



# ACADEMIC CALENDAR

2017 – 2018

Program and Course Information  
Application Process | Institute Regulations

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# Any Time. Any Place. Any Path. Any Pace.

At Bow Valley College, we are proud to offer you an exceptional applied education experience to facilitate your professional development as well as personal growth. As a learner-centered College, our faculty and staff are here to support you by providing highly flexible programming and service delivery options. We aim to facilitate your success in your program and allow you to be responsive to life's other responsibilities.

We call this philosophy any time, any place, any path, any pace. This is learning that fits into busy lives, suits diverse learning styles, and gives access to learning content and resources where and when needed.



Our suite of career programs and open studies offerings gives you opportunities to guide your own development and capacity for contribution to vital and growing fields, such as health, justice, business and administration, human services, and creative technologies. You will also find programs in English Language Learning and Upgrading.

Our focus on developing both technical and workplace skills ensures an applied education that delivers relevant and market-driven content and competencies. You can enhance your career potential or give momentum to a desired career shift with Bow Valley College as your partner. Together, we will prepare you to put your new skills to work and promote a lifetime of contribution in your workplace and community.

We are pleased you are considering Bow Valley College. Whether you join in Calgary or at one of our many regional sites or online, we are committed to your success every step of the way. I invite you to peruse this academic calendar and see the multitude of ways in which Bow Valley College can help you achieve your aspirations and potential.

**Laura Jo Gunter**  
President and CEO

# FIND OUT MORE

## PROSPECTIVE STUDENT CENTRE

Prospective Student Centre provides information about college programs and courses, including admission requirements and assistance with filling out application forms.

### Hours of Operation:

8:00 a.m. – 4:00 p.m. (Monday to Thursday)

9:30 a.m. – 4:00 p.m. (Friday)

Phone: 403-410-1402

Email: [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

First Floor, South Campus

345 – 6 Ave. SE

Calgary, AB T2G 4V1

## GENERAL INFORMATION AND LEARNER FOR A DAY/TOURS

Learner for a Day/Tours: Prospective applicants have the opportunity to spend a day attending classes and meeting learners and instructors in their area of interest. Prospective applicants may also participate in a tour of the campus based on need and area of interest. For more information on Learner for a Day or a campus tour, please contact the Prospective Learner Services at 403-410-1402 or by email [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca).

General Information: Prospective applicants who would like more information about Bow Valley College programs or admission requirements before submitting an application are encouraged to contact the Prospective Learner Services in person, by phone 403-410-1402, or by email: [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

Questions or assistance with an application can be directed to the Prospective Learner Services at 403-410-1402 or by email [info@ bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

## ACADEMIC ADVISING SERVICES

Academic Advising Services provides optional support to learners registered in programs in the School of Health and Wellness, the School of Community Studies, School of Creative Technologies, the Chiu School of Business, Foundational Learning, and ELL. Learners can speak with an Academic Advisor for advice on course selection, registration and scheduling; planning an academic path to graduation; understanding college academic policies; and for preliminary information on transfer and articulation agreements between Bow Valley College and other education institutions.

### Hours of Operation:

8:30 a.m. – 4:00 p.m. (Monday-Thursday)

9:30 a.m. – 4:00 p.m. (Friday)

Academic Advising is closed

9:30 a.m. to 11:30 a.m. on Thursdays.

Phone: 403-410-3456

Email: [advising@bowvalleycollege.ca](mailto:advising@bowvalleycollege.ca)

First Floor, South Campus

345 – 6 Ave. SE

Calgary, AB T2G 4V1

## OFFICE OF THE REGISTRAR AND ENROLMENT SERVICES

The Office of the Registrar and Enrolment Services assists learners through all phases of their academic journey. This includes:

- applications and admissions
- cashier services
- Learner Advising Centre
- admissions testing
- ID cards
- admissions/registration/transcripts
- prior learning assessments and transfer credit

### Hours of Operation:

#### Regular Hours

8:00 a.m. – 7:00 p.m. (Mon – Thu)

8:00 a.m. – 4:00 p.m. (Fri)

#### Call Centre Hours

8:00 a.m. – 4:30 p.m. (Mon – Thu)

8:00 a.m. – 4:00 p.m. (Fri)

#### Summer Hours

8:00 a.m. – 5:00 p.m. (Mon – Thu)

8:00 a.m. – 4:00 p.m. (Fri)

Phone: 403-410-1400

First Floor, South Campus

## THE COLLEGE IS CLOSED ON ALL STATUTORY HOLIDAYS

# GET MORE SUPPORT AT BOW VALLEY COLLEGE

## INIHKOKAAN (BUFFALO LODGE) ABORIGINAL CENTRE

The centre provides Aboriginal learners with financial information for First Nations Band funding and supports geared for program success. Our gathering place provides cultural, physical, emotional and spiritual support through the following:

- cultural resource elder advising, consultations and spirituality
- ceremonial smudge
- culturally relevant speakers and information sessions
- gathering place for study
- advocacy for First Nations band and Metis educational sponsorship
- Aboriginal scholarship and bursary information

### Hours of Operation:

8:00 a.m. – 4:00 p.m. (Mon – Fri)

Phone: 403-355-1920

Second Floor, South Campus

[bowvalleycollege.ca/inihkokaan](http://bowvalleycollege.ca/inihkokaan)

## INTERCULTURAL CENTRE: CENTRE FOR EXCELLENCE IN IMMIGRANT AND INTERCULTURAL ADVANCEMENT

The Intercultural Centre provides a signature location from which the Centre for Excellence in Immigrant and Intercultural Advancement celebrates and promotes the Diversity Advantage to all learners, faculty, staff and the broader community.

### Hours of Operation:

8:00 a.m. – 4:00 p.m. (Mon – Fri)

Phone: 403-410-3495

Third Floor, North Campus

## INTERNATIONAL EDUCATION DEPARTMENT

International learners can access a range of services including:

- navigating immigration information
- advising specific to international learners
- cross-cultural integration
- learner pathway planning
- social, recreational, and cultural events
- community connections

### Hours of Operation:

8:00 a.m. – 4:00 p.m. (Mon – Fri)

Phone: 403-410-3476

Second Floor, South Campus

## LEARNER SUCCESS SERVICES

Learner Success Services is committed to enhancing life experience for all learners. Services include:

- **career exploration** and advising to help learners choose the right program
- **online job board** and job search assistance to help learners find a job while in school and after they graduate
- **personal counselling**
- **health and wellness** promotion
- supports for learners with **disabilities**
- academic and exam **accommodations**
- assistive technology services
- sign language interpreting
- **financial aid** (learner loan) services from application to repayment
- **budget coaching** and money management education, tools, and resources
- **scholarships, awards and bursaries**
- learner life opportunities on campus including **New Learner Orientation** and the Leadership Experience and Development (LEAD) series
- **volunteer opportunities**
- **workshops** on a variety of topics

### Hours of Operation:

8:00 a.m. – 6:00 p.m. (Mon – Thu)

8:00 a.m. – 4:15 p.m. (Fri)

Phone: 403-410-1440

First Floor, South Campus

[bowvalleycollege.ca/lss](http://bowvalleycollege.ca/lss)

### Academic Success Centre (Tutorial Centre)

The Academic Success Centre is a part of Learner Success Services at Bow Valley College, and provides services and supports that help with learning. Services include:

- tutoring (face-to-face, online or group)
- study group
- peer tutoring
- assistance with study skills and learning strategies, resources to support academic success
- workshops
- quiet study space
- Learning Boot Camp
- Technology Boot Camp

#### Hours of Operation:

8:00 a.m. – 7:00 p.m. (Mon – Thu)

8:00 a.m. – 4:00 p.m. (Fri)

9:00 a.m. – 2:00 p.m. (Sat)

N266, Second Floor, North Campus

### RGO LIBRARY AND LEARNING COMMONS

The RGO Library and Learning Commons includes: Library and Information Services, Testing Services, Learner Technology Support and other study support including:

- computers
- printing
- study tables
- audiovisual viewing
- group work rooms

#### Hours of Operation:

7:00 a.m. – 5:00 p.m. (Mon – Thu)

8:00 a.m. – 5:00 p.m. (Fri)

9:00 a.m. – 5:00 p.m. (Sat)

Phone: 403-410-1647

First Floor, North Campus

[bowvalleycollege.ca/library](http://bowvalleycollege.ca/library)

## IMPORTANT NOTICE AND DISCLAIMER:

Information and material in the Bow Valley College Academic Calendar is compiled by academic departments and administrative offices. It is important for learners to familiarise themselves with the general College information, rules, guidelines and policies to ensure learners make informed decisions about their education. Every reasonable effort is made to ensure information is accurate and correct at the time of publication. The College reserves the right to make changes contained in the Academic Calendar in either electronic or printed form, and will provide notice to keep learners informed of such changes. Because policies, regulations, deadlines and other information are updated from time to time, there may be changes that are not reflected in the Academic Calendar. Be sure to check the College's website ([bowvalleycollege.ca](http://bowvalleycollege.ca)) for the most up to date and accurate information.

*By registering with the College each learner has agreed to and is bound by the regulations and policies of the College and of the program in which they have enrolled.*

## DIRECTORY

College Switchboard	403-410-1400
Toll Free	1-866-428-2669
TTY	403-441-1479

### Office of the Registrar

Prospective Student Centre	403-410-1402
Registration, Payments, and General Information	403-410-1400

### Learner Success Services

General Information and Directory	403-410-1440
Employment Support	403-410-1742
Financial Aid (Learner Loans)	403-410-1681
Services for Learners with Disabilities	403-410-1555
Scholarships, Bursaries & Awards	403-410-1680

### Other Frequently Called Areas

Iniikokaan Aboriginal Centre	403-355-1920
Bookstore	403-410-1740
International Education	403-410-3476
MyBVC/D2L Help Desk	403-464-0836
Students' Association	403-410-1695

*If you are looking for a specific department or service within Bow Valley College, please call the main switchboard at 403-410-1400 or visit [bowvalleycollege.ca](http://bowvalleycollege.ca)*

### YWCA CHILDCARE AT BOW VALLEY COLLEGE

The YWCA Child Care Centre at Bow Valley College provides high quality childcare for children aged 1 – 5 years. The child and his/her family are welcomed into a safe, stimulating and caring environment. (Priority is given to the children of College learners in this accredited facility).

Phone: 403-705-5786

[childcare@ywcaofcalgary.com](mailto:childcare@ywcaofcalgary.com)

#### Hours of Operation:

Mon. – Fri.: 7:00 a.m. – 5:30 p.m.

Second floor, North Campus

### IMAGINE HEALTH

Provides full medical, pharmacy, and physiotherapy services. College program vaccinations are available here.

Phone: 403-775-9669

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

#### Hours of Operation:

Mon. – Fri.: 8:30 a.m. – 4:30 p.m.

First Floor, West Campus (300 – 6 Ave. SE)

# IMPORTANT COLLEGE DATES

Dates are subject to change.

## FALL TERM 2017

June 5	Online registration opens for ongoing Health and Wellness learners
June 7	Online registration opens for ongoing Chiu School of Business learners
June 8	Online registration opens for ongoing Community Studies and Creative Technologies learners
June 13	Online registration opens for new Health and Wellness learners
June 14	Online registration opens for new Chiu School of Business learners
June 15	Online registration opens for new Community Studies and Creative Technologies learners
June 16	Registration opens for Open Studies
August 23	New Learner Orientation
August 29	Fee Deadline for Fall Term
August 30	Commencement of Fall Term
September 4	Labour Day – <i>College Closed</i>
September 11	Drop deadline: last day to cancel/drop courses or programs in the current term and be eligible for 100% tuition refund, (excluding the \$200 confirmation fee)
September 11	Transfer credit submission deadline
October 9	Thanksgiving Day – <i>College Closed</i>
October 10	Independent Study Day – <i>No Classes</i>
October 23	Withdrawal Deadline for full time programs: Last day to withdraw from a course in the current term and receive a "W" grade. Withdrawals after this date will result in a "WF" grade.
November 13	<i>College Closed in lieu of Statutory Holiday, Remembrance Day, Saturday Nov. 11</i>
December 12	Last day of Fall Term (post-secondary programs)
December 19	Last day of Fall Term (ELL Foundational Learning programs)
Dec. 22 – Jan. 1	Holiday Break – <i>College Closed</i>

## WINTER TERM 2018

October 17	Online registration opens for ongoing Health and Wellness learners
October 18	Online registration opens for ongoing Chiu School of Business learners
October 19	Online registration opens for ongoing Community Studies and Creative Technologies learners
October 24	Online registration opens for new Health and Wellness learners
October 25	Online registration opens for new Chiu School of Business learners
October 26	Online registration opens for new Community Studies and Creative Technologies learners
October 27	Registration opens for Open Studies
January 4	New Student Orientation
January 5	Fee deadline for Winter Term
January 8	Commencement of Winter Term

## WINTER TERM 2018 (cont'd)

<b>January 17</b>	Drop deadline: last day to cancel/drop courses or programs in the current term and be eligible for 100% tuition refund, (excluding the \$200 confirmation fee)
<b>January 17</b>	Transfer credit submission deadline
<b>February 13</b>	February 2018 – Winter Graduation (tentative)
<b>February 19</b>	Family Day – <i>College Closed</i>
<b>February 20</b>	College Professional Development Day/Independent Study Day – <i>No Classes</i>
<b>February 27</b>	Withdrawal deadline for full time programs: last day to withdraw from a course in the current term and receive a "W" grade. Withdrawals after this date will result in a "WF" grade.
<b>Mar. 30 – Apr. 2</b>	Easter break – <i>College Closed</i>
<b>April 19</b>	Last day of Winter Term (post-secondary programs)
<b>April 26</b>	Last day of Winter Term (ELL Foundational Learning programs)

## SPRING TERM 2018

<b>February 5</b>	Online registration opens for ongoing Health and Wellness learners
<b>February 7</b>	Online registration opens for ongoing Chiu School of Business learners
<b>February 8</b>	Online registration opens for ongoing Community Studies and Creative Technologies learners
<b>February 13</b>	Online registration opens for new Health and Wellness learners
<b>February 14</b>	Online registration opens for new Chiu School of Business learners
<b>February 15</b>	Online registration opens for new Community Studies and Creative Technologies learners
<b>February 16</b>	Registration opens for Open Studies
<b>April 27</b>	New learner orientation
<b>May 2</b>	Fee deadline for Spring Term
<b>May 3</b>	Commencement of Spring Term
<b>May 14</b>	Drop deadline: last day to cancel/drop courses or programs in the current term and be eligible for 100% tuition refund, (excluding the \$200 confirmation fee)
<b>May 14</b>	Transfer credit submission deadline
<b>May 21</b>	Victoria Day – <i>College Closed</i>
<b>TBA</b>	June 2018 Spring Graduation
<b>June 25</b>	Withdrawal deadline for full time programs: last day to withdraw from a course in the current term and receive a "W" grade. Withdrawals after this date will result in a "WF" grade.
<b>July 1</b>	Canada Day – <i>College Closed</i>
<b>July 6</b>	Stampede Parade – <i>No Classes in Morning</i>
<b>August 6</b>	Heritage Day – <i>College Closed</i>
<b>August 15</b>	Last day of Spring Term (post-secondary programs)
<b>August 22</b>	Last day of Spring Term (ELL and Foundational Learning programs)



# APPLICATION & ADMISSION PROCESS

## #500-1-2 ADMISSIONS POLICY

Admissions criteria is established to ensure applicants who are admitted have completed the necessary preparation to succeed in their program of study.

This policy promotes fair and equitable admission processes by establishing clear admissions criteria and procedures for credit programs.

This policy applies to all applicants regardless of learning location or modality (e.g., traditional, distance, online, regional, etc).

The College has admissions criteria for all College programs that are publicly available.

1. The College reserves the right to deny admission.
2. Applications from individuals who owe monies to the College will not normally be processed.
3. Applicants are normally charged an application fee to a College program.
4. The College grants three types of acceptance: Final Acceptance, Conditional Acceptance, and Special Acceptance.
5. When an applicant is not admitted to a program of his or her choice, the applicant may be considered for an alternative program or intake.
6. The College has an admissions appeal process supported by an Admissions Appeal Committee. The decision of the Admission Appeal Committee is final.
7. Applications to an intake of a program will close when the program intake wait list has reached its specified maximum (as determined by the program dean).

## APPLICATION FEE

\$65 Domestic, \$130 International per application.

Application fees are non-refundable, non-transferrable and subject to change.

Individuals registering for Continuing Education courses do not pay an application fee and should register online at [bowvalleycollege.ca/coned](http://bowvalleycollege.ca/coned).

## ALBERTA LEARNER NUMBER

Applicants must have an Alberta Learner Number (ASN) to apply to Bow Valley College. This number can be found or created at the Apply Alberta website ([education.alberta.ca/learners/asn.aspx](http://education.alberta.ca/learners/asn.aspx)). Applications submitted outside the Apply Alberta website without an ASN will not be accepted.

## WHEN TO APPLY

Most programs have a limited number of spaces available. Admission to a program is determined on a first-come, first-qualified, first-accepted basis. Applications will not be processed until all required

documentation is provided and/or admission requirements have been met and the file is deemed complete.

Applicants who require funding assistance are encouraged to apply for funding four to six weeks in advance to ensure all necessary documents are submitted prior to the best before funding date.

International applicants are advised to apply three to six months in advance in order to obtain a learner visa and are encouraged to contact the College's International Education Office prior to application at: 403-410-3476

## ADMISSION REQUIREMENTS

Bow Valley College admission requirements are designed to accommodate mature learners. Applicants to Bow Valley College programs or courses must be 18 years of age or older, or able to demonstrate to the Registrar the appropriate responsibility to benefit from a selected program of study. It is not mandatory to have a completed high school diploma to apply to programs or courses at Bow Valley College.

Admission requirements are listed on pages 10 to 14 and on at [bowvalleycollege.ca](http://bowvalleycollege.ca). Applicants should familiarise themselves with the specific requirements of the program they are applying to. In some cases, pre-program requirements or additional admission requirements are also listed.

Applicants must provide proof of successful completion of the admission requirements or proof of current registration in prerequisite courses for the programs selected.

Applicants whose first language is not English must also satisfy the English Proficiency Requirements of the program applied for prior to final acceptance.

## OFFICIAL TRANSCRIPTS

Applicants must:

- Arrange for an official copy of any high school transcripts.
- Arrange for an official copy of transcripts from each post-secondary institution attended.

Transcripts received by Bow Valley College become the property of Bow Valley College and will not be photocopied or printed for the learner or forwarded to other institutions. An exception to copy originals may be made for applicants educated outside of Canada who receive only one set of original official transcripts.

The academic documents of Bow Valley College applicants only will be assessed.

In some cases, applicants will be asked to write a placement test and/or attend an interview.

As part of the online application process, applicants may choose the free electronic transcript transfer between institutions participating in Apply Alberta. Transcripts may be requested from Alberta Education (for high school transcripts) as well as from other post-secondary institutions currently using the Apply Alberta application site.

Official transcripts must be:

1. Original academic documents bearing the seal and signature of the institution or agency, and
2. Mailed directly to the Office of the Registrar at Bow Valley College in a sealed envelope by the sending institution.

### ALBERTA HIGH SCHOOL TRANSCRIPTS

To order a transcript online, go to the Alberta Department of Education website at [education.alberta.ca/learners/transcripts](http://education.alberta.ca/learners/transcripts)

### OUT OF PROVINCE HIGH SCHOOL TRANSCRIPTS

Go to the Alberta Innovation and Advanced Education website at <http://alis.alberta.ca/et/ep/pps/high-school-transcripts.html>

### FOREIGN TRANSCRIPTS

Applicants educated outside of Canada and applying to Bow Valley College for full time career programs will be required to produce their original academic documents. Please contact the International Admissions Officer at 403-410-3489 for specific details.

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) – Academic may be used for admission into most programs (only valid within a two year period) to fulfill the English Proficiency Requirement.

Note: Applicants to programs other than career programs at Bow Valley College may provide Unofficial Transcripts or Statements of Courses and Marks.

### WAITING LISTS

If a program or course is full, qualified applicants are automatically placed on the program or course waiting list. Promotion from the wait list to full program entrance is determined by date of acceptance so early application is advised.

Every effort is made to contact individuals if a space becomes available. Other cancellations may result in short notice for full acceptance into a program; therefore, applications for funding or financial support should be submitted early (if applicable).

### OTHER IMPORTANT INFORMATION

#### #500-1-9 TRANSFER CREDIT POLICY AND PROCEDURE:

Transfer credit criteria are established to ensure learners who are admitted to a Bow Valley College program are recognised for learning outcomes already achieved from previous accredited post-secondary study and have the necessary preparation to be successful in their studies. The total amount of transfer credit awarded to a learner is limited by Bow Valley College residency requirements (learners must complete a minimum of 25% of their studies at Bow Valley College). Courses with a completed course mark of "C" or better (not lower than 2.0 GPA) will be considered for transfer credit.

If you think you may qualify for transfer credit, learners must request transfer credit prior to the drop deadline in their first term of study. It is the learner's responsibility to ensure that all relevant official transcripts from other institutions are sent to Bow Valley College.

Transfer credit decisions are based on the following:

1. Bow Valley College Transfer Agreements
2. Other recognised transfer guides such as ARUCC and PCAT Transcript and Transfer Guide
3. Assessments of course outlines by Bow Valley College academic departments that delivers the corresponding College course

All decisions related to transfer credit are communicated in writing. Any additional fees or costs associated with transfer credit will be the responsibility of the learner. Only learners who are in good standing will be assessed for transfer credit.

For more information about how to apply for transfer credit please visit [bowvalleycollege.ca/TransferCredit](http://bowvalleycollege.ca/TransferCredit)

### LETTERS OF PERMISSION

Any learner who has completed a minimum of 15 post-secondary credits at Bow Valley College and are in good standing may request a Letter of Permission (LOP) to enroll in a course at another post-secondary institution with the intent of receiving credit that will count towards completion of a Bow Valley College Credential. Learners must obtain an LOP to enroll in courses at the other institution and there is no guarantee that transfer credit will be awarded for courses completed without an LOP. LOPs are issued by the Office of the Registrar.

### #500-1-8 PRIOR LEARNING AND ASSESSMENT RECOGNITION:

Bow Valley College supports the recognition of an individual's previously acquired skills, competencies and knowledge because these are key components to facilitating lifelong learning.

Prior Learning and Assessment Recognition (PLAR) is a process of identifying, assessing and recognising skills, competencies and knowledge to facilitate the transfer of these skills, competencies, and knowledge of individuals into further learning and work.

Learners may request a PLAR for a course once they have been accepted or wait-listed to a program, including Open Studies. These requests are made by the learner and submitted to the program area responsible for the delivery of the course. The learner will be informed of the program area decision within 30 days of application.

Before being assessed, learners must pay a non-refundable PLAR fee. It is important to note that a learner cannot PLAR a Bow Valley College course which they have previously failed. In cases where learners have acquired additional knowledge or experience after failing a Bow Valley College course, exceptions may be approved at the discretion of the program area's dean.

Only courses with successfully completed PLAR will be transcribed with a grade of PL. Unsuccessful PLAR will not be recorded on official learner transcript. As per the Academic Continuance and Graduation policy, learners must meet the 25% residency requirement for graduation from their program. Credit awarded through PLAR may fulfill Bow Valley College graduation requirements, but it may not be recognised by other post-secondary institutions.

#### **Fees for Prior Learning and Assessment Recognition (PLAR):**

Bow Valley College charges a \$200 flat fee plus \$50 per credit awarded to a maximum total fee as defined by the current tuition schedule. Fees for international learners are calculated using an international learner tuition modifier.

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### **#500-1-4 LEARNER ACCOMMODATIONS**

#### **Learners with Disabilities:**

Learners requiring academic accommodations must contact the Learner Success Services at least four months prior to the commencement of their scheduled classes at Bow Valley College to establish an academic accommodation plan. Reasonable effort will be made to provide suitable academic accommodation; however, there is no guarantee that services will be available and it is possible that start dates may have to be deferred in order to provide required accommodation. While the College will attempt to facilitate all learner requests for accommodation, there is a current shortage of sign language interpreters.

## **OPEN STUDIES**

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### **#500-1-18 OPEN STUDIES POLICY:**

Open Studies provides learners with access to a selection of Bow Valley College credit courses without being admitted or committed to one of the College's post-secondary programs. The purpose for learners is to:

1. Provide an opportunity to explore post-secondary programs at Bow Valley College
2. Obtain advance credit while completing prerequisite course work or while waiting for admission to a program of study
3. Take courses to improve academic standing within the College to rehabilitate previous academic performance to return to a post-secondary program of study
4. Develop professional skills, knowledge and enrich personal learning by taking courses without the commitment of a full post-secondary program.

### **OPEN STUDIES: ADMISSIONS PROCESS**

1. Learners are required to apply and be admitted to Open Studies before taking Open Studies.
2. Learners must meet the minimum the English Language proficiency requirement for Open Studies as published in the Academic Calendar and College website
3. Individual learners who have applied to the College's post-secondary programs but have been denied admission, waitlisted or have a program start date that is more than four months in the future will be provided with an offer to be admitted to Open Studies without an Open Studies application or payment. Learners will still need to meet the English Language Proficiency requirements for the program.

### **OPEN STUDIES: REGISTRATION PROCESS**

1. Currently enrolled Bow Valley College post-secondary program learners are able to access Open Studies courses during their regular registration window.
2. Visit [bowvalleycollege.ca/openstudies](http://bowvalleycollege.ca/openstudies) for a list of currently available Open Studies courses.

# ACADEMIC ADMISSION REQUIREMENTS

(Information subject to change)

## Chiu School of Business

PROGRAM	ACADEMIC ADMISSION REQUIREMENTS
<b>Administrative Professional Certificate*, Dental Business Assistant Certificate, Hospital Unit Clerk Certificate, Legal Assistant Diploma* **, Medical Office Assistant Certificate, Veterinary Office Assistant Certificate</b>	<ul style="list-style-type: none"><li>• Credit in English 30-1 or 65% in English 30-2 or equivalent</li><li>• Credit in a Grade 10 Math (excluding Math 10-4 and Math 16 levels)</li></ul> <p><b>OR:</b></p> <ul style="list-style-type: none"><li>• Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:<ul style="list-style-type: none"><li>• Writing Skills: 520 minimum standard score</li><li>• Interpreting Literature and Art: 520 minimum standard score</li><li>• Math: 450 minimum standard score</li></ul></li></ul> <p><b>OR:</b></p> <ul style="list-style-type: none"><li>• Satisfactory results on the College Admissions test</li></ul> <p><b>OR:</b></p> <ul style="list-style-type: none"><li>• Successful completion of the Pre-Business Pathway</li></ul>
<b>Business Administration Certificate, Business Administration Diploma, Events Management Certificate, Human Resources Certificate</b>	<ul style="list-style-type: none"><li>• Credit in English 30-1 or 65% in English 30-2 or equivalent</li><li>• Credit in Math 30-1 or Math 30-2 or equivalent</li></ul> <p><b>OR:</b></p> <ul style="list-style-type: none"><li>• Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:<ul style="list-style-type: none"><li>• Writing Skills: 520 minimum standard score</li><li>• Interpreting Literature and Art: 520 minimum standard score</li><li>• Math: 520 minimum standard score</li></ul></li></ul> <p><b>OR:</b></p> <ul style="list-style-type: none"><li>• Satisfactory results on the College Admissions Test</li></ul> <p><b>OR:</b></p> <ul style="list-style-type: none"><li>• Successful completion of the Pre-Business Pathway (pending government approval of Pathway program)</li></ul>

\*Minimum keyboarding speed of 25 wpm is strongly recommended

\*\* Some practicum agencies and field placements may require a Police Information Check

### PRE-PRACTICUM REQUIREMENTS

#### Police Information Check (PIC)

Some College programs include clinical placements in agencies where employers require a police information check. Results of this check may restrict opportunities for placement in a practicum. The PIC must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Learners are responsible to apply for and obtain their own PIC record and to understand the implications on work or clinical placement and licensure and/or employment prospects.

#### IMMUNISATION REQUIREMENTS FOR HEALTH CARE WORKERS PROGRAMS

Some programs at Bow Valley College require learners to have certain immunisations completed prior to the program's first clinical or work experience.

# School of Community Studies

PROGRAM	ACADEMIC ADMISSION REQUIREMENTS
<b>Addiction Studies Certificate, Addiction Studies Diploma – Aboriginal Focus, Disability Studies Certificate, Disability Studies Diploma, Early Learning and Child Care Certificate, Early Learning and Child Care Diploma, Education Assistant Certificate, Fetal Alcohol Spectrum Disorder Education Certificate</b>	<ul style="list-style-type: none"> <li>Credit in English 30-1 or 65% in English 30-2 or equivalent</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Successful completion of all five tests that make up the the General Educational Development (GED) with a minimum score in the following sections:                             <ul style="list-style-type: none"> <li>Writing Skills: 520 minimum standard score</li> <li>Interpreting Literature and Art: 520 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Satisfactory results on the College Admissions Test</li> </ul>
<b>Health and Human Services Management Post-Diploma Certificate</b>	Diploma or degree in health or human services (equivalencies will be considered on a case-by-case basis)
<b>Justice Studies Diploma</b>	<ul style="list-style-type: none"> <li>High School Diploma with credit in English 30-1 or 65% in English 30-2 or equivalent</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Successful completion of all five tests that make up the the General Educational Development (GED) with a minimum score in the following sections:                             <ul style="list-style-type: none"> <li>Writing Skills: 520 minimum standard score</li> <li>Interpreting Literature and Art: 520 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Satisfactory results on the College Admissions Test</li> </ul>
<b>Social Work Diploma</b>	<ul style="list-style-type: none"> <li>60% in English 30-1 or equivalent</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Completed a minimum of 100 voluntary and/or paid hours in the human services field. Documentary evidence required (such as a letter from the employing agency).                             <ul style="list-style-type: none"> <li>Official letter on letterhead signed by a supervisor, including their contact information</li> <li>Applicant's role/job title</li> <li>Total number of hours worked or volunteered</li> <li>A detailed description of the applicant's responsibilities and the level of interaction they had with clients, their families, and/or the general public</li> <li>All letters are reviewed on a case by case basis. The College does not accept Record of Employment documentation in lieu of an official reference letter</li> </ul> </li> </ul>

## PRE-PRACTICUM REQUIREMENTS

### Police Information Check (PIC)

Some College programs include clinical placements in agencies where employers require a police information check. Results of this check may restrict opportunities for placement in a practicum. The PIC must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Learners are responsible to apply for and obtain their own PIC record and to understand the implications on work or clinical placement and licensure and/or employment prospects.

### IMMUNISATION REQUIREMENTS FOR HEALTH CARE WORKERS PROGRAMS

Some programs at Bow Valley College require learners to have certain immunisations completed prior to the program's first clinical or work experience.

# School of Creative Technologies

## PROGRAM

## ACADEMIC ADMISSION REQUIREMENTS

### Digital Marketing Post-Diploma Certificate

- Completion of a diploma or degree

#### Additional Requirements:

- It is recommended that applicants have previous education or work experience in communications, English, political science, journalism, public relations, marketing, or business
- Learners are expected to have a working knowledge of personal computers including general business applications and navigating the internet
- A laptop computer meeting minimum specifications is required for this program
- Additional course-specific software may be required

### Interior Decorating Diploma

- Credit in English 30-1 or 65% in English 30-2 or equivalent
- 60% in Math 10C (excluding Math 10-4 and Math 10-3 levels)

#### OR:

- Successful completion of all five tests that make up General Educational Development (GED) with a minimum score in the following sections:
  - Writing Skills: 520 minimum standard score
  - Interpreting Literature and Art: 450 minimum standard score

#### OR:

- Satisfactory results on the College Admissions test

### Kitchen and Bath Design Post-Diploma Certificate

- A diploma or a degree in interior decorating, interior design, architectural technology or a related program. Education and work experience equivalencies considered on a case by case basis by departmental approval.

#### Additional Requirements:

After education and English language requirements have been reviewed and approved, an e-mail will be sent requesting the applicant supply a portfolio submission.

- A Letter of Intent
- The physical portfolio of work to be determined by:
  - artistic content
  - evidence of work
  - working drawings
  - organisation and layout
  - presentation

### Software Development Diploma

- Credit in English 30-1 or 65% in English 30-2 or equivalent
- Credit in Math 30-1 or Math 30-2 or equivalent)

#### OR:

- Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:
  - Writing Skills: 520 minimum standard score
  - Interpreting Literature and Art: 520 minimum standard score
  - Math: 520 minimum standard score

#### OR:

- Satisfactory results on the College Admissions test

## PRE-PRACTICUM REQUIREMENTS

### Police Information Check (PIC)

Some Bow Valley College programs include clinical placements in agencies where employers require a police information check. Results of this check may restrict opportunities for placement in a practicum. The PIC must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Learners are responsible to apply for and obtain their own PIC record and to understand the implications on work or clinical placement and licensure and/or employment prospects.

# School of Health and Wellness

## PROGRAM

## ACADEMIC ADMISSION REQUIREMENTS

### Health Care Aide Certificate

- Credit in either English 10-1 or 10-2 or equivalent
- OR:**
- Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:
    - Writing Skills: 450 minimum standard score
    - Interpreting Literature and Art: 450 minimum standard score
- OR:**
- Satisfactory results on the College Admissions Test

### Nutrition Manager Certificate

- Credit in English 30-1 or 65% in English 30-2 or equivalent
  - Credit in Math 20-1, 20-2, 20-3 or equivalent
- OR:**
- Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:
    - Writing Skills: 520 minimum standard score
    - Interpreting Literature and Art: 520 minimum standard score
    - Math: 480 minimum standard score
- OR:**
- Minimum score of Level 3 in each domain (reading, document use and numeracy) on the Office Administration (ADM) version of the Test of Workplace Essential Skills (TOWES) or alternate assessment as approved by department.

### Pharmacy Technician Diploma

- High School Diploma or equivalent
  - Minimum 60% in English 30-1 or 70% in English 30-2 or equivalent
  - Minimum 60% in:
    - Math 30-1 or Math 30-2 or equivalent
    - Biology 30 or equivalent
    - Chemistry 30 or equivalent
- Additional Requirements:**
- 70% on math skills assessment (administered after application is reviewed)
  - 30 wpm on keyboarding assessment (administered after application is reviewed)
  - Proficient manual dexterity is essential. Applicants should have basic computer skills and be detail-oriented with the ability to problem-solve and multi-task.

### Practical Nurse Diploma

- Minimum final mark of 60% in English 30-1 or 70% in English 30-2 or equivalent
  - Credit in Math 20-1 or a minimum final mark of 60% in Math 20-2 or equivalent
  - Minimum final mark of 60% in Biology 30 or 60% in Anatomy and Physiology at Bow Valley College or equivalent
- OR:**
- Successful completion of the Pre-Health Pathway (pending government approval of Pathway program)

### Recreation Therapy Aide Certificate

- Successful completion of a recognised Health Care Aide Certificate program or equivalent and current employment in the health care field (please submit documentation from your employer)

## **PRE-PRACTICUM REQUIREMENTS**

### **Police Information Check (PIC)**

Some College programs include clinical placements in agencies where employers require a police information check. Results of this check may restrict opportunities for placement in a practicum. The PIC must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Learners are responsible to apply for and obtain their own PIC record and to understand the implications on work or clinical placement and licensure and/or employment prospects.

### **IMMUNISATION REQUIREMENTS FOR HEALTH CARE PROGRAMS**

Some programs at Bow Valley College require learners to have certain immunisations completed prior to the program's first clinical or work experience.



# ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

The following are the Language Proficiency Requirements for admission to Bow Valley College's career certificate and diploma programs. These are not the complete admissions requirements for each program; for a complete list of academic and other admission requirements please see the listing for that program.

Applicants whose first language is **NOT** English must demonstrate proficiency in **ONE** of the following:

PROGRAM	IELTS Academic (International English Language Testing System) <sup>1</sup>	TOEFL (Test of English as a Foreign Language) <sup>1</sup>	College Academic English 1	College Academic English 2	Canadian Language Benchmarks / Milestones Test <sup>1</sup>
Health Care Aide Recreation Therapy Aide	5.5 with minimum band score of 5.0	71	Minimum grade of B-	n/a	7 in each strand
Addiction Studies, Addiction Studies: Aboriginal Focus, Chiu School of Business Programs, Digital Marketing Post-Diploma Certificate, Disability Studies, Early Learning and Child Care, Education Assistant, Fetal Alcohol Spectrum Disorder Education, Health & Human Services Management, Interior Decorating, Justice Studies, Kitchen and Bath Design Post-Diploma Certificate, Nutrition Manager, Open Studies, Pre-Business Pathway, Pre-Health Pathway, Software Development Diploma	6.0 with minimum band score of 5.5	83	n/a	Minimum grade of B-	8 in each strand
Social Work* (see below for more information )	6.0 with no band score below 6.0	84 with no section score below 21	n/a	n/a	8 in reading, 8 in writing, and no lower than 7 in speaking/ listening
Pharmacy Technician** (see below for more information )	6.5 with minimum band score of 6.0	91 with minimum scores Listening – 21 Reading – 22 Writing – 25 Speaking – 23	n/a	n/a	n/a
Practical Nurse programs	Listening – 7.5 Reading – 6.5 Writing – 7.0 Speaking – 7.0	92	n/a	Minimum grade of B	8 in each strand

<sup>1</sup> Standardised test results are valid for two years from the day of testing. Results that expire prior to the start date of the program cannot be accepted. Official results must be submitted.

Learners who have attended a school in which English was the primary language of instruction may already meet English proficiency requirements. These applicants can submit transcripts for assessment of English proficiency, in lieu of the scores listed on the previous page (*some exceptions apply*).

