequisites: take TRG-1150.

TRG-2200 Field Work II • 3 credits
This second field work is held at a pre-approved facility that specializes in providing care for seniors. Under the supervision of a Therapeutic Recreation professional, knowledge and skills will be expanded as classroom theory is applied to practice. This final placement provides an opportunity to function in a Therapeutic Recreation professional capacity by employing professional standards of practice. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to TRG-200. Prerequisites: take TRG-2253, TRG-2256, TRG-2260, TRG-2268.

TRG-2251 Seminar • 1.5 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. Equivalent to TRG-251.

TRG-2253 Therapeutic Recreation Assessment • 3 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. Equivalent to TRG-253. Prerequisites: take TRG-1199.

TRG-2256 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 re-motivation, drama, pets, validation, sensory stimulation and relaxation. Equivalent to TRG-256.

TRG-2260 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. Equivalent to TRG-260. Prerequisites: take TRG-1160.

TRG-2263 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. Equivalent to TRG-263. Prerequisites: take BIO-1152.

TRG-2264 Community Resources
3 credits
This course covers accessing and networking with various agencies and care services to enhance the senior client's life. Federal, provincial, municipal and privately funded and operated agencies are reviewed. Equivalent to TRG-264.

TRG-2265 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. Equivalent to TRG-265. Prerequisites: take BIO-1152.

TRG-2268 Therapeutic Recreation Programs • 6 credits
Focus is on theory and practice in the various areas of programming, including dance, music, horticulture, reminiscing, cooking, sensory stimulation, humour, sports, games and outdoor activities. Adaptive methods applicable to healthy, frail and disabled seniors are discussed. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to TRG-268. Prerequisites: take TRG-1160, TRG-1199. Corequisite courses: TRG-2268L.

TRG-2270 Administrative Practices in 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. Equivalent to TRG-270.

(TRS) TRANSPORT

TRS-1150 Transportation Legislation
3 credits
An introduction to the specific acts and regulations which govern commercial vehicles and their operators. Focuses on provincial legislation addressing vehicle equipment and operations, operating requirements and rules, and general prohibitions which apply to all road and highway users. Equivalent to TRS-150.

TRS-1151 Officer Safety • 6 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. Equivalent to TRS-151.

TRS-1152 Licensing • 3 credits
An introduction to the licensing and registration requirements for commercial vehicles and their drivers. Examines how the various provincial acts and regulations which govern the licensing process for commercial vehicle operations are applied and enforced. Equivalent to TRS-152.

TRS-1153 Cargo Securement • 3 credits
An introduction to cargo securement and the requirements for commercial vehicle operators to ensure proper load securement. Examines relevant legislation and the national standards for a variety of load types and commodities. Equivalent to TRS-153.

TRS-1155 Weights and Dimensions 3 credits
An introduction to commercial vehicle weights and dimensions. Examines legislation which governs maximum size and weight as well as exceptions for commercial vehicles and loads. Addresses specific road weight allowances and restrictions and special permit options. Equivalent to TRS-155.

TRS-1158 Emergency Vehicle Operations • 1.5 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-158, TRS-156.

TRS-1160 Hours of Service Legislation 3 credits
An introduction to hours of service requirements for commercial vehicle operators. Examines federal and provincial legislation governing the number of hours a driver is permitted to operate a commercial vehicle. A skills-based approach to reading and interpreting driver logbooks. Identifies definition, charging, and penalty sections with respect to hours of service offences. Equivalent to TRS-160.

TRS-1165 Transport Law • 3 credits
An introduction to the history, sources, structure, interpretation, and application of our law. Examines the elements of an offence, powers of arrest, search and seizure provisions, and charging procedures for federal and provincial offences. Provides introduction to court processes, including the requirements for compelling individuals to attend court. Equivalent to TRS-165.

(TTC) TRAVEL AND TOURISM

TTC-2251 Tourism • 3 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. Equivalent to TTC-251.

(WHS) WORKPLACE HEALTH SAFETY

WHS-1110 Workplace Safety • 3 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. Equivalent to WHS-110.

WHS-1152 Workplace Health and Safety 1.5 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. Not available for supplemental. Equivalent to WHS-152. Corequisite courses: WHS-1152L.