Applicants whose first language is **NOT** English, but have prior English education can submit **ONE** of the following:

- Transcripts demonstrating successful completion of an Alberta Education English Language Arts course that is consistent with the specified academic admission requirements for their career program (*does not apply to Pharmacy Technician Diploma program*) **OR**:
- Transcripts demonstrating successful completion of three years of full time secondary education at a school where English was the language of instruction\* (*does not apply to Pharmacy Technician Diploma program*) **OR**:
- Transcripts demonstrating successful completion of one year of full time post-secondary education at a school where English was the language of instruction (*does not apply to Pharmacy Technician Diploma program*)

\* **Social Work** – other accepted English Proficiency Requirements

- CELPIP General overall score of 7, with a minimum band score of 7
- CAEL 60, with no subtest below 60
- Completion of Listening/Speaking 700 (ESLS7000)/Listening/Speaking 710 (ESLS7100) and Reading/Writing 800 (ESLW8000)/Reading/Writing 810 (ESLW8100) with a minimum

\*\***Pharmacy Technician**

- Proof of English Proficiency is required for all applicants who have not:
  - Graduated from a high school in Canada with three consecutive, first language English courses/credit or
  - Completed an undergraduate degree from a university in Canada, where instruction was provided in English
- The following English proficiency tests are also accepted for the Pharmacy Technician program:
  - MELAB: Overall score of 81, with a minimum score of 3+ in speaking, 80 in writing, 83 in reading, and 80 in listening
  - CanTEST: Minimum score of 4.5 in speaking, 4.0 in writing, 4.5 in reading, and 4.5 in listening

# COURSE REGISTRATION

## #500-1-17 LEARNER CREDIT REGISTRATION POLICY AND PROCEDURE

Learners in most Bow Valley College career certificate and diploma programs will be able to register online via [mybvc.ca](http://mybvc.ca) for courses in their program of study. Learners will be allowed to register in the following priority sequence:

1. Ongoing learners
2. New learners
3. Open Studies
4. Learners who wish to audit a course

The Office of the Registrar maintains a schedule of registration dates for learners, based on the above priority. For registration dates, please see the Important College Dates section of this calendar (Page 5).

Learners in ELL and upgrading programs will usually be registered in courses by College staff as per a learner's academic plan.

Continuous entry/exit courses may have registration dates, drop deadlines and withdrawal deadlines that differ from standard, term-based courses.

## CANCELLATIONS, DROPS AND WITHDRAWALS

Bow Valley College has the right to cancel courses and learner registrations due to low registration numbers or other operational issues. The College strives to provide learners with adequate notice of cancellations and, where possible, will make alternate arrangements for learners whose registrations are cancelled.

The Office of the Registrar may deregister from courses learners who:

- do not meet the conditions of their program acceptance;
- do not meet prerequisites, co-requisites or anti-requisites;
- do not pay required fees by the posted deadline;
- miss any classes during the add/drop period without prior notification to the instructor and who are then deemed to be a no show;
- violate any Bow Valley College policies; and/or
- have been suspended for academic or non-academic reasons.

## AUDITING COURSES

Learners who wish to attend courses regularly but do not want to take examinations or receive credit may request to take a course for audit purposes. An individual wishing to audit a course is required to:

1. Submit a request to audit a course in writing to the Office of the Registrar and Enrolment Services (in person at Office of the Registrar counter on the main floor of South Campus or by emailing the request to client [services@bowvalleycollege.ca](mailto:services@bowvalleycollege.ca)).
2. If approved, register and pay for the audited course in the same way as courses taken for credit

Information about auditing courses:

1. The decision on the request will be made based on the suitability of the course for audit and the availability of spaces in the class. The

decision is made by the department delivering the program and may take several weeks to process.

2. The cost to audit a course is the same as the regular tuition for the course and other applicable fees.
3. Audited courses will be noted on the learner's College transcript as audited courses.
4. Learners who audit courses are:
  - a. expected to meet all registration and fee deadlines that apply to regular registrations;
  - b. expected to refrain from participating in class discussions, assignment, examinations, or labs;
  - c. not entitled to individual instruction or support from the instructor or other academic staff;
  - d. not entitled to any other academic or learner services (including accommodations);
  - e. learners are not permitted to change status from credit to audit, or audit to credit, after the drop deadline; and
  - f. subject to applicable College policies including the Learner Code of Conduct and Learner Financial Accounts policies.

Courses dropped up to and including the Drop Deadline will not appear on learner transcripts.

Courses withdrawn after the drop deadline and by the withdrawal deadline will result in a W grade on the learner's transcripts.

Courses withdrawn after the withdrawal deadline will be graded as per the College Grading Policy.

It is the responsibility of learners to promptly notify the Office of the Registrar of their intent to withdraw, through the required means.

## EXTENSIONS

Learners may request course extensions due to personal or academic reasons. Learners may request an extension of one or two months. Requests for extensions should be directed to the Office of the Registrar, but will be approved by the learner's dean or designate. Extensions are subject to the standard fee as published in the annual schedule of learner fees.

The effective date for cancellation of registration is the date the notice is received, unless notification is provided by the learner's academic department, in which case the effective withdrawal date is the date the learner stops attending.

## WAIT LISTS

Where demand warrants, Bow Valley College may maintain wait lists for courses. Wait lists are maintained as first come, first wait-listed. Learners added to wait lists are not guaranteed a spot in that course. Wait lists will be closed prior to the start of term as per the date published in the Annual Schedule of Deadlines for Tuition and Fees.

Learners who cannot be accommodated in a class will be dropped from the wait list at that point and all registrations will be on a first-come, first-registered basis. Wait lists do not carry over to following terms and are only applicable for each specific course section.

## MINIMUM FULL TIME LOADS

Learners in most Bow Valley College programs will have their load determined and fees assessed based on their credit load. Learners who are at or above the Minimum Full time Load for their program will be assessed full time fees; learners who fall below will be assessed part-time fees. (Funding eligibility may be affected by a student's load.)

Please see [bowvalleycollege.ca/Courseload](http://bowvalleycollege.ca/Courseload) for details.

# MYBVC INFORMATION FOR LEARNERS

MyBVC is a website for registered learners at Bow Valley College.

The screenshot shows the MyBVC website interface. At the top, there are navigation tabs: Home, Online Resources, Registration, Student Information, and College Services. Below the tabs, there is a 'Schedule' section with a calendar for April 2016. To the right of the calendar is an 'Announcements' section. The first announcement is about Spring 2016 Graduation registration, which closes on April 8, 2016. The second announcement is for New Student Orientation on Wednesday, April 22, 2016, with a list of activities including getting comfortable with the college, meeting fellow students, and touring campuses. The third announcement is for Budget Boot Camp on Thursday, April 21, 2016, which includes workshops on budgeting, assets, banking, debt management, and consumerism. On the left side, there is a 'Links' section with icons for Desire2Learn, frequently asked questions, college policies, and MyBVC password change instructions.

[www.mybvc.ca](http://www.mybvc.ca)

Learners will be mailed or emailed their MyBVC login information soon after being accepted into a program. Once logged in, learners have access to:

- their college MyBVC Gmail account
- the self-registration system for courses (career programs only)
- class schedules
- unofficial transcripts
- important news from Bow Valley College
- \*D2L (Desire2Learn)

Inside each MyBVC account learners will also be able to:

- pay tuition and fees
- update personal information such as name, address and phone number
- view and download their T2202A tax receipt

\*D2L is a separate website for accessing courses, however, D2L can also be accessed from inside a MyBVC account.

**REMEMBER:** It is important for registered users to log in to the MyBVC website and check their MyBVC Gmail regularly. Critical College news and information will be sent to MyBVC and not to a learner's personal email address.

# TUITION, FEES AND REFUNDS

## #500 -1-11 LEARNER FINANCIAL ACCOUNTS POLICY

Tuition and other learner fees are normally published in April for the following academic year. For up-to-date tuition and fee information please see [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees).

Drop and withdrawal deadlines for specific courses are also available on [mybvc.ca](http://mybvc.ca)

## PAYING YOUR TUITION

Fee deadlines for each term are listed in the Important College Dates section of the calendar. Bow Valley College does not provide payment plans. Continuing Education fees are due on enrolment.

Learners can view their balance owing and due date by visiting [mybvc.ca](http://mybvc.ca). Tuition fees can be paid online by Visa or MasterCard via [mybvc.ca](http://mybvc.ca) or in person at the Office of the Registrar (First Floor, South Campus).

Specific tuition fees are listed under the Tuition and Fees Schedule online at [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees).

## REFUNDS

Learners withdrawing from a program or course may be eligible to receive a refund of their tuition based on the refund guidelines and fee schedule, provided there are no outstanding financial accounts and the learner has followed the College's formal withdrawal/cancellation procedure.

Refunds are issued within two to three weeks of notification of learner withdrawal or cancellation. Payments originally made by cash, cheque, debit or money order are refunded via cheque. Payments originally made by Visa or MasterCard are refunded back to the credit card used for the original payment. Any outstanding fees will be deducted from the total refund amount.

Confirmation fees are non-refundable. The list of mandatory fees for other non-refundable fees available at [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)

Compassionate grounds may be considered with official documentation (i.e. medical certificate). Provide documentation to the Office of the Registrar and Enrolment Services.

Important Information for funded learners

- If funding is not approved, the learner will be responsible for immediate payment of the entire balance of tuition and fees.
- Material fees are not paid directly to the College as part of Alberta Works funding. Learners are to pay the materials fees by the fee deadline.

## OUTSTANDING FEES/ACCOUNTS

Unpaid or outstanding fees are subject to a late fee penalty, and may result in program/course withdrawal and denial of future registration, as well as denial of access to transcripts and certificates.

Effective September 2, 2014, a \$50 late payment fee may be charged on any overdue account.

## ABOUT YOUR FEES

### Student Services Fee

The student services fee includes your student ID card, transcripts (official and unofficial), confirmation of enrolment letters, graduation, and other registration items.

### Materials Fee

The materials fee is attached to full time programs and some part-time courses for the materials instructors use in their classes.

### Students' Association Fee

Full and part time learners are considered members of the Bow Valley College Learner Association (BVCSA), and are subject to fees for this membership. The College collects these fees on behalf of the BVCSA.

### Health and Dental Fee

All members of the Students' Association in programs of 26 weeks or longer are subject to fees for a health and dental plan. Opt-out options are available upon proof of alternative coverage within 30 days of program start. Learners who are funded through the Student Finance Board or through EI are not eligible for coverage. See the Students' Association Office or visit [mylearnerplan.ca](http://mylearnerplan.ca) for additional information. These fees are collected by The College on behalf of the BVCSA.

For more information on specific fees for your program, visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)

# ACADEMIC AND LEARNER POLICIES:

Understanding learner policies and academic practices is an integral part of being a learner at Bow Valley College. The summaries listed within this section will help learners navigate processes and understand the policies and procedures related to their studies and as a learner in the College. Please note that the information about policies are only summaries and you can access the full content and update information of any learner policies online through your myBVC learner portal under the Learner Information tab and selecting, "BVC Learner Policies" or the college's website: [bowvalleycollege.ca/publications](http://bowvalleycollege.ca/publications).

## ACADEMIC POLICIES:

### GRADING POLICY

Bow Valley College employs a standardised grading scale to assess learner outcomes and provide information about their learning, certify their achievement, and establish appropriate, consistent and fair academic grading standards. Grades are the basis for assessing a learner's academic performance to promote consistency of College wide standards across courses programs and time.

For all post-secondary level programs, the College employs a grading system based on a 4.0 and letter grade scale and a number percentage for all Alberta Education and equivalency course. The parameters set out in the Grading policy and procedure shall be applied to all learners and reflect the academic achievement in individual courses and used in the calculation of a learners grade point average.

### Grading Scale

LETTER GRADE	GRADE POINT VALUE	PERCENTAGE (0-100)	DESCRIPTION
A+	4.0	95-100	Exceptional
A	4.0	90-94	
A-	3.67	85-89	Excellent
B+	3.33	80-84	
B	3.0	75-79	
B-	2.67	70-74	Good
C+	2.33	67-69	
C	2.0	64-66	
C-	1.67	60-63	Satisfactory
D+	1.33	57-59	
D	1.0	50-56	Minimal Pass
F	0.0	0-49	Fail

### Grading Symbols:

SYMBOL	DESCRIPTION	GRADE VALUE IN GPA
AU	Audit	N/A
AG	Aegrotat	N/A
I	Incomplete	N/A
LW	Late Withdrawal	N/A
P	Pass	N/A
PL	Prior Learning	N/A
TC	Transfer Credit	N/A
W	Withdrawal	N/A

### GRADING SYMBOLS: NOTES

#### AUDIT (AU)

Granted to learners who have been officially approved as having audit status.

#### AEGROTAT (AG)

Assigned when a learner has successfully completed the term work in a course but is unable to write a final examination due to medical or compassionate reasons. The course instructor and dean must agree the learner has demonstrated the capacity to deal with the course work satisfactorily. AG will only be used in exceptional circumstances where a late withdrawal from the course is inappropriate. Awarding the AG standing represents a minimum pass for graduation purposes. A learner awarded an AG standing may request permission to write a deferred examination. If such a learner achieves a grade higher than the minimum, this will be the grade credited for the course.

#### FAIL (F)

Where a percentage is provided, F denotes a percentage of less than 50%. Where no percentage is provided, F denotes unsatisfactory performance and is used on those assignments or in courses where the only alternatives are a P, I or W.

#### INCOMPLETE (I)

Course is in progress; the 'I' grade reverts to a final grade as awarded 30 days after the course end date.

#### LATE WITHDRAWAL (LW)

Assigned with approval from the Coordinator or Dean when a learner has formally discontinued a course after the withdrawal deadline.

#### PASS (P)

Denotes satisfactory performance and is used on those assignments or in courses where the only alternatives are an F, I or W.

#### PRIOR LEARNING (PL)

Credit assigned based on prior learning in a subject area.

#### TRANSFER CREDIT (TC)

Assigned when course work completed at a recognised and accredited post-secondary institution is deemed equivalent.

#### WITHDRAWAL (W)

Assigned when a learner has formally discontinued a course after the drop deadline but before the withdrawal deadline.

## #500-1-5 ACADEMIC CONTINUANCE AND GRADUATION POLICY

### SATISFACTORY ACADEMIC STANDING

The usual requirements for satisfactory academic standing:

1. Learners in credit certificate and diploma programs must have a grade point average (GPA) of at least 2.0.
2. Learners in upgrading and English language learning credit programs must have a grade point average (GPA) of at least 0.67.
3. Learners in all programs must pass all of their courses. Academic standing involves the following calculations:

A grade point average (GPA) is calculated by

- The grade point value (see Grading Policy on page 13) achieved in each of the courses taken is multiplied by the number of credits assigned to each of those courses. This generates a weighted grade point for each course.
- The total weighted grade points for the set of courses taken is multiplied by the total credit value of those courses. This generates the grade point average.

**Note:** *When learners have completed the same course more than once, the grade used for the GPA calculation is the highest final mark achieved. However, all enrolments in a course and the associated grades will appear on learners' transcripts.*

2. The cumulative program and term program GPAs:

- Include courses taken as part of the program, (required and elective courses) including any required courses taken at the College prior to the learner's admittance into the program.
- Includes courses that were graded and credited through a challenge exam.
- Includes courses completed during that particular term for term program GPA
- Includes all course completed prior to and during that particular term for cumulative program GPA, but does not include:
  - courses graded with Pass/Fail
  - courses credited through prior learning assessment
  - courses taken as part of another College program (which will not be used to meet the program graduation requirements)
  - courses taken at other institutions which receive transfer credit at the College

### ACADEMIC PROBATION

Based on their final course grades, learners who do not achieve the requirements for satisfactory academic standing will be put on academic probation in the following term of their studies. Academic probation is meant to inform and warn learners that they have not met the requirements for staying in the program or graduating. It provides an opportunity for the learners to demonstrate better academic performance and achieve the marks needed to return to satisfactory academic standing. If a learner on academic probation improves his or her academic performance as required, the learner will return to satisfactory academic standing the next term.

### REQUIRED TO WITHDRAW

Learners on Academic Probation will be withdrawn from their program at the end of the probation term if they 1) do not achieve the required marks for satisfactory academic standing, or 2) fail the same course a second time.

Both the average GPA for all courses taken in the program the GPA for the term are used. To achieve the average GPA required, learners on academic probation may need to achieve higher grades in order to bring up their overall average and return to satisfactory academic standing and avoid being withdrawn.

### MAINTAINING ACTIVE STATUS IN A PROGRAM

Learners are expected to maintain active status in their program until graduation. Learners who fail to register in courses or those who drop/withdraw from all courses in their first term of study will be withdrawn from their program. Once withdrawn from their programs, learners will need to reapply for admission.

Learners who have completed at least one term of study are eligible to take a break of up to nine months from the end date of the last course taken. Learners who have a longer break in their studies will be considered to be not active in the program and will be withdrawn. Those learners will need to reapply for admission.

### Time allowed to Complete Program

Bow Valley College limits the period of time learners have to complete postsecondary certificate and diploma programs. This is inclusive of periods of time when learners are not taking any courses.

Learners are given three years and five years respectively for certificate and diploma program completion. Some programs may have different periods of time. Learners are encouraged to follow up with their Academic Departments.

### GRADUATION

In order to be eligible to graduate learners must:

1. Have been admitted to the program or be in Open Studies
2. Have completed all program graduation requirements
3. Have the required cumulative program GPA based on all courses taken at the College which are used to meet graduation requirements of the program, regardless of whether those courses were taken prior to being admitted to the program or not.
4. Students must not have any outstanding monies owed to the college and not be currently suspended from studies due to Academic, Financial or other non-academic reasons.
5. Academic Requirements that were in effect on the date that the learner began the program are normally those that need to be fulfilled in order to graduate.

For additional graduation eligibility information students are advised to speak to the respective Academic Departments for additional information about Graduation requirements.

## #500-1-7 ACADEMIC HONESTY POLICY

Academic honesty is essential to the mission and vision of Bow Valley College. The College is committed to fostering an environment of academic honesty through education and compliance with academic honesty policies. Academic honesty is expected of all learners enrolled at the College. Academic dishonesty is a serious offence and may result in consequences ranging from a failing grade to expulsion from the College. Suspected cases of academic dishonesty shall be investigated and adjudicated fairly.

### ACADEMIC DISHONESTY

The offence of academic dishonesty includes the following:

1. Plagiarism is the submission or presentation of work as if it were the learner's own work done expressly for a particular course when it is not. Most commonly, plagiarism includes, but is not limited, to:
  - When the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having someone impersonate the learner or otherwise substituting the work of another for one's own).
  - When parts of the work are taken from another source, including the internet or other agencies or individuals, without reference to the original author.
  - When the whole work (e.g., an essay) is copied from another source; and
  - When all or a substantial portion of work in one course is also submitted in another course (even if it may be an original work of the learner) without the knowledge or prior agreement of the instructor.
  - While scholarly work often involves reference to the ideas, data and conclusions of other scholars, academic honesty requires that such references be explicitly and clearly disclosed.
2. Cheating at tests or examinations includes, but is not limited, to:
  - Dishonest or attempted dishonest conduct such as speaking to other learners or communicating with them under any circumstances whatsoever.
  - Using in the examination room any unauthorized textbook, notebook, memorandum, other written material, mechanical or electronic device or any other information resource.
  - Writing an examination or part of it, or consulting any person or materials, outside the confines of the examination room without permission to do so.
  - Leaving answer papers exposed to view by other learners.
  - Repeated attempts to view other learners' examination papers.
3. Other academic misconduct includes, but is not limited, to:
  - Tampering or attempting to tamper with examination scripts, class work, grades or class records.
  - Failure to abide by and instructor's directions regarding the individuality of work handed in.
  - The acquisition, attempted acquisition, possession or distribution of examination materials or information not authorised by the instructor.
  - Impersonation of another learner in an examination or other class assignment.

- Falsification or fabrication of clinical or laboratory reports.
  - Unauthorised recording in the classroom or any other instructional setting without prior consent.
4. Aiding others in dishonest acts. Any learner who knows, or ought to have known, that he/she aided or may have aided another learner in the commission of one of the above offences is also guilty of academic dishonesty.

### PENALTIES

A range of penalties may be imposed upon a learner found guilty of academic dishonesty as described below.

1. Failing Grade – A learner may be given a failing grade in an exercise, quiz, test, examination or course.
2. Disciplinary Probation – A learner may be placed on disciplinary probation. The learner can continue in the program but will be suspended or withdrawn from the program if the learner is found guilty of further academic dishonesty.
3. Suspension – A learner may be suspended from a department. The learner would be denied registration within a certificate, diploma or other academic program for a specified period of time. A learner who has been placed under suspension is conditionally eligible to reapply for admission or registration at the end of a specified period of time. Suspension does not imply automatic readmission – a learner must first satisfy the dean and/or department regarding his/her eligibility for readmission.
4. Expulsion from a Department – A learner may be expelled from a department which means the learner is dismissed permanently from the department with no right to apply for readmission to that department. A learner suspended or expelled from a department may not apply or be considered for readmission to the College in another department until at least twelve months after the end of the session in which the academic offence takes place, subject to the discretion of the dean and/or the department concerned.
5. Expulsion from the College – If, upon suspending or expelling a learner from a department, the dean and/or department determine that expulsion from the College is warranted, such a recommendation may be made to the Vice-President Learning, who may expel the learner from the College.

## #500 -1-10 ATTENDANCE POLICY

Regular attendance and punctuality is considered important to learners' success. Learners are expected to meet the attendance requirements of the specific credit programs in which they are enrolled.

**Note:** *This policy serves as the umbrella policy for program-specific attendance policies*

Rationale

1. Learners are responsible for their own learning, adherence to Bow Valley College attendance requirements and punctuality.
2. Lack of attendance and punctuality can have a negative impact on individual learners as well as groups of learners in instances of shared or interactive learning activities. Client and learner safety issues can result, particularly in lab and work placement settings.



# LEARNER POLICIES:

## #500-1-12 LEARNER APPEALS POLICY

All learners at Bow Valley College have access to a fair appeals process regarding both academic and non-academic decisions of the College.

### Guidelines

Learners are expected to communicate directly (in person or in writing) with the individual or body whose decision is in question before requesting a formal appeal. This step is required as experience has shown that this can be an effective way to resolve an issue. Formal appeals are heard by the Learner Appeals Committee. Committee decisions will be made in accordance with the principles of fairness appropriate to the circumstances of each case.

The following guidelines shall apply to all appeals.

1. All College learners have the right to appeal both academic and non-academic decisions.  
  
Academic decisions include those related to performance in academics, clinical training or work experience components of training, including reappraisals of any term or final grades. Grade appeals must be objective and based on evidence. Grade appeals would be heard by the department dean. All other appeals would be heard by the Appeals Committee.  
  
Non-academic decisions include disciplinary decisions related to learner actions or activities that are contrary to the Learner Code of Conduct policy.
2. Learners must be advised by the academic department of their right to appeal and that a copy of the Learner Appeals policy is available for their review.
3. All appeals must be dealt with in a timely fashion.
4. The learner has the right to continue in classes throughout the appeals process unless otherwise directed by a College coordinator for reasons such as concerns about safety or possible disruptions of the learning environment.

## #500-1-16 LEARNER RECORDS AND INFORMATION POLICY

Information that forms part of the learner record is collected under the authority of the Post-Secondary Learning Act of the Province of Alberta, the Alberta Freedom of Information and Protection of Privacy Act (FOIP), the Canadian Statistics Act and Taxation Act. Information is protected under the provisions of FOIP, and is used to determine eligibility for admission and financial assistance, advise learners about College academic programs and assist the College in the administration of its affairs.

1. Bow Valley College is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in learners' records. Information contained in a learner record is disclosed to relevant College academic and administrative departments for the purposes of, administration of College policies and procedures, programs and services, registration, providing tax receipts, determining eligibility for scholarships, awards and graduation, distributing follow-up educational information, College research, and College alumni programming. Specific elements of information will also be disclosed to the federal and provincial governments to meet reporting requirements and to the Bow Valley College Students' Association as well as other cooperating educational, funding and workplace agencies in accordance with contractual agreements. If granted an award, pertinent information will be released to the donor of the award and provincial funding bodies. Awards and credentials awarded to a learner are part of the public record and may be disclosed to third parties upon request.
2. By applying for admission to Bow Valley College, learners accept and acknowledge the College's right to collect and disclose pertinent personal information. Learners also agree that all documentation which they submit to the College in support of an application for admission, financial award or any appeal or petition becomes the property of the College.
3. The creation, management and retention of learner records are vested in the Registrar. Therefore, in accordance with this procedure, the Registrar has the responsibility and authority to grant or deny access to learner records. All matters pertaining to the interpretation of this procedure should be referred to the Registrar.
4. This procedure applies to all versions of the learner record, whether in computerised databases, microfilm or hard-copy files, and to all offices where that record (collected by that office or duplicated from the Registrar's official record) may be stored.  
  
The entitlement to access certain records does not include the authority to release information from the record except as provided in this procedure.
5. Learner information which is collected and maintained by other offices and for other purposes may not be subject to this procedure but would be under the jurisdiction of the director for that office.

A record of a learner's Bow Valley College academic history (transcript) at the College is preserved permanently, but all other documentation contained in the learner's file will be destroyed when no longer required.

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### #500-1-4 ACADEMIC ACCOMMODATIONS AND SUPPORTS FOR LEARNERS WITH DISABILITIES POLICY

Bow Valley College follows the legal requirements for educational accommodations as they relate to the Alberta Human Rights, Citizenship and Multiculturalism Act, interpretive bulletins available through the Alberta Human Rights and Citizenship Commission, and the Interpretive Bulletin entitled "Duty to Accommodate Learners with Disabilities in Post-Secondary Educational Institutions" (See Publications and Resources – Alberta Human Rights and Citizenship Commission).

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### #500-1-19 SEXUAL HARASSMENT POLICY

Bow Valley College creates an environment where learners and employees may work and learn without fear of sexual violence.

We will respect the rights of people affected by sexual violence. We will deal fairly with sexual violence reports.

The goals of the policy are to:

1. Help anyone who says that sexual violence happened to them.  
Give the person information and support including:
  - a. counselling
  - b. medical care
  - c. options about making a formal report
  - d. academic help
2. Believe that reports of sexual violence have been made in good faith.  
Treat people with respect and dignity:
  - a. when they say sexual violence happened
  - b. during an investigation
  - c. during the College's response
3. Respect people's right to choose if they report sexual violence.
4. Make sure the College is ready to investigate reports of sexual violence and will follow all College policies when investigating to ensure a fair investigation.
5. Teach learners and employees about sexual violence. Create an environment in which sexual violence is not accepted.

# CHIU SCHOOL OF BUSINESS

## Certificate programs

ADMINISTRATIVE PROFESSIONAL CERTIFICATE \*  
BUSINESS ADMINISTRATION CERTIFICATE\*  
DENTAL BUSINESS ASSISTANT CERTIFICATE  
EVENT MANAGEMENT CERTIFICATE  
HOSPITAL UNIT CLERK CERTIFICATE\*  
HUMAN RESOURCES CERTIFICATE\*  
MEDICAL OFFICE ASSISTANT CERTIFICATE\*  
VETERINARY OFFICE ASSISTANT CERTIFICATE

## Diploma Programs

**BUSINESS ADMINISTRATION DIPLOMA WITH MAJORS IN:**

ACCOUNTING; DIGITAL MARKETING; EVENT MANAGEMENT;  
FINANCIAL SERVICES; GENERAL BUSINESS; GLOBAL TOURISM;  
HUMAN RESOURCES; INSURANCE & RISK MANAGEMENT;  
MARKETING; PUBLIC RELATIONS

**LEGAL ASSISTANT DIPLOMA\***

*\* indicates program is available online*

# CERTIFICATES

## ADMINISTRATIVE PROFESSIONAL CERTIFICATE

This is a one year (two term) certificate program. Additional time will be required if completing less than five courses per term.

Administrative professionals play a pivotal role in the success of all organisations. Gain skills that provide a solid administrative foundation and will enable learners to take on a wide range of responsibilities and become an invaluable team member.

**This program is available both in-class and online.**

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### PROGRAM COURSES

*Subject to change.*

COURSE	CREDITS	HOURS
ADMN1101 – Keyboarding/Skillbuilding I	3	45
ADMN1201 – Office Procedures I	3	45
ADMN1202 – Office Procedures II	3	45
ADMN1203 – Business Technology	3	45
ADMN1301 – Document Processing	3	45
ADMN1303 – Advanced Office Applications	3	45
ADMN1401 – Business Focus Simulation	3	45
ADMN1701 – Communication Fundamentals	3	45
MGMT1303 – Office Finances and Spreadsheets	3	45
<b>PLUS one of the following courses:</b>		
ADMN1102 – Keyboarding/Skillbuilding II	3	45
HRES1101 – Organisational Behaviour	3	45
HRES2201 – Introduction to Human Resources	3	45
HUCL1101 – Role Concepts in Health Care	3	45
LEGL1201 – Introduction to the Legal Profession	3	45
MKTG1101 – Introduction to Marketing	3	45
MGMT1101 – Introduction to Management	3	45

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

### OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers learners the opportunity to use new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the workplace practicum must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B- grade in ADMN1701 or MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). Course fee of \$150 is not covered by learner loans as the workplace practicum is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. The course fee is \$200. This course is not covered by learner loans as it is non-credit.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

### TRANSFERABILITY

Transfer credits are reviewed and accepted on an individual basis by the institution to which you have applied. Please consult with the institution where you are planning to transfer. Various institutions include:

- Grande Prairie Regional College
- Keyano College
- Lethbridge College
- Medicine Hat College
- Athabasca University
- SAIT

## BUSINESS ADMINISTRATION CERTIFICATE

This is a one year (two term) certificate program. Additional time will be required if completing less than five courses per term.

The Business Administration certificate examines general business concepts and focuses on developing skills in accounting principles, computerised accounting and financial management. With a well-rounded business education, learners can apply their knowledge and skills to a variety of industries. Graduates of this program gain theoretical and practical skills in accounting and are qualified for entry-level positions such as accounting assistant, payroll clerk, accounts receivable/payable clerk, and accountant for small and medium sized firms.

**This program is available both in-class and online.**

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### PROGRAM COURSES

*Subject to change.*

COURSE	CREDITS	HOURS
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MGMT2302 – Computerized Accounting for Management	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>Plus one elective course. Business Administration Certificate electives include any 2000 level courses from any of the Business Administration majors, as well as the following courses:</b>		
MGMT1201 – Corporate Social Responsibility	3	45
MGMT2901 – Introduction to Entrepreneurship	3	45
FNSR2202 – Fundamentals of Financial Management	3	45
FNSR2202 – Fundamentals of Financial Management	3	45

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

### OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers learners the opportunity to use your new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all your required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the workplace practicum must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B- grade in ADMN1701 or MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). The course fee of \$150 is not covered by learner loans as it is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. Course fee is \$200. This course is not covered by learner loans as the workplace practicum is non-credit.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

### TRANSFERABILITY

Transfer credits are reviewed and accepted on an individual basis by the institution to which you have applied. Graduates of the certificate program may be granted transfer credits with the following institutions:

- Bow Valley College – Business Administration Diploma

## DENTAL BUSINESS ASSISTANT CERTIFICATE

This is a one year (two term) certificate program. Additional time will be required if completing less than five courses per term.

The Dental Business Assistant Certificate prepares learners to manage the office workflow in a dental practice. This program includes dental science, charting, business communication, billing, financial management and computer skills. Graduates have excellent employment prospects with a high rate of recruitment.

Some courses are available online.

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### PROGRAM COURSES

*Subject to change.*

COURSE	CREDITS	HOURS
ADMN1104 – Introduction to Computers for Health Care	3	45
HUCL1101 – Role Concepts in Health Care	3	45
HUCL1201 – Introduction to Health Care Fundamentals	3	45
HUCL1401 – Medical Terminology I	3	45
HUCL1701 – Business Communication for Health Care	3	45
DBAS1201 – Administrative Skills for the Dental Office	3	45
DBAS1301 – Financial Management for the Dental Office	3	45
DBAS1401 – Dental Terminology	3	45
DBAS1501 – Electronic Dental Office Management	3	45
<b>Plus one the following:</b>		
MGMT1202 – Essentials of Interpersonal Communication	3	45
HRES1101 – Organisational Behaviour	3	45

**Note:** Online learners cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

### OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers learners the opportunity to use new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all your required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the Work Experience must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B-grade in HUCL1701, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). The course fee of \$150 is not covered by learner loans as the workplace practicum is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. Course fee is \$200. This course is not covered by learner loans as it is non-credit.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

### WORK EXPERIENCE REQUIREMENTS

The listed criteria below must be completed prior to the start of Work Experience.

- Submission of a cleared Police Information Check (PIC) dated within 90 days of the start of Work Experience.
- Immunisation requirements must be met prior to Work Experience. Details are provided after being accepted into the program.
- Standard First Aid/CPR Health Provider to be completed within six months prior to Work Experience.

### TRANSFERABILITY

None

## EVENT MANAGEMENT CERTIFICATE

This is a one year (two term) certificate program. Additional time will be required if completing less than five courses per term.

Organising a meeting, trade show or conference, or throwing a corporate party requires special skills and abilities. The Event Management Certificate provides learners with the practical skills and knowledge to successfully plan, organise, manage, promote, and evaluate special events. Learn how to effectively work in a business environment in a variety of roles associated with event planning.

**Some courses are available online.**

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### PROGRAM COURSES

*Subject to change.*

COURSE	CREDITS	HOURS
MGMT1201 – Business Communications	3	45
MGMT1302 – Computer Applications	3	45
MKTG1101 – Introduction to Marketing	3	45
MKTG2202 – Professional Selling & Ethics	3	45
PREL2103 – PR & Digital Media	3	45
TOUR2101 – Introduction to Global Tourism	3	45
TOUR2201 – Introduction to Event Management	3	45
TOUR2202 – Meetings, Expositions & Conventions	3	45
TOUR2203 – Creating the Event Experience	3	45
TOUR2204 – Catered Events	3	45

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers learners the opportunity to use new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the Work Experience must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B- grade in ADMN1701 or MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). The course fee of \$15 is not covered by learner loans as it is non-credit.

Learners who then secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. Course fee is \$200. This course is not covered by learner loans as the workplace practicum is non-credit.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

**CSBstudentadvising@bowvalleycollege.ca**

### TRANSFERABILITY

Transfer credits are reviewed and accepted on an individual basis by the to which institution you have applied. Graduates of this program may be granted credits towards:

- Bow Valley College – Business Administration Diploma

## HOSPITAL UNIT CLERK CERTIFICATE

This is a one year (two term) certificate program. Additional time will be required if completing less than five courses per term.

The Hospital Unit Clerk Certificate prepares learners to manage information in a hospital nursing unit. Learn about basic human needs, hospital organisation, medical terminology, medical orders, communication skills, telephone and reception activities, and hospital information systems. Our graduates have excellent employment prospects with a high rate of recruitment.

**This program is available both in-class and online.**

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### PROGRAM COURSES

*Subject to change.*

COURSE	CREDITS	HOURS
ADMN1104 – Introduction to Computers for Health Care	3	45
HUCL1101 – Role Concepts in Health Care	3	45
HUCL1201 – Introduction to Health Care Fundamentals	3	45
HUCL1401 – Medical Terminology I	3	45
HUCL1701 – Business Communication for Health Care	3	45
HUCL1402 – Medical Terminology II	3	45
HUCL1301 – Fundamentals of Medical Orders	3	45
HUCL1501 – Hospital Information Systems	3	45
HUCL1601 – Unit Coordinating Skills	3	45
<b>Plus one the following:</b>	3	45
MGMT1202 – Essentials of Interpersonal Communication	3	45
HRES1101 – Organisational Behaviour	3	45

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers learners the opportunity to use your new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the Work Experience must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B-grade in HUCL1701, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). The course fee of \$150 is not covered by learner loans as it is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. Course fee is \$200. This course is not covered by learner loans as it is non-credit.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

### WORK EXPERIENCE REQUIREMENTS

The listed criteria must be completed prior to the start of Work Experience.

- Submission of a cleared Police Information Check (PIC) dated within 90 days of the start of Work Experience.
- Immunisation requirements must be met prior to Work Experience. Details are provided after being accepted into the program.

### TRANSFERABILITY

None



## HUMAN RESOURCES CERTIFICATE

This is a one year (two term) Certificate program. Additional time will be required if completing less than five courses per term.

Human resources is a dynamic role at the heart of an organisation and integral to every department. The Human Resources Certificate provides learners with practical skills and knowledge to work in the human resources field. In addition to administrative and business training, specific training in human resource management, recruitment, selection, compensation and payroll and employment law is provided.

**This program is available both in-class and online.**

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### PROGRAM COURSES

*Subject to change.*

COURSE	CREDITS	HOURS
HRES1101 – Organisational Behaviour	3	45
HRES2201 – Introduction to Human Resources	3	45
HRES2202 – Recruitment & Selection	3	45
HRES2203 – Compensation & Benefits	3	45
HRES2301 – Employment Law	3	45
HRES2303 – Occupational Health & Safety	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1601 – Business Law	3	45

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers learners the opportunity to use new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the optional Work Experience must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B- grade in ADMN1701 or MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). The course fee of \$150 is not covered by learner loans as it is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. Course fee is \$200. This course is not covered by learner loans as it is non-credit.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

### TRANSFERABILITY

Transfer credits are reviewed and accepted on an individual basis by the institution to which you have applied. Graduates of this program may be granted credits towards:

- Bow Valley College – Business Administration Diploma

## MEDICAL OFFICE ASSISTANT CERTIFICATE

This is a one year (two term) certificate program. Additional time will be required if completing less than five courses per term.

The Medical Office Assistant Certificate prepares learners with the practical skills and knowledge in health care fundamentals, medical terminology, administrative and clinical skills, and current computer and software skills necessary for today's medical offices and clinics. Graduates from this program may find employment in medical offices and clinics, hospitals, health and chiropractic centres, insurance agencies, and private businesses. Our graduates have excellent employment prospects and the recruitment rates are consistently high.

**This program is available both in-class and online.**

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### PROGRAM COURSES

*Subject to change.*

COURSE	CREDITS	HOURS
ADMN1104 – Introduction to Computers for Health Care	3	45
HUCL1101 – Role Concepts in Health Care	3	45
HUCL1201 – Introduction to Health Care Fundamentals	3	45
HUCL1401 – Medical Terminology I	3	45
HUCL1701 – Business Communication for Health Care	3	45
HUCL1402 – Medical Terminology II	3	45
MOAS1201 – Administrative Skills for the Medical Office	3	45
MOAS1301 – Financial Management for the Medical Office	3	45
MOAS1401 – Clinical Skills for the Medical Office	3	45
MOAS1501 – Electronic Medical Office Management	3	45

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers learners the opportunity to use your new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the Work Experience must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B-grade in HUCL1701, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). The course fee of \$150 is not covered by learner loans as it is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. Course fee is \$200. This course is not covered by learner loans as it is non-credit.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

### WORK EXPERIENCE REQUIREMENTS

The criteria listed below must be completed prior to the start of Work Experience.

- Submission of a cleared Police Information Check (PIC) dated within 90 days of the start of Work Experience.
- Immunisation requirements must be met prior to Work Experience. Details are provided after being accepted into the program.
- Standard First Aid/CPR Health Provider to be completed within six months prior to Work Experience.

### TRANSFERABILITY

None

## VETERINARY OFFICE ASSISTANT CERTIFICATE

This is a one year (two term) certificate program. Additional time will be required if completing less than five courses per term.

The Veterinary Office Assistant Certificate prepares graduates in essential administrative skills such as financial management, veterinary computer software, client care and veterinary terminology. In addition, graduates will understand common health issues of companion animals and have clinical assisting skills such as animal handling and surgical instrument preparation. Graduates have excellent employment prospects with a high rate of recruitment.

Some courses are available online.

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### PROGRAM COURSES

*Subject to change.*

COURSE	CREDITS	HOURS
ADMN1104 – Introduction to Computers for Health Care	3	45
HUCL1101 – Role Concepts in Health Care	3	45
HUCL1201 – Introduction to Health Care Fundamentals	3	45
HUCL1401 – Medical Terminology I	3	45
HUCL1701 – Business Communication for Health Care	3	45
VOAS1201 – Veterinary Terminology	3	45
VOAS1301 – Financial Management for the Veterinary Office	3	45
VOAS1401 – Clinical Skills for the Veterinary Office	3	45
VOAS1501 – Electronic Veterinary Office Management	3	45
VOAS1601 – Administrative Skills for the Veterinary Office	3	45

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

### OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers learners the opportunity to use new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the Work Experience must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B-grade in HUCL1701, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). The course fee of \$150 is not covered by learner loans as it is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. Course fee is \$200. This course is not covered by learner loans as it is non-credit.

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### WORK EXPERIENCE REQUIREMENTS

The criteria listed below must be completed prior to the start of Work Experience.

- Submission of a cleared Police Information Check (PIC) dated within 90 days of the start of Work Experience.
- Immunisation requirements must be met prior to Work Experience. Details are provided after being accepted into the program.
- Standard First Aid/CPR Health Provider to be completed within six months prior to Work Experience.

### TRANSFERABILITY

None

# DIPLOMAS

## BUSINESS ADMINISTRATION DIPLOMA – ACCOUNTING MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

Business Administration graduates with a major in accounting gain a broad understanding of business with a focus on the development of job ready, technical accounting skills, soft-skills, and other related business abilities needed for success in the accounting field. Graduates typically find employment as accounting technicians, bookkeepers, accounts payable/receivable clerks, financial analysts, internal or external auditors, or in a variety of other entry-level accounting positions.

Some courses are available online.

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### LEARNING OPTIONS

The diploma program consists of 10 foundational courses that build a practical grounding in general business skills and knowledge. In order to complete this major, learners must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Courses are available both in class and online.

### PROGRAM COURSES

*Subject to change.*

FOUNDATION COURSES		
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>PLUS: One elective course (see note below)</b>	3	45

### ACCOUNTING MAJOR COURSES

ACCT2101 – Intermediate Financial Accounting I	3	45
ACCT2102 – Intermediate Financial Accounting II	3	45
ACCT2201 – Management Accounting I	3	45
ACCT2202 – Management Accounting II	3	45
ACCT2301 – Taxation	3	45
FNSR2201 – Business Finance	3	45
MGMT2401 – Macroeconomics	3	45
MGMT2501 Introduction to Statistics	3	45
MGMT2998 – Business Strategy	3	45
<b>PLUS: One of the following courses</b>		
MGMT2301 – Microsoft Excel	3	45
MGMT2302 – Computerized Accounting for Management*	3	45

### Elective Courses:

Business Administration Diploma electives include any 2000 numbered courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### CO-OPERATIVE EDUCATION OPTION

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

## BUSINESS ADMINISTRATION DIPLOMA – DIGITAL MARKETING MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

This program combines the fields of business, marketing, technology and digital media communications and prepares learners to market an organisation or product using the latest digital marketing tools and techniques. Building on the foundation year, the Digital Marketing major focuses on user experience design practice, marketing analytics, integrated media strategies, and web development techniques.

Some courses are available online.

### ADMISSION REQUIREMENTS

Admission requirements can be found on pages 10–14.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### LEARNING OPTIONS

The diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, you must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Some courses are available both in-class and online.

Hardware Requirements: A laptop computer meeting minimum specifications is required for this major including:

- Intel quad core CPU (i5 or i7)
- 8GB RAM (16GB recommended)
- 13" 1080p screen (15" recommended)
- Dedicated graphics card with 2 GB of VRam (4GB recommended)
- 256GB Solid State hard drive (512GB recommended)
- Portable Hard Drive (for data backup)
- Windows 10

\*\*Equivalent specification in an Apple MacBook Pro is acceptable.\*\*

**Note:** Additional course applicable software may be required.

### PROGRAM COURSES

*Subject to change.*

FOUNDATION COURSES		
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

CSBstudentadvising@bowvalleycollege.ca

### TRANSFERABILITY

Transfer opportunities are available with various degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which you have applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

**PLUS: One elective course (see note below)** 3 45

**DIGITAL MARKETING MAJOR COURSES**

DESN2301 – User Experience Design 3 45

DESN2202 – Introduction to Digital Media Production 3 45

DATA2301 – Fundamentals of Digital Marketing Analytics 3 45

MGMT2102 – Project Management 3 45

MKTG2303 – Integrated Marketing Communications 3 45

MGMT2998 – Business Strategy 3 45

PLUS: One of the following courses 3 45

DESN2201 – Introduction to Web Design for Digital Marketing 3 45

SODV2204 – Introduction to Web Development for Digital Marketing 3 45

**PLUS: Two of the following courses**

DESN2201 – Introduction to Web Design for Digital Marketing 3 45

SODV2204 – Introduction to Web Development for Digital Marketing 3 45

PREL2101 – Introduction to Public Relations 3 45

PREL2103 – PR & Digital Media 3 45

PREL2104 – Writing for Public Relations 3 45

PREL2202 – Communication Research & Planning 3 45

PREL2204 – Building and Maintaining Stakeholder Relations 3 45

MKTG2101 – Consumer Behaviour 3 45

MKTG2102 – Global Marketing 3 45

MKTG2302 – Advertising 3 45

MGMT2801 – International Business 3 45

**Plus: One elective course (see note below)** 3 45

**Elective Courses:**

Business Administration Diploma electives include any 2000 numbered courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

**CO-OPERATIVE EDUCATION OPTION**

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

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**TRANSFERABILITY**

Transfer opportunities are available with a variety of degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which you have applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

## BUSINESS ADMINISTRATION DIPLOMA – EVENT MANAGEMENT MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

Gain a broad understanding of the behind-the-scene aspects that will help future event professionals plan and produce outstanding events. This program focuses on exceeding client and attendee expectations, and covers research, planning, coordinating and managing successful events. Graduates typically find employment as event coordinators with special event/entertainment companies, in hotels or convention centres, as wedding planners, and a variety of not-for-profit and corporate businesses.

**Some courses are available online.**

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### LEARNING OPTIONS

The diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, learners must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Some courses are available both in-class and online.

### PROGRAM COURSES

*Subject to change. Some courses are available online.*

FOUNDATION COURSES		
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>PLUS: One elective course (see note below)</b>	3	45
EVENT MANAGEMENT MAJOR COURSES		
MKTG2202 – Professional Selling and Ethics	3	45
PREL2103 – PR & Digital Media	3	45
PREL2201 – Introduction to Fundraising	3	45
PREL2204 – Building & Maintaining Stakeholder Relations	3	45
TOUR2101 – Introduction to Global Tourism	3	45
TOUR2201 – Introduction to Event Management	3	45
TOUR2202 – Meetings, Expositions & Conventions	3	45
TOUR2203 – Creating the Event Experience	3	45
TOUR2204 – Catered Events	3	45
MGMT2998 – Business Strategy	3	45

#### Elective Courses:

Business Administration Diploma electives include any 2000 numbered courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

## CO-OPERATIVE EDUCATION OPTION

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

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## TRANSFERABILITY

Transfer opportunities are available with a variety of degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which the learner has applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

## BUSINESS ADMINISTRATION DIPLOMA – FINANCIAL SERVICES MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

As a financial professional, this program prepares learners in the areas of financial planning, principles and industry standards, financial products and services, tax and legal implications, managing risks, and building customer service expertise. Graduates typically find employment in financial institutions, entering positions such as customer service representative; banking, credit or other investment management position; finance and insurance clerks; insurance and real estate clerks; supervisors in sales and services; or investment professionals.

**Some courses are available online.**

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

## LEARNING OPTIONS

The diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, learners must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Some courses are available both in-class and online.



## PROGRAM COURSES

Subject to change.

### FOUNDATION COURSES

ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>PLUS: One elective course (see note below)</b>	3	45

### FINANCIAL SERVICES MAJOR COURSES

ACCT2301 – Taxation	3	45
FNSR2101 – Introduction to Insurance	3	45
FNSR2201 – Business Finance	3	45
FNSR2301 – Financial Markets & Products	3	45
FNSR2302 – Personal Financial Planning I	3	45
FNSR2303 – Investment Funds in Canada	3	45
FNSR2304 – Personal Financial Planning II	3	45
MGMT2401 – Macroeconomics	3	45
MKTG2202 – Professional Selling and Ethics	3	45
MGMT2998 – Business Strategy	3	45

### Elective Courses:

Business Administration Diploma electives include any 2000 numbered courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## CO-OPERATIVE EDUCATION OPTION

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

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### TRANSFERABILITY

Transfer opportunities are available with a variety of degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which the learner has applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

## BUSINESS ADMINISTRATION DIPLOMA – GENERAL BUSINESS MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

Business Administration graduates with a major in general business gain a broad understanding of a multitude of business concepts. Graduates typically find employment in various sectors including financial services, energy, insurance, human resources, manufacturing, not-for-profit, retail, sales, and marketing industries.

Some courses are available online.

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### LEARNING OPTIONS

The diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, you must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Most courses are available both in-class and online.

### PROGRAM COURSES

*Subject to change.*

FOUNDATION COURSES		
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>PLUS: One elective course (see note below)</b>	3	45
GENERAL BUSINESS MAJOR COURSES		
MGMT2998 – Business Strategy	3	45
<b>PLUS: Nine elective courses (see note below)</b>	3/course	

#### Elective Courses:

Business Administration Diploma electives include any 2000 level courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### CO-OPERATIVE EDUCATION OPTION

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

**CSBstudentadvising@bowvalleycollege.ca**

### TRANSFERABILITY

Transfer opportunities are available with various degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which the learner has applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

## BUSINESS ADMINISTRATION DIPLOMA – GLOBAL TOURISM MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

The Global Tourism major focuses on core sectors of this dynamic, fast-growing industry – the economic importance of tourism worldwide, the importance of sustainable growth practices, and the individual tourism sectors. Tourism-specific knowledge is applied to business courses examining marketing, branding, relationship selling, communication, revenue management and product development. Graduates typically find employment in the diverse field of tourism as destination marketing coordinators, group sales coordinators, incentive travel coordinators, meeting and conventions coordinators, visitor services coordinators, customer service representatives, tourism marketing specialist, or in a variety of other tourism positions.

Some courses are available online.

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### LEARNING OPTIONS

The diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, you must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Some courses are available both in-class and online.

### PROGRAM COURSES

*Subject to change.*

FOUNDATION COURSES		
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>PLUS: One elective course (see note below)</b>	<b>3</b>	<b>45</b>

### GLOBAL TOURSIM MAJOR COURSES

MGMT2801 – International Business	3	45
MKTG2102 – Global Marketing	3	45
MKTG2202 – Professional Selling and Ethics	3	45
TOUR2101 – Introduction to Global Tourism	3	45
TOUR2102 – Human & Regional Geography	3	45
TOUR2103 – Global Product Development	3	45
TOUR2104 – Sustainable Tourism Management	3	45
TOUR2202 – Meetings, Expositions & Conventions	3	45
TOUR2999 – Advanced Global Tourism	3	45
MGMT2998 – Business Strategy	3	45

#### Elective Courses:

Business Administration Diploma electives include any 2000 level courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### CO-OPERATIVE EDUCATION OPTION

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

## TRANSFERABILITY

Transfer opportunities are available with various degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which the learner has applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

## BUSINESS ADMINISTRATION DIPLOMA – HUMAN RESOURCES MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

The focus of the Human Resource major is on aligning the workforce with the strategic direction of the organisation, and includes and introduction to the function of human resources, and in-depth learning on recruitment and selection, compensation and benefits, occupational health and safety, employment law and labour relations. Graduates typically find employment in entry-level human resource or administrative positions within public or private industries, client service organisations or entrepreneurial opportunities. Career development and advanced post-secondary opportunities will be driven by the individual.

**Some courses are available online.**

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

## LEARNING OPTIONS

The diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, you must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Most courses are available both in class and online.

## PROGRAM COURSES

*Subject to change.*

### FOUNDATION COURSES

ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>PLUS: One elective course (see note below)</b>	<b>3</b>	<b>45</b>

#### HUMAN RESOURCES MAJOR COURSES

HRES2201 – Introduction to Human Resources	3	45
HRES2202 – Recruitment & Selection	3	45
HRES2203 – Compensation & Benefits	3	45
HRES2301 – Employment Law	3	45
HRES2302 – Labour Relations	3	45
HRES2303 – Occupational Health & Safety	3	45
MGMT2401 – Macroeconomics	3	45
MGMT2801 – International Business	3	45
PREL2102 – Crisis Communications & Reputation Management	3	45
MGMT2998 - Business Strategy	3	45

#### Elective Courses:

Business Administration Diploma electives include any 2000 level courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

#### CO-OPERATIVE EDUCATION OPTION

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

#### TRANSFERABILITY

Transfer opportunities are available with various degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which the learner has applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

## BUSINESS ADMINISTRATION DIPLOMA – INSURANCE & RISK MANAGEMENT MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

The Insurance and Risk Management major focuses on a structured approach to managing uncertainty due to threats that may emerge from the environment, technology, humans, organisations or politics. Graduates gain the knowledge and skills required to reduce these defined risks and to manage the uncertainty to an acceptable level. Employment opportunities for graduates are generally available in pure risk management positions or in positions in the related fields of general insurance, business, continuity, occupational health and safety, and in a wide range of other positions in which a portion of the job involves risk management activities.

**Some courses are available online.**

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### LEARNING OPTIONS

The diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, you must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Some courses are available both in class and online.

### PROGRAM COURSES

*Subject to change.*

FOUNDATION COURSES		
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>PLUS: One elective course (see note below)</b>	<b>3</b>	<b>45</b>

### INSURANCE AND RISK MANAGEMENT MAJOR COURSES

FNSR2101 – Introduction to Insurance	3	45
FNSR2102 – Insurance on Property	3	45
FNSR2103 – Insurance Against Liability	3	45
FNSR2104 – Automobile Insurance	3	45
FNSR2201 – Business Finance	3	45
FNSR2401 – Risk Management Principles & Practice	3	45
FNSR2402 – Risk Assessment & Treatment	3	45
MGMT2998 – Business Strategy	3	45
<b>PLUS: Two of the following courses:</b>	<b>3</b>	<b>45</b>
FNSR2105 – Essentials of Loss Adjusting	3	45
FNSR2106 – Underwriting Essentials	3	45
FNSR2107 – Essential Skills for Insurance Broker & Agent	3	45
FNSR2403 – Risk Financing	3	45
MGMT2102 – Project Management	3	45
MGMT2301 – Microsoft Excel	3	45
MGMT2401 – Macroeconomics	3	45
MGMT2501 – Introduction to Statistics	3	45

#### Elective Courses:

Business Administration Diploma electives include any 2000 level courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

## CO-OPERATIVE EDUCATION OPTION

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

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## TRANSFERABILITY

Transfer opportunities are available with various degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which the learner has applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

## BUSINESS ADMINISTRATION DIPLOMA – MARKETING MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

Business Administration graduates with a major in marketing gain a working knowledge of how to create and foster value, create a point of differentiation and how to communicate those values to the marketplace. Graduates of this specialized, comprehensive major will also acquire knowledge in the areas of public relations, event coordination and fund raising making our graduates typically find employment in event-level marketing and advertising as marketing assistants, account coordinators, marketing analysts, sales representatives and marketing account executives.

**Some courses are available online.**

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

## LEARNING OPTIONS

The Diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, you must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Some courses are available both in-class and online.

## PROGRAM COURSES

*Subject to change.*

FOUNDATION COURSES		
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45

<b>PLUS: One elective course (see note below)</b>	3	45
<b>MARKETING MAJOR COURSES</b>		
MKTG2101 – Consumer Behaviour	3	45
MKTG2102 – Global Marketing	3	45
MKTG2202 – Professional Selling and Ethics	3	45
PREL2101 – Introduction to Public Relations	3	45
PREL2102 – Crisis Communications & Reputation Management	3	45
PREL2201 – Introduction to Fundraising	3	45
PREL2202 – Communication Research & Planning	3	45
TOUR2201 – Introduction to Event Management	3	45
MGMT2998 – Business Strategy	3	45
<b>PLUS: One elective course (see note below)</b>	3	45

### Elective Courses:

Business Administration Diploma electives include any 2000 level courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### CO-OPERATIVE EDUCATION OPTION

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

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### TRANSFERABILITY

Transfer opportunities are available with various degree-granting institutions across Alberta, Canada, and the world. Many of these opportunities allow Business Administration Diploma graduates to receive credit for up to two year equivalency towards a bachelor degree. Transfer credits are reviewed and accepted on an individual basis by the institution to which the learner has applied. Some institutions include:

- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University



## BUSINESS ADMINISTRATION DIPLOMA – PUBLIC RELATIONS MAJOR

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

Business Administration graduates with a major in public relations (PR) will gain a broad understanding of the communications field while building technical expertise, strategic thinking and communication management skills through various research projects and media platforms (electronic, print, and related technology). PR is a diverse and exciting profession that directly influences change and aligns an organisation's brand and reputation.

Some courses are available online.

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### LEARNING OPTIONS

The diploma program consists of 10 foundational courses to build a practical grounding in general business skills and knowledge. In order to complete this major, you must receive credit for the 10 foundation courses and 10 major courses as listed in this major. Some courses are available both in-class and online.

### PROGRAM COURSES

Subject to change.

FOUNDATION COURSES		
ACCT1103 – Introduction to Financial Accounting	3	45
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45
MGMT1201 – Business Communication	3	45
MGMT1302 – Computer Applications	3	45
MGMT1401 – Microeconomics	3	45
MGMT1501 – Business Mathematics	3	45
MGMT1601 – Business Law	3	45
MKTG1101 – Introduction to Marketing	3	45
<b>PLUS: One elective course (see note below)</b>	<b>3</b>	<b>45</b>

### PUBLIC RELATIONS MAJOR

MGMT2801 – International Business	3	45
MKTG2102 – Global Marketing	3	45
MKTG2202 – Professional Selling and Ethics	3	45
PREL2101 – Introduction to Public Relations	3	45
PREL2102 – Crisis Communications & Reputation Management	3	45
PREL2103 – PR & Digital Media	3	45
PREL2104 – Writing for Public Relations	3	45
PREL2202 – Communication Research & Planning	3	45
PREL2204 – Building & Maintaining Stakeholder Relations	3	45
MGMT2998 – Business Strategy	3	45

#### Elective Courses:

Business Administration Diploma electives include any 2000 level courses from any of the Business Administration majors, as well as the following courses:

- MGMT1201 – Corporate Social Responsibility
- MGMT2901 – Introduction to Entrepreneurship
- FNSR2202 – Fundamentals of Financial Management

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

## CO-OPERATIVE EDUCATION OPTION

*Course fees apply*

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Co-op Preparation course (COOP9997). The course fee of \$150 is not covered by learner loans as it is non-credit. The Co-op Preparation course is open to all learners in the Business Administration Diploma program.

Learners who secure a co-op work term (COOP9998) will complete full time work over a four month term (35-40 hours per week). Course fee is \$450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

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## TRANSFERABILITY

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- Athabasca University
- University of Lethbridge
- SAIT
- Mount Royal University
- University of Calgary
- MacEwan University
- Thompson Rivers University
- Royal Roads University
- Griffith University

## LEGAL ASSISTANT DIPLOMA

This is a two year (four term) diploma program. Additional time will be required if completing less than five courses per term.

A legal assistant plays an invaluable role in law offices, corporations and the courts, being relied on for superior keyboarding skills, attention to detail, proofreading ability, strong work ethic and production of flawless documents. Demonstrated excellence in communications, time management, prioritising workload and confidentiality ensure that legal assistants work effectively, both independently and in the team environment. This program prepares learners for a wide range of employment opportunities in legal support services. As a key part of the team, and an important contributor to the success of the firm.

**This program is available both in-class and online.**

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

## PROGRAM COURSES

*Subject to change.*

COURSES		
ADMN1101 – Keyboarding/Skillbuilding I	3	45
ADMN1102 – Keyboarding/Skillbuilding II	3	45
ADMN1103 – Keyboarding/Skillbuilding III	3	45
ADMN1701 – Communication Fundamentals	3	45
LEGL1201 – Introduction to the Legal Profession	3	45
LEGL1401 – Legal Document Processing I	3	45
LEGL1402 – Legal Document Processing II	3	45
LEGL1501 – Litigation I	3	45
LEGL1502 – Litigation II	3	45
LEGL1601 – Introduction to Real Estate	3	45
LEGL2101 – Corporate Law	3	45
LEGL2102 – Commercial Law	3	45
LEGL2103 – Family Law	3	45
LEGL2104 – Wills & Estates	3	45
LEGL2105 – Criminal Law for Legal Assistants	3	45
LEGL2401 – Legal Information Processing	3	45
LEGL2402 – Legal Transcription	3	45
LEGL2601 – Credit & Collections	3	45
LEGL2701 – Law Office Procedures	3	45
LEGL2999 – Legal Assistant Capstone Course	3	45

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

## OPTIONAL WORK EXPERIENCE

*Course fees apply*

Work Experience (workplace practicum) offers you the opportunity to use your new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program.

Learners who choose to complete the optional Work Experience must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B- grade in ADMN1701 or MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to Work Experience placement, learners must complete and pass the Employment Preparation course (ADMN9998). The course fee of \$150 is not covered by learner loans as it is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full time work placement that is scheduled at the completion of all the required courses. Course fee is \$200. This course is not covered by learner loans as it is non-credit.

For more information, please speak with a Student Engagement Officer in the Chiu School of Business.

[CSBstudentadvising@bowvalleycollege.ca](mailto:CSBstudentadvising@bowvalleycollege.ca)

## TRANSFERABILITY

Transfer credits are reviewed and accepted on an individual basis by the institution to which the learner has applied. Some institutions include:

- Athabasca University
- University of Calgary
- Thompson Rivers University

# SCHOOL OF COMMUNITY STUDIES

## Certificate programs

ADDICTION STUDIES CERTIFICATE  
DISABILITY STUDIES CERTIFICATE  
EARLY LEARNING AND CHILD CARE CERTIFICATE  
EDUCATION ASSISTANT CERTIFICATE  
FETAL ALCOHOL SPECTRUM DISORDER EDUCATION CERTIFICATE

## Diploma Programs

ADDICTION STUDIES DIPLOMA – ABORIGINAL FOCUS  
DISABILITY STUDIES DIPLOMA  
EARLY LEARNING AND CHILD CARE DIPLOMA  
JUSTICE STUDIES DIPLOMA  
SOCIAL WORK DIPLOMA

## Post-Diploma Programs

HEALTH AND HUMAN SERVICES MANAGEMENT POST-DIPLOMA CERTIFICATE

# CERTIFICATES

## ADDICTION STUDIES CERTIFICATE

Learners in this program will learn to support individuals, families and communities in identifying and managing addictions through prevention and treatment programs. Learners will acquire the multilevel intervention skills necessary to help individuals manage negative behaviours associated with addiction.

Addiction workers and counsellors often work in community social services, children and youth services, justice system institutions, community Aboriginal services, and emergency shelters.

This course includes eleven courses. Program delivery is classroom-based with a focus on group discussions and learner participation, and classes are generally scheduled between 8:00 a.m. and 5:00 p.m. from Monday to Friday. Practicums are offered with community agencies.

Learners registered in the traditional full time Addiction Studies – Aboriginal Focus Diploma program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one.

### PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

#### TERM 1

COURSE	CREDITS	HOURS
ADDC1101 – Introduction to Addiction Studies	3	45
COMM1101 – Interpersonal Relationships and Communications Skills	3	45
ENGL 1201 – English: Composition	3	45
HMSV1102 – Aboriginal History, Identity, and Culture	3	45
PSYC1201 Human Growth and Development Across the Lifespan	3	45

#### TERM 2

COURSE	CREDITS	HOURS
ADDC1301 – Physiology and Processes of Addictions	3	45
ADDC1998 – Introduction to Cross-Cultural Communications in Community Agencies	3	45
ADDC2302 – Suicide Prevention and Mental Health Early Intervention	3	45
ADDC2501 – Advanced Assessment, Documentation and Case Management	3	45
HMSV2501 – Social Policy	3	45
HMSV1501 – Introduction to Counselling	3	45

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

#### Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.

## DISABILITY STUDIES CERTIFICATE

The one year (two term) Disability Studies Certificate program will equip learners to enhance the quality of life and well-being of people with disabilities, while taking an active role in creating inclusive and diverse communities.

The demand for a well-educated workforce in this field is growing because schools, companies and communities are becoming more inclusive in their programs and services and they're looking for valuable team players.

Graduates of the one year (two term) certificate program may study for an additional eight months and earn a Disability Studies Diploma (a total of four terms of study).

The program combines innovative classroom learning strategies with practical experiences to lay a solid foundation for challenging careers. Program delivery is classroom-based and classes are generally scheduled between 8:00 a.m. and 5:00 p.m. from Monday to Friday.

Learners registered in the traditional full time Disability Studies Certificate Diploma program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one.

## PROGRAM COURSES

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).

### TERM 1

COURSE	CREDITS	HOURS
ENGL1201 – English Composition	3	45
DAST1101 – Introduction to Disability Studies	3	45
DAST1201 – Person Centered Planning	3	45
EDAS1302 – Introduction to Exceptionalities	3	45
COMM1101 – Interpersonal Relationships and Communication Skills	3	45

### TERM 2

COURSE	CREDITS	HOURS
DAST1202 – Disability Work Management and Supported Employment	3	45
PSYC1201 – Human Growth and Development Across the Lifespan	3	45
DAST1401 – Positive Behaviour Support	3	45
DAST1999 – The Field of Disability Studies Practicum and Seminar	6	180
DAST1301 – Health and Wellness	3	45

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum. The existence of a criminal record may postpone or prevent practicum placement or employment.

## EARLY LEARNING AND CHILD CARE CERTIFICATE

The one year (two term) Early Learning and Child Care (ELCC) Certificate program prepares learners to provide quality child care in a wide variety of settings and plan developmentally appropriate activities for the children in their care. Knowledge of child development, family dynamics, play, and program planning will equip graduates to support the healthy development of children through child-centered learning experiences.

The program combines theory and practice and graduates are eligible for Child Development Worker certification from Alberta Human Services (formerly referred to as Level 2).

### Innovative Learning Lab

The ELCC learning lab combines classroom space with interactive children's learning centres that include an artist studio, a reading centre, a dramatic play centre, and a sensory motor centre. This innovative and engaging environment supports the transition of theory to practice.

### Flexible Delivery Options

ELCC programs are offered full time or part time with a variety of delivery options including traditional classroom and blended delivery.

Learners registered in the traditional full time Early Learning and Child Care Certificate program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one.

## PROGRAM COURSES

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).

### TERM 1

COURSE	CREDITS	HOURS
ELCC1301 – Child Development: An Introduction	3	45
ELCC1101 – Introduction to Early Learning and Child Care	3	45
HMSV1102 - Aboriginal History, Identity and Culture	3	45
ENGL1201 – English Composition	3	45
ELCC1998 – Introduction to Emerging Practice in Early Learning and Child Care – Lecture, workshop, fieldwork	7	90+80

## TERM 2

COURSE	CREDITS	HOURS
ELCC1305 – Developing Through Play	3	45
SOCI1201 – Sociology of the Family	3	45
ELCC1309 – Guiding Young Children’s Behaviour	3	45
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
ELCC1999 – Observation in Early Learning and Child Care	7	200+45

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.

## TRANSFERABILITY

Graduates of this program may be granted transfer credits with the following institutions:

- Bow Valley College – Early Learning and Child Care Diploma Year 2
- Grand Prairie Regional College – Early Learning and Child Care Diploma Year 2
- Lakeland College – Early Learning and Child Care Diploma Year 2
- Medicine Hat College – Early Learning and Child Care Diploma Year 2
- Mount Royal University – Early Learning and Child Care Diploma Year 2

### Some transfer credits may be accepted from the following institutions:

- Calgary Board of Education
- College of the North Atlantic
- Heritage College
- Lethbridge College
- Medicine Hat College
- Mothercraft College
- Mount Royal University
- Prairie College of Applied Arts and Technology
- Red Deer College
- St. Joseph College

## EDUCATION ASSISTANT CERTIFICATE

The one year (two term) Education Assistant Certificate program prepares learners to work alongside teachers and education professionals insupporting the cognitive, psychological, social and emotional development of children and adolescents who have a wide range of exceptionalities .

Learners registered in the Education Assistant Certificate program are required to write the Test of Workplace Essential Skills (TOWES) assessment in semester one.

## PROGRAM COURSES

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner’s individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner’s chosen course delivery methods (in-class or online).

### TERM 1

COURSE	CREDITS	HOURS
EDAS1302 – Introduction to Exceptionalities	3	45
ENGL1201 – English Composition	3	45
HMSV1302 – Assistive Technology and Principles of Universal Design	3	45
EDAS1202 – Language and Literacy	3	45
PSYC1202 – Child and Adolescent Development	3	45
EDAS1998 – Introduction to the Inclusive Classroom	3	90

### TERM 2

COURSE	CREDITS	HOURS
EDAS1303 – Working with Exceptionalities	3	45
EDAS1301 – Observation and Behaviour	3	45
EDAS1201 – Instructional Strategies Across the Curriculum	3	45
EDAS1999 – Working in a Complex Classroom Setting	6	210
<b>One (1) of the following electives:</b>		
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.

## TRANSFERABILITY

Graduates of this program can be accepted into the second year of the Disability Studies Diploma program (plus three additional courses from the first year of the Disability Studies Diploma program).

## FETAL ALCOHOL SPECTRUM DISORDER EDUCATION CERTIFICATE

The Fetal Alcohol Spectrum Disorder Education Certificate prepares you to provide quality care for individuals with FASD. Caring for individuals with FASD is uniquely challenging since FASD can impact individuals differently due to the variety of ways alcohol affects brain development. The range of conditions includes increased risk for mental health issues, addictions, school difficulty and difficulties maintaining employment. To help develop the skills to help those with FASD, learners will study addiction, the justice system, teaching and learning in the classroom, family support, job support, mental health and more. This program is highly suitable for graduates of the College's diploma programs in Practical Nurse, Early Learning and Child Care, Educational Assistant, Disability Studies, Addiction Studies and Justice Studies.

Focus on FASD is growing, as is the demand for those with the knowledge to support it. This is the only program offered at this level in Canada, uniquely preparing learners to assume responsible roles in the fields of health care, education, social and addiction services, judicial services, and supports for persons with disabilities.

This program is offered on an online basis. Learners have up to three years to complete online courses and practicum (most learners complete in two to three years). Learners have a maximum of four months to complete each course.

Prospective learners who live outside of Alberta and will be completing their practicum outside of Alberta, are required to speak to the Program Coordinator prior to applying for the program to discuss insurance regulations. Contact 403-410-1650 to speak to the Program Coordinator.

### PROGRAM COURSES

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).

COURSE	CREDITS	HOURS
DAST1202 – Disability Work Management and Supported Employment	3	45
DAST1301 – Health and Wellness	3	45
FASD1201 – Family and Caregivers for Fetal Alcohol Spectrum Disorder	3	45
FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45
FASD1999 – Fetal Alcohol Spectrum Disorder Studies	6	180
FASD1302 – Fetal Alcohol Spectrum Disorder and Addiction	3	45
FASD1401 – The Justice System and Fetal Alcohol Spectrum Disorder	3	45
FASD1402 – The Fetal Alcohol Spectrum Disorder Learner in the Classroom	3	45

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

#### Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.

### TRANSFERABILITY

Learners who have completed post-secondary diplomas or degrees may be granted some advanced credit on a case-by-case basis. Please see the Transfer Credit & Prior Learning page 8 for more information.



# DIPLOMAS

## ADDICTION STUDIES DIPLOMA – ABORIGINAL FOCUS

Learners in this two year (four term) diploma program will learn to support Aboriginal and non-Aboriginal individuals, families and communities in identifying and managing addictions through prevention and treatment programs. Learners will acquire the multilevel intervention skills necessary to support dysfunctional behaviours of addictions.

Addiction workers and counsellors often work in community social services, children and youth services, justice system institutions, community Aboriginal services and emergency shelters.

The program includes 19 courses and two community practicums. Program delivery is classroom-based with a focus on group discussions and learner participation, and classes are generally scheduled between 8:00 a.m. and 5:00 p.m. from Monday to Friday. Practicums are offered with community agencies.

Learners registered in the traditional full time Addiction Studies Diploma Program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one.

### PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

#### TERM 1

COURSE	CREDITS	HOURS
ADDC1101 – Introduction to Addiction Studies	3	45
COMM1101 – Interpersonal Relationships and Communications Skills	3	45
ENGL 1201 – English: Composition	3	45
HMSV1102 – Aboriginal History, Identity, and Culture	3	45
PSYC1201 Human Growth and Development Across the Lifespan	3	45

#### TERM 2

COURSE	CREDITS	HOURS
ADDC1301 – Physiology and Processes of Addictions	3	45
ADDC1998 – Introduction to Cross-Cultural Communications in Community Agencies	3	45
ADDC2302 – Suicide Prevention and Mental Health Early Intervention	3	45
ADDC2501 – Advanced Assessment, Documentation and Case Management	3	45
HMSV2501 – Social Policy	3	45
HMSV1501 – Introduction to Counselling	3	45

#### TERM 3

COURSE	CREDITS	HOURS
ADDC2303 - Advanced Physiology and Pharmacology of Addictions	3	45
ADDC2998 - Addictions Counselling Practicum	6	240
HMSV1502 - Counselling II – Individuals and Groups	3	45
HMSV2401 - Family and Society Studies	3	45
<b>Plus one (1) of the following electives:</b>		
FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2602 – Aboriginal and Visible Minority Issues within the Criminal Justice System	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

#### TERM 4

COURSE	CREDITS	HOURS
ADDC2301 – Prevention and Relapse Planning	3	45
ADDC2502 – Program Development, Delivery and Evaluation	3	45
ADDC2999 – Advanced Counselling Practicum	3	45
HMSV2503 – Leadership in Human Services	3	45
<b>In Term 4, learners must complete one of the following five elective courses:</b>		
FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2602 – Aboriginal and Visible Minority Issues within the Criminal Justice System	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

#### Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.

## DISABILITY STUDIES DIPLOMA

The two year (four term) diploma program will equip learners to support the well-being of children and adults with disabilities, while taking an active role in creating inclusive and diverse communities.

Graduates can work in a leadership role with various services that support children and adults with disabilities, including education settings, not-for-profit community agencies, employment agencies, or working directly with families.

The program combines innovative classroom learning strategies with practical experiences to lay a solid foundation for challenging careers. Program delivery is classroom-based and classes are generally scheduled between 8:00 a.m. and 5:00 p.m. from Monday to Friday.

Learners registered in the traditional full time Disability Studies Diploma program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one.

### PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

#### TERM 1

COURSE	CREDITS	HOURS
ENGL1201 – English Composition	3	45
DAST1101 – Introduction to Disability Studies	3	45
DAST1201 – Person Centered Planning	3	45
EDAS1302 – Introduction to Exceptionalities	3	45
COMM1101 – Interpersonal Relationships and Communication Skills	3	45

#### TERM 2

COURSE	CREDITS	HOURS
DAST1202 – Disability Work Management and Supported Employment	3	45
PSYC1201 – Human Growth and Development Across the Lifespan	3	45
DAST1401 – Positive Behaviour Support	3	45
DAST1999 – The Field of Disability Studies Practicum and Seminar	6	180
DAST1301 – Health and Wellness	3	45

#### TERM 3

COURSE	CREDITS	HOURS
HMSV2401 – Family and Society Studies	3	45
HMSV2501 – Social Policy	3	45
DAST2998 – The Role of the Disability Support Worker	6	180
HMSV2302 – Positive Behaviour Approaches and Complex Needs	3	45

#### Plus one (1) of the following electives:

FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV1302 – Assistive Technology and Principles of Universal Design	3	45
HMSV1501 – Introduction to Counselling	3	45

#### TERM 4

COURSE	CREDITS	HOURS
HMSV2502 – Facilitating Groups	3	45
DAST2301 – Advanced Topics in Disability Studies	3	45
DAST2401 – Community Connections and Inclusion	3	45
DAST2999 – Leadership in Disability Studies	6	180
HMSV2503 – Leadership in Human Services	3	45

#### Plus one (1) of the following electives:

DAST2301 – Advanced Topics in Disability Studies	3	45
FASD1402 – The Fetal Alcohol Spectrum Disorder Learner in the Classroom	3	45

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

#### Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.

### TRANSFERABILITY

Graduates of this program may be granted transfer credits with the following institutions:

- University of Calgary Bachelor of Community Rehabilitation and Disability Studies
- Pacific Coast University Disability Management Degree
- Athabasca University (33 credits)
- University of Lethbridge – two years credit towards Post-Diploma Bachelor of Health Sciences, Public Health Leadership

## EARLY LEARNING AND CHILD CARE DIPLOMA

The two year (four term) Early Learning and Child Care (ELCC) Diploma program prepares learners to provide quality child care in a wide variety of settings and plan developmentally appropriate activities for the children in their care. Knowledge of child development, family dynamics, play, and program planning will equip graduates to support the healthy development of children through child-centered learning experiences.

The program combines theory and practice and graduates are eligible for Child Development Supervisor certification from Alberta Human Services (formerly referred to as Level 3).

### Innovative Learning Lab

The ELCC learning lab combines classroom space with interactive children's learning centres that include an artist studio, a reading centre, a dramatic play centre, and a sensory motor centre. This innovative and engaging environment supports the transition of theory to practice.

### Flexible Delivery Options

ELCC programs are offered full time or part time with a variety of delivery options including traditional classroom, online learning, and blended delivery.

Learners registered in the traditional full time Early Learning and Child Care Diploma program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one.

### PROGRAM COURSES IN (FULL TIME)

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

#### TERM 1

COURSE	CREDITS	HOURS
ELCC1301 – Child Development: An Introduction	3	45
ELCC1101 – Introduction to Early Learning and Child Care	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45
ENGL1201 – English Composition	3	45
ELCC1998 – Introduction to Emerging Practice in Early Learning and Child Care – Lecture, Workshop, and Field Work	7	90+80

#### TERM 2

COURSE	CREDITS	HOURS
ELCC1305 – Developing Through Play	3	45
SOCI1201 – Sociology of the Family	3	45
ELCC1309 – Guiding Young Children's Behaviour	3	45
COMM1101 – Interpersonal Relationships and Communications Skills	3	45
ELCC1999 – Observation in Early Learning and Child Care	7	200+45

#### TERM 3

COURSE	CREDITS	HOURS
ELCC2301 – Child Development Through Observation	3	45
ELC2201 – Creative Expressions: Theory and Practice	3	45
ELCC2213 – Language, Literacy, and Communications in the early years	3	45
ELCC2505 – Administration and Leadership in Early Learning and Child Care	3	45
ELCC2998 – Documentation in Early Learning and Child Care	7	200+45

#### TERM 4

COURSE	CREDITS	HOURS
ELCC2305 – Inclusive Care and Education of Young Children	3	45
ELCC2209 – Caring for Infants and Toddlers	3	45
ELCC2501 – Issues in Early Learning and Child Care	3	45
ELCC2205 – Introduction to Out of School Programming	3	45
ELCC2999 – Reflective Practice in Early Learning and Child Care	7	200+45

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

## TRANSFERABILITY

Graduates of this program may be granted transfer credits with the following institutions:

- Athabasca University – Bachelor of Professional Arts – Human Services (60 block credits)
- Griffith University (Australia) – Bachelor of Arts in Education (1.5 years of advanced standing towards a 3-year degree)
- Ryerson University – Bachelor of Arts, Early Childhood Education (2 years advanced standing)
- The Mico University College (Jamaica) – Bachelor of Education, Early Childhood Education (2 years advanced standing)
- University of Calgary – Bachelor of Community Rehabilitation (10 full course credits)
- University of Victoria – Bachelor of Arts, Child and Youth Care (2 years advanced standing)

**Some transfer credits may be accepted from the following institutions:**

- Calgary Board of Education
- College of the North Atlantic
- Heritage College
- Lethbridge College
- Medicine Hat College
- St. Joseph College
- Mothercraft College
- Mount Royal University
- Prairie College of Applied Arts and Technology
- Red Deer College

## JUSTICE STUDIES DIPLOMA

This is a two year (four term) diploma program with an optional non-credit fifth term. The curriculum is designed to develop the vital skills, knowledge, and core values that employers are looking for in a wide variety of in-demand career opportunities within justice. Courses commonly taken in the first year of study provide learners with a sound academic foundation of the law, the Canadian justice system, criminology, and issues within justice. Second year courses build on this foundation by promoting the principles of fairness, integrity and ethical practice through five exciting specialisations.

The General Justice specialisation is designed to provide learners with a broader spectrum of knowledge, skills, values and principles that are integral for all careers within the justice field. Through the benefit of customisation, learners can choose required courses from any of the other four specialisations offered within the Justice Studies Diploma program.

Learners may also declare one of the following specialisation:

- **Aboriginal Focus**
- **Correctional Studies**
- **General Justice**
- **Law Enforcement**
- **Youth Justice**

### FIELD WORK OPTION:

**Field Work placement combines academic studies with work-related experience for learners in good standing.** Through an active job search, learners bridge their classroom studies with practical, paid and/or unpaid experience in their field of study during the spring/summer term directly following the successful completion of the Justice Studies Diploma program. Acceptance into this non-credit field work program is competitive and learners must complete the application process to be considered.

All learners who choose to complete the optional field work placement term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. A successful TOWES credential is one prerequisite for field work placement eligibility.

### PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

## COMMON YEAR 1 – TERM 1

COURSE	CREDITS	HOURS
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
JUST1101 – Introduction to the Criminal Justice System	3	45
JUST1401 – Health, Wellness and Fitness	3	45
SOCI1101 – Introduction to Sociology	3	45
ENGL1201 – English: Composition	3	45
<b>Plus One (1) of the following electives:</b>		
JUST1102 – Diversity and Criminal Justice in Canada	3	45
HMSV2501 – Social Policy	3	45

## COMMON YEAR 1 – TERM 2

COURSE	CREDITS	HOURS
JUST1301 – Professional Report Writing and Presentations	3	45
SOCI1201 – Sociology of the Family	3	45
PSYC1101 – Introduction to Psychology	3	45
JUST1601 – Criminology ( <i>online only</i> )	3	45
<b>Plus One (1) of the following electives:</b>		
FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV1501 – Introduction to Counselling	3	45

## ABORIGINAL FOCUS SPECIALISATION YEAR 2 – TERM 3

COURSE	CREDITS	HOURS
PSYC2401 – Abnormal Psychology	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45
JUST2205 – The History of the Canadian Justice System and Aboriginals	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
<b>Plus One (1) of the following electives:</b>		
JUST2601 – Drug Awareness and Consequences	3	45
ADDC1101 – Introduction to Addictions Studies	3	45
JUST2301 – Influences of the Media on Justice	3	45
JUST2101 – Introduction to Corrections	3	45
JUST2102 – Intervention Strategies with Youth I	3	45
JUST2203 – Law, Youth and Young Offenders	3	45
JUST2501 – Correctional Methods	3	45

## ABORIGINAL FOCUS SPECIALISATION YEAR 2 – TERM 4

COURSE	CREDITS	HOURS
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2303 – Aboriginal Intervention Techniques, Networks and Resources	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45
JUST2202 – Criminal Law in Canada	3	45
<b>Plus One (1) of the following electives:</b>		
ADDC1301 – Physiology and Processes of Addictions	3	45
JUST2401 – Mental Health and Wellness	3	45
JUST2603 – Special Needs Offenders	3	45
JUST2604 – Correctional Casework and Counseling	3	45
JUST2502 – Role of the Youth Justice Worker	3	45
PSYC2301 – Adolescent Psychology	3	45

## ABORIGINAL FOCUS SPECIALISATION YEAR 2 – TERM 5

COURSE	CREDITS	HOURS
JUST9999 – Justice Studies Field Work	0	240

## CORRECTIONAL STUDIES SPECIALISATION YEAR 2 – TERM 3

COURSE	CREDITS	HOURS
PSYC2401 – Abnormal Psychology	3	45
JUST2501 – Correctional Methods	3	45
JUST2101 – Introduction to Corrections	3	45
JUST2302 – Crisis Intervention and Communication	3	45
<b>Plus One (1) of the following electives:</b>		
JUST2601 – Drug Awareness and Consequences	3	45
ADDC1101 – Introduction to Addictions Studies	3	45
JUST2301 – Influences of the Media on Justice	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2205 – The History of the Canadian Justice System and Aboriginals	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45

## CORRECTIONAL STUDIES SPECIALISATION YEAR 2 – TERM 4

COURSE	CREDITS	HOURS
JUST2201 – Correctional Law	3	45
JUST2603 – Special Needs Offenders	3	45
JUST2604 – Correctional Casework and Counselling	3	45
JUST2202 – Criminal Law in Canada	3	45
<b>Plus One (1) of the following electives:</b>		
ADDC1301 – Physiology and Processes of Addictions	3	45
JUST2401 – Mental Health and Wellness	3	45
JUST2303 – Aboriginal Intervention Techniques, Networks and Resources	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

## CORRECTIONAL STUDIES SPECIALISATION YEAR 2 – TERM 5

COURSE	CREDITS	HOURS
JUST9999 – Justice Studies Field Work	0	240

## GENERAL JUSTICE SPECIALISATION YEAR 2 – TERMS 3 AND 4

In year two, learners declaring a specialisation in General Justice can take courses from any of the other Justice Studies specialisations, provided they meet the prerequisites for each course. Those specializing in General Justice must complete a total of 30 credits (24 core credits plus six elective credits) in their second year.

## GENERAL JUSTICE SPECIALISATION YEAR 2 – TERM 3

COURSE	CREDITS	HOURS
<b>Other Justice courses plus One (1) of the following electives:</b>		
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2205 – The History of the Canadian Justice System and Aboriginals	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45

## GENERAL JUSTICE SPECIALISATION YEAR 2 – TERM 4

COURSE	CREDITS	HOURS
<b>Other Justice courses plus One (1) of the following electives:</b>		
JUST2303 – Aboriginal Intervention Techniques, Networks and Resources	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

## LAW ENFORCEMENT SPECIALISATION YEAR 2 – TERM 3

COURSE	CREDITS	HOURS
PSYC2401 – Abnormal Psychology	3	45
JUST2103 – Introduction to Law Enforcement	3	45
JUST2503 – Canadian Criminal Procedure	3	45
JUST2504 – Law Enforcement Ethics	3	45

**Plus One (1) of the following electives:**

JUST2601 – Drug Awareness and Consequences	3	45
ADDC1101 – Introduction to Addictions Studies	3	45
JUST2301 – Influences of the Media on Justice	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2205 – The History of the Canadian Justice System and Aboriginals	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45

## LAW ENFORCEMENT SPECIALISATION YEAR 2 – TERM 4

COURSE	CREDITS	HOURS
JUST2606 – Criminal Evidence	3	45
JUST2607 – Criminal Investigation	3	45
JUST2204 – Law Enforcement Legislation and Case Law	3	45
JUST2202 – Criminal Law in Canada	3	45

**Plus One (1) of the following electives:**

ADDC1301 – Physiology and Processes of Addictions	3	45
JUST2401 – Mental Health and Wellness	3	45
JUST2303 – Aboriginal Intervention Techniques, Networks and Resources	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

## LAW ENFORCEMENT SPECIALISATION YEAR 2 – TERM 5

COURSE	CREDITS	HOURS
JUST9999 – Justice Studies Field Work	0	240

### YOUTH JUSTICE SPECIALISATION YEAR 2 – TERM 3

COURSE	CREDITS	HOURS
PSYC2401 – Abnormal Psychology	3	45
JUST2203 – Law, Youth and Young Offenders	3	45
HMSV2502 – Facilitating Groups	3	45
JUST2102 – Intervention Strategies with Youth I	3	45
<b>Plus One (1) of the following electives:</b>		
JUST2601 – Drug Awareness and Consequences	3	45
ADDC1101 – Introduction to Addictions Studies	3	45
JUST2301 – Influences of the Media on Justice	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2205 – The History of the Canadian Justice System and Aboriginals	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45

### YOUTH JUSTICE SPECIALISATION YEAR 2 – TERM 4

COURSE	CREDITS	HOURS
JUST2502 – Role of the Youth Justice Worker	3	45
PSYC2301 – Adolescent Psychology	3	45
JUST2605 – Intervention Strategies with Youth II	3	45
JUST2202 – Criminal Law in Canada	3	45
<b>Plus One (1) of the following electives:</b>		
ADDC1301 – Physiology and Processes of Addictions	3	45
JUST2401 – Mental Health and Wellness	3	45
JUST2303 – Aboriginal Intervention Techniques, Networks and Resources	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

### YOUTH JUSTICE SPECIALISATION YEAR 2 – TERM 5

COURSE	CREDITS	HOURS
JUST9999 – Justice Studies Field Work	0	240

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

**Note:** *Employers in the field of justice generally require applicants to have a completed High School Diploma when hiring.*

**Note:** *Individuals with any criminal conviction for which they have not yet received a pardon or record suspension or who have criminal charges pending or awaiting disposition from the courts may find future career and volunteer opportunities within justice to be negatively impacted. It is likely that Justice Studies graduates who have a criminal history will experience greater obstacles when competing for employment. Applicants with further questions are advised to contact the Justice Studies program coordinator.*

**Important Note:** *During the program, learners may be visiting various facilities (such as correctional facilities). Learner attendance and participation during these visits are considered when determining overall grades. It is important to note that some of these agencies and organisations may deny access to anyone who has either been criminally charged, or, has a criminal record.*

**Note:** *All learners registered in a Justice Studies Diploma program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program.*

### TRANSFERABILITY

Graduates of this program may be granted transfer credits with the following institutions:

- Athabasca University – Bachelor of Professional Arts in Criminal Justice; Bachelor of Professional Arts in Governance; Bachelor of Professional Arts in Law and Management; Bachelor of Professional Arts in Human Services
- Griffith University – Graduates are eligible for 1.5 years of advanced standing into the Bachelor of Criminology & Criminal Justice
- Lethbridge College – Bachelor of Applied Arts, Correctional Studies
- Royal Roads University – Bachelor of Arts in Justice Studies
- Justice Institute of British Columbia – Bachelor of Law Enforcement Studies
- Walden University – Bachelor of Science in Criminology
- University of Gloucestershire – Bachelor of Science in Criminology, Bachelor of Arts in Sociology, Bachelor of Science in Criminology & Sociology

## SOCIAL WORK DIPLOMA

A social worker actively engages with others to help them help themselves. Learners will enhance the well-being of individuals, families, and communities. In addition to learning the skills for a practice in social work, learners will develop a unique multicultural focus with intercultural values and knowledge. Learners registered in this program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one.

This program is brokered from NorQuest College. (Diploma will be issued by NorQuest College).

For learners taking a full load of courses, this program can be completed in two years, including four academic terms of study plus two practicum placements which would be taken over two spring/summer sessions.

### PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

#### TERM 1

COURSE	CREDITS	HOURS
ENGL1201 – English: Composition	3	45
HEED1000 – Health Education: Individual Health and Wellness	3	45
PSYC1101 – Introduction to Psychology	3	45
SOWK1010 – Introduction to Social Work	3	45
SOWK1020 – The Helping Process	3	45
SOWK1023 – Social Work Field Education Laboratory I	2	30

#### TERM 2

COURSE	CREDITS	HOURS
ENGL1011 – Critical Reading and Writing: Prose	3	45
PSYC1201 – Human Growth and Development Across the Lifespan	3	45
SOCI1101 – Introduction to Sociology	3	45
SOWK1030 – Assessment and Interviewing	3	45
SOWK1040 – Models and Practice from an Anti-Oppressive Perspective	3	45
SOWK1024 – Social Work Field Education Laboratory II	2	30

#### TERM 3

COURSE	CREDITS	HOURS
SOWK1025 – Social Work Practicum I	5	290

#### TERM 4

COURSE	CREDITS	HOURS
POLS1010 – Canadian Politics: Institutions and Issues	3	45
PSYC2401 – Abnormal Psychology	3	45
SOWK2010 – Community Development	3	45
SOWK2020 – Social Work with Groups	3	45
SOWK2023 – Social Work Field Education Laboratory III	2	30
SOWK2030 – Social Work with Families	3	45

#### TERM 5

COURSE	CREDITS	HOURS
SOWK2040 – Social Policy	3	45
SOWK2024 – Social Work Field Education Laboratory IV	2	30
SOWK2050 – Mental Health: A Multicultural Perspective	3	45
SOWK2060 – Violence and Addiction: Issues in Social Work	3	45
SOWK2070 – Social Work in Organisations	3	45
WMST2010 – Introduction to Women's and Gender Studies	3	45

#### TERM 6

COURSE	CREDITS	HOURS
SOWK2025 – Social Work Practicum II	5	290

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

#### Pre-Practicum Requirement

A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.

### TRANSFERABILITY

Graduates of this program may be granted transfer credits with the following institutions:

- University of Calgary Social Work (Bachelor of Social Work)
- University of Lethbridge -- Graduates of the Social Work Diploma program may be awarded two years towards Post-Diploma Bachelor of Health Sciences, Public Health Leadership



# POST-DIPLOMAS

## HEALTH AND HUMAN SERVICES MANAGEMENT POST-DIPLOMA CERTIFICATE

This certificate program has been designed for graduates of health and human services programs interested in leadership roles. The Health and Human Services Management Post-Diploma Certificate combines health and human services sector knowledge with business skills, providing learners with advanced health and human services courses to prepare them for work in management positions in the health and human services field.

This integrated approach prepares graduates to engage in tasks related to the provision of health and human services as well as effective running of an organisation (e.g., through managing human resources, finances and program evaluation). The Health and Human Services Management Post-Diploma Certificate at Bow Valley College is a unique program in Canada.

### DELIVERY OPTIONS

The Health and Human Services Management Post-Diploma Certificate can be taken either full time or part time.

Full time learners can complete the program in as few as two terms. Learners have up to three years to complete the program.

Learners can choose courses in both face-to-face or online delivery options.

### PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

#### TERM 1

COURSES	CREDITS	HOURS
HRES 2201 – Introduction to Human Resources	3	45
FNSR 2202 – Fundamentals of Financial Management	3	45

**Learners must also choose three of the following 15 courses:**

HMSV3203 – Managing Change in Health and Human Services	3	45
HMSV3401 – Policy, Power, and Social Action	3	45
HMSV3201 – Program Design and Evaluation	3	45
HMSV3202 – Fundraising in Health and Human Services	3	45
HMSV3501 – Case Management	3	45
HMSV3301 – Mental Health in the Workplace	3	45
HMSV3302 – Chronic Illness Management	3	45
HMSV3303 – Dementia	3	45
HMSV3403 – Community Engagement for Health and Human Services	3	45
HMSV3502 – Issues in Health and Human Services	3	45
HMSV3503 – Research Methodologies	3	45
HMSV3504 – Pedagogical Leadership in Early Childhood Education	3	45
HMSV3505 – Teaching the Adult Learner	3	45
HMSV3402 – Ending Homelessness	3	45
HMSV3998 – Leadership for International Service Learning	3	45

#### TERM 2

COURSES	CREDITS	HOURS
HRES1101 – Organisational Behaviour	3	45
MGMT1101 – Introduction to Management	3	45

COURSES	CREDITS	HOURS
<b>Learners must also choose two of the following 15 courses:</b>		
HMSV3203 – Managing Change in Health and Human Services	3	45
HMSV3401 – Policy, Power, and Social Action	3	45
HMSV3201 – Program Design and Evaluation	3	45
HMSV3202 – Fundraising in Health and Human Services	3	45
HMSV3501 – Case Management	3	45
HMSV3301 – Mental Health in the Workplace	3	45
HMSV3302 – Chronic Illness Management	3	45
HMSV3303 – Dementia	3	45
HMSV3403 – Community Engagement for Health and Human Services	3	45
HMSV3502 – Issues in Health and Human Services	3	45
HMSV3503 – Research Methodologies	3	45
HMSV3504 – Pedagogical Leadership in Early Childhood Education	3	45
HMSV3505 – Teaching the Adult Learner	3	45
HMSV3402 – Ending Homelessness	3	45
HMSV3998 – Leadership for International Service Learning	3	45
<b>Learners must choose one of the following 6 courses:</b>		
HRES2301 – Employment Law	3	45
HRES2302 – Labour Relations	3	45
HRES2203 – Compensation & Benefits	3	45
MGMT1102 – Corporate Social Responsibility	3	45
MGMT2901 – Introduction to Entrepreneurship	3	45
MKTG1101 – Introduction to Marketing	3	45
HMSV9999 (optional) – International Service Learning Experience for Leader (SPRING ONLY)	0	P

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

# SCHOOL OF CREATIVE TECHNOLOGIES

## Diploma Programs

INTERIOR DECORATING DIPLOMA  
SOFTWARE DEVELOPMENT DIPLOMA

## Post-Diploma Programs

KITCHEN AND BATH DESIGN POST-DIPLOMA CERTIFICATE  
DIGITAL MARKETING POST-DIPLOMA CERTIFICATE

# DIPLOMAS

## INTERIOR DECORATING DIPLOMA

The Interior Decorating two year (four term) Diploma gives learners the skills for an exciting career in interior decorating. It will provide the learner with the practical skills and abilities to successfully manage interior decorating projects, such as decorating, with style and confidence, a new home or office or redecorating an existing one. This program will teach learners how to work effectively in a business environment in a variety of roles associated with interior decorating.

Some courses available online.

### PROGRAM COURSES

*Subject to change. Any course marked with an asterisk indicates that course is also available online*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

#### TERM 1

COURSE	CREDITS
IDEC1101 – Interior Lighting in Decorating	3
IDEC1102 – History of Decorating Styles	3
IDEC1103 – Principles & Elements of Design	3
IDEC1104 – Space Planning & Blueprints	3
IDEC1201 – Drawing & Sketching I	3

#### TERM 2

COURSE	CREDITS
IDEC1105 – Window Coverings	3
IDEC1106 – Textiles & Furniture	3
IDEC1301 – AutoCAD Theory	3
IDEC1401 – Surfaces & Backgrounds	3
IDEC2301 – AutoCAD for Interiors I	3
COMM1101 – Interpersonal Relationships & Communication Skills	3

#### TERM 3

COURSE	CREDITS
ADMN1701 – Communication Fundamentals*	3
IDEC2101 – Kitchens & Bathrooms Basics	3
IDEC2201 – Drawing & Sketching II	3
IDEC2302 – AutoCAD for Interiors II	3
MKTG2201 – Customer Service Management	3

#### TERM 4

COURSE	CREDITS
IDEC2102 – Sustainable Interiors ( <i>online only</i> )	3
IDEC2501 – The Business of Interior Decorating	3
IDEC2601 – Digital Presentations	3
IDEC2701 – Staging & Redesign	3
IDEC2999 – Interior Decorating Capstone	3

### OPTIONAL WORK EXPERIENCE (IDEC9999)

*Course fees apply.*

Work Experience (workplace practicum) offers you the opportunity to use your new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program and will receive approval upon meeting all prerequisites.

Learners who choose to complete the optional Work Experience must meet the following prerequisites:

- All courses in program completed
- TOWES certification

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

This program is recognised by the Canadian Decorators Association (CDECA).

## SOFTWARE DEVELOPMENT DIPLOMA

The Software Development Diploma program prepares learners for related employment in the information technology (IT) industry. Learners will gain practical experience in the software development through real-world projects, and with exposure to industry standards of planning, developing, and quality assurance testing. A structured approach to problem solving, effective communications, and attention to development standards and documentation will be stressed throughout the program. Graduates will be ready for a career in software application development, mobile application development, systems analysis and support, web and game development, database design and management, and IT project management. Learners in this program will require a laptop computer.

### Laptop specifications:

- Intel quad core CPU (i5 or i7)
- 8GB Ram (16GB recommended)
- 13" 1080p screen (15" recommended)
- Dedicated graphics card with 2GB of VRam
- 128GB Solid State hard drive (256GB recommended)
- Portable Hard Drive (for data backup)
- Windows 10

\*\* Equivalent specification in an Apple MacBook Pro is acceptable

### Delivery Options

This program will be delivered in flexible learning spaces with online, blended, and face-to-face course delivery. Learners will have the option to complete this diploma full time or part time. Full time learners can complete the program in as few as four terms and can take up to five years for completion.

## PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

### TERM 1

COURSE	CREDITS	HOURS
MATH1901 – Math for the Computer Industry	3	45
MGMT1103 – Introduction to Project Teams and Technical Communications for Software Development	3	45
SODV1101 – Programming Fundamentals	3	45
TECH1101 – Web and Internet Fundamentals	3	45
TECH1102 – Internet of Things	3	45

### TERM 2

COURSE	CREDITS	HOURS
DATA1201 – Introduction to Relational Databases	3	45
DESN2301 – User Experience Design	3	45
SODV1201 – Introduction to Web Programming	3	45
SODV1202 – Introduction to Object Oriented Programming	3	45
TECH1201 – Networking Essentials	3	45

### TERM 3

COURSE	CREDITS	HOURS
DATA2201 – Relational Databases	3	3
MGMT1104 – Introduction to Project Management for IT	3	3
SODV2101 – Rapid Application Development	3	3
SODV2201 – Web Programming	3	3
SODV2202 – Object Oriented Programming	3	3

### TERM 4

COURSE	CREDITS	HOURS
DATA2302 – Business Intelligence Tools	3	4
SODV2203 – Introduction to Game and Simulation Programming	3	4
SODV2999 – Software Development Capstone	3	4
TECH2101 – Systems Analysis	3	4
TECH2102 – Enterprise Computing	3	4

### SPRING/SUMMER

COURSE	CREDITS	HOURS
SODV9998 – Software Development Field Work II	0	

### Optional Work Experience (SODV9997 and SODV9998)

Work experience (field work) occurs over the spring and summer terms between first and second year, and again at the end of the program. Field work is optional and not required for graduation; however, it will provide hands-on industry experience that complements your learning. Field work varies in length and can be up to three months.

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### Other Requirements

- Applicants are recommended to have previous education or work experience in a technical field such as Information Technologies, Systems Administration, Database Administration, or Web Design/Development
- Learners are expected to have a working knowledge of personal computers including general business applications and navigating the internet
- This is a highly intensive program and will require a commitment of time and energy from the learner
- A pre-term preparatory course may be recommended for learners who require technical foundation training prior to the start of term

# POST-DIPLOMA CERTIFICATES

## KITCHEN AND BATH DESIGN POST-DIPLOMA CERTIFICATE

Existing interior decorating, design, or architectural training is built up on this course so learners can advance their career in the residential kitchen and bath design industry in this exciting new post-diploma program – the first of its kind in Alberta!

Learn about trends and challenges emerging for kitchen and bath designers. Learners can specialise their abilities to analyse and respond to the needs of clients by creating functional and aesthetically pleasing design solutions. Learn to consider durability and the environment while working within building codes and kitchen and bath industry design standards. Learners can refine their knowledge of technical and presentation documents and increase their understanding of residential construction practices and industry specific materials and products.

A learner can accelerate their career by adding a kitchen and bath design post-diploma certificate to their credentials. The way to stand out is to be ahead of the crowd. Learners in this program will require a laptop computer.

### Laptop specifications:

- Intel quad core CPU (i5 or i7)
- 16GB recommended
- 13" 1080p screen (15" recommended)
- Dedicated graphics card with 2GB of VRam (4GB recommended – NOT integrated graphics)
- 256GB Solid State hard drive (512GB recommended)
- Portable Hard Drive (for data backup)
- Windows 10
- 64-bit

\*\* Equivalent specification in an Apple MacBook Pro is acceptable

### Need more info?

Contact the Learner Advising Centre:

Phone: 403-410-1402

Email: [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

### PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

### TERM 1

COURSE	CREDITS	HOURS
CADD3601 – Computer Aided Drafting for Kitchen and Bath Design	3	45
DESN3201 – Residential Kitchen Design	3	45
DESN3202 – Residential Bath Design	3	45
DESN3301 – Residential Kitchen and Bath Construction Methods	3	45
DESN3302 – Estimating Processes for Kitchen and Bath	3	45

### TERM 2

COURSE	CREDITS	HOURS
CADD3602 – Advanced Computer Aided Drafting for Kitchen and Bath Design	3	45
DESN3303 – Residential Mechanical, Electrical, and Plumbing Systems	3	45
DESN3304 – Sustainable Materials and Finishes for Kitchen and Bath Design	3	45
DESN3401 – Professional Practice and Marketing for Kitchen and Bath Industry	3	45
DESN3998 – Kitchen and Bath Design Capstone	3	45

### TERM 3 – WORK EXPERIENCE TERM

COURSE	CREDITS	HOURS
Kitchen and Bath Design Work Experience	4	160

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### Additional Requirements

Program applicants will receive an email requesting a portfolio submission after educational and English language requirements have been reviewed and approved. The portfolio will include the following:

- A Letter of Intent
- The physical portfolio of work to be determined by:
- artistic content
- evidence of work
- working drawings
- organisation and layout
- presentation

## DIGITAL MARKETING POST-DIPLOMA CERTIFICATE

The Digital Marketing Post-Diploma Certificate prepares professionals and recent graduates to address the marketing needs of a business organisation by applying marketing theory and concepts using the latest digital marketing tools and techniques. Learners will experience practical application of clear, targeted communications within a business environment and hands-on opportunities to prepare professional marketing campaigns using the latest digital production and analytics tools. The importance of research and analysis will be present throughout the program. This program will emphasize and mimic business environments through collaborative projects and group assignments. Learners will also understand the strategic marketing implications of advertising, personal and product branding, sales promotion, direct marketing and public relations in the digital world. Learners in this program will require a laptop computer.

### Laptop specifications:

- Intel quad core CPU (i5 or i7)
- 8GB Ram (16GB recommended)
- 13" 1080p screen (15" recommended)
- Dedicated graphics card with 2 GB of VRam (4GB recommended)
- 256GB Solid State hard drive (512GB recommended)
- Portable Hard Drive (for data backup)
- Windows 10

\*\* Equivalent specification in an Apple MacBook Pro is acceptable

### Delivery Options

This program will be delivered in flexible learning spaces with online, blended and face-to-face course delivery.

### PROGRAM COURSES

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

#### TERM 1

COURSE	CREDITS	HOURS
DATA3301 – Digital Marketing Analytics	3	45

COURSE	CREDITS	HOURS
DESN2301 – Introduction to User Experience Design	3	45
DESN3204 – Web Design and Development	3	45
DESN3206 – Digital Media Production	3	45
MKTG2301 – Digital Marketing Communications	3	45

#### TERM 2

COURSE	CREDITS	HOURS
DATA3302 – Design Process Analytics	3	45
DESN3205 – Advanced Web Design and Development	3	45
DESN3207 – Advanced Digital Media Production	3	45
DESN3208 – Advanced User Experience Design	3	45
MKTG3999 – Digital marketing Capstone Project	3	45

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

#### Other Requirements

- Applicants are recommended to have previous education or work experience in communications, English, political science, journalism, public relations, marketing, or business
- Learners are expected to have a working knowledge of personal computers including general business applications and navigating the internet.
- A laptop computer meeting minimum specifications is required for this program.
- Additional course-specific software may be required.

# SCHOOL OF HEALTH AND WELLNESS

## Certificate programs

HEALTH CARE AIDE CERTIFICATE

NUTRITION MANAGER CERTIFICATE

RECREATION THERAPY AIDE CERTIFICATE

## Diploma Programs

PHARMACY TECHNICIAN DIPLOMA

PRACTICAL NURSE DIPLOMA



# CERTIFICATES

## HEALTH CARE AIDE CERTIFICATE

This program develops the core skills needed to care for clients in the health care field. Topics include personal care, assisting with mobility and nutritional needs, communication, assisting with medication delivery and clinical skills.

Program delivery combines on-campus labs, classroom learning, and clinical instruction in long-term care, acute care, community, and home care settings. Clinical shifts may include days, evenings, nights, and/or weekends.

### Clinical Experience

Learners will be required to travel to various locations in order to complete their clinical and practicum placements. Every effort will be made to accommodate learners in clinical placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a clinical placement can be arranged.

### PROGRAM COURSES

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).*

*Subject to change.*

COURSE	CREDITS	HOURS
HCAD1101 – Working as a Health Care Aide	3	45
HCAD1102 – Structure and Function of the Human Body – Health and Chronic Illness	3	45
HCAD1103 – Communication in the Health Care Environment	2	30
HCAD1104 – Providing Client Care and Comfort	4	60
HCAD1201 – Assist with Medication Delivery	1	21
HCAD1202 – Meeting Complex Care Needs	3	45
HCAD1203 – Special Activities for Diverse Clients	3	45
HCAD1301 – Client Care Clinical Experience	4	120
HCAD1999 – Client Care Practicum	2	80

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.
- Immunisation requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunisations are valid for the duration of the program.

### Additional Recommendations

- A current CPR Healthcare Provider Level Certificate is recommended and often required by employers.
- Applicants must be able to work shifts and weekends, be on their feet for extended periods of time, use their knees, back, and arms to move clients who have minimal body strength and function effectively in stressful situations.

### TRANSFERABILITY

Graduates of this program may be granted transfer credits with the following institutions:

- Bow Valley College – Health Care Aide Bridging to Practical Nurse Prior Learning Assessment and Recognition Pathway (after completing 1,900 hours of work experience)\*
- Bow Valley College – Recreation Therapy Aide Certificate program

*\*Applicants must also meet the admission requirements for the Practical Nurse Diploma program – see Practical Nurse Diploma program requirements.*

## HEALTH CARE AIDE PRIOR LEARNING ASSESSMENT AND RECOGNITION

Individuals with prior work experience as a health care aide (HCA) and wish to meet provincial HCA certification requirements, you may be eligible to challenge the courses in the Health Care Aide program through a Prior Learning Assessment and Recognition (PLAR).

Obtaining credit for the nine courses in the HCA program involves a high degree of independent study and can take up to 18 months. The process is self-paced and involves taking both lab exams and online theory exams.

### PLAR Checklist

1. Apply for the Health Care Aide PLAR Program in-person at the Registrar's Office on the first floor of our Calgary South Campus. Please bring the following:
  - application fee
  - completed application form
  - detailed high school transcripts
  - proof of meeting English language proficiency requirements (see pages 15 and 16)
  - resume indicating work experience
2. Upon acceptance, complete the PLAR Performance Checklist
3. Meet with a program coordinator and develop an individualised plan.
4. Challenge the HCA courses while taking the mandatory course.

**Tuition\***

Challenging all of the HCA courses costs approximately \$1,400. There are additional expenses which include the textbook (Mosby's Canadian Textbook for the Support Worker), learning materials, and police information check fees. Learners who do not achieve successful passing grades on the challenge exams will be required to cover the costs of re-taking courses.

\*Cost is subject to change.

**PROGRAM COURSES**

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).

Subject to change.

COURSE	CREDITS HOURS
<b>All candidates take the following mandatory course:</b>	
HCAD1101 – Working as a Health Care Aide	
<b>Candidates will challenge the following eight courses:</b>	
HCAD1103 – Communication in the Health Care Environment	
HCAD1102 – Structure and Function of the Human Body – Health and Chronic Illness	
HCAD1104 – Providing Client Care and Comfort	
HCAD1202 – Meeting Complex Care Needs	
HCAD1203 – Special Activities for Diverse Clients	
HCAD1201 – Assist with Medication Delivery	
HCAD1301 – Client Care Clinical Experience	
HCAD1999 – Client Care Practicum	

**ADMISSION REQUIREMENTS**

Please see table on pages 10 to 14 for information on admission requirements.

**English Language Proficiency Requirement**

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

**NUTRITION MANAGER CERTIFICATE**

This program's flexible courses cater to busy lifestyles. For those interested in a rewarding food service career, this online, self-paced program boosts employability and earning potential. The eight courses and work experience placement can be completed part time or full time over a maximum of three years.

Nutrition managers supervise all aspects of food service operations, such as menu planning, food preparation, safety, sanitation, purchasing, budgeting, marketing and personnel management.

The program has full accreditation status with the Canadian Society of Nutrition Management (CSNM).

**PROGRAM COURSES**

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).

Subject to change.

COURSE	CREDITS	HOURS
NUTR1101 – Introduction to Nutrition Management	3	45
MGMT1201 – Business Communication	3	45
NUTRI1301 – Food Service Safety	3	45
NUTRI1201 – Clinical Nutrition	3	45
NUTR1102 – Foundations of Nutrition	3	45
NUTR1401 – Human Resources for Nutrition Managers	3	45
NUTR1302 – Food Production Management	3	45
NUTR1402 – Business Management	3	45
NUTR1999 – Nutrition Manager Work Experience	6	340

**ADMISSION REQUIREMENTS**

Please see table on pages 10 to 14 for information on admission requirements.

**English Language Proficiency Requirement**

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

## Work Experience Requirements

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.
- Food service, supervisory experience, and basic computer skills are assets.
- Learners are responsible for securing approved work experience placements (assistance will be provided where possible).
- Managerial level food safety certificate (one month prior to work experience).
- Current valid immunisation report\*.
- CPR certificate\*.

\*May be required one month prior to work experience depending on placement site

## RECREATION THERAPY AIDE CERTIFICATE

Recreation therapy aides support the efforts of recreation therapists in enhancing the quality of life for clients. They work to improve the physical, mental, and emotional well-being of clients in a variety of settings including hospitals and assisted living homes by implementing activities such as sports, dance, board games, music, or crafts.

This part-time certificate is designed for currently employed health care aides (HCAs) looking to boost their employability. It builds on a HCA's skill set, and applicants must currently be working in a care-giving role in the health care field.

This program begins every fall term. Learners complete four months of part time study, which includes both online courses and at campus workshops held twice per month, along with four weeks of practicum for a total of five months. Practicum shifts may include evenings, nights, and/or weekends.

### Practicum Placement

Learners will be required to travel to various locations in order to complete their practicum placement. Every effort will be made to accommodate learners in practicum placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a practicum placement can be arranged.

## PROGRAM COURSES

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of course registration, and the learner's chosen course delivery methods (in-class or online).

Subject to change.

COURSE	CREDITS	HOURS
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
RTAD1106 – Introduction to the Recreation Therapy Aide	3	45
RTAD1107 – The Lifecycle and Chronic Conditions	3	45
RTAD1203 – Therapeutic Recreation Planning and Interventions	3	45
RTAD1999 – Recreation Therapy Aide Practicum	3	150

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

### Pre-Practicum Requirement

- A current Police Information Check (PIC) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.
- Immunisation requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunisations must be valid for the duration of the program.

### Additional Recommendation

- A current CPR Healthcare Provider Level Certificate is recommended and often required by employers.

# DIPLOMAS

## PHARMACY TECHNICIAN DIPLOMA

The Pharmacy Technician Diploma program has full accreditation status with the Canadian Council for Accreditation of Pharmacy Programs (CCAPP), preparing graduates for the Pharmacy Examining Board of Canada's national certification exam. Pharmacy technicians are regulated under the Health Professions Act and registered with the Alberta College of Pharmacists.

Registered pharmacy technicians have an expanded scope of practice with responsibilities such as performing final checks on prescriptions and receiving verbal orders from prescribers. Other tasks include compounding mixtures, dispensing medications, or preparing sterile products (e.g., eye drop compounds or intravenous mixtures). Demand is increasing and pharmacy technicians can earn up to \$37/hour.

With over 350 lab hours in a state-of-the-art facility, this program integrates cutting-edge technology and emphasises hands-on training to produce competitive dispensary-ready graduates. Learners are trained to prepare sterile products in authentic certified sterile production hoods and operate a new PACMED® high-speed automated medication packager.

All learners registered in this career program are required to write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program.

† Learners will be required to travel to various locations in order to complete their practicum placements. Every effort will be made to accommodate learners in placements within the timeframe of the program; however, in rare instances, there may be a delay in program completion until a placement can be arranged.

### PROGRAM COURSES

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. A learner's path to graduation will depend on a number of factors including course prerequisites, the availability and capacity of specific courses at the time of the course registration and chosen course delivery methods (in-class or online). It is recommended that learners contact Academic Advising for guidance in course selection.

Subject to change.

#### TERM 1

COURSE	CREDITS	HOURS
ENGL1201 – English: Composition	3	45
PHRM1101 – Pharmacy Theory	3	45
PHRM1102 – Pharmacy Jurisprudence and Ethics	3	45
PHRM1201 – Pharmacotherapy I	3	45
PHRM1202 – Pharmacotherapy II	3	45
PHRM1301 – Pharmacy Calculations I	3	45
PHRM1401 – Prescription Processing	3	45

#### TERM 2

COURSE	CREDITS	HOURS
PHRM1203 – Pharmacotherapy III	3	45
PHRM1204 – Pharmacotherapy IV	3	45
PHRM1302 – Pharmacy Calculations II	3	45
PHRM1402 – Community Pharmacy Practice	3	45
PHRM1501 – Hospital Pharmacy Practice	3	45
PHRM2401 – Community Dispensing Lab I	6	90

#### TERM 3

COURSE	CREDITS	HOURS
PHRM1103 – Pharmacy Management ( <i>online only</i> )	3	45
PHRM2402 – Community Dispensing Lab II	3	45
PHRM2403 – Extemporaneous Compounding Lab	3	45
PHRM2501 – Hospital Dispensing Lab	6	90
PHRM2502 – Sterile Production Lab	3	45

#### TERM 4

COURSE	CREDITS	HOURS
PHRM1205 – Specialized Pharmacotherapy	3	45
PHRM2997 – Entry to Pharmacy Practice	3	45
PHRM2998 – Community Pharmacy Practicum	3	160
PHRM2999 – Hospital Pharmacy Practicum	3	160

### ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

Proof of English proficiency is required for all applicants who have not:

- graduated from a high school in Canada with three consecutive, first language English courses/credit or
- completed an undergraduate degree from a university in Canada, where instruction was provided in English

#### Pre-Practicum Requirements

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.
- Immunisation requirements must be met prior to participating in practicum placements. Up-to-date immunisations must be valid for the duration of the program.

## TRANSFERABILITY

Graduates of this program may be granted transfer credits with the following institutions:

- Thompson Rivers University Open Learning Division – Bachelor of Health Science (54 credits) and Bachelor of General Studies (60 credits)
- University of Calgary – Graduates of Bow Valley College diploma programs will be awarded up to five full course junior open options
- University of Lethbridge – Graduates of the Pharmacy Technician Diploma program may be awarded two years towards Post-Diploma Bachelor of Health Sciences, Public Health Leadership

Some transfer credit to and from other institutions may be available on a case-by-case basis.

## PRACTICAL NURSE DIPLOMA

The Practical Nurse (PN) Diploma program prepares learners to become compassionate, professional and effective health care providers in a complex medical system. Upon successful completion of the PN Diploma program and the Canadian Practical Nurse Registration Exam (CPNRE), graduates are eligible for licensure with the College of Licensed Practical Nurses of Alberta (CLPNA). Practical nurses provide high quality nursing care in the areas of medicine, surgery, pediatrics, maternity, mental health and seniors care.

Advanced credit standing for some courses in this program may be available to learners who have a Health Care Aide Certificate or have a Registered Nurse license from another country. Transfer credits may also be considered for courses taken at other colleges that are comparable to courses required in the the College's PN program. Please contact the transfer credit officer in the Registrar's Office regarding these options for advanced credit.

Nursing courses in the PN Diploma program must be taken within four years. However, there is the option of taking the program over a longer period of time, provided that all nursing courses are taken within a four year time frame. Classes are generally scheduled between 8:00a.m. and 8:00p.m., Monday to Saturday. Clinical shifts may include days, evenings, nights, and/or weekends. An academic advisor is available to assist learners in understanding the various options within the program related to course load and schedule.

All learners registered in the PN Diploma program are required to write the Test of Workplace Essential Skills (TOWES) assessment in the first six months of their program.

## CLINICAL EXPERIENCE

As clinical experiences require learners to travel to various locations in Calgary and surrounding communities, accessibility to transportation is strongly advisable. Every effort will be made to accommodate learners in clinical placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a clinical placement can be arranged.

## PROGRAM COURSES

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. Please note that these are recommendations only. Individual paths to graduation will depend on a number of factors including required course prerequisites, the availability and capacity of specific courses at the time of registration, and chosen course delivery methods (in-class or online). It is recommended that learners contact Academic Advising for guidance in course selection.

Subject to change.

### TERM 1

COURSE	CREDITS	HOURS
ANAT1101 – Anatomy & Physiology	6	90
NURS1101 – Nursing Arts	3	45
NURS1202 – Nursing Foundations1	3	45
NURS1301 – Mathematical Principles of Medication Administration	3	45
COMM1101 – Interpersonal Relationships & Communication Skills	3	45
ENGL1201 – English Composition	3	45

### TERM 2

COURSE	CREDITS	HOURS
NURS1102 – Applied Pharmacology	3	45
NURS1103 – Pathophysiology	3	45
NURS1201 – Adult Health Assessment	3	45
NURS1302 – Health Education & Wellness	3	45
NURS1203 – Nursing Foundations 2	6	90
NURS1401 – Clinical 1: Foundational	4	120

### TERM 3

COURSE	CREDITS	HOURS
PSYC1201 – Human Growth & Development	3	45
NURS2501 – Maternity Nursing	3	45
NURS2502 – Pediatric Nursing	3	45
NURS2204 – Nursing Foundations 3	6	90
NURS2402 – Clinical 2: Medical/Surgical	8	232
SOCI1301 – Sociology of Aging	3	45

## TERM 4

COURSE	CREDITS	HOURS
NURS2303 – Nursing Trends & Issues ( <i>online only</i> )	3	45
NURS2504 – Community Nursing	3	45
NURS2503 – Mental Health Nursing	3	45
NURS2403 – Clinical 3: Medical/Surgical	4	120
NURS2995 – Preceptored Practicum Experience	4	140

## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

†Notes regarding ANAT1101

- Applicants may complete Anatomy and Physiology (ANAT1101) at Bow Valley College before the program starts through Open Studies.
- Please note that Post-LPN Bachelor of Nursing programs might not accept ANAT1101 in place of 30-level science courses.

## English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

## Pre-Clinical Requirements

- CPR Healthcare Provider level or Basic Life Support Certificate must be updated every 12 months.
- The College requires that learners in the PN program have a current Police Information Check (PIC) for vulnerable sector. PICs must be valid for the duration of the PN Program. Learners are responsible for informing the School of Health and Wellness if there are changes to their PIC's during the PN Program. The PIC must be dated no earlier than ninety (90) days prior to the start of the PN Program. An updated PIC will be required by the licensing body.
- Details about immunisations are to be provided after acceptance into a health care program. Up-to-date immunisations must be valid for the duration of the program.

## TRANSFERABILITY

Graduates of this program may be granted transfer credits with the following institutions:

- Thompson Rivers University Open Learning Division – Bachelor of Health Science (54 credits) and Bachelor of General Studies (60 credits)
- University of Calgary – Graduates of the College's diploma programs will be awarded up to five full course junior open options
- University of Lethbridge – Graduates of the Practical Nurse Diploma program may be awarded two years towards Post-Diploma Bachelor of Health Sciences, Public Health Leadership

Some transfer credit to and from other institutions may be available on a case-by-case basis.

## ALTERNATE PATHWAYS

## HEALTH CARE AIDE PATHWAY TO PRACTICAL NURSE –PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Health Care Aides (HCAs) can bridge to Practical Nurse Diploma if they have completed a provincially recognised Health Care Aide Certificate plus one year job experience as a Health Care Aide, (approximately 1900 hours of work).

HCAs holding a certificate who have one year work experiences as an HCA will be given credit for the following three PN Diploma program courses:

- Interpersonal Relationships and Communication Skills (COMM1101)
- Health Education: Personal Health And Wellness (NURS1302)
- Nursing Foundations 1 (NURS1202)

## PRACTICAL NURSE FOR INTERNATIONALLY EDUCATED NURSES PATHWAY

The Practical Nurse Diploma program for Internationally Educated Nurses (PNIEN) is designed for graduates of a recognised Registered Nurse (RN) program who hold an RN license from another country.

Once candidates successfully earn credit for all of the PN Diploma program courses and pass the Canadian Practical Nurse Registration Exam (CPNRE), they will be eligible for licensure with the College of Licensed Practical Nurses of Alberta (CLPNA).

Candidates begin with a term of self-study and exam preparation workshops, culminating in challenge exams covering 14 subjects.

Exams are written up to one month prior to the end of the term.

Candidates who successfully pass at least seven out of the 14 subjects will be eligible to continue in the program.

The program includes mandatory courses, courses where credit was not earned through challenge exams, clinical experience, and nine weeks of practicum. The duration and cost of the program depend heavily on the challenge exam results. After the challenge exams are successfully completed, the remainder of the program can take 8 to 16 months to complete.

All learners registered in the PNIEN are required to write the Test of Workplace Essential Skills (TOWES) assessment.

The PNIEN pathway is not recommended for international learners, as there is not a full time course load for the first term.

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## CLINICAL EXPERIENCE

Learners are required to travel to various locations in order to complete their clinical and practicum placements. Every effort is made to accommodate learners in clinical placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a clinical placement can be arranged.

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## TUITION

The cost of completing exam preparation workshops and challenge exams is roughly \$1050 CAD (*subject to change*). The cost of completing the remainder of the program depends heavily on the challenge exam results, which determine how many courses will need to be completed. Refer to the Course Fee Chart for individual course tuitions. Additional expenses will include textbooks, learning materials, lab kits, uniforms and police information check fees.

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## APPLICATION CHECKLIST

Applicants may apply to PNIEC online or by bringing the following to the Registrar's Office on the first floor of the College's Calgary South Campus:

- RN License
- completed application form
- detailed high school transcripts\*
- detailed nursing school transcripts\*
- proof of completion of Medical Terminology
- proof of meeting the English language proficiency requirements

\*Transcripts must be original and must outline all courses and grades achieved. An English translation would be required in addition to the original if applicable.

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## PROGRAM COURSES

### Exam Preparation Workshops

A minimum of six exam preparation workshops will be offered. Learner independent study will be augmented through discussion and activity during these workshops.

## Challenge Exam

Challenge exams will take place after the workshops. These exams are a combination of multiple choice and lab skills evaluations. The content of the following 14 courses will be covered:

1. Anatomy and Physiology (ANAT1101)
2. Adult Health Assessment (NURS1201)
3. Human Growth and Development Across the Lifespan (PSYC1201)
4. Interpersonal Relationships and Communication Skills (COMM1101)
5. Applied Pharmacology (NURS1102)
6. Pathophysiology (NURS1103)
7. Nursing Arts (NURS1101)
8. Nursing Foundations 1 (NURS1202)
9. Nursing Foundations 2 (NURS1203)
10. Nursing Foundations 3 (NURS2204)
11. Maternity Nursing (NURS2501)
12. Pediatric Nursing (NURS2502)
13. Mental Health Nursing (NURS2503)
14. Community Nursing (NURS2504)

## Mandatory Courses

- Courses corresponding to any challenge exam subjects where a passing grade was not achieved.
- English Composition (ENGL1201)
- Introduction to Sociology (SOC11101)
- Health Education: Personal Health And Wellness (NURS1302)
- Nursing Trends and Issues (NURS2303)
- Clinical Experience – Medical/Surgical (NURS2403)
- Preceptored Practicum Experience (NURS2995)

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## ADMISSION REQUIREMENTS

Please see table on pages 10 to 14 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.

# OPEN STUDIES



## OPEN STUDIES

Open Studies provides learners access to a selection of Bow Valley College post-secondary credit courses without being admitted or committed to one of the College's post-secondary programs.

Open Studies allows an opportunity for learners to:

- obtain advanced standing credits in a College post-secondary program
- explore post-secondary program areas at College prior to making a commitment to a specific program.
- enroll in post-secondary courses while taking upgrading or English language learning courses
- enroll in courses of general interest without intent to apply to a certificate or diploma
- enroll as a visiting learner (currently enrolled at another post-secondary institution with a letter of permission)

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## OPEN STUDIES COURSES

*Subject to change.*

A selection of credit courses from the College's post-secondary programs is offered every term. Each of the College's schools will determine which courses may be available through Open Studies and the delivery method and location of those offered courses.

Work placement courses, including practicums and co-op courses, are not be available through Open Studies.

A program coordinator may permit an Open Studies learner to take a course not on the master list of Open Studies courses under normal circumstances.

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## ADMISSION REQUIREMENTS

Learners are required to apply and be admitted to Open Studies before taking Open Studies courses.

In order to be admitted to Open Studies, applicants must meet the English language proficiency requirement (see pages 15 and 16).

# COURSE DESCRIPTIONS

## COURSE DELIVERY MODES AND DESCRIPTIONS:

At Bow Valley College there are different course delivery modes to choose from. A brief description of the different course delivery types available to learners is provided below. Not all courses modes are available for all courses or programs. Learners should follow up on their individual program areas, academic advising team or their MyBVC for information for courses delivery types and availability.

PROGRAM & COURSE DETAILED DELIVERY MODE	DEFINITION
In Class	Learning activity is scheduled and takes place in a classroom or similar setting at a College facility. May include lecture, laboratory, and seminar components.
Any-time Online	Learning activity takes place through the use of online communications technologies at times and locations of the learner's own choosing. Learners are NOT required to participate in any scheduled learning activities, but scheduled exams may be required.
Real-time Online	Learning activity takes place through scheduled interaction through the use of online communications technologies at locations of the learner's choosing. Learners ARE required to participate in online learning activities at scheduled times, and scheduled exams may be required.
Combined Online	A course delivery mode that combines elements of any-time and real-time activity. Learners will be able to participate partly at times of their own choosing but are also required to participate in some scheduled online learning activities. Scheduled exams may be required.
Blended	A mixed course delivery mode where learning activity takes place through a blend of scheduled in-class and online delivery methods. Learners ARE required to participate in scheduled in-class learning activities and one or more forms of online activity. Scheduled exams may be required.
Home Study	Learning activity takes place using print-based materials at a time and place of learners own choosing. May include limited online activity.
Flexclass	Learners work at a college location but at their own pace and at times of their own choosing within available instructional support hours. Scheduled exams may be required.
Hyflex™	Learners choose at any given time throughout the course their preferred method of participation by attending scheduled in-class sessions, attending scheduled online audio/video sessions, working through course materials posted online, or by combining these methods as they wish. Scheduled exams may be required.
Off-Campus	Learners participate in scheduled activity at a non-College site. May include clinical, practicum, work experience, fieldwork or similar components.

*Delivery modes, descriptions, and availability of courses each term, are subject to change.*

### ACCT1103 – INTRODUCTION TO FINANCIAL ACCOUNTING (3 credits)

In the business environment, accounting and financial information are essential for internal and external decision-making. Therefore, understanding the basics of accounting and financial statements are important for every business graduate. This course provides an introduction to the fundamental principles and concepts of accounting with an emphasis on decision-makers' objectives and use of financial information. Key concepts explored include accounting principles and standards, the complete accounting cycle, recording and reporting business transactions, and preparing and analyzing financial statements.

*Note: Learners with prior credit in ACCT1101 and ACCT1102 cannot receive credit for ACCT1103.*

### ACCT2101 – INTERMEDIATE FINANCIAL ACCOUNTING I (3 credits)

Building and expanding on accounting knowledge explored during introductory financial accounting, this course takes an in-depth examination of the current accounting principles, practices, and standards for both public and private corporate financial presentation and reporting. The course concepts focus on assets reported in the statement of financial position and the related income effects and results. Learners apply accounting standards to various business transactions and build professional judgment and decision-making capabilities.

*Prerequisite: C+ in either ACCT1102 or ACCT1103*

### ACCT2102 – INTERMEDIATE FINANCIAL ACCOUNTING II (3 credits)

This course continues to examine the complexities of current accounting principles and standards for both public and private corporate financial presentation, with a focus on liabilities and equities. Topics covered include, current and long-term liabilities, leases, accounting for income taxes, pensions and other employee benefit plans, complex debt and equity instruments, basic and diluted earnings per share, shareholder's equity, accounting changes, and analysis of financial statement.

*Prerequisite: ACCT2101*

### ACCT2201 – MANAGEMENT ACCOUNTING I (3 credits)

This course explores the concepts of managerial accounting consisting of the key fundamentals for planning, controlling, and measuring operations. The course topics generally focus on short-term management decision making and the techniques, methods, and systems of performance reporting and evaluation used to assist management in these decisions. Learners explore a variety of costing systems, cost-volume-profit relationships, budgeting, and variance analysis which are essential to understanding business operations and developing critical thinking and problem-solving capabilities.

*Prerequisite: minimum grade of C+ in either ACCT1102 or ACCT1103*

### ACCT2202 – MANAGEMENT ACCOUNTING II (3 credits)

This course delves further into the field of management accounting to explore the topics of: profit planning, cost allocations; accounting systems, measuring performance, control measures, variance analysis and absorption versus variable costing statements.

*Prerequisite: ACCT2201*

### ACCT2301 – TAXATION (3 credits)

This course covers income taxation in Canada, including the theoretical and practical concepts of income tax and the preparation of income tax returns. Learners will develop an understanding of the concepts and rules of the Canadian Income Tax Act pertaining to the determination of personal income tax payable. Specific topics include the following: employment income, business income, property income, capital gains and losses, other income and deductions, computation of taxable income and taxes payable for individuals.

*Prerequisite: ACCT1102 or ACCT1103*

### ADDC1101 – INTRODUCTION TO ADDICTIONS STUDIES (3 credits)

This course will increase learners' awareness and understanding of the theories, practical skills, and broader issues that guide the work of addictions workers. Learners will be invited to reflect on their beliefs and values to develop a professional practice that draws on and respects the richness and depth of Canada's multicultural society. Participants will begin to explore various types of addictions and their impact on the addiction field. The course will demonstrate the breadth and diversity of addictions treatment theory, and how this is expressed in practice in the current world of addiction treatment.

### ADDC1301 – PHYSIOLOGY AND PROCESSES OF ADDICTIONS (3 credits)

This course takes an in-depth look at drugs and their impact on body, mind, and behaviour. Learners begin with an introduction to how the relevant body systems work, and then address substances by category and by individual drug to understand their history, appeal, risks, and impact. Emphasis is given to processes of dependence and withdrawal. With knowledge of addiction physiology, support workers have insight into the mechanisms of craving, and are able to promote more effective physical and mental recovery.

### ADDC1998 – INTRODUCTION TO CROSS-CULTURAL COMMUNICATIONS IN COMMUNITY AGENCIES (3 credits)

In this course learners will be introduced to community and government services. Learners will also learn basic job readiness skills; resume and cover letter writing, job searching, and basic interviewing.

*Pre- or co-requisite: 6 credits of AASC/AASD program.*

### ADDC1999 – COMMUNITY AGENCY ADDICTIONS COUNSELLING (6 credits)

This practicum provides learners with the opportunity to begin integrating theory and practice in the provision of support services to people needing addiction counselling.

*Prerequisite: ADDC1998*

*Pre- or co-requisite: 12 credits of AASC/AASD program.*

### **ADDC2301 – PREVENTION AND RELAPSE PLANNING (3 credits)**

This course will take a specific look at relapse planning strategies such as identifying and coping with high-risk situations, enhancing self-efficacy, eliminating myths, lapse management, and cognitive restructuring in order to teach clients to anticipate the possibility of relapse. Learners will also focus on how to design, implement, and evaluate prevention programs and practices that meet the needs of the community. They will practice using western approaches while integrating the holistic and cultural approaches in supporting Aboriginal and non-aboriginal clients in their recovery.

*Prerequisite: ADDC1999*

### **ADDC2302 – SUICIDE PREVENTION AND MENTAL HEALTH EARLY INTERVENTION (3 credits)**

Learners will be able to identify the signs and symptoms of a suicidal person. They will become familiar in recognizing the signs of risk and obtain the skills to intervene. The learners will learn to identify the signs and symptoms of various mental health issues. They will learn about the importance of early identification and be able to refer to the appropriate service or resource.

### **ADDC2303 – ADVANCED PHYSIOLOGY AND PHARMACOLOGY OF ADDICTIONS (3 credits)**

The learner will take a leadership role in understanding and integrating knowledge of addictions using both a medical model and a social model. Learners will discover the impact of substances on the mind, body and behaviours. At the end of the course learners will understand how illicit and prescription medications impact the physiology of the brain and body. Learners will also develop a more in-depth understanding of the various structures and pathways within the brain, including how illicit or prescription drugs may impact these structures and pathways.

*Prerequisite: D in ADDC1301*

### **ADDC2501 – ADVANCED ASSESSMENT, DOCUMENTATION AND CASE MANAGEMENT (3 credits)**

The learners will develop competencies and practice with practical addiction assessment tools. They will gain knowledge and experience in documentation and record keeping; learning to maintain current, accurate and objective case files and records. Case management studies will incorporate the skills and techniques for professional management and coordination of client services recommended in the client's service plan. This will include professional collaboration, referrals and case conferencing.

*Prerequisite: ADDC1999*

### **ADDC2502 – PROGRAM DEVELOPMENT, DELIVERY AND EVALUATIONS (3 credits)**

The learners will develop competencies and conduct a needs assessment, facilitate focus groups and survey methodology. The learners will learn to market and deliver appropriate programs based on the needs of the client. The learners will be able to create an evaluation process and report on the finding.

*Pre- or co-requisite: ADDC2998*

### **ADDC2998 – ADDICTIONS COUNSELLING PRACTICUM (6 credits)**

Learners are involved in direct provision of interventions effective in providing changes for clients. Learners will continue integrating theory and practice with clients in need of addiction support services.

*Prerequisite: ADDC1999*

*Pre- or co-requisite: 6 credits of second year AASD courses*

### **ADDC2999 – ADVANCED COUNSELLING PRACTICUM (6 credits)**

The learners will be involved in a work setting, integrating theory and practice in an addiction services work environment. Learning experience will include supervised counselling sessions, leading or co-leading psycho-educational groups, organising case conferences, and/or possible program development while incorporating the Aboriginal practices and theories and case management.

*Prerequisite: ADDC2998*

*Pre- or co-requisite: 12 credits of second year AASD courses*

### **ADMN1101 – KEYBOARDING/SKILLBUILDING I (3 credits)**

In this course, learners focus on the mastery of the alphabetic and numeric keyboard, keying by touch-typing and correct technique. Learners with previous keyboarding experience have the opportunity to improve their technique to achieve higher speed and better accuracy.

### **ADMN1102 – KEYBOARDING/SKILLBUILDING II (3 credits)**

In this course, learners build on the skills developed in Keyboarding/Skillbuilding I. Learners key by touch-typing and apply ergonomic techniques to increase accuracy and speed. Learners work on keyboarding drills containing both general and legal terminology.

*Prerequisite: ADMN1101*

### **ADMN1103 – KEYBOARDING/SKILLBUILDING III (3 credits)**

In this course, learners build on the skills developed in Keyboarding/Skillbuilding II. Keying by touch and with correct technique, learners increase speed and accuracy and incorporate timed productions to measure progress.

*Prerequisite: ADMN1102*

### **ADMN1104 – INTRODUCTION TO COMPUTERS FOR HEALTH CARE (3 credits)**

This course will help develop the knowledge and skills essential for computer applications and their operating systems (Windows, Microsoft Office Suite) for health settings. Keyboarding speed and accuracy is also emphasized.

### **ADMN1201 – OFFICE PROCEDURES I (3 credits)**

This course focuses on records management and organisational structure in the Canadian office setting. Learners explore strategies for adapting to the office culture with emphasis on professional work relationships, understanding employer expectations and managing time effectively in the workplace.

### ADMN1202 – OFFICE PROCEDURES II (3 credits)

This course provides the learner with a broad overview of skills and knowledge necessary to provide efficient and effective administrative services in the modern office. Topics include front line reception, managing incoming and outgoing mail, travel arrangements, and meetings and conferences.

*Prerequisite: ADMN1201*

### ADMN1203 – BUSINESS TECHNOLOGY (3 credits)

The use of business technology is essential to effectively manage information required in today's businesses and networked environments. In this course, learners gain hands-on experience in managing and customizing Microsoft Outlook as well as using cloud-computing web applications and social media sites.

*This courses is only available online.*

*Prerequisites: ADMN1301, ADMN1201*

### ADMN1301 – DOCUMENT PROCESSING (3 credits)

Learners apply word processing features to produce accurate and professional business documents. By formatting memos, letters, tables and reports, learners explore proper and consistent document layout and text placement.

### ADMN1303 – ADVANCED OFFICE APPLICATIONS (3 credits)

This course builds on the skills developed in ADMN1301 Document Processing and MGMT1303 Office Finances and Spreadsheets with the addition of electronic presentation skills. Learners apply advanced features in Microsoft Word and Excel while also developing new skills in Microsoft PowerPoint.

*Prerequisites: ADMN1301, MGMT1303*

### ADMN1401 – BUSINESS FOCUS SIMULATION (3 credits)

In this course, learners assume the role of an Administrative Assistant and carry out daily office administrative functions. By applying skills developed in previous administrative professional courses, learners are given an opportunity to make decisions, show initiative, manage time, create documents, use research skills, and follow office guidelines and procedures. It is recommended that ADMN1303 Advanced Office Applications is taken prior to or concurrently when enrolling in this course.

*Prerequisites: ADMN1201, ADMN1701, ADMN1301, MGMT1303*

### ADMN1501 – INTRODUCTION TO PETROLEUM (3 credits)

This course will provide a comprehensive overview of the oil and gas sector. The course will examine issues that are related to the oil and gas sector from a local Alberta standpoint, but will also address issues or information that focuses on global outlook in order to give you the big picture perspective of the oil and gas industry.

### ADMN1701 – COMMUNICATION FUNDAMENTALS (3 credits)

This course focuses on learners developing skills to improve communication within a workplace setting. Emphasis is placed on the importance of correct and current business English in written and oral communication. Learners can enhance written communication skills and techniques by composing, revising, and editing a variety of business correspondence.

### ADMN9998 – EMPLOYMENT PREPARATION (Non-credit)

Through research, self-exploration, and participation learners explore and use various communication strategies to prepare for professional employment opportunities.

*ADMN 9998 Employment Preparation is optional and non-credit, but is a requirement for ADMN 9999 Work Experience. It is important to note that this course is not covered by learner loans, as it is non-credit.*

*Prerequisite: Completion of 15 program credits*

### ADMN9999 – WORK EXPERIENCE (Non-credit)

This course will bridge classroom study with the Calgary workplace through experiential learning. Representing Bow Valley College, Learners will have opportunity to use their new technical skills; observe/integrate into office culture; work on soft skills/communication skills; network with industry colleagues; gain reference(s); add experience to their resumes; possibly gain employment or referral; and receive evaluation from Host. Regular attendance in placement is key to success. Open communication is maintained throughout placement among Learners, Hosts and Student Engagement Officers.

*Prerequisites: ADMN9998 and Approval of the Department*

### ANAT1101 – ANATOMY AND PHYSIOLOGY (6 credits)

The study of the structure and function of the twelve body systems and how the systems work together to maintain homeostasis in the human body. The course progresses from the cellular level to organ systems. Learners receive a foundation in anatomical terminology.

### CADD3601 – COMPUTER AIDED DRAFTING FOR KITCHEN AND BATH DESIGN (3 credits)

Industry standard kitchen and bath design software programs are studied and applied to the specification and documentation of design concepts. Learners prepare technical drawings that define the scope of work and construction methods and specifications for new and renovated kitchen and baths including plans, elevations, sections, details, and three dimensional drawings for project specifications and client presentations.

### CADD3602 – ADVANCED COMPUTER AIDED DRAFTING FOR KITCHEN AND BATH DESIGN (3 credits)

Learners advance their study and practice of two-dimensional and three-dimensional computer aided drafting conventions using industry standard software. Techniques to develop a comprehensive set of kitchen and bath design construction drawings and three-dimensional renderings are applied.

*Prerequisite: CADD3601*

### COMM1101 – INTERPERSONAL RELATIONSHIPS AND COMMUNICATION SKILLS (3 credits)

Learners explore principles of interpersonal relationships and communication, considering the roles of culture, perception, and listening therein. They practice verbal, nonverbal, conversational, and computer-mediated messaging necessary for effective communication within personal and professional contexts.

### COMM2101 – THERAPEUTIC COMMUNICATION (3 credits)

Learners explore the theory behind motivational interviewing, cognitive behavioural treatment, and solution focused techniques in the helping professions. This course examines the models of therapeutic communication as well as incorporating stages of change into supportive practice.

*Prerequisites: COMM1101*

### COOP9997 – CO-OP PREPARATION (Non-credit)

Through research, self-exploration, and participation learners explore and use various communication strategies to prepare for professional employment opportunities. This course prepares learners for (and is a pre-requisite for) COOP9998.

*Prerequisite: Completion of 15 program credits*

### COOP9998 – CO-OP WORK TERM I (Non-credit)

This course bridges classroom study with the Calgary workplace through experiential learning. Representing Bow Valley College, learners will have opportunity to use their new technical skills; observe/integrate into office culture, work on soft skills/communication skills; network with industry colleagues; gain references(s); add experience to their resumes; possibly gain extended employment or referral; and receive evaluation from an employer. Open communication is maintained throughout the work term among learners, hosts and Learners Engagement Officers. All work terms are a minimum of 450 hours and must be approved by the department.

*Prerequisites: COOP9997, TOWES and Approval of the Department*

### COOP9999 – CO-OP WORK TERM II (Non-credit)

This course bridges classroom study with the Calgary workplace through experiential learning. Representing Bow Valley College, learners will have opportunity to use their new technical skills; observe/integrate into office culture, work on soft skills/communication skills; network with industry colleagues; gain references(s); add experience to their resumes; possibly gain extended employment or referral; and receive evaluation from an employer. Open communication is maintained throughout the work term among learners, hosts and Learners Engagement Officers. All work terms are a minimum of 450 hours and must be approved by the department.

*Prerequisites: COOP 9998, and Approval of the Department*

### DAST1101 – INTRODUCTION TO DISABILITY STUDIES (3 credits)

Disability Studies is a study of the social, cultural, historical, and philosophical perspectives of disability. It is grounded by the belief that the creation of knowledge about disability should be WITH/BY disabled people themselves. This course will provide learners with the historical background of disability and the contexts and paradigms it currently uses today.

### DAST1201 – PERSON CENTERED PLANNING (3 credits)

Developing a vision WITH a person involves being able to envision a positive and valued future for and with the person and their network of allies. This course introduces the learner to the process of planning a vision with people with disabilities. Current planning strategies will be reviewed and critiqued and emphasis will be on the philosophical principles and values that underlie each approach. Learners will practice writing clear implementation plans that incorporate the practices of inclusion, empowerment, and individualization in the planning process.

### DAST1202 – DISABILITY WORK MANAGEMENT AND SUPPORTED EMPLOYMENT (3 credits)

This course is an introduction to the historical and contemporary models of services and supports for those who face barriers in employment. It will introduce practices that engage people to discover their personal and professional potential through employment and community contribution. An emphasis will be placed on the importance of creating and sustaining valued roles for marginalized people in society.

### DAST1301 – HEALTH AND WELLNESS (3 credits)

This course is an introduction to the general principles and strategies of mental health and mental health for people with developmental disabilities. Key strategies in promoting wellness with and for persons with disabilities will be examined.

### DAST1401 – POSITIVE BEHAVIOUR SUPPORT (3 credits)

This course introduces learners to the concept of human behaviour as communication, as well as the approaches and techniques that may be used in response to difficult and challenging behaviours demonstrated by a person with disabilities. The focus is on designing "positive behavioural change strategies" for a variety of settings: home, work, school, community. These strategies will include teaching functional skills as well as supporting communication development and positive behavioural change.

### DAST1998 – INTRODUCTION TO COMMUNITY (1 credit)

In this field placement, learners are supported in learning about their own community and the resources/supports it offers. Learners will be encouraged to develop and expand their awareness by visiting a variety of agencies, attending community events, hearing guest lecturers speak, and engaging in experiential activities.

*Pre- or co-requisite: 6 credits of DCSC/DCSD program.*

### DAST1999 – THE FIELD OF DISABILITY STUDIES (6 credits)

This practicum provides learners with the opportunity to begin integrating theory and practice in the provision of support services to people with disabilities. Learners are placed in community and agency settings and supervised by agency staff. Weekly seminars provide opportunity for reflection and the integration of theory and practice.

*Pre- or co-requisite: 12 credits of DCSC/DCSD program.*

### DAST2301 – ADVANCED TOPICS IN DISABILITY STUDIES (3 credits)

This interactive course focuses on advocacy issues in the field of Disability Studies and the impact on the lives of people with disabilities and their families. Stages of social change and tools used in lobbying are taught using past and current case studies.

*Pre- or co-requisite: DAST2998*

### DAST2401 – COMMUNITY CONNECTIONS AND INCLUSION (3 credits)

This course introduces the skills for building stronger communities that support and include members with disabilities in meaningful ways. Learners develop knowledge about the principles of community development, the essential skills of networking and the art of relationship building. The emphasis is on building and nurturing community connections between citizens in a way that values the unique skills and strengths of people with and without disabilities.

*Prerequisite: DAST1999*

### DAST2998 – THE ROLE OF THE DISABILITY SUPPORT WORKER (6 credits)

This course provides learners with an overview of the skills and attitudes necessary to work professionally and competently with people with disabilities and complex behavioural needs. The focus is on developing an understanding of the diverse roles that Community Support Practitioners in a complex behaviour needs setting are responsible for in their day-to-day work with people and communities. Learners will have the opportunity to develop knowledge of the skills required to completely fulfill such roles as community advocate, employment coach, residential support worker, outreach worker, team leader, and case manager. Learners also apply their knowledge of assessment to the design of a behaviour support plan that integrates multi-element positive behaviour interventions and strategies.

*Prerequisite: DAST1999*

*Pre- or co-requisite: HMSV2302 and 3 credits of second year DCSD courses.*

### DAST2999 – LEADERSHIP IN DISABILITY STUDIES (6 credits)

This practicum course consists of practical experience in an agency providing services to people with disabilities. The practicum is designed to enable learners to further apply the theories, principles and techniques studied in the classroom to the practical setting. Learners are also offered the opportunity to focus on an area of interest to complete a capstone project to highlight their knowledge, experience, research and analysis gained. Weekly seminars provide opportunity for reflection and the integration of theory and practice.

*Prerequisite: DAST2998*

*Pre- or co-requisite: HMSV2503 and 9 credits of second year DCSD courses*

### DATA1201 – INTRODUCTION TO RELATIONAL DATABASES (3 credits)

In this course, the learner plans, creates and manages a relational database at a fundamental level. The emphasis of this course is on data manipulation and extraction.

### DATA2201 – RELATIONAL DATABASES (3 credits)

In this course learners use Structured Query Language (SQL) on commercial relational databases. Using SQL and SQL procedural language, learners create and manage a relational database, addressing data integrity and security. In addition, learners explore the relationship between database administration and software development.

### DATA2301 – FUNDAMENTALS OF DIGITAL MARKETING ANALYTICS (3 credits)

In this course, learners apply marketing principles using various digital analytic platforms to address data-driven organisational contexts. Learners analyse sample data sets to draw correlations between consumer behaviour, media, and campaign strategies as the basis for the formal presentation of performance and metrics. These activities lead to the evaluation of types of engagement through the customer lifecycle and how those engagements evolve to address changing consumer behaviour.

### DATA2302 – BUSINESS INTELLIGENCE TOOLS (3 credits)

The learner will be introduced to Business Intelligence (BI) and the benefits of BI to an organisation. The learner will gain skills in tools used for extracting data from sources of various formats, manipulating this data, combining with other data, and producing and saving meaningful output for management in various formats. A combination of different software products will be used to develop applications. The learner will gain some basic skills in business analysis.

### DBAS1201 – ADMINISTRATIVE SKILLS FOR THE DENTAL OFFICE (3 credits)

Learn and apply dental administrative skills, including appropriate telephone communications, dental record filing and documentation, recall systems, appointment scheduling, inventory management, and preparing minutes for a meeting.

*Prerequisites: HUCL1201*

### DBAS1301 – FINANCIAL MANAGEMENT FOR THE DENTAL OFFICE (3 credits)

Learn and apply the skills of completing financial transactions within a dental office, involving knowledge of different insurance requirements, coding of procedures and calculating client claims to insurance companies. This course includes basic mathematics, payroll, accounts receivable, accounts payable, bank transactions, petty cash, collections and payment plans.

*Prerequisites: HUCL1201*

### DBAS1401 – DENTAL TERMINOLOGY (3 credits)

This course provides instruction in the language of dental terminology and how to interpret commonly used dental terms, symbols and abbreviations. Topics include anatomy relating to dentistry and dental charting. This course also provides an introduction to common dental procedures, treatments and materials in a dental office.

*Prerequisites: HUCL1401*



### **DBAS1501 – ELECTRONIC DENTAL OFFICE MANAGEMENT (3 credits)**

This course includes the skills of establishing client files, scheduling appointments, maintaining recall systems, coding dental procedures, and billing. Practice is provided by the use of a clinical and practice-management software application.

*Prerequisites: HUCL1201 and HUCL1401*

### **DESN2201 – INTRODUCTION TO WEB DESIGN FOR DIGITAL MARKETING (3 credits)**

Websites and website design are important in the field of digital marketing. This course introduces the principles of website design and focuses on usability and design aesthetics. Learners explore trends in web publication and incorporate design considerations like iconography, work-flow, graphics, menus, and layout into the production of websites that address business needs.

### **DESN2202 – INTRODUCTION TO DIGITAL MEDIA PRODUCTION (3 credits)**

The “image” in interactive design, interface building, and web publishing is central to digital production. This course covers key tools, filters, and layers in the creation and manipulation of images, building foundational skills in the use of creative production software. A combination of photography, typography, drawing, computer graphics, brainstorming techniques, and production methods are addressed, as well as interactive design. Learners explore techniques combining photographic and illustrative material using imaging software to produce digital based visuals, collages, and conceptual mock-ups with both bitmap and vector elements.

### **DESN2301 – USER EXPERIENCE DESIGN (3 credits)**

This course introduces the principles of designing the user experience. These principles as well as design thinking are applied in the construction of effective solutions to business scenarios. Learners take a multi-disciplinary approach to integrating skills, concepts, and performance criteria within production teams. The course covers marketing content, layouts, usability testing, and visual theory, as well as introduces designing for emerging technologies.

### **DESN3201 – RESIDENTIAL KITCHEN DESIGN (3 credits)**

In this course, learners define the scope of a residential kitchen project, design a functional and code compliant kitchen space, and specify equipment, fixtures, and cabinetry for that space. During their project work, learners apply the elements and principles of design, design philosophies, and aesthetics in the design of a functional, residential kitchen space that meets industry standards and client needs. The design process, the decision making process, and access standards underpin all course activities.

### **DESN3202 – RESIDENTIAL BATH DESIGN (3 credits)**

In this course, learners define the scope of a residential bath project, design a functional and code compliant bath space, and specify equipment, fixtures, and cabinetry for that space. During their project work, learners apply the elements and principles of design, design philosophies, and aesthetics in the design of a functional, residential bath space that meets industry standards and client needs. The design process, the decision making process, and access standards underpin all course activities.

### **DESN3203: WEB DESIGN AND DEVELOPMENT (3 credits)**

This course is designed to give learners the opportunity to enhance and enrich their skills in web programming. Learners will learn to develop web applications that use three-tier architecture, session management, object-oriented techniques, and advance database interactions. Concepts such as advanced CSS concepts, rich interactive web environments, authentication, and security will also be explored. At the post-diploma level, learners will be expected to develop a fully functioning website that answers an industry challenge.

### **DESN3204 WEB DESIGN AND DEVELOPMENT (3 credits)**

This course introduces learners to current industry web design and development methodologies within a digital marketing context. Responsive design and the creative process are themes throughout the course. Learners employ development techniques using current industry programming languages and tools to address a marketing target. Learners employ project management principles in the completion of projects based on real business scenarios and aligned with integrated marketing plans.

### **DESN3205 ADVANCED WEB DESIGN AND DEVELOPMENT (3 credits)**

This course builds on foundational coding skills as learners they undertake complex projects that focus on making the web more responsive, interactive and functional. Learners apply evidence-based practice for user interface design in the development of websites and applications. Projects are tested for functionality and critiqued through peer review.

### **DESN3206 DIGITAL MEDIA PRODUCTION (3 credits)**

In this course, learners create, manipulate, and complete images for use in media production to address business contexts. A combination of photography, typography, drawing, computer graphics, brainstorming techniques, and production methods are addressed, as well as interactive design and the sourcing of media. Learners use advanced techniques combining photographic and illustrative material using imaging software to produce complex visuals, collages, and conceptual mock-ups with both bitmap and vector elements.

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### DES3207 ADVANCED DIGITAL MEDIA PRODUCTION (3 credits)

In this course, learners build upon their foundational skills in media production through projects demanding the combining of media elements and the mixing of production effects. Project teams incorporate creative solutions that address marketing challenges, and the solutions include a variety of media forms delivered through a variety of platforms.

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### DES3208 ADVANCED USER EXPERIENCE DESIGN (3 credits)

This course explores the principles of advertising and promotion for products and services in business to consumer (B2C) and business to business (B2B) markets in addition, the course emphasizes the end-user experience. Learners develop a clear, comprehensive branding strategy for a product or service based upon the fact that a brand is the totality of how consumers perceive, experience, and respond to a product or service. Learners focus on promotions, point of purchase, direct response, and media planning.

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### DES3301 – RESIDENTIAL KITCHEN AND BATH CONSTRUCTION METHODS (3 credits)

Learners observe residential building systems and regulatory codes that pertain to kitchen and bath design. The integration and specification of proprietary items and fixtures with cabinetry construction and assembly is studied together with the appropriate use of construction materials and surface finishes. Site evaluation methods, interdisciplinary coordination and documentation standards, and industry installation procedures are examined and applied.

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### DES3302 – ESTIMATING PROCESSES FOR KITCHEN AND BATH (3 credits)

In this course, learners practice estimating techniques and prepare itemized bills of quantities based upon kitchen and bath design specifications. In the kitchen and bath workplace, focus falls on the preparation of comprehensive lists of material quantities together with cost estimates for construction materials, design components, equipment, and fixtures, and estimated labour costs for construction, installation and alterations. In addition, learners estimate contingency sums and provisional sums.

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### DES3303 – RESIDENTIAL MECHANICAL, ELECTRICAL AND PLUMBING SYSTEMS (3 credits)

The course examines the design and evaluation of new and existing building systems, including the study of heating, ventilation, and air-conditioning (HVAC), hydraulic, and electrical requirements. Applicable regulatory codes are examined for the design of plumbing, power, and lighting components. The coordination of the trades in relation to industry practices, specification standards, installation methods, and project management is examined in detail.

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### DES3304 – SUSTAINABLE MATERIALS AND FINISHES FOR KITCHEN AND BATH DESIGN (3 credits)

Learners assess sustainable issues including the efficient use of energy and water in the design of kitchens and baths. Materials, finishes, and proprietary items such as plumbing and cabinetry hardware, equipment, appliances, shower inserts, baths, sinks, and basins are compared in relation to sustainable issues and hygienic, durability, and aesthetic considerations.

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### DES3401 – PROFESSIONAL PRACTICE AND MARKETING FOR KITCHEN AND BATH INDUSTRY (3 credits)

Project and financial management procedures are studied together with the psychology, theories, and strategies applicable to the development of client relations and management of client expectations. Marketing techniques that promote individual success and respond to sales forecasting and the impact of economic circumstances related to selling are explored.

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### DES3998 – KITCHEN AND BATH DESIGN CAPSTONE (3 credits)

Learners further show functional and spatial solutions relevant to the design of a new or renovated kitchen and bath. Learners apply advanced planning principles to a kitchen and bath design that varies in both scope and design criteria. Design integrity, barrier free design, sustainable applications, principles of universal design, regulatory codes, and the development of design solutions from concept to documentation are prepared.

*Prerequisite: CADD 3602\*, DESN3201, DESN3202, DESN3301, DESN3302, DESN3303\*, DESN3304\*, DESN3401\* (\* may be pre- or co-requisite)*

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### DES3999 – KITCHEN AND BATH DESIGN WORK EXPERIENCE (4 credits)

Learners experience the opportunity to practice skills on the job site and apply knowledge gained in the kitchen and bath design program.

*Prerequisites: CADD 3602, DESN3303, DESN3304, DESN3401, DESN3998*

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### EDAS1201 – INSTRUCTIONAL STRATEGIES ACROSS THE CURRICULUM (3 credits)

This course focuses on learning process and the application of learning principles in providing instructional support to learners. It provides knowledge of developmentally appropriate instructional strategies and materials to assist learners across the curriculum. It explores techniques to reinforce, adjust and modify tasks to meet the needs of individual learners.

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### EDAS1202 – LANGUAGE AND LITERACY (3 credits)

This course examines theory, principles, concepts, and instructional strategies related to expressive and receptive language and literacy development. It focuses on assisting learners with reading and writing processes and adapting strategies, materials, and activities to meet the needs of individual learners.

### EDAS1301 – OBSERVATION AND BEHAVIOUR (3 credits)

This course focuses on conducting and recording observations of learner progress and behaviour, and on beginning to develop an understanding of the assistant's role in classroom management. Following this, it will examine attitudes, skills, and strategies that encourage positive learner behaviour. A variety of practical approaches to understanding and managing learner behaviour, and for dealing with learners exhibiting behavioural difficulties will be explored.

### EDAS1302 – INTRODUCTION TO EXCEPTIONALITIES (3 credits)

This course develops knowledge of the history, philosophy, legislation, values, trends and issues related to exceptional learners. It explores learner inclusion and provides a wide overview of exceptionalities ranging from mild to severe and child to adulthood. Access and retrieval of information on exceptionalities is emphasized.

### EDAS1303 – WORKING WITH EXCEPTIONALITIES (3 credits)

This course builds on the Introduction to Exceptionalities. It focuses on teaching/learning strategies and interventions for learners with specific exceptional needs. Resources, assessment procedures and inclusion of individuals with exceptionalities are addressed. The integration of theory, principles and concepts when determining strategies, materials, and activities for exceptional learners is emphasized. An introduction to assistive technology is included.

*Prerequisites: EDAS1301\**

*\* may be taken as a pre- or co-requisite*

### EDAS1998 – INTRODUCTION TO THE INCLUSIVE CLASSROOM (3 credits)

This is a two-part course that consists of a weekly 2-hour seminar on campus and 10 days of practicum experience in local schools. This is designed to give the learner an opportunity to have a hands-on experience in working with children and make connections between theory and practice. The weekly seminars focus on developing knowledge of the roles and responsibilities of the assistant as an educational team member in a wide variety of settings.

*Prerequisites: EDAS1302\* and ELCC1301\**

*\* may be taken as a pre- or co-requisite*

### EDAS1999 – WORKING IN A COMPLEX CLASSROOM SETTING (6 credits)

This is a two-part course that consists of a weekly 2-hour seminar and 30 days of practicum experience in local schools. The weekly seminars provide an opportunity to discuss the practicum experiences. The practicum section of this course is designed to give the learner an opportunity to continue working as an education assistant and make further connections between theory and practice.

*Prerequisites: EDAS1201\*, EDAS1202\*, EDAS1301\*, EDAS1302, EDAS1303\*, EDAS1998*

*\* may be taken as a pre- or co-requisite*

### ELCC1101 – INTRODUCTION TO EARLY LEARNING AND CHILD CARE (3 credits)

This survey course focuses on understanding the goals and essential components for the development of successful early childhood programs. Through the study of the role of early childhood professionals, learners will gain insight into their own philosophy of early childhood education.

### ELCC1301 – CHILD DEVELOPMENT: AN INTRODUCTION (3 credits)

This introductory course focuses on the development of children from conception to twelve years of age, including the physical child, the thinking child, the social child and the whole child, as well as introducing atypical development. Learners will study key theories and theorists in child development.

### ELCC1305 – DEVELOPING THROUGH PLAY (3 credits)

This introductory course will explore the role of play in children's development and how play is integral to a child's developmental needs. Learners will develop an understanding of the relationship of play to the different developmental stages, as well as the role of the environment and the early childhood practitioner in enhancing children's play. This course focuses on the planning of inclusive and appropriate play environments including indoor and outdoor play experiences. Learners will explore a variety of play situations/materials in used childcare settings.

*Prerequisite: ELCC1101\**

*\* may be taken as a pre- or co-requisite*

### ELCC1309 – GUIDING YOUNG CHILDREN'S BEHAVIOUR (3 credits)

This introductory course provides an understanding of children's behaviour in a developmental context, and the importance of realistic expectations of children in various stages. The social development of the young child will be examined in the context of positive guidance to support self regulation. Appropriate strategies to help children to develop positive self-esteem and develop appropriate behaviour will be discussed. The prevention of behaviour problems through developmentally appropriate practices and interventions will be emphasized.

*Prerequisite: ELCC1101\**

*\* may be taken as a pre- or co-requisite*

### ELCC1998 – INTRODUCTION TO EMERGING PRACTICE IN EARLY LEARNING AND CHILD CARE (7 credits)

This practicum is designed to provide learners with an opportunity to apply acquired skills and knowledge from a play-based perspective in appropriate childcare settings under the supervision of the College practicum supervisor in the childcare setting. Basic health, safety and nutrition, observation and documentation, and appropriate practice with children across curricular areas are included through practice and seminar.

*Prerequisites: ELCC1101\* and three credits of ELCC courses\**

*\* may be taken as a pre- or co-requisite*

### ELCC1999 – OBSERVATION IN EARLY LEARNING AND CHILD CARE (7 credits)

This practicum provides learners with an opportunity to apply their skills and knowledge of the role of the educator in appropriate childcare settings under the supervision of the College practicum supervisor and a designated mentor in the childcare setting. Further discussion of working with diverse families and communities, the role of the educator in observation, documentation, the child's voice, and play and working as a team member are included through practice and seminar.

*Prerequisite: ELCC1998*

*Pre- or co-requisite: 9 credits of ELCC subject courses.*

### ELCC2201 – CREATIVE EXPRESSIONS: THEORY AND PRACTICE (3 credits)

This course will focus on the development of creative activities and their role in providing a developmentally appropriate program for children in child care. Included in this course are ideas for the development of two and three dimensional activities, creative language experiences, science and mathematics, music and movement, indoor and outdoor play, dramatic play, and media.

*Prerequisite: ELCC1999*

### ELCC2205 – INTRODUCTION TO OUT OF SCHOOL PROGRAMMING (3 credits)

This course covers the goals and essential components of programs for school aged children. Historical and social influences of such programs in Canada will be examined. Learners will gain insight into the role of school age caregivers, while examining their own personal qualities and philosophy for working in this field.

*Prerequisite: ELCC1999*

### ELCC2209 – CARING FOR INFANTS AND TODDLERS (3 credits)

This advanced course focuses on the development of appropriate strategies and skills to provide developmentally appropriate care for infants and toddlers. An understanding of infant and toddler development and its role in developmentally appropriate practice will be discussed. The central role of the caregiver and of daily routines will be emphasized. The importance of effective communications will also be addressed.

*Pre-requisite: ELCC1999*

### ELCC2213 – LANGUAGE, LITERACY, AND COMMUNICATION IN THE EARLY YEARS (3 credits)

This course will provide learners with an understanding of early literacy, language, and communication development. Learners will develop strategies that can be used to support a child's interest and skills related to listening, speaking, reading, writing, and other forms of communication. The effective use of children's literature, storytelling, puppetry, and dramatic play will be explored. The importance of cultural considerations and individual differences on communication and language development will be emphasized.

*Prerequisite: ELCC1101\**

*\* may be taken as a pre- or co-requisite*

### ELCC2301 – CHILD DEVELOPMENT THROUGH OBSERVATION (3 credits)

This advanced course will focus on the further examination of communication, language, play, and social learning, while exploring the physical, mental and emotional development of children aged 0-12 years. The ecological approach will focus on the observation of children aged 0-12 years. The learner is expected to formulate developmentally appropriate activities for furthering development based on observation techniques.

*Prerequisite: ELCC1999*

### ELCC2305 – INCLUSIVE CARE AND EDUCATION OF YOUNG CHILDREN (3 credits)

This course will focus on the needs of children whose development is atypical. Learners will explore a range of exceptionalities and gain an understanding of strategies to support all children within the child care setting. Learners will examine the values and philosophy of inclusion in child care.

*Pre- or co-requisite: ELCC2998*

### ELCC2501 – ISSUES IN EARLY LEARNING AND CHILD CARE (3 credits)

This course will focus on an examination of critical issues in the field such as interdisciplinary practices, technology, advocacy, related research topics, assessment, early intervention, poverty, and ethics. Learners will examine these issues and their impact on practice in a child care setting.

*Pre- or co-requisite: ELCC2998*

### ELCC2505 – ADMINISTRATION AND LEADERSHIP IN EARLY LEARNING AND CHILD CARE (3 credits)

This course focuses on providing learners with theoretical and practical information about principles of effective early learning and child care leadership (ELCC) and the administration of ELCC programs. Learners will explore the theory and practice of leadership and organisational development in the context of early learning and child care organisations and funders.

*Prerequisite: ELCC1999*

### ELCC2998 – INTRODUCTION TO THE ROLES AND RESPONSIBILITIES OF SUPERVISORS/ DIRECTORS IN EARLY LEARNING AND CHILD CARE (7 credits)

This practicum is designed to support the development of appropriate skills to be successful in the role of a supervisor in an ELCC environment. Positive leadership and work environments, human resource management, using observation and documentation to support caregivers, children and families, in addition to facilitating learning through play, the importance of environments and community connections.

*Prerequisite: D in ELCC1999*

*Pre- or co-requisite: 6 credits of second year ECED courses*

### ELCC2999 – EARLY LEARNING AND CHILD CARE SETTINGS: ENHANCED PERSPECTIVES (7 credits)

As the final practicum placement, the learner will have the opportunity to develop their own code of ethics and philosophy. Topics include seeing the child as capable, staying connected with the community and how to become a mentor. Learners will have the opportunity to research a topic of their choice pertaining to keeping their passion alive for child care. This capstone course will demonstrate their understanding of the program objectives.

*Prerequisite: ELCC2998*

*Pre- or co-requisite: ELCC2301 and 9 credits of second year ECED courses*

### ENGL1011 – CRITICAL READING AND WRITING: PROSE (3 credits)

Learners in ENGL1011 will encounter novels, short stories, and poetry. Works will be representative of various historical periods and cultural contexts. ENGL 1011 will provide enhanced instruction in critical analysis and essay composition. Learners will receive instruction in a variety of methods; these may include essay workshops, informal writing exercises, stylistic and other critical analyses, research skills, and peer editing. Learners are required to produce formal written assignments totaling not less than 3000 words; these will be marked and graded.

### ENGL1012 – CRITICAL READING AND WRITING: POETRY AND DRAMA (3 credits)

This course introduces learners to post-secondary studies in English by developing skills in close reading of two major genres, poetry and drama. As they engage with the language, form, and content of poems and plays, learners will develop skills in critical thinking (analysis and interpretation of texts), critical reading (the examination of the production of meaning of texts), and critical writing (clear and effective communications of arguments and ideas). Texts from a range of historical periods and cultural backgrounds will be examined.

### ENGL1101 – FUNDAMENTALS OF WRITTEN COMMUNICATION (3 credits)

This course focuses on the development and practice of fundamental writing skills with an emphasis on grammar and paragraph writing, to prepare learners for success in education and in the workplace.

*Prerequisite: ENGL1201*

### ENGL1201 – ENGLISH: COMPOSITION (3 credits)

This first-year composition course provides learners with a solid grounding in the processes that writers use to communicate clearly in the academic context. By reading and analyzing texts from a broad spectrum of purposes, cultures, historical periods, and disciplines, learners develop strategies to communicate their own ideas and integrate them with those of others. Learners learn to quote, paraphrase, and summarize the work of other authors, prepare documents according to APA format, and write research papers.

### FASD1201 – FAMILY AND CAREGIVERS FOR FETAL ALCOHOL SPECTRUM DISORDER (3 credits)

The various challenges families and caregivers for members with fetal alcohol spectrum disorder include – divorce, death, poverty, violence are critically reviewed. Approaches are given to working in partnership with parents, and caregivers, across the cultural diversity in Canada today.

### FASD1301 – BRAIN FUNCTION AND FETAL ALCOHOL SPECTRUM DISORDER (3 credits)

This course offers 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 processes, and primary and 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.

### FASD1302 – FETAL ALCOHOL SPECTRUM DISORDER AND ADDICTION (3 credits)

This course looks at various types of addictions and their impact on individuals. It looks at substances and their impact on body mind and behavior, and addresses substances by category and by individual addiction to understand their history, appeal risks and impact. Emphasis is given on addictions treatment theory and services.

### FASD1401 – THE JUSTICE SYSTEM AND FETAL ALCOHOL SPECTRUM DISORDER (3 credits)

This course offers an examination of the various types of prevention and intervention initiatives at the regional, provincial and national judicial 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.

### FASD1402 – THE FETAL ALCOHOL SPECTRUM DISORDER LEARNER IN THE CLASSROOM (3 credits)

This course examines instructional and behavior support techniques that are used in classrooms where learners may have fetal alcohol spectrum disorder. It focuses on assessment, and individual program planning and the role of the educational assistant and teacher in the team.

### FASD1999 – FETAL ALCOHOL SPECTRUM DISORDER STUDIES (6 credits)

This practicum and associated seminars provides learners with the opportunity to begin integrating theory and practice in the provision of support services to people with FASD. Learners are placed in community and agency settings and supervised by agency staff. Weekly seminars provide opportunity for reflection and the integration of theory and practice.

*Prerequisites/Co-Requisites: 12 credits of FASDE program*

**FNSR2101 – INTRODUCTION TO INSURANCE (3 credits)**

Through the examination of how insurance is used to manage risk, learners explore the laws, concepts and practices commonly encountered in the insurance industry. History and development of insurance worldwide is examined with a focus on Canadian law and practice.

**FNSR2102 – INSURANCE ON PROPERTY (3 credits)**

This course is the foundation for all types of property insurance. Explanations of the principles, doctrines, and characteristics are included. The course demonstrates the legislative framework reflected in common commercial and personal lines insurance policies. Learners explore how legislation develops in response to new and changing practical problems.

**FNSR2103 – INSURANCE AGAINST LIABILITY (3 credits)**

To understand liability insurance, learners must understand the law and the Canadian legal system as well as the differences between the common law and the Civil Code of Quebec. Learners are introduced to legal principles that affect liability insurance. Insurance against liability examines some of the more common ways people become liable and explains how this liability may or may not be insured.

**FNSR2104 – AUTOMOBILE INSURANCE (3 credits)**

This course is a study of Canadian automobile insurance, its legislation, policies, and regulations. With an overview of different provincial approaches to automobile insurance, learners examine in detail owner's policies and coverages specific to Alberta and focus on personal coverages.

**FNSR2105 – ESSENTIALS OF LOSS ADJUSTING (3 credits)**

This course is a study of Canadian automobile insurance, its legislation, policies, and regulations. With an overview of different provincial approaches to automobile insurance, learners examine in detail owner's policies and coverages specific to Alberta and focus on personal coverages.

**FNSR2106 – UNDERWRITING ESSENTIALS (3 credits)**

Taking the role of an underwriter, learners analyze individual property, liability, and automobile risks. The course begins with an overview of the underwriter's role as an investor of shareholder capital on behalf of the insurer. Learners examine how the underwriter role has evolved. The course covers an underwriter as a risk assessor and explores the technical and interpersonal skills needed to succeed.

**FNSR2107 – ESSENTIAL SKILLS FOR INSURANCE BROKER & AGENT (3 credits)**

This course provides an overview of insurance business practices from the broker's perspective with a focus on the needs of personal lines clients and small commercial risks. The learner, as an insurance intermediary, is given insight into the skills needed to perform effectively. Following the process of risk from evaluation through to documentation, learners review the major product lines and common policy transactions a broker executes.

**FNSR2201 – BUSINESS FINANCE (3 credits)**

The focus of finance is on increasing value of the firm as measured by the market value of the share price. This course examines the major decisions faced by the financial manager. Specific topics include functions and goals of financial management, financial analysis, working capital management, time value of money, capital budgeting, capital structure, cost of capital, bond and equity valuation, long-term debt and equity financing, and dividend policy.

*Prerequisites: MGMT1501 and either ACCT1101 or ACCT1103*

**FNSR2202 – FUNDAMENTALS OF FINANCIAL MANAGEMENT (3 credits)**

In this course, learners have an opportunity to gain a technical understanding of personal financial planning. Concepts include elements which impact an individual or family's financial well-being. The process of collecting and analyzing required information to begin the financial planning process are examined. This course prepares learners with fundamental financial planning knowledge and is eligible for Certified Financial Planner (CFP) Core Curriculum.

**FNSR2301 – FINANCIAL MARKETS & PRODUCTS (3 credits)**

This course introduces the concept of money, the Canadian financial industry, the impact of the economic and regulatory environment and the analysis of products and services available to customers, including the adjudication of credit. These concepts provide the basis for the financial planning process and are eligible for Certified Financial Planner (CFP) Core Curriculum.

**FNSR2302 – PERSONAL FINANCIAL PLANNING I (3 credits)**

This course explores and applies the eight components of a financial plan within comprehensive case studies. Time value of money, regulation of the financial planning industry, and dealing with diverse clientele will also be examined. A comprehensive financial case study completes the course.

**FNSR2303 – INVESTMENT FUNDS IN CANADA (3 credits)**

This course covers the financial and mutual fund industries. Topics include mutual fund and investment products, the regulatory system governing the mutual fund industry, and acceptable selling practices and processes. To complete this course, learners must write the Canadian Investment Funds Course (CIFIC) final exam. Upon successful completion of the exam, learners will meet the proficiency requirements of the provincial securities commission for mutual fund licensing.

**FNSR2304 – PERSONAL FINANCIAL PLANNING II (3 credits)**

Using the technical information provided in FNSR2301 Financial Markets and Products and FNSR2302 Personal Financial Planning I, learners have the opportunity for practical application of personal financial planning. Focus of the course is on evaluating customer needs and applying the financial planning process and practices to provide appropriate recommendations. This course is eligible for Certified Financial Planning (CFP) Core Curriculum.

*Prerequisites: FNSR2301 and FNSR2302*

### **FNSR2401 – RISK MANAGEMENT PRINCIPLES & PRACTICE (3 credits)**

This course provides learners with a broad understanding of risk management and the risk management process.

### **FNSR2402 – RISK ASSESSMENT & TREATMENT (3 credits)**

The purpose of this course is to develop an enterprise-wide perspective of risk by applying risk management concepts to four major categories: hazard (insurable), operational, financial, and strategic. This course broadens your understanding of risk management from its traditional focus on accidental losses to include all risks an organisation may face. Learn about global risk management standards such as ISO 31000 and the COSO ERM – Integrated Framework, and discuss various risk identification and analysis techniques in detail. Apply rudimentary analytical tools to assess financial risk in areas of financial leverage, liquidity risk, and capital investment risk. Risk oversight, monitoring, and assurance are discussed from the perspective of governance and internal control. This course relies heavily on insurance based content consistent with risk assessment and risk management principles.

### **FNSR2403 – RISK FINANCING (3 credits)**

This course will assess the methods which an organisation can obtain funds to pay for accidental losses. Emphasis is placed on the selection, implementation and monitoring of various risk financing techniques. Specific subjects discussed are: a framework for risk financing; criteria for risk financing selection techniques; insurance as a mechanism for financing property, net income, personnel, and liability losses; accounting and income tax aspects of accidental losses; insurance pricing; selection of insurers and their representatives; implementing risk retention available options, including the use of affiliated insurers; and cost of risk allocation techniques.

### **FNSR2501 – FINANCIAL SELLING & ETHICS (3 credits)**

This course introduces participants to a proven relationship sales model with an emphasis on selling in the financial services industry. Sales presentation skills, ethics and selling, and cultural diversity will also be covered. Role-playing, in-class presentations and in-class exercises will integrate these skills into an interactive learning experience.

*Note: Learners with prior credit in MKTG2202 cannot take FNSR2501.*

### **HCAD1101 – WORKING AS A HEALTH CARE AIDE (3 credits)**

This course will focus on safety – safety of the client, the health care worker and the work environment in a variety of employment settings. The course provides information that will result in safe care, based on the needs of the client.

### **HCAD1102 – STRUCTURE AND FUNCTION OF THE HUMAN BODY – HEALTH AND CHRONIC ILLNESS (3 credits)**

In this course, the twelve systems that make up the human body will be studied and the milestones of growth and development across a lifetime will be discussed. The concepts of healthy aging and maintaining independence will also be addressed. Learners will gain knowledge about the most common chronic conditions the Health Care Aide may encounter and how to provide safe care based on best practices according to the client's diagnosis, needs, and care plan.

### **HCAD1103 – COMMUNICATION IN THE HEALTH CARE ENVIRONMENT (2 credits)**

This course will focus on the roles and responsibilities of a health care aide working in a variety of employment settings, as well as professional communication with other team members, clients and client families. The health care environment requires competent verbal, written and electronic skills. Strategies for overcoming communication barriers caused by disease and aging will be discussed. In addition, the course will provide problem solving strategies and tools to handle conflict.

### **HCAD1104 – PROVIDING CLIENT CARE AND COMFORT (4 credits)**

This course encompasses the skills needed to assist clients with daily grooming, hygiene, bathing, elimination, bed making, and nutritional needs. Learners in this course will learn to support clients to maintain independence and to meet their care needs according to individual care plans. This course is designed to develop confidence and competence while providing basic client care.

*Pre- or Co-Requisites: HCAD1101, HCAD1102 and HCAD1103 (B- in each).*

### **HCAD1201 – ASSIST WITH MEDICATION DELIVERY (1 credit)**

This course includes comprehensive materials to prepare the learner to assist with medication delivery within the scope of practice of the Health Care Aide.

*Prerequisites: HCAD1101, HCAD1102, HCAD1103 and HCAD1104 (B- in each)*

### **HCAD1202 – MEETING COMPLEX CARE NEEDS (3 credits)**

The skills introduced in this course are sometimes referred to as advanced skills for Health Care Aides. The opportunity to learn the skills for supporting care activities such as ostomy care, respiratory care, catheter care, tube feeds, and vital signs are taught in this course.

*Prerequisites: HCAD1101, HCAD1102, HCAD1103 and HCAD1104 (B- in each)*

### **HCAD1203 – SPECIAL ACTIVITIES FOR DIVERSE CLIENTS (3 credits)**

Health Care Aides may have the opportunity to work with families to provide care for infants and children. Information and skills to assist with these care assignments are included in this course, as are care strategies for assisting other diverse client groups, such as clients with a mental health diagnosis, developmental delays, and physical disabilities. Course information will provide the learner with care strategies to support the client, the client's family, and self through the process of a client's dying and death.

*Pre-requisites: HCAD1101, HCAD1102, HCAD1103 and HCAD1104 (B- in each)*

### **HCAD1301 – CLIENT CARE CLINICAL EXPERIENCE (4 credits)**

This course provides opportunity for the learner to incorporate and demonstrate previously acquired skills in a hands-on setting. For three weeks in an extended care setting, a facilitator supervises and guides the learner in the application of skills and knowledge.

*Prerequisites: HCAD1201, HCAD1202 and HCAD1203 (B- in each)*

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### HCAD1999 – CLIENT CARE PRACTICUM (2 credits)

This course provides a two-week opportunity for the learner to adapt learned skills to an acute home/community setting under the direct supervision of a preceptor.

*Prerequisite: HCAD1301*

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### HEED1000 – HEALTH EDUCATION: INDIVIDUAL HEALTH AND WELLNESS (3 credits)

Gain an overview of the physical, social, psychological, environmental, and spiritual aspects of personal health and wellness within the context of the community, the Canadian health-care system, and the global environment. Lifestyle choices are introduced as physical and social determinants affecting personal health and the health of others. Learn how to take responsibility for your own health and to advocate for the health of others.

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### HMSV1101 – FOUNDATIONS OF HUMAN SERVICES (3 credits)

Disability Studies is a study of the social, cultural, historical, and philosophical perspectives of disability. It is grounded by the belief that the creation of knowledge about disability should be WITH/BY disabled people themselves. This course will provide learners with the historical background of disability and the contexts and paradigms it currently uses today.

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### HMSV1102 – ABORIGINAL HISTORY, IDENTITY AND CULTURE (3 credits)

This course is an overview of Canada's First Nations, Metis and Inuit people. Historical and current issues are covered, including languages, stories of origin, different band treaties, and current issues of ownership over land, water and governance.

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### HMSV1201 – BASIC COMPUTER SKILLS FOR HUMAN SERVICE WORKERS (3 credits)

This course provides learners with a solid foundation in the most commonly required computer skills such as navigating Microsoft Windows, managing documents, browsing the internet, effective keyboarding, and using Microsoft Office (Word, Excel, PowerPoint, and Outlook) for word processing, creating spreadsheets, creating presentations, managing email, and managing a schedule.

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### HMSV1301 – POSITIVE BEHAVIOUR ASSESSMENT AND INTERVENTIONS (3 credits)

This course will introduce learners to the concept of human behaviour as communication, as well as the approaches and techniques that may be used in response to difficult and challenging behaviours demonstrated by person with disabilities. The focus will be on designing 'positive behavioural change strategies' for a variety of settings: home, work school, community. These strategies will include teaching functional skills as well as supporting communication development and positive behavioural change.

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### HMSV1302 – ASSISTIVE TECHNOLOGY AND PRINCIPLES OF UNIVERSAL DESIGN (3 credits)

In this course, learners will explore a variety of current assistive technologies and how these tools can be used to increase access for people with disabilities. Learners will develop strategies to effectively introduce and integrate assistive technology. Learners will explore the principles of universal design and how these principles can increase access for all learners by modifying previously created resources so that they are accessible and usable for people with disabilities or special needs.

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### HMSV1501 – INTRODUCTION TO COUNSELLING (3 credits)

This course introduces learners to basic counselling skills. As such, it is designed to help learners develop essential helping skills needed for client engagement, follow-through, completion and overall therapeutic effectiveness. Specific skills and techniques covered include; developing rapport, building empathy and listening, encouraging trust, self-disclosure, immediacy, questioning and evoking, addressing discrepancies, etc. It will also take a look at the theories behind effective techniques such as motivational interviewing, cognitive behavioural therapy, person centered and solution focus therapies. This course is highly experiential in its format. Learners will participate in classroom exercises, role playing and receiving feedback from Instructors and peers.

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### HMSV1502 – COUNSELLING II – INDIVIDUALS AND GROUPS (3 credits)

This is an advanced course in counselling skills and theory, in which learners gain a practical grasp of the therapeutic models in addiction treatment involving extensive role playing. Training will focus on enhancing technique and on the skills of working with individuals and groups.

*Prerequisite: HMSV1501*

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### HMSV2301 – HEALTHY LIFESTYLES VIA THE MEDICINE WHEEL (3 credits)

This course involves the exploration of the concepts of living a balanced life according the Medicine Wheel in the areas of the physical, emotional, mental and spiritual. By incorporating wellness activities the learners will learn how to support clients on their journey of healing.

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### HMSV2302 – POSITIVE BEHAVIOUR APPROACHES AND COMPLEX NEEDS (3 credits)

This course explores the factors that motivate behaviour and learning. Learners study life outcomes for people with disabilities and complex behaviour needs through an integrated system lens that includes positive behaviour supports, person centered planning and wraparound services. Through the use of ecological and functional assessment tools learners will develop a variety of multi-element positive behavior intervention and supports that focus on quality of life.

*Prerequisite: HMSV1301 and completion of first-year capstone in any human services certificate or diploma program.*



### HMSV2401 – FAMILY AND SOCIETY STUDIES (3 credits)

This course focuses on building skills for working cooperatively with children and adults in a family. The course covers diverse family structure and relationships as well as issues facing families today. The course involves instruction, role play, and integration on theories of practice with difficult family dynamics. Discussions include family theory from diverse perspectives.

*Prerequisite: Completion of first-year capstone in any human services certificate or diploma program.*

### HMSV2402 – UNDERSTANDING FAMILIES (1 credit)

This course builds understanding of definitions diverse families, family models, and family structures in today's society.

### HMSV2403 – FAMILIES FACING CHALLENGES (1 credit)

Examining the various challenges that families face – divorce, death, poverty, violence, abuse, and dealing with special needs children – can help prepare early childhood practitioners to better support families facing challenges.

### HMSV2404 – WORKING WITH FAMILIES (1 credit)

There are many approaches to encouraging parent-staff collaboration as families face various challenges. Exploring these various approaches can help early childhood practitioners navigate through challenging situations and solve communication issues.

### HMSV2501 – SOCIAL POLICY (3 credits)

This course is designed to help learners become critically aware of the economic, social, and political environment within which they will eventually work. It will examine the process by which health, social policy, and justice policy, is developed in Canada and encourages reflection upon the ways social policy impacts our lives.

### HMSV2502 – FACILITATING GROUPS (3 credits)

This course is designed to develop skills for working with groups through a combination of lectures, observation and experiential learning. The stages of development, group roles and norms, theoretical framework, intervention, group design, implementation and evaluation will be addressed.

*Prerequisite: COMM1101*

### HMSV2503 – LEADERSHIP IN HUMAN SERVICES (3 credits)

This course focuses on providing learners with theoretical and practical information about principles of effective leadership and the structure and management of organisations. Learners will explore the theory and practice of leadership and organisational development in the context of human services organisations and funders.

*Prerequisite: Completion of first-year capstone in any human services certificate or diploma program.*

### HMSV2504 – ELEMENTS OF QUALITY IN HUMAN SERVICES PROGRAMS (1 credit)

This course focuses on the development of organisational skills and leadership styles that are necessary for the effective management of quality early childhood programs. We will examine elements of quality, the director's role, and the influence of professionalism in designing and managing quality group childcare and early education facilities.

### HMSV2505 – STRATEGIES FOR ACHIEVING QUALITY IN HUMAN SERVICES PROGRAMS (1 credit)

Topics include establishing and evaluating program goals, the unique characteristics of family home care, critical elements of child safety, and the importance of good financial records management.

### HMSV2506 – LEADERSHIP IN HUMAN SERVICES PROGRAMS (1 credit)

This course explores the development of organisational skills, leadership strategies necessary for the effective management of quality ELCC programs, and various strategies to acquire such competencies.

*HMSV2999 – International Human Services Practicum (7 credits)*

*Prerequisite: Departmental approval*

### HMSV3201 – PROGRAM DESIGN AND EVALUATION (3 credits)

This course will focus on the skills needed to develop effective programs designed for Health and Human Services. Areas of focus will include: program design principles, practices, evaluation, sustainability, impact, effectiveness and efficiency. Emphasis will be on a critical examination of these systems to provide effective support for populations served in the Health and Human Services field.

### HMSV3202 – FUNDRAISING AND GRANT-WRITING (3 credits)

Grant writing and fundraising are essential skills in management for health and social services non- profits. This course takes an applied focus to raising funds from governments, foundations, corporations, industries and individuals. Various types of fundraising and grants will be examined by case study: writing and critiquing applications. Topics covered include the history of philanthropy, grant application planning and research, proposal and grant preparation, marketing, program evaluation and the role of non-profit boards and staff in developing effective fundraising campaigns. Ethical and legal standards will also be examined.

### HMSV3301 – MENTAL HEALTH PRACTICE (3 credits)

Using foundations of theory, research and other evidence based practice principals, this course will consider the complex needs of the client, caregiver, families and community of clients affected with common and major psychiatric disorders across the lifespan. Through theory and evidence based practice, learners will gain specialized knowledge and the necessary skills needed to support the client and their families coping with mental health issues.

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**HMSV3302 – CHRONIC DISEASE MANAGEMENT (3 credits)**

This course will explore the concepts of common chronic disease processes while focusing on assessment, treatment, and client teaching. Theory and research related to chronic illness and comorbidities will be presented, along with current best practice guidelines.

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**HMSV3303 – DEMENTIA (3 credits)**

This course will explore the complex pathological processes of dementia. Learners explore how environments can affect the client with dementia. Through theory and evidence based practice, learners will gain specialized knowledge and the necessary skills needed to support the client and their families coping with dementia.

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**HMSV3401 – POLICY, POWER, AND SOCIAL ACTION (3 credits)**

A recognition of the social determinants of health by researchers is leading to a discourse on the ways in which politics, power, and ideology underpin both health and social policy. This course explore the possible reasons behind the absence of a politics of health discourse, and argues that an acknowledgement of the political nature of health will lead to more effective evidence based public health policy, health promotion and practice.

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**HMSV3402 – ENDING HOMELESSNESS (3 credits)**

Ending homelessness is a key initiative in the human service sector across Canada. A key component to ending homelessness is the provision of individual support services for homeless individuals or those entering a housing intervention. This course will prepare health and human service workers to provide case management and develop interventions that are flexible and person centered. Learners will investigate the myriad of individual and structural issues that lead people into homelessness.

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**HMSV3403 – COMMUNITY ENGAGEMENT FOR HEALTH AND HUMAN SERVICES (Non-credit)**

Health and human services environments include a wide variety of stakeholders within community. Building networks and capacity is a key goal of leadership. This course explores the theory and practice behind community engagement.

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**HMSV3501 – CASE MANAGEMENT (3 credits)**

Case managers within the health care field are responsible for overseeing and collaborating to provide high quality client care. Managing a case load of various clients within the community setting with different needs is essential for the case manager. Understanding the importance of collaboration with other health care professionals to plan appropriate care with the client is essential. This course will allow learners to gain an understanding of the different responsibilities and needs of the client to effectively assist in health promotion.

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**HMSV3502 – ISSUES IN HEALTH AND HUMAN SERVICES (3 credits)**

This course will focus on an examination of critical issues in the fields of Health and Human Services such as social welfare policy, interdisciplinary practices, technology, advocacy, research, assessment, poverty, and ethics. Learners will examine these issues and their impact on practice in Health and Human Services settings.

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**HMSV3503 – RESEARCH METHODOLOGIES (3 credits)**

Research underpins the actions of leaders within the health and human service community. It is essential for leaders to have a firm grounding in basic research methodologies as they apply to evaluating current practice and potential change.

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**HMSV3504 – PEDAGOGICAL LEADERSHIP IN EARLY CHILDHOOD EDUCATION (3 credits)**

Within the field of early childhood education, pedagogy evolves through research informing the delivery of curriculum. Effective leaders are challenged to keep abreast of current and emerging practices while managing educator teams through the introduction of new methods, learning resources, and equipment.

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**HMSV3505 – TEACHING THE ADULT LEARNER (3 credits)**

Many professions within the Health and Human Service sector require leaders to train or educate clients, staff, and colleagues. These instructional roles are best informed by the application of adult learning principles and current scholarship of teaching and learning.

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**HMSV3998 – LEADERSHIP FOR INTERNATIONAL SERVICE LEARNING (3 credits)**

International service learning requires leaders who can facilitating learning by enhancing competencies in cultural intelligence, global thinking, and community building. Learners develop skills in transformational and ethical leadership to resolve paradox and balance needs of service learning participants while prioritizing community.

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**HMSV9999 – INTERNATIONAL SERVICE LEARNING EXPERIENCE FOR LEADERS (Non-credit)**

Building on skills learned in HMSV3998 learners participate in and lead an international service-learning experience. The practical experience brings greater depth of understanding, and offers opportunity to build compassion and make meaningful contributions by applying skills and knowledge in international host sites.

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**HRES1101 – ORGANISATIONAL BEHAVIOUR (3 credits)**

The study of what people think, feel, and do in and around organisations is key to the search for best practice methods and organisational effectiveness. Throughout this course, we will focus on human behavior from an individual, group, and organisation perspective while analyzing key elements which influence human behavior and thinking. In addition to the theory component, learners will also have an opportunity to develop critical thinking skills through group work, discussion, research, and personal reflection.

### **HRES2201 – INTRODUCTION TO HUMAN RESOURCES (3 credits)**

This course focusses on the importance of aligning human resource practices with organisational strategies and employment legislative acts. Through an exploration of workforce planning, recruitment, selection, orientation, learning and development, performance management, total rewards and recognition, learners reflect on the process of recruiting and retaining employees to achieve an engaged workforce. Trend analysis includes discussion on workplace health and safety.

### **HRES2202 – RECRUITMENT & SELECTION (3 credits)**

This course examines how to create and sustain an effective recruitment and selection program. The framework focusses on the alignment of the organisational strategy with the recruitment and selection processes. Learners formulate plans based on a workforce plan and apply the five steps to various business scenarios. Learners assess evaluation techniques and performance management as methods of employee retention. Trend analysis includes changes to recruitment and selection with social media.

*Prerequisite: HRES2201*

### **HRES2203 – COMPENSATION & BENEFITS (3 credits)**

This course focusses on the total rewards package that includes compensation, benefits, and monetary or non-monetary rewards. The importance of aligning the organisational strategy with the total rewards package forms the foundation for this human resource functional area. Alberta legislative acts are researched. Practical experience with the process of job evaluation and connecting performance standards to the compensation plan are explained. Trends in compensation are researched.

*Prerequisite: HRES2201*

### **HRES2301 – EMPLOYMENT LAW (3 credits)**

This course examines the legal rights, responsibilities and obligations of employers and employees within the workplace. A framework of employment law is reviewed throughout the recruiting, hiring, performance managing, promoting and the terminating of employees. Laws pertaining to Human Rights, Employment Standards, Workers' Compensation, Equity in the Workplace and Privacy are researched, as human resource professionals must learn to assess risks and to evaluate options that reduce potential liability. Trends are analyzed about social media in the workplace.

### **HRES2302 – LABOUR RELATIONS (3 credits)**

Labour Relations examines the history of industrial relations and unions within Canada as well as analyzes union management roles and relationships within the Alberta workplace. The role of human resources within a union environment is explored and the relationship with key stakeholders (unions, employees, employers, and governments) are outlined. The collective bargaining process which includes the negotiation of articles within a collective agreement is assessed. Trend analysis includes changes that have been made to the negotiation process.

### **HRES2303 – OCCUPATIONAL HEALTH & SAFETY (3 credits)**

This course examines legislative acts, builds engagement within the workforce on importance of health and safety as well as identifies hazards that exist in the workplace. Creation and evaluation of training programs are presented to increase the importance of health and safety in the workplace. Wellness, disability management and return to work program are reviewed. Focus is on the trends that are emerging in the workplace, which include bullying.

### **HUCL1101 – ROLE CONCEPTS IN HEALTH CARE (3 credits)**

This course introduces the role of the Health Administrative Assistant and explores the concepts of basic needs, wellness, diversity, time management, communication and conflict resolution in the health care environment.

### **HUCL1201 – INTRODUCTION TO HEALTH CARE FUNDAMENTALS (3 credits)**

Learners explore interdisciplinary topics and skills required for success and employment in a health agency, including an understanding of healthcare organisations and structure, team member roles and dynamics, safety and infection control, organisational policies and procedures and the importance of laws, regulations and ethics in the healthcare setting. An overview of the Canadian and Alberta healthcare systems, current trends and issues that affect health delivery and individual choices are also examined.

### **HUCL1301 – FUNDAMENTALS OF MEDICAL ORDERS (3 credits)**

Learners explore hospital records and the processing of a variety of medical orders related to patient assessments, treatments and outcomes. Focus is on the vital role Hospital Unit Clerks play in preparing requisitions for tests and treatments, transcribing, and processing orders to complete the administrative cycles of client admissions, transfers and discharges.

*Prerequisites: HUCL1201 and HUCL1401*

### **HUCL1401 – MEDICAL TERMINOLOGY I (3 credits)**

This course offers instruction in the language of medical terminology and teaches you how to read and interpret commonly used medical terms, symbols and abbreviations. Topics include rules, prefixes, suffixes, root, combining forms, and basic introduction to body systems.

### **HUCL1402 – MEDICAL TERMINOLOGY II (3 credits)**

This course continues the instruction in the language of medical terminology and builds on the previously learned subject matter in HUCL 1401. Medical Terminology II integrates word components into exploring body systems, pathological conditions, lab and diagnostic procedures, and medication/drug classifications.

*Prerequisite: HUCL 1401*

### HUCL1501 – HOSPITAL INFORMATION SYSTEMS (3 credits)

This course introduces the learner to the skills a Hospital Unit Clerk needs to electronically manage information in the hospital setting. Practice is provided with the use of computerized Patient Care Information System, like those in use by Alberta Health Services.

*Prerequisites: HUCL1201 and HUCL1401*

### HUCL1601 – UNIT COORDINATING SKILLS (3 credits)

Applying previously learned theory and practice, learners assume the role of a Hospital Unit Clerk to integrate the fundamental administrative skills required for the daily complex operations of a hospital unit. Learners explore health delivery and organisation and the appropriate use of communication devices. Interpersonal skills, proactive team and personal strategies to manage the volume and dynamics of hospital administration are also examined.

*Prerequisites: HUCL1201*

### HUCL1701 – BUSINESS COMMUNICATION FOR HEALTH CARE (3 credits)

Effective communication techniques are a keystone in health care today. Learners explore how important the correct use of business English, including spelling, grammar and proofreading are in presenting a professional message in the workplace. These concepts are applied to preparing common business correspondence as would be encountered when interacting with clients, clinicians and other members of the health team.

### IDEC0001 – EMPLOYMENT PREPARATION – INTERIOR DECORATING (Non-credit)

This course consists of five 3-hour workshops that prepares learners for the Work Experience – Interior Decorating practicum. The course will cover job search techniques, interview skills, networking, resume preparation, cover letter writing and the requirements of the work term practicum. Successful completion of the Test of Employment and Workplace Skills (TOEWS) assessment is necessary for successful completion of IDEC 0001.

*Prerequisite: Completion of 3 Non-credit in the Interior Decorating Diploma program*

### IDEC0002 – WORK EXPERIENCE – INTERIOR DECORATING (Non-credit)

This four-week practicum scheduled by the College provides hands-on practice in an interior decorating environment. With the direct guidance of a workplace supervisor, the basic skills required in an interior decorating firm. Regular contact with a Bow Valley College Student Engagement Officer is provided. The work experience course requires full time attendance for the four weeks.

*Prerequisites: IDEC 0001, and Approval of the Department*

### IDEC1101 – INTERIOR & LIGHTING IN DECORATING (3 credits)

This course provides a practical understanding of the effective use of colour scheme to create a desired atmosphere and enhance furnishings throughout the dwelling. The course will cover lighting; the effects and techniques, study of the guidelines for the use of natural and/or artificial light, with attention to the placement of general, task and accent lighting.

### IDEC1102 – HISTORY OF DECORATING STYLES (3 credits)

Learners will develop a practical understanding of historically important and influential decorating styles throughout history. The characteristics of various decorating styles will be discussed and explored, so students will be able to distinguish and identify certain eras by key furniture pieces and style icons.

### IDEC1103 – PRINCIPLES & ELEMENTS OF DESIGN (3 credits)

This course covers the guidelines for achieving a professionally appearance in any space (design principles, proportion and scale, balance, rhythm and unity, and focal point), including the application of design elements (line, space, texture, colour and light). A fundamental component of the course is the creation of colour boards. Learners will learn how to assemble a presentation board based on all the elements and principles of design, surfaces, furniture, window treatments and accessories.

### IDEC1104 – SPACE PLANNING & BLUEPRINTS (3 credits)

This course will cover the skills required to plan and create furnishing arrangement to create maximum convenience of movement and visual appeal. Skills will be developed through understanding space by measuring existing spaces, drawing the measurement to scale, and creating floor plans and elevations of a space. Further skills developed will be the ability to analyze space through the application of the Principles and Elements of design and understanding human form; examining specific lighting requirements for each room in a home and the technical aspect of each. The course will cover the methods used to read residential and small commercial building architectural blueprints. The learner will also be exposed to the Alberta Building Code with an emphasis on housing and small buildings.

### IDEC1105 – WINDOW COVERINGS (3 credits)

The objective of this course is to provide the student with a fundamental understanding of window treatments. The students will learn how to select both hard and soft window coverings for specific room's styles and uses. They will also learn how to calculate drapery yardages, specific to the styles and fabric chosen. They will understand the basic for fabric calculation for other residential interior requirement such as, but not limited to, pillows and bedding. Does not include upholstery.

*Prerequisites: IDEC1103 and IDEC1201*

### IDEC1106 – TEXTILES & FURNITURE (3 credits)

Through discussions, activities, assignment/presentations and field trips, students will develop awareness and understanding of the application of textiles and furniture in a residential space. This is an introduction to selecting and specifying textiles and furniture base upon, but not limited to, construction methods, finishes and design and client profiles.

*Prerequisites: IDEC1103 and IDEC1201*

### IDEC1201 – DRAWING & SKETCHING I (3 credits)

This course provides learners with hands-on experience in the area of drawing and sketching to create professional presentation boards. Learners will develop drawing and sketching skills to clearly communicate their decorating ideas and concepts.

### IDEC1301 – AUTOCAD THEORY (3 credits)

This course is designed to enable the learners to produce 2D drawings using Computer Assisted Drawing (AutoCAD) software. The course is an introduction to the software and covers basics of creating and manipulating objects in AutoCAD using a variety of commands and system variables. The skills developed will allow the user to create and use a parts library, draw a floor plan and interior elevations of a house, and insert furniture and drafting symbols into the plan.

### IDEC1401 – SURFACES & BACKGROUNDS (3 credits)

The main objective of this course is to provide the student with a fundamental understand of the background surfaces in residential space. Students will learn how to apply the Principles and Elements of Design to the selection of walls, floors, counter tops, ceiling and trims in decorating an interior space. Understand and read specification sheet for different materials; determine how much material to order for a project; research for surfaces products; and present surface solutions to others. Also the student will gain an understanding and appreciation of the use and application of accessories within a space.

*Prerequisites: IDEC1103 and IDEC1201*

### IDEC2101 – KITCHENS & BATHROOMS BASICS (3 credits)

This course will develop your ability to design kitchens and bathrooms. Learners will learn about project planning, cabinets, storage, the working triangle in the kitchen, and how to select suitable surfaces for both rooms. Learners will also learn to evaluate the special considerations of these rooms for their special functional needs and environment.

*Prerequisites: IDEC1101, IDEC1104, IDEC1105, IDEC1106, and IDEC1401*

### IDEC2102 – SUSTAINABLE INTERIORS (3 credits)

This course covers the usage of sustainable materials, furniture and finishes used in decorating a residential space. Through discussions, assignments, and presentations, learners will develop an understanding of the principles of sustainability and the implications of a carbon footprint in a project. Learners will gain an understanding of, but limited to, the terms such as cradle to the grave, LEED, Canadian Green Building Console, and others, and the impact they have on the residential market place.

*Prerequisites: IDEC1101, IDEC1103, IDEC1105, IDEC1106 and IDEC1401*

### IDEC2201 – DRAWING & SKETCHING II (3 credits)

This course provides a practical understanding of drawing, sketching, rendering, and model making used to communicate decorating solutions to a client. Within the course existing skills will be expanded upon while introducing new techniques used to visually communicate to others. All work will be used to develop a Professional Portfolio.

*Prerequisite: IDEC1201*

### IDEC2301 – AUTOCAD FOR INTERIORS I (3 credits)

This course is designed to enable students to produce 2D drawings using Computer Assisted (CAD) AutoCAD software that is used specifically for residential interior industry. The course is an extension of both IDEC1301 and IDEC1104, where the application of AutoCAD software develops and creates floor plans, elevations and other types of drawings used for an interior project. Learners will expand their knowledge and competency of AutoCAD and space planning through the course. Including but not limited to the development of support documents required to sell a project to a client.

*Prerequisites: IDEC1104 and IDEC1301*

### IDEC2302 – AUTOCAD FOR INTERIORS II (3 credits)

This course will expand the learner's current knowledge of AutoCAD and provide additional commands and practices of the software for the application of drafting and design spaces. Learners will put together a set of interior working drawing to be used by other trades. The course will continue to use the textbook from IDEC1301, and cover topics not yet introduced. Learners will also be introduced to additional drawing software and how it can be used in conjunction with AutoCAD.

*Prerequisite: IDEC2301*

### IDEC2501 – THE BUSINESS OF INTERIOR DECORATING (3 credits)

In this course learners will learn about business roles and operations, how they present themselves within the interior decorating/design industry, and how they relate to career goals. The course consists of individual and group in-class learning, field research including interviewing professionals and the tailoring of marketing deliverables to your specific career goals.

*Prerequisites: IDEC1103, IDEC1104, and either COMM1101 or MGMT1201*

### IDEC2601 – DIGITAL PRESENTATIONS (3 credits)

Learners will learn how to organize themselves to create and present a decorating solution to a client using current electronic technologies. Through this, they will learn how to apply different software programs towards a single goal. Using software programs that they may already know and introduced to new ones, they will build the skills to present a client with a polished, impressive and persuasive presentation.

*Prerequisites: IDEC1103 and IDEC2302*

### IDEC2701 – STAGING & REDESIGN (3 credits)

The objective of this course is to learn the steps necessary to visually prepare a property for sale. Learners will develop techniques that can be utilized for both homeowners wishing to sell and for builders' show homes.

*Prerequisites: IDEC1101, IDEC1103, and IDEC1104*

**IDEC2999 – INTERIOR DECORATING CAPSTONE (3 credits)**

Using a real residential setting and client, learners will design a kitchen and bath renovation for their final project. Providing verbal and visual presentation, students will explain their design to a panel including floor plans, cabinetry design, elevations, space planning, scaled model and electrical plans.

*Prerequisites: IDEC2101 and IDEC2302*

**IDEC9999 – INTERIOR DECORATING WORK EXPERIENCE (Non-credit)**

This optional Work Experience scheduled by the College provides hands-on practice in a workplace located in the City of Calgary. Work Experience is four (4) weeks in length. With the direct guidance of a workplace supervisor, the basic skills acquired through coursework are practiced. Work Experience requires full time attendance.

**JUST1101 – INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM (3 credits)**

A study of Canada's Criminal Justice System in the sequence as seen by an offender who traverses it. The structure and jurisdictions of the three levels of government involved are examined, together with the development, role and functions of the police and other agencies, the courts, sentencing philosophies, correctional institutions, community corrections, and diversion. Also considered are discretion, limitations of authority, and the decision points throughout the system.

**JUST1102 – DIVERSITY AND CRIMINAL JUSTICE IN CANADA (3 credits)**

This course examines multiculturalism and its relationship to the criminal justice system in Canada. Among the issues discussed are the recognition, acceptance, and affirmation of ethnic, racial, and religious diversity within the framework of Canada's policy of multiculturalism. Particular emphasis is placed on Aboriginal history and traditions. Special attention is focused on the application of these issues to policing, corrections, and other aspects of the criminal justice system. 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.

**JUST1301 – TECHNICAL REPORT WRITING (3 credits)**

This course focuses on report writing and memorandum writing. Learners will study business writing in the format of email writing and letter writing. Resume writing and job application writing will be examined in depth. Learners will also focus on narrative report writing, occurrence report writing, and notebook writing. Learners will examine how to create and facilitate a workshop. The structure of speech, the sentence, word usage, spelling, punctuation and grammar will be explored in detail.

*Prerequisites: ENGL1101 or ENGL1201*

**JUST1302 – EFFECTIVE PRESENTATION AND SPEECH (3 credits)**

This course has been designed to teach the learner to prepare and present formal presentations to an organized class within the classroom environment.

**JUST1401 – HEALTH, WELLNESS, AND FITNESS (3 credits)**

This course is designed to teach learners the benefits of fitness while improving their level of fitness. It serves as preparation for subsequent physical education courses or for physically demanding professions. This course includes a variety of fitness training activities, sports, and wellness topics. Learners will be required to develop their own personalized fitness program. Team building in an enjoyable exercise climate will be emphasized.

**JUST1601 – CRIMINOLOGY (3 credits)**

This course is an introduction to the major theoretical concepts, both historical and in the modern day, which provide explanations of crime, criminals, and criminality. The relationships with other sciences, and also between theory and practice, are included. Scientific foundations for a modern criminal policy will be discussed.

**JUST2101 – INTRODUCTION TO CORRECTIONS (3 credits)**

This course examines correctional systems in Canadian society. The history of corrections, the role of corrections in contemporary society, and the interrelationships between the various components (including community-based corrections, correctional centres, and parole) will be covered. Correctional treatment and after care will be reviewed.

*Prerequisites: JUST1101*

**JUST2102 – INTERVENTION STRATEGIES WITH YOUTH I (3 credits)**

This course will provide learners with specific skill sets for working with youth. The learner will examine assessment, intervention, and evaluation processes. Cognitive-behavioural intervention will be explored to understand how shifting thought patterns can change behaviour and emotions. Learners will explore how to emphasize the strengths of their youth clients and to reinforce pro-social behaviour. These skill sets will then be explored in the contexts of residential facilities, day treatment, corrections, and therapeutic care.

**JUST2103 – INTRODUCTION TO LAW ENFORCEMENT (3 credits)**

This course will provide a broad overview to the learner of the history and development of modern policing. Police work in a democratic society, police structure of governance, and the current trends in Canadian law enforcement will be examined. Legal powers of the police and various models of policing will be analyzed.

*Prerequisites: JUST1101*

### JUST2201 – CORRECTIONAL LAW (3 credits)

This course covers general aspects of Canadian law as it applies to the field of corrections, as well as Acts and Regulations specific to corrections. Expectations of correctional staff in light of the Charter of Rights and Criminal Code are reviewed, together with the application of common case law to corrections. Specific legislation covered in the course includes the Corrections and Conditional Release Act, the Prison and Reformatories Act, Provincial corrections act, FOIP, and Victimrelated legislation. Current legal issues in corrections will be explored.

### JUST2202 – CRIMINAL LAW IN CANADA (3 credits)

This course involves a brief look at the evolution of criminal law and the history and structure of the Criminal Code. An examination of basic constitutional law, including the Canadian Charter of Rights and Freedoms, provides the learner with an understanding of some limitations in criminal procedures. Emphasis is placed on gaining a great deal of familiarity with the Criminal Code as statute law, including interpretation, understanding, and applicability of much of the criminal procedural requirements contained therein.

### JUST2203 – LAW YOUTH AND YOUNG OFFENDERS (3 credits)

This course covers the definition and control of crime by young people through an investigation of the evolution of law as it is applied to young people in Canada. The emphasis is on a detailed analysis of the Youth Criminal Justice Act, including an exploration of the roles of police, courts, correctional agencies, and community in dealing with young crime.

*Prerequisites: JUST1101*

### JUST2204 – LAW ENFORCEMENT LEGISLATION AND CASE LAW (3 credits)

This course will examine the case law and the legislation that governs policing. The Criminal Code and the Canadian Charter of Rights and Freedoms will be examined as they relate specifically to policing. The development of case law related to Charter rights of suspects and offenders will be analyzed. The learner will explore the rights, responsibilities and limits of policing under Canadian law.

### JUST2205 – THE HISTORY OF THE CANADIAN JUSTICE SYSTEM AND ABORIGINALS (3 credits)

The focus in this course is on the Canadian legal system and its relationship to current Aboriginal populations. This course examines the intergenerational effects of the residential schools and how colonization impacts Aboriginal peoples today. Learners will also analyze the intention behind governmental treaties as well as the effect of legislation like Bill C31 (Indian Act) and the effects of national publications like the Royal Commission Report on Aboriginal Peoples or the recommendations of the Truth and Reconciliation Commission of Canada.

### JUST2301 – INFLUENCES OF THE MEDIA ON JUSTICE (3 credits)

This course will examine various media, and the coverage provided to crime and criminality. Learners will review the correlation between media coverage and public opinion regarding crime. The suggestion that the community has a market-driven appetite for coverage of news stories about crime will be explored in detail.

### JUST2302 – CRISIS INTERVENTION AND COMMUNICATION (3 credits)

This course will provide learners with a theoretical foundation in understanding crisis that will allow them to gain skills in how to deal with various situations that may create stress and have the potential to become a crisis state. Learners will learn to conduct interviews in a structured fashion to address, intervene, and provide referrals appropriately for those experiencing crisis.

*Prerequisites: COMM1101*

### JUST2303 – ABORIGINAL INTERVENTION TECHNIQUES, NETWORKS AND RESOURCES (3 credits)

This course prepares learners to adapt to unique cultural sensitivities regarding the teachings of Elders, sacred objects, and traditions. Learners will apply the principles of intercultural competence and ceremony to work through judicial challenges. In addition, the course explores community networks and potential resources available to the Aboriginal Justice worker in addressing issues such as conflict resolution. During the course, learners will visit various First Nations reserves to investigate alternate dispute resolution strategies and assess the impact cultural values on the graduate workplace.

### JUST2401 – MENTAL HEALTH AND WELLNESS (3 credits)

Building on the analysis of personal fitness, this course emphasizes issues of health and wellness. Learners will undertake an evaluation of personal life choices including nutrition, activity, and attitude. Considerations of personal health and wellness are included in the design of future learning in support of life/work balance.

### JUST2501 – CORRECTIONAL METHODS (3 credits)

The course will provide detailed review of the role of a correctional officer within a correctional centre environment. Security procedures, offender management skills and issues confronting corrections officers will be studied and, where appropriate, practical application will be provided.

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### **JUST2502 – ROLE OF THE YOUTH JUSTICE WORKER (3 credits)**

This course will provide learners with an overview of the Youth Criminal Justice Act and other relevant legal sources, as well as providing a study of ethics. The issues of ethics, honesty, truth, freedom, harm, equality, and justice will be explored as theoretical concepts and through case studies. These ethical issues will be further explored in relation to human rights legislation and codes of conduct and ethics, including the Canadian Charter of Rights and Freedoms, UN Declaration of Human Rights, and the International Association of Chiefs of Police Law Enforcement Code of Conduct. Learners will examine work related stressors and how to effectively manage such stressors. Learners will also explore decision making skills and discretion as a justice worker.

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### **JUST2503 – CANADIAN CRIMINAL PROCEDURE (3 credits)**

This course will examine criminal procedure issues that relate to policing. The learner will examine how the criminal justice system is related to the career of a law enforcement officer. Search and seizure, charging, arrest, detention, interrogation, and warrants will be examined. The learner will analyze pre-trial procedures and trial processes as they relate to policing.

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### **JUST2504 – LAW ENFORCEMENT ETHICS (3 credits)**

This course will examine the decisions law enforcement officers are required to make every day, and gain an understanding that these decisions need to be made fairly and evenly. History and theory will be studied to give the learner the base needed to understand the importance of ethics in policing. The practice of ethical decision making will be included beyond learning the do's and don'ts of police work. The topics of discretionary power, abuse of authority, and the consequences of unethical decision making will also be discussed and analyzed.

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### **JUST2601 – DRUG AWARENESS AND CONSEQUENCES (3 credits)**

This course will provide learners the opportunity to examine how drugs influence behaviours and actions, and the current trends of drug use in society. This course will also provide learners with an awareness of drugs and the signs of drug use.

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### **JUST2602 – ABORIGINAL AND VISIBLE MINORITY ISSUES WITHIN THE CRIMINAL JUSTICE SYSTEM (3 credits)**

Aboriginal people experience disproportionately increased rates of victimization and criminal activity. This course will examine culturally sensitive approaches to unique Aboriginal needs often requiring alternative dispositions. Learners will understand pertinent Aboriginal values within the criminal justice system. Additionally, learners will study the relevance of diversion, community justice committees, healing lodges, and sentencing circles.

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### **JUST2603 – SPECIAL NEEDS OFFENDERS (3 credits)**

This course begins with a brief review of offender classification. The focus is on the identification of offender groups and the development of appropriate responses within the correctional contexts. Among groups studied are: gang members, females, visible minorities, and violent offenders.

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### **JUST2604 – CORRECTIONAL CASEWORK AND COUNSELING (3 credits)**

This course will provide a detailed review of the role casework plays in dealing effectively with individuals who require legal intervention due to criminal behavior. A thorough understanding of the purpose of casework, the specific procedures involved along with the practical application through case studies will be provided.

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### **JUST2605 – INTERVENTION STRATEGIES WITH YOUTH II (3 credits)**

This course will provide learners with specific skill sets for working with youth. The learner will examine assessment, intervention, and evaluation processes. Cognitive-behavioural intervention will be explored to understand how shifting thought patterns can change behaviour and emotions. Learners will explore how to emphasize the strengths of their youth clients and to reinforce pro-social behaviour.

*Prerequisites: JUST2102*

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### **JUST2606 – CRIMINAL EVIDENCE (3 credits)**

This course will examine criminal evidence issues that relate to policing. Principles and problems that relate to evidence in criminal proceedings will be examined. The learner will analyze Canadian Charter of Rights and Freedoms issues in relation to the collection, preservation and use of evidence. The learner will look at evidence issues of authentication, witnesses, and questioning.

*Prerequisites: JUST1101*

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### **JUST2607 – CRIMINAL INVESTIGATION (3 credits)**

This course will provide the learner with an overview of criminal investigations. The learner will become familiar with the structure of criminal investigations and the basic investigative responsibilities. Specific topics of violent crime scene investigations and property crime investigations will be analyzed. Criminal investigation technologies and developments will be examined.

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### **JUST2608 – TRADITIONAL ABORIGINAL JUSTICE (3 credits)**

This course explores the fundamental principles that inform traditional native North American justice systems and how those principles compare to values underpinning the traditional Canadian justice system. As the similarities and differences between the two systems are established, focus shifts to the evolution of both the Aboriginal and Canadian systems. With the backdrop of system evolution, learners will consider the diverse challenges faced by Aboriginal Justice workers in the application of traditional processes within Aboriginal Justice.



### JUST2609 – CURRENT TRENDS & ISSUES IMPACTING ABORIGINAL JUSTICE (3 credits)

This course will delve into the trends and issues facing learners as they transition from learner roles to the graduate roles. A strong emphasis will be placed on professional roles and responsibilities in general, and in particular, preparing graduates for lifelong learning in the Aboriginal Justice environment. Learners will gain knowledge of leadership skills, change, and conflict management that will apply to their potential future workplace. Legal, ethical, and management concepts will be integrated into the course, with the expectation that learners apply these principles to prepare for and participate in the workforce.

### JUST9999 – JUSTICE STUDIES FIELD WORK (Non-credit)

This course will provide learners with an overview of the Youth Criminal Justice Act and other relevant legal sources, as well as providing a study of ethics. The issues of ethics, honesty, truth, freedom, harm, equality, and justice will be explored as theoretical concepts and through case studies. These ethical issues will be further explored in relation to human rights legislation and codes of conduct and ethics, including the Canadian Charter of Rights and Freedoms, UN Declaration of Human Rights, and the International Association of Chiefs of Police Law Enforcement Code of Conduct. Learners will examine work related stressors and how to effectively manage such stressors. Learners will also explore decision making skills and discretion as a justice worker.

### LEGL1201 – INTRODUCTION TO THE LEGAL PROFESSION (3 credits)

This course provides a summary of the fundamental aspects of the Canadian legal system, and the role of legal assistants in that system. Principles of tort, contract, and employment law are also introduced.

### LEGL1401 – LEGAL DOCUMENT PROCESSING I (3 credits)

This course is an introduction to Microsoft Word and document processing. Learners are introduced to basic and intermediate Microsoft Word skills which can be applied to a variety of documents. Focus is placed on correctly formatting legal business letters and proofreading.

### LEGL1402 – LEGAL DOCUMENT PROCESSING II (3 credits)

Learners have the opportunity to expand their word processing skills by exploring advanced features in Microsoft Word. Focus is placed on producing, formatting, and editing multi-page legal documents with an emphasis on accuracy and adhering to legal standards.

*Prerequisite: LEGL1401*

### LEGL1501 – LITIGATION I (3 credits)

This course is an introduction to civil litigation procedures in Alberta. The various steps of a litigation file are studied in chronological order from opening the file to trial completion. Topics covered include deadlines and limitations, information gathering, drafting of pleadings and other court documents, questioning and the preparation for and conduct of trial.

### LEGL1502 – LITIGATION II (3 credits)

Building on the skills covered in Litigation I, learners explore the rules, procedures, and documents in more complex litigation matters processed in the Court of Queen's Bench. Learners review topics unique to personal injury matters and the procedures and documentation for the Provincial Court of Alberta and Court of Appeal. Emphasis is placed on the conformity with the Alberta Rules of Court and the role of the legal assistant.

*Prerequisite: LEGL1501*

### LEGL1601 – INTRODUCTION TO REAL ESTATE (3 credits)

This course is an introduction to real property law with emphasis on the procedural aspects that form part of a residential real estate practice. In addition to gaining theoretical knowledge of land ownership, learners are introduced to the various tasks and documents involved in a standard seller and buyer transaction.

### LEGL2101 – CORPORATE LAW (3 credits)

Learners are introduced to the area of corporate law focusing on private business structures. Learners prepare documents and complete administrative duties with respect to sole proprietorships, partnerships, and corporations. This course also introduces procedures and terminology used in publicly traded corporations.

### LEGL2102 – COMMERCIAL LAW (3 credits)

This course explores the procedures for how businesses borrow money, manage their affairs, and buy or sell assets and shares. Learners review documents commonly used in commercial transactions including commercial leasing, commercial financing of real and personal property, and the sale and purchase of a business. The course also reviews procedures relating to partnerships and partnership agreements.

*This course is only available online.*

*Prerequisites: LEGL1601 and LEGL2101*

### LEGL2103 – FAMILY LAW (3 credits)

This course is an introduction to the role of the legal assistant in the theoretical and procedural practices of Family Law. The learner will be introduced to the various statutes that govern family law, the jurisdiction of the court, the ethics involved in the sensitive area of family law, the different rights and obligations arising in a formal marriage and common law marriage, the divorce procedure for both contested and uncontested divorces, an overview of the division of matrimonial property, interim applications, and an overview of child and spousal maintenance and custody and access of children.

*Prerequisite: LEGL1501*

### LEGL2104 – WILLS & ESTATES (3 credits)

This course examines estate planning and estate administration in Alberta. Learners prepare Wills, Personal Directives, Enduring Powers of Attorney, Applications for a Grant of Administration and Grant of Probate in accordance with Alberta legislation and common legal practice and procedure.

### LEGL2105 – CRIMINAL LAW FOR LEGAL ASSISTANTS (3 credits)

This course is an introduction to criminal law, the structure of *The Criminal Code of Canada*, and basic constitutional law which includes the *Canadian Charter of Rights and Freedoms*. Emphasis is placed on gaining familiarity with the Criminal Code as statute law and applicable procedural requirements.

### LEGL2401 – LEGAL INFORMATION PROCESSING (3 credits)

Building on technical skills, learners are introduced to Microsoft Outlook, Excel, and PowerPoint with emphasis on how these applications are used in the legal practice.

*Prerequisite:* LEGL1401

### LEGL2402 – LEGAL TRANSCRIPTION (3 credits)

Legal Assistants process large amounts of complicated legal documentation by way of transcription – a specialized method of production that converts recorded information from sound to print by way of keying into word processing software. In this course, learners achieve mastery of transcription techniques by using systematically designed transcription files to capture the law office in operation. This course further assists in expanding legal vocabulary and reinforcing legal office practices and procedures while the learner transcribes authentic case files. Variations in voice pitch, inflection, and volume provides a variety of dictation styles to the learner.

*Prerequisites:* ADMN1102 and LEGL1402

### LEGL2601 – CREDIT & COLLECTIONS (3 credits)

This course introduces the theory and practice of debt collection. The focus of the course is on the tasks and documentation completed in a law office when working on an unsecured credit file, secured credit file, foreclosure matter and landlord collection file.

*Prerequisite:* LEGL1501

### LEGL2701 – LAW OFFICE PROCEDURES (3 credits)

This course presents the fundamentals of law office procedures and hierarchical organisational structure in the legal office environment. Learners become familiar with the daily routine and duties of a legal assistant including file management, law firm accounting, appointment scheduling, time management, reminder systems, office interactions and mail and courier routines.

### LEGL2999 – LEGAL ASSISTANT CAPSTONE (3 credits)

The role of the legal assistant is actualized in this course through the learner's practical application of many previously-learned essential skills including decision making, initiative, time management, problem solving, critical thinking and document analysis. Learners are presented with realistic office scenarios to effectively practice and improve these skills.

*Prerequisites:* ADMN1701, LEGL1601, LEGL2101, LEGL2103 and LEGL2104

*Pre- or Co-requisite:* LEGL2402

### MATH1901 – MATH FOR THE COMPUTER INDUSTRY (3 credits)

This course provides learners with the practical knowledge and skills in the use of mathematics in relation to computers. Alternate number bases, set theory, logic, and Boolean algebra are the foundation of this course. In addition, learners use basic statistical concepts to understand challenges in information technology.

### MGMT1101 – INTRODUCTION TO MANAGEMENT (3 credits)

Learners are introduced to concepts, terms, and theories which provide an understanding of the principles of management. Key functions of management, including planning, organizing, leading, and controlling, are addressed. The exploration of key functional areas assists learners in developing their own managerial practice. Learners are informed of the vital role a manager plays in an organisation.

### MGMT1102 – CORPORATE SOCIAL RESPONSIBILITY (3 credits)

Corporate social responsibility (CSR) articulates an organisation's purpose, values, and concerns for society. This course examines concepts and practical approaches successful companies use to integrate CSR strategies with the needs of business and how they evolve their strategies as business needs change.

### MGMT1103 – INTRODUCTION TO PROJECT TEAMS AND TECHNICAL COMMUNICATIONS FOR SOFTWARE DEVELOPMENT (3 credits)

This course prepares learners to function as part of a member of an IT project team. Practical skills in effective communications and accurate technical communications are applied in real-world organisation scenarios. Learners will also be introduced to roles within a project team as it relates to project management methodologies.

### MGMT1104 – INTRODUCTION TO PROJECT MANAGEMENT FOR IT (3 credits)

This course introduces the fundamental principles necessary for successful management of Information Technology (IT) projects. Project planning, management and control techniques will be discussed and the application of computers in project management will be studied.

### MGMT1201 – BUSINESS COMMUNICATION (3 credits)

This course covers the theory and practice of effective communication. The course will emphasize class participation through discussion boards, professional conduct, problem-solving and critical thinking as it relates to the communication process. Topics covered will include the importance of psychological factors of communication, clear and concise communication in the workplace, multicultural and nonverbal communication, effective listening and feedback, speaking effectively and efficiently, and the role of conflict management.

### MGMT1202 – ESSENTIALS OF INTERPERSONAL COMMUNICATION (3 credits)

Interpersonal communication impacts our personal and professional lives, and therefore is an essential skill to learn and practice. The foundation of this course focuses on understanding and being understood by others. Topics that have a profound impact on communication are examined, including the role of listening skills and perceptions, managing emotions, and the power of non-verbal communication. The learner is encouraged to integrate effective strategies to improve the communication process, the climate in which it happens and the relational dynamics that are critical for successful communication.

### MGMT1302 – COMPUTER APPLICATIONS (3 credits)

This course is a general orientation to pre-packaged software programs and their application to the business environment and to Windows and some of the system utilities.

### MGMT1303 – OFFICE FINANCES AND SPREADSHEETS (3 credits)

Many businesses use spreadsheets to organize, analyze, and evaluate data. The role of the office administrator often involves creating and maintaining spreadsheets for use in business. This course offers a comprehensive introduction to Microsoft Excel and illustrates how to utilize Microsoft Excel to complete administrative functions. Learners are also introduced to the role of an administrative professional in maintaining office finances and how to use Microsoft Excel to perform these tasks.

### MGMT1401 – MICROECONOMICS (3 credits)

Economics is concerned with human behavior, and the improvement of society. The relationship between supply and demand and the scarcity of resources forces consumers to make choices. How do individuals make the best choices to maximize their satisfaction? Microeconomics is about choices and tradeoffs, and how firms and individuals interact in markets. How do we make sense of those interactions for our own use in business or as wage earners?

### MGMT1501 – BUSINESS MATHEMATICS (3 credits)

This course will cover business uses of arithmetic, algebra, functions, interest, present value, annuities, mortgages, sinking funds, depreciation methods and techniques used in evaluating investment decisions.

### MGMT1601 – BUSINESS LAW (3 credits)

A basic understanding of key elements of the law is an essential factor in successful business management. Learners apply legal fundamentals useful in today's fast-paced, rapidly changing business environment.

*This course is only available online.*

### MGMT2102 – PROJECT MANAGEMENT (3 credits)

Project management is an essential skill contributing to an organisation's competitive advantage. This course incorporates the global standards from the Project Management Institute. The essential elements of project management include principles of project management, proposal stages, project scheduling, controlling, reporting, and the use of technologies to manage projects.

### MGMT2301 – MICROSOFT EXCEL (3 CREDITS)

This course provides a comprehensive presentation of Microsoft Excel. The course will begin with a review of the basic Excel topics presented in MGMT1302 before new topics are introduced. New topics include: charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, worksheet database manipulation, lookup functions, database functions, templates and working with multiple worksheets and workbooks.

*Prerequisite: MGMT1302*

### MGMT2302 – COMPUTERIZED ACCOUNTING FOR MANAGEMENT (3 credits)

Many businesses use computerized accounting systems to provide accurate and timely financial data needed for effective decision-making. This course uses a practical approach to introduce learners to the features, functions, and capabilities of an integrated accounting software package. Learners use the software and their accounting knowledge to create and maintain accounting records for all activities in the accounting cycle. Sage 50 Accounting software is used, and the knowledge gained can be applied to other computerized accounting systems.

*Prerequisite: ACCT1101 or ACCT1103*

### MGMT2401 – MACROECONOMICS (3 credits)

This course will provide learners with the tools necessary to retrieve and analyze macroeconomic information for evidence-based decision-making. Learners will explore personal and business contextual knowledge on how to critically evaluate day-to-day topics such as Gross Domestic Product (GDP), Consumer Price Index (CPI), interest rates, government budget, exchange rates, and fiscal and monetary policy.

### MGMT2501 – INTRODUCTION TO STATISTICS (3 credits)

This course explores the basic techniques and tools of statistical analysis and interpretation used in the business environment. Topics include collection and presentation of data, measures of descriptive statistics, probability and probability distributions, statistical estimation and hypothesis testing, correlation and regression analysis.

*Prerequisite: MGMT1501*

### MGMT2801 – INTERNATIONAL BUSINESS (3 credits)

This course will present a study for effective processes for understanding country differentiation and examine strategies and structure of international business. Learners will engage in a cross-cultural approach by comparing national marketing systems and local commercial customs.

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### MGMT2802 – INTERNATIONAL BUSINESS AND CULTURE (3 credits)

Learners will explore strategies for assessing international business opportunities and current market trends while practicing intercultural communication. Collaboration takes place with an international host (based on Bow Valley College International Guidelines), so learners apply principles of cultural sensitivity, widen their perspective, and envisage possibilities for international business.

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### MGMT2901 – INTRODUCTION TO ENTREPRENEURSHIP (3 credits)

This course explores both the creation of an entrepreneurial venture as well as the development of an innovative, entrepreneurial and team approach to business. Learners are challenged to develop an entrepreneurial mindset through engagement in a process that includes identifying entrepreneurial opportunities, testing business model attribute hypotheses, and presenting an entrepreneurial opportunity. Working through this process builds awareness of the experiences an entrepreneur will have in practice.

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### MGMT2998 – BUSINESS STRATEGY (3 credits)

This course covers the fundamentals of business strategy theory and application of the frameworks. Learners integrate the knowledge gained in previous business courses and demonstrate how the various pieces of the business puzzle fit together. Learners explore why the different parts of an organisation need to be managed in strategic harmony to meet its goals within its competitive environment. A pragmatic approach to developing a strategic analysis skill set is followed. Learners work in multi-disciplinary teams from across the business majors to focus on building long-term strategies for organisations.

*Prerequisites:* ACCT1101 or ACCT1103, MGMT1101, MGMT1501, MKTG1101

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### MGMT3101 – APPLIED PROJECT MANAGEMENT AND TECHNICAL COMMUNICATIONS FOR SOFTWARE DEVELOPMENT (3 credits)

This course introduces the fundamental principles necessary for successful management of Information Technology (IT) projects. Project planning, management and control techniques will be discussed and the application of computers in project management will be studied.

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### MKTG1101 – INTRODUCTION TO MARKETING (3 credits)

This course introduces various marketing concepts and practices. Topics include: market research, consumer motivation, buyer behaviour patterns, the industrial market, product planning and development, distribution channels, the price system, personal selling and advertising.

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### MKTG2101 – CONSUMER BEHAVIOUR (3 credits)

This course is an advanced marketing course designed to provide learners with in-depth knowledge of the fundamentals of consumer behavior, with emphasis on the consumer in the marketplace, consumers as individuals, consumers as decision makers, and consumers as influenced by culture and subculture. An examination of consumer behavior theories and research will be a key component of this course. Emphasis will be placed on understanding the application of consumer behavior concepts in a competitive, dynamic, and global business environment.

*Prerequisite:* MKTG1101

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### MKTG2102 – GLOBAL MARKETING (3 credits)

This advanced course focuses on the marketing to a global audience. Topics will include: social networking, social media, viral marketing and the international consumer.

*Prerequisite:* MKTG1101

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### MKTG2201 – CUSTOMER SERVICE MANAGEMENT (3 credits)

Service touches our lives by the service we receive and the service we give. This course encompasses the essential principles of customer service with additional focus on effective communication, problem solving and complaint handling skills. Offering exceptional customer service, at any level in an organisation, is the key factor to whether an employee or a business survives, thrives and stands apart from the competitors. Customer Service Management will provide a comprehensive assessment of best practices for the successful management of the client experience.

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### MKTG2202 – PROFESSIONAL SELLING & ETHICS (3 credits)

This course will introduce the concept of relationship sales model with an emphasis on ethical practices. Sales presentation skills and cultural diversity will be covered in an interactive learning environment.

*Note:* Learners with prior credit in FNSR2501 cannot take MKTG2202.

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### MKTG2301 DIGITAL MARKETING COMMUNICATIONS (3 credits)

In this course, learners apply the art and science of communicating in both online and offline environments as part of a marketing strategy. Learners design creative, targeted materials working with a variety of digital tools and platforms as well as evaluating the relationship between language, product, and audience. In keeping with professional practice, project materials are formally presented as they would be in the digital marketing workplace.

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### MKTG2302 – ADVERTISING (3 credits)

This course covers the role of advertising within the marketing communications mix. Topics include key themes such as: consumer behavior concepts; target marketing; strategic planning; the integrated marketing mix; media and sending the message; design and layout of advertisements; and creative planning.

### **MKTG2303 – INTEGRATED MARKETING COMMUNICATIONS (3 credits)**

Unprecedented message clutter and a more selective, informed consumer spell new challenges for organisations of all types. Learners examine how the disciplines of public relations and marketing and communications are closely linked through the concept of Integrated Marketing Communications (IMC). Learners learn how IMC incorporates activities designed to build relationships with consumers, and employs traditional and non-traditional communication tools. Learners learn the principles of advertising and promotions and how the industry operates today. Participants develop a plan that incorporates public relations and marketing components.

### **MKTG3999 DIGITAL MARKETING CAPSTONE PROJECT (3 credits)**

This course brings together integrated digital marketing and the business world where graduates ply their skills. Success in this course and the graduate workplace depends upon the professional presentation of marketing plans, personal portfolios, and product team portfolios. Learners work in real-world business contexts and focus on strategy, promotion, and entrepreneurial endeavour.

### **MOAS1201 – ADMINISTRATIVE SKILLS FOR THE MEDICAL OFFICE (3 credits)**

Learn and apply medical administrative skills, including appropriate telephone communications, health record filing and documentation, appointment scheduling, and inventory management.

*Prerequisites: HUCL1201*

### **MOAS1301 – FINANCIAL MANAGEMENT FOR THE MEDICAL OFFICE (3 credits)**

Learners explore fundamental principles and concepts of financial transactions applicable to the medical office setting. Focus is on business mathematics, banking transactions, payroll procedures, and financial service agreements to facilitate business decision making in the healthcare environment. The application of Alberta Health Care (AHC) coding and fee schedules and processing Workers' Compensation Board (WCB) claim procedures will be emphasized.

*Prerequisite: HUCL1201*

### **MOAS1401 – CLINICAL SKILLS FOR THE MEDICAL OFFICE (3 credits)**

This course provides instruction for a clinical assisting role in a medical office. Learn how vital signs are measured, how to prepare clients and equipment for assessments and procedures, and to complete both patient screening and simple diagnostic tests.

*Prerequisites: HUCL1201 and HUCL1401*

### **MOAS1501 – ELECTRONIC MEDICAL OFFICE MANAGEMENT (3 credits)**

This course includes the application of basic medical office skills, medical records, financial transactions, and medical billing in the computerized medical office. Practice is provided by use of practice management software and Patient Care Information Systems.

*Prerequisites: HUCL1201 and HUCL1401*

### **NURS1100 – PRACTICAL NURSE EQUIVALENCY PREPARATORY (9 credits)**

Learners engage in workshops that are designed to recognise, challenge, and build upon previous nursing knowledge and experience. These workshops are facilitated by subject matter experts and peers. Some of the elements involved in the workshops include the following: course specific content discussions and lab skills demonstrations. To receive prior learning credit, learners must achieve a minimum of 64% (percent) in each challenge course exam.

*Lab skills testing are held for the challenge courses that include a lab component: NURS1201, NURS1202, NURS1203, and NURS2204. Learners must achieve a minimum of 80% (percent) in the lab competencies. Failure to achieve a minimum of 80% (percent) in the lab component.*

### **NURS1101 – NURSING ARTS (3 credits)**

The uniqueness of person and the inherent traits and skills required to function as a professional nurse will be presented within the context of the determinants of health. The fundamentals of professional nursing – nursing process, communication, ethics, critical thinking, and the health care environment are presented.

### **NURS1102 – APPLIED PHARMACOLOGY (3 credits)**

The pharmacokinetics of medications, the rationale for their use and the expected results of therapy are discussed, along with the development of critical thinking skills to assess the need for, and client response to medication. Practical nurse competencies, scope of practice and legal responsibilities are also emphasized.

*Prerequisites: ANAT1101*

### **NURS1103 – PATHOPHYSIOLOGY (3 credits)**

The knowledge of anatomy and physiology is related to the causes, treatment, and usual courses of illness. Learners are provided with a body systems approach to common health care issues, focusing on physiological changes that occur with alterations in biological health.

*Prerequisites: ANAT1101*

### **NURS1201 – ADULT HEALTH ASSESSMENT (3 credits)**

Learners will practice holistic adult health assessment techniques in an organized, safe manner, researching appropriate data sources. Emphasis will be on analyzing findings and responding appropriately. A nursing lab component requires learners to demonstrate beginning competency in head-to-toe assessments.

*Prerequisites: ANAT1101*

### NURS1202 – NURSING FOUNDATIONS 1 (3 credits)

This course provides a foundation for the principles underlying nursing actions and decision-making required to plan and provide safe, holistic nursing care to patients requiring assistance with basic needs. Nursing competencies introduced in the classroom are practiced and assessed in the nursing laboratory.

*Prerequisites:* NURS1101\*

(\*may be taken as a pre- or co-requisite)

### NURS1203 – NURSING FOUNDATIONS 2 (6 credits)

Holistic interdisciplinary care is emphasized within the framework of professional nursing. Focus is on the principles underlying nursing actions and decision making required for planning and providing safe nursing care to clients using a body system approach. Nursing competencies introduced in the classroom are practiced and assessed in the nursing laboratory.

*Prerequisites:* ANAT1101, NURS1102\*, NURS1103\*, NURS1201\*, NURS1202, NURS1301

(\*may be taken as a pre- or co-requisite)

### NURS1301 – MATHEMATICAL PRINCIPLES OF MEDICATION ADMINISTRATION (3 credits)

Numeracy skills in drug dosage calculation are intrinsic to nursing practice. Learners need these skills to progress through their courses, clinical placements, and eventual licensed practical nurse practice. This course initially focuses on foundational mathematical concepts and operations as well as the documents integral to medication administration. The course covers oral and parenteral medication calculations, intravenous drug administration calculations, and calculations for special protocols. Proficiency in this course underpins safe practice.

### NURS1302 – HEALTH EDUCATION: PERSONAL HEALTH AND WELLNESS (3 credits)

An overview, within the context of community and the Canadian Health Care System, of the physical, social, mental, environmental, and spiritual aspects of personal health and wellness. Learners will develop healthy lifestyle strategies, as well as become advocates for the health of others.

*Prerequisite:* ENGL1201

*NOTE:* Course has online option; content delivered online but exams are scheduled and written on campus.

### NURS1401 – CLINICAL 1: FOUNDATIONAL (4 credits)

Learners will implement research skills to provide safe, organized nursing care focusing on activities of daily living and health assessments in a long term care setting which includes an understanding of the medications ordered. Working with a variety of health team members and communication with clients and staff will be emphasized.

*Prerequisites:* ANAT1101, COMM1101, NURS1101, NURS1102\*, NURS1103\*, NURS1201, NURS1202, NURS1203, NURS1301

(\*may be taken as a pre- or co-requisite)

### NURS2204 – NURSING FOUNDATIONS 3 (6 credits)

Holistic interdisciplinary nursing care and skills are emphasized within the framework of the nursing process. Focus is on the principles underlying nursing knowledge required to care for clients in the medical/surgical environment. Nursing competencies introduced in the classroom are practiced and assessed in the nursing laboratory.

*Prerequisites:* NURS1102, NURS1103, NURS1201, NURS1203, NURS1401

### NURS2303 – NURSING TRENDS AND ISSUES (3 credits)

Learners will consolidate personal and professional philosophy of nursing, exploring the role of the practical nurse in primary health care as client advocate, educator, leader and manager. Trends and issues in provincial, Canadian, and global health will be discussed within the context of licensed practical nursing.

*Prerequisites:* NURS2204, NURS2402, NURS2501, NURS2502, PSYC1201

*NOTE:* Course has online option; content delivered online but exams are scheduled and written on campus.

### NURS2402 – CLINICAL 2: MEDICAL/SURGICAL (8 credits)

Critical thinking and reflective practice are emphasized within the framework of the nursing process. Learners will provide holistic care and plan for a client with complex health care issues to transition back into the community. Learners will also develop skills and competencies in interdisciplinary and primary health care models.

*Prerequisites:* NURS1203, NURS1302, NURS1401, NURS2204\*

(\*may be taken as a pre- or co-requisite)

### NURS2403 – CLINICAL 3: MEDICAL/SURGICAL (4 credits)

In this course, critical thinking and reflective practice will be emphasized as learners return to the acute care setting to provide holistic care and plan for transition back into the community for clients with complex health care needs. This experience will be used to consolidate knowledge and skills and move toward independent nursing practice.

*Prerequisites:* NURS2204, NURS2402, PSYC1201

### NURS2501 – MATERNITY NURSING (3 credits)

This course focuses on a family-centered introduction to the needs and nursing care of childbearing families. Community resources and client teaching needs are addressed. Learning will be focused on the care of the mother and infant during pregnancy, labour and delivery, and the postpartum period within the context of the family.

*Prerequisites:* NURS1102, NURS1202

*NOTE:* Course has online option; content delivered online but exams are scheduled and written on campus.

### NURS2502 – PEDIATRIC NURSING (3 credits)

This course is a family-centered introduction to the needs and nursing care of child rearing families. Community resources and client teaching are addressed. Learners will be provided an introduction to common health issues of children and related nursing care using a body system approach.

*Prerequisites:* NURS1102, NURS1103, NURS1203, PSYC1201\*

(\*may be taken as a pre- or co-requisite)

*NOTE:* Course has online option; content delivered online but exams are scheduled and written on campus.

### **NURS2503 – MENTAL HEALTH NURSING (3 credits)**

Learners are provided an introduction to the assessment, treatments, and nursing interventions for clients with psychiatric and mental health issues. Basic mental health concepts, therapeutic relationships, and assessment strategies are applied within the context of the nursing process, and legal and ethical practices.

*Prerequisites:* COMM1101, NURS1102, NURS1103, NURS1201, NURS1302

*NOTE:* Course has online option; content delivered online but exams are scheduled and written on campus.

### **NURS2504 – COMMUNITY NURSING (3 credits)**

Learners explore nursing roles and activities in varied practice settings within the community. The frameworks of population health, levels of prevention, primary health care, and determinants of health are used to identify populations at risk and formulate community health promotion strategies.

*Prerequisites:* COMM1101, NURS1102, NURS1103, NURS1201, NURS1302

*NOTE:* Course has online option; content delivered online but exams are scheduled and written on campus.

### **NURS2995 – PROFESSIONAL PRECEPTORSHIP (4 credits)**

Learners will work in a variety of care settings which provide opportunities to use evidence-informed practice to consolidate knowledge, nursing competencies, and critical thinking strategies in situations that challenge and nurture a novice nurse practitioner.

*Prerequisites:* ENGL1101, NURS1302, NURS2303\*, NURS2403, NURS2503, NURS2504, SOCI1101 (\* may be taken as a pre- or co-requisite)

### **NURS2996 – INTERNATIONAL PRECEPTORSHIP (4 credits)**

Learners will work in a variety of care settings which provide opportunities to use evidence-informed practice to consolidate knowledge, nursing competencies, and critical thinking strategies in situations that challenge and nurture a novice nurse practitioner.

*Prerequisites:* ENGL1101, NURS1302, NURS2303\*, NURS2403, NURS2503, NURS2504, SOCI1101 (\* may be taken as a pre- or co-requisite)

### **NUTR1101 – INTRODUCTION TO NUTRITION MANAGEMENT (3 credits)**

This course will introduce you to the role of the nutrition manager in Canada. You will learn about the different types of operations in which nutrition managers are employed and about the range of activities they routinely perform as part of their work. You will also learn how these activities and expectations vary in different types of food service operations. An introduction to the legislation influencing the work of the Nutrition Manager is included as well as required skills for management and leadership and the Canadian Society for Nutrition Management Code of Ethics and the Society. Information is based on the guidelines and knowledge required by the Canadian Society of Nutrition Management, the professional organisation of nutrition managers in Canada.

### **NUTR1102 – FOUNDATIONS OF NUTRITION (3 credits)**

This course introduces nutritional standards and guides. Components of food and the nutritional adequacy of personal menus for different stages of the life cycle, as well as cultural, lifestyle, and emerging issues in food and nutrition management in Canada.

*Prerequisites:* NUTR1101 Introduction to Nutrition Management

### **NUTR1201 – CLINICAL NUTRITION (3 credits)**

This course focuses on the knowledge and skills required to provide nutritional treatment and prevention strategies for patients with various disease processes. The course includes nutritional screening, and the development and application of nutritional care plans.

*Prerequisite:* NUTR1102 Foundations of Nutrition

### **NUTR1301 – FOOD SERVICE SAFETY (3 credits)**

In this course, you will learn to manage a food service operation to ensure both the safety of the food served to clients, and the safety of your employees. Legislation governing food service safety in Canada is reviewed, but the emphasis of the course is on understanding how safety can be compromised, and on strategies – including the HACCP system – for identifying potential safety risks and taking preventative or corrective action.

*Prerequisite:* NUTR1101 Introduction to Nutrition Management

### **NUTR1302 – FOOD PRODUCTION MANAGEMENT (3 credits)**

This course focuses on the systems required to plan and produce safe, high quality food in the quantities required to meet client and organisational needs. Menu and facility planning, work efficiency, storage, communication and forecasting strategies and quality assurance methods are included.

*Prerequisite:* NUTR1201 Clinical Nutrition

### **NUTR1401 – HUMAN RESOURCES FOR NUTRITION MANAGERS (3 credits)**

This course focuses on acquiring, developing and maintaining an effective work force. Topics include: human resource planning; recruitment and selection; orientation, training and development; performance appraisal; wage and salary administrations; employee benefits and services; employee safety, security and health; and understanding the employment contract.

*Prerequisite:* NUTR1101 Introduction to Nutrition Management

### **NUTR1402 – BUSINESS MANAGEMENT (3 credits)**

Managing the business of foodservice is the focus of this course and will include marketing and public relations. Learners will work with strategic planning, annual operating and capital budgets, financial controls, equipment specifications and budgets, and inventory purchase and control.

*Prerequisites:* NUTR1102 Foundations of Nutrition, NUTR1301 Food Service Safety, NUTR1302 Food Production Management

### **NUTR1999 – NUTRITION MANAGER WORK EXPERIENCE (6 credits)**

This course emphasizes leadership and management skills. Greater independence is facilitated as you progress in the Nutrition Manager role. The preceptored experiences may occur in diverse areas within the food service industry including continuing care centres – hospitals or community health centres – restaurants, hotels, fitness centres, contract food companies – catering companies – cafeterias in large organisations – school or post-secondary institutions – correctional institutions – food processing companies/food product supply companies.

*Prerequisites: MGMT1201 and NUTR1301*

### **PHRM1101 – PHARMACY THEORY (3 credits)**

Learners will be introduced to basic pharmacy theory including drug development, pharmaceutical dosage forms, routes of administration, storage considerations, interpretation of prescription information, and dispensing procedures. Learners will also examine the role of the pharmacy technician in the health care setting.

### **PHRM1102 – PHARMACY JURISPRUDENCE AND ETHICS (3 credits)**

Learners will examine federal and provincial legislation, drug schedules and practice standards related to pharmacy practice in Alberta. Learners will study the code of ethics and apply principles to pharmacy-specific situations.

### **PHRM1103 – PHARMACY MANAGEMENT (3 credits)**

Learners will examine management of hospital and community pharmacy practice, including business principles and calculations, inventory management, customer service, and human resources.

### **PHRM1201 – PHARMACOTHERAPY I (3 credits)**

Learners will be introduced to basic concepts of physiology, pathology, pharmacology and medical terminology, and specifically examine conditions and treatment related to the eye, ear, upper respiratory tract and immune system.

### **PHRM1202 – PHARMACOTHERAPY II (3 credits)**

Learners will examine physiology, pathology, pharmacology and medical terminology related to the lower respiratory tract, urinary and cardiovascular systems.

*Prerequisite: C in PHRM1201*

### **PHRM1203 – PHARMACOTHERAPY III (3 credits)**

Learners will examine physiology, pathology, pharmacology and medical terminology related to the gastrointestinal system and accessory organs.

*Prerequisite: C in PHRM1202*

### **PHRM1204 – PHARMACOTHERAPY IV (3 CREDITS)**

Learners will examine physiology, pathology, pharmacology and medical terminology related to the integumentary, musculoskeletal and nervous systems.

*Prerequisite: C in PHRM1203*

### **PHRM1205 – SPECIALIZED PHARMACOTHERAPY (3 credits)**

Learners will examine physiology, pathology, pharmacology and medical terminology in specialized areas, including: oncology, HIV, travel medicine, nutrition, gynecology and reproductive health.

*Prerequisite: C in PHRM1201*

### **PHRM1301 – PHARMACY CALCULATIONS I (3 credits)**

Learners will perform calculations for both community and hospital pharmacy practice, including measurement conversions, prescription interpretation, prescription pricing and compounding calculations. Facilitated practice time is designed to enhance calculation skills with emphasis placed on accuracy.

### **PHRM1302 – PHARMACY CALCULATIONS II (3 credits)**

Learners will perform calculations for both community and hospital pharmacy practice, including dosing, compounding and parenteral drug therapy calculations. Facilitated practice time is designed to enhance calculation skills with emphasis placed on accuracy.

*Prerequisite: A- in PHRM1301*

### **PHRM1401 – PRESCRIPTION PROCESSING (3 credits)**

Learners will apply dispensing policies and procedures while learning the basics of a pharmacy software system. Learners will enter and modify patient, physician, and drug information, interpret prescription information, apply basic third party billing principles, select appropriate products from the system database, and generate appropriate documentation.

*Prerequisites: C in PHRM1101*

*Pre- or Co-requisites: C in PHRM1102 and A- in PHRM1301*

### **PHRM1402 – COMMUNITY PHARMACY PRACTICE (3 credits)**

Learners will apply third party billing procedures and demonstrate use of health care products and devices used for drug administration, diagnosis and monitoring. Extensive use of role-plays will enhance development of effective communication skills.

*Prerequisite: C in PHRM1101*

### **PHRM1501 – HOSPITAL PHARMACY PRACTICE (3 credits)**

Learners will examine institutional pharmacy practice, including the role of hospital pharmacy within the health care system, organisation of the dispensary, drug distribution systems, medication safety and current technology. Learners will be introduced to principles of aseptic technique for sterile production and quality assurance.

*Prerequisites: C in PHRM1101 and C in PHRM1102*

*Pre- or Co-requisites: C in PHRM1203 and A- in PHRM1302*

### **PHRM2401 – COMMUNITY DISPENSING LAB I (6 credits)**

Learners will apply dispensing policies and procedures while integrating skills and knowledge, including prescription interpretation, pharmacy law and ethics, pharmacy calculations, reimbursement considerations, documentation, and independent double checks. Extensive use of role-plays will enhance development of effective communication skills.

*Prerequisites: C in PHRM1102 and A- in PHRM1401*

*Pre- or Co-requisites: C in PHRM1203, A- in PHRM1302 and C in PHRM1402*



**PHRM2402 – COMMUNITY DISPENSING LAB II (3 credits)**

Learners will apply problem-solving and critical thinking skills to assisted living and community pharmacy practice in this comprehensive lab. Operation of a high-speed automated drug packager (PACMED®) will be integrated into the dispensing process and extensive use of role-plays will further develop communication skills.

*Prerequisites: C in PHRM1204, A- in PHRM1302, C in PHRM1402 and A- in PHRM2401*

**PHRM2403 – EXTEMPORANEOUS COMPOUNDING LAB (3 credits)**

Learners will apply compounding policies and procedures while integrating knowledge and skills including pharmacy calculations, documentation, and independent double checks to prepare a variety of extemporaneous compounds using established formulations and appropriate techniques.

*Prerequisites: A- in PHRM1302 and A- in PHRM2401*

**PHRM2501 – HOSPITAL DISPENSING LAB (6 credits)**

Learners will apply institutional dispensing policies and procedures while integrating skills and knowledge, including order interpretation, drug distribution systems, pharmacy calculations, documentation, and independent double checks. Operation of a high-speed automated drug packager (PACMED®) will be integrated into the dispensing process and extensive use of role-plays will further develop communication skills.

*Prerequisites: C in PHRM1204, A- in PHRM1302 and C in PHRM1501*

**PHRM2502 – STERILE PRODUCTION LAB (3 credits)**

Learners will prepare intravenous admixtures, pre-filled syringes, ophthalmic preparations, chemotherapy and total parenteral nutrition in certified laminar airflow workbenches. Knowledge and skills including pharmacy calculations, documentation, and independent double checks will be integrated to prepare a variety of products using appropriate aseptic techniques while adhering to USP <797> standards.

*Prerequisites: C in PHRM1204, A- in PHRM1302 and C in PHRM1501*

**PHRM2997 – ENTRY TO PHARMACY PRACTICE (3 credits)**

Learners will prepare to obtain employment and entry into professional practice. Comprehensive written and practical exams will evaluate knowledge, skills, and abilities in the role of the pharmacy technician. Learners will develop a professional portfolio to assess learning needs, and design and implement a learning plan to evaluate opportunities for professional development and life-long learning. Learners will be introduced to the principals of interprofessional collaboration within a diverse healthcare team. Extensive use of case studies will enhance development of effective collaboration and communication skills.

*Prerequisites: C in PHRM1103, C in PHRM1204, A- in PHRM2402, A- in PHRM2403, A- PHRM2501 and*

**PHRM2998 – COMMUNITY PHARMACY PRACTICUM (3 credits)**

Learners will apply knowledge and skills during four consecutive weeks in a community pharmacy while gaining experience in all aspects of the pharmacy technician's role. Learners will be evaluated based on their ability to demonstrate professional national competencies required at entry to practice.

*Prerequisites: None; Co-requisites: PHRM1205 Specialized Pharmacotherapy, PHRM2997 Entry to Pharmacy Practice*

**PHRM2999 – HOSPITAL PHARMACY PRACTICUM (3 credits)**

Learners will apply knowledge and skills during four consecutive weeks in an institutional pharmacy while gaining experience in all aspects of the pharmacy technician's role. Learners will be evaluated based on their ability to demonstrate professional national competencies required at entry to practice.

*Co-requisites: PHRM1205 and PHRM2997*

**POLS1010 – CANADIAN POLITICS: INSTITUTIONS AND ISSUES (3 credits)**

This course explores the development of Canadian political institutions and political issues in Canada. The learner will learn about contemporary Canadian politics by examining the evolution of federalism, the Constitution, parliament, aboriginal and minority rights, the welfare state, multiculturalism, and similar topics. The course focuses on teaching critical thinking and writing skills by testing normative and empirical theories against Canadian historical and contemporary evidence.

**PREL2101 – INTRODUCTION TO PUBLIC RELATIONS (3 credits)**

This course is an overview of the public relations profession: what it is, how it is practiced and what you do as a PR practitioner. By studying the history and the purpose of PR in society learners will learn that the profession has its own distinct body of theory, ethics, and professionalism. Fundamental strategic communications are learnt through examining the RACE Formula and learning how to prepare a communications plan.

**PREL2102 – CRISIS COMMUNICATION & REPUTATION MANAGEMENT (3 credits)**

A crisis can disrupt any organisations normal operations, put its reputation in danger and damage its bottom line. This course will teach you how to identify a true crisis versus an issue. Topics covered include how to write a crisis communications plan with strategies and tactics to first of all prevent issues and crises, and when necessary withstand a crisis, lessen actual damage, and protect the organisations reputation.

### PREL2103 – PR AND DIGITAL MEDIA (3 credits)

Nowadays, information can be spread faster and further than ever before in history. Digital PR is all about combining traditional PR with compelling content, social media and search optimization to spread the word. In this class you will learn how to establish mutually beneficial relationships with stakeholders digitally. Instruction is provided on the ongoing history of new media and the impact they are having on society and the public relations profession. Learners are introduced to the basics of a variety of digital media vehicles used to share news and create dialogue.

### PREL2104 – WRITING FOR PUBLIC RELATIONS (3 credits)

In PR you need more than people skills to succeed – you need to be able to write and develop various types of PR collateral such as: blogs, web copy, social media posts, news releases, op-eds, articles, speeches and more. How you write, how well you deliver your message to your target audience can be the key to success for any organisation. This course covers the various forms of public relations writing and their application whether trying to persuade or inform the media, the public, employees or shareholders. Learners learn how to write clearly, concisely, and persuasively. Working under tight deadlines and editing their work and the work of others is also focused upon.

*Prerequisites: B in MGMT1201*

### PREL2201 – INTRODUCTION TO FUNDRAISING (3 credits)

Many organisations, either charitable or not-for-profit look to raise money every year to fulfill their mission. This course offers an insight into special events from the charitable perspective and provides an understanding of how fundraising and the processes involved can work in any community campaign. Instruction will cover basic fund-raising concepts including skills and techniques that ensure the self-sufficiency and long-term growth of a non-profit or a charitable organisation. Learners will understand the requirements of making an event successful in the non-profit sector. Finally, learners will build knowledge in fund development strategies and activities within the context of special events.

### PREL2202 – COMMUNICATION RESEARCH & PLANNING (3 credits)

Research, research, research. This is one of the most critical components of planning and evaluation for public relations professional. In this course, learners will learn why research is recommended for public relations, when it is required, what information is needed and how data is collected. Various research topics will be examined such as: qualitative and quantitative, primary and secondary, and formal and information research methods. Learners will learn how to distinguish and recognise various PR research instruments and metrics, including: media monitoring, communications audits, focus groups, interviewing, opinion polls and surveys to plan and evaluate various public relations campaigns including social media campaigns. Learners get an opportunity to conduct their own research in order to build a Communications plan following the RACE formula.

### PREL2204 – BUILDING AND MAINTAINING STAKEHOLDER RELATIONS (3 credits)

Stakeholders have an enormous impact on an organisation's mission and objectives. Therefore, it is important to learn who your stakeholders are and know how to build and maintain mutually beneficial relations. This course includes examination of strategies and tactics on how a public relations professional develops a communications plan to build, manage and sustain relations with stakeholders, including the media.

### PSYC1050 – FOUNDATION OF HUMAN BEHAVIOUR (3 credits)

Build on your introductory knowledge of the scientific study of behaviour and the mind. Focus on the study of cognition (thinking), intelligence and creativity, motivation and emotion, personality, health, stress, and coping, psychological disorders, therapies, and social behaviour.

*Prerequisite: PSYC1101*

### PSYC1101 – INTRODUCTION TO PSYCHOLOGY (3 credits)

This course gives learners a basic understanding of the diverse field of psychology. Attention is given to the scientific method, physiological factors, sleeping, dreaming, learning, memory, intelligence, motivation, personality, and social psychology. Developmental factors of the lifespan are explored along with the development and treatment of psychopathology.

### PSYC1201 – HUMAN GROWTH AND DEVELOPMENT ACROSS THE LIFE SPAN (3 credits)

This course provides a comprehensive overview of human growth and development and typical behavioural responses throughout the lifespan. You will analyze human development across three domains: biological, psychological, and sociological. Emphasis is placed upon the stages of development and their linkage to common events occurring during these stages.

### PSYC1202 – CHILD AND ADOLESCENT DEVELOPMENT (3 credits)

This course provides an overview of the typical physical, social, emotional, moral, and cognitive developmental changes occurring during middle childhood and adolescence. Learners explore major theoretical concepts and strategies of interaction with individuals in this age group. Course activity focusses on typical and atypical aspects of development, the contexts and social spheres that shape middle childhood and adolescence, as well as adolescent transitions.

### PSYC152 – MENTAL HEALTH NURSING (3 credits)

Learners are provided an introduction to the assessment, treatments and nursing interventions for clients with psychiatric and mental health issues. Basic mental health concepts, therapeutic relationships and assessment strategies are applied within the context of the nursing process, and legal and ethical practices.

*Prerequisites: COMM180 – Interpersonal Relationships and Communication Skills; HEDU150 – Health Education: Personal Health And Wellness; HHC0302 – Nursing Arts; HHC0323 – Adult Health Assessment; PRNR154 – Applied Pharmacology; PRNR158 – Adult Health Assessment; PRNR163 – Pathophysiology*

### PSYC2301 – ADOLESCENT PSYCHOLOGY (3 credits)

This course is designed to provide an overview of the physical, social, emotional and cognitive developmental changes that occur during adolescence. An emphasis will be placed on individual aspects of development, the contexts and social spheres that shape adolescent development and transitions of adolescence.

*Prerequisites: PSYC1101*

### PSYC2401 – ABNORMAL PSYCHOLOGY (3 credits)

Learners examine the major psychological disorders, focusing on clinical description, causal factors (considering the interaction of biological, psychological, and social influences), treatment, and outcomes. Learners develop a working definition of abnormal behavior using the DSM-5 criteria as a basis for classification.

*Prerequisites: PSYC1101*

### RTAD1106 – INTRODUCTION TO THE RECREATION THERAPY AIDE (3 credits)

This introductory course focuses on the roles and responsibilities of the recreation therapy aide (RTA) within the recreation therapy environment. Learners consider the key dimensions of recreation therapy: cognitive, physical, psychosocial, spiritual, and emotional components that support the different modalities of therapy. In addition, learners examine how assisting with medication administration, treatment plans, and documentation fit into the scope of practice of the RTA during therapeutic recreation service delivery.

### RTAD1107 – THE LIFECYCLE AND CHRONIC CONDITIONS (3 credits)

Learners examine the stages of human development, and the area of developmental disabilities to identify how recreation can play a part in the different stages of development. This course also introduces learners to common diseases and conditions. They explore recreation modalities that can therapeutically influence progressive conditions and enhance wellbeing in all dimensions of recreation therapy.

*Prerequisites: D in COMM1101 and RTAD1106*

### RTAD1203 – THERAPEUTIC RECREATION PLANNING AND INTERVENTIONS (3 credits)

The central focus of this course is recreation therapy programming and the role of the recreation therapy aide (RTA) in the application of the program to meet client needs. Learners study the importance of person-centered care and the associated concepts. They collaborate with recreation therapists to develop programs incorporating the differences in assessment, treatment plans, implementation and evaluations. They explore ways to adapt programs to effectively meet or exceed targeted goals as they collaborate with the health care team. Learners address possible barriers and safety concerns before, during, and after the implementation stage of their program.

*Prerequisites: D in COMM1101, RTAD1106 and RTAD1107*

### RTAD1999 – RECREATION THERAPY AIDE PRACTICUM (3 credits)

Practice and demonstrate skills within a hands-on setting. For four weeks, a workplace preceptor supervises and guides the learner in the application of skills and knowledge.

*Prerequisite: D in RTAD1203*

### SOCI1101 – INTRODUCTION TO SOCIOLOGY (3 credits)

This course provides a comprehensive, introductory overview of sociology as a developing discipline. Topics include human social development, culture, diversity, and social trends, with a focus on where Canada fits in a global society. You will learn how people's positions in society shape their lives, and how people adjust to their social and cultural environments.

### SOCI1201 – SOCIOLOGY OF THE FAMILY (3 CREDITS)

This course introduces sociology of the family while developing a greater command of sociological imagination from various sociological perspectives. In addition, this course provides learners with a thorough grounding in both the theoretical and substantive issues in the sociological study of families. Issues dealt with include: how changes in the Canadian and global economies impact the definition of family; how the idea of family impacts the society's order; or whether common attitudes and beliefs about families can be proven empirically. As issues arise, learners explore demographic trends; examine how the challenges faced by families are social issues; and weigh common attitudes and stereotypes about families. Learners challenge the social practices, perceptions, and experiences related to families that are often taken for granted as "common sense", inevitable, or natural reality.

### SOCI1301 – SOCIOLOGY OF AGING (3 credits)

This course will use innovative and exciting methods to allow learners to explore the sociological perspective of the aging process of the individual and of the population. It presents aging as a normal life process with the goal of maximizing the life potential of people at all ages. Learners will gain a better understanding and appreciation of the social impact of aging in a variety of contexts, mainly focusing on Canadian society. The biological, psychological, and social aspects of aging are explored in addition to the pros and cons of social programs and policies in Canada. The relationship of aging with our economy, health care system, and social programs will be examined in different contexts. Theories associated with Gerontology will be reviewed and the scientific method used to conduct studies will be analyzed. This course will also be interactive in that learners will have an opportunity to express their feelings and fears about the aging process of themselves and people close to them.

### SODV1101 – PROGRAMMING FUNDAMENTALS (3 credits)

Computer programming is central to software development. In this course, learners analyze basic problems to design solutions, then create programs that address those problems. The course also contrasts current and past approaches to programming and programming tools through collective discussion.

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### **SODV1201 – INTRODUCTION TO WEB PROGRAMMING (3 credits)**

This course provides learners with foundational programming knowledge and skills for web application development. Using web technology, learners plan, design, construct and integrate basic server-side components, including databases and scripts.

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### **SODV1202 – INTRODUCTION TO