(WRI) WRITING

WRI-1150 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-1161, WRI-150, CAP-161. Corequisite courses: WRI-1150L.

WRI-1154 Media Research and Writing I 3 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. Equivalent to WRI-154. Corequisite courses: WRI-1154L.

WRI-1174 Media Research and Writing II 3 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. Equivalent to WRI-174. Prerequisites: take WRI-1154. Corequisite courses: WRI-1174L.

WRI-2250 Commercial Writing I 1.5 credits
This course covers study and practise in the special techniques of writing commercials for the broadcast media. Equivalent to WRI-250, CAP-188. Corequisite courses: CAP-2275.

WRI-2257 Public Relations Writing 3 credits
This course continues the development of writing skills for the public relations industry. Students will examine writing as it applies to news releases, newsletters, annual reports, features and storyboards. Not available for supplemental. Equivalent to WRI-257, ENG-257. Prerequisites: take WRI-1174.

WRI-2274 Commercial Writing II 1.5 credits
Students are required to write and produce commercials for use on CRLC Radio, along with assigned class projects. Not available for supplemental. Equivalent to WRI-274, CAP-288. Prerequisites: take WRI-2250. Corequisite courses: CAP-2285.

Course Descriptions WTT 1101 - WTT 1118

(WTT) WIND TURBINE TECHNICIAN

WTT-1101 DC Circuit Fundamentals
3 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-1102, WTT-1103 and WTT-1104, 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. Equivalent to WTT-101. Corequisite courses: WTT-1102, WTT-1103, WTT-1104.

WTT-1102 Sources of Electromotive Force • 1.5 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-1101, WTT-1103 and WTT-1104, 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. Equivalent to WTT-102. Corequisite courses: WTT-1101, WTT-1103, WTT-1104.

WTT-1103 DC Laboratory Fundamentals
3 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-1101, WTT-1102 and WTT-1104, 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. Equivalent to WTT-103. Corequisite courses: WTT-1101, WTT-1102, WTT-1104.

WTT-1104 Electrical Code/Blueprint Reading • 3 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-1101, WTT-1102 and WTT-1103, 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. Equivalent to WTT-104. Corequisite courses: WTT-1101, WTT-1102, WTT-1103.

WTT-1110 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. Not eligible for Prior Learning Assessment. Equivalent to WTT-110.

WTT-1113 Wind Turbine Rotor Blades
1.5 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 supplemental. Not eligible for Prior Learning Assessment. Equivalent to WTT-113. Corequisite courses: WTT-1113L.

WTT-1114 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 eligible for Prior Learning Assessment. Equivalent to WTT-114.

WTT-1115 Wind Energy Theory
1.5 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 sitting (site suitability), in addition to turbine aerodynamics and turbine output will also be studied. Students will also learn basic meteorological fundamentals. Not eligible for Prior Learning Assessment. Equivalent to WTT-115.

WTT-1116 Motor Control & Programmable Controllers • 1.5 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 eligible for Prior Learning Assessment. Equivalent to WTT-116.

WTT-1117 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 eligible for Prior Learning Assessment. Equivalent to WTT-117.

WTT-1118 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 eligible for Prior Learning Assessment. Equivalent to WTT-118.

Course Descriptions WTT 1120 - WTT 1126

WTT-1120 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. Not eligible for Prior Learning Assessment. Equivalent to WTT-120. Prerequisites: take WTT-1110.

WTT-1123 Wind Turbine Electrical
6 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 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. In addition, more advanced topics such as 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 will be discussed. Not available for supplemental. Not eligible for Prior Learning Assessment. Equivalent to WTT-123. Prerequisites: take WTT-1101, WTT-1102, WTT-1103, WTT-1104. Corequisite courses: WTT-1123L.

WTT-1124 Wind Turbine Maintenance
3 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 eligible for Prior Learning Assessment. Equivalent to WTT-124. Prerequisites: take WTT-1114.

WTT-1126 Certification Seminar
1.5 credits
This course will prepare students to complete the written and practical exams required for temporary BZEE Certification. Not available for supplemental. Equivalent to WTT-126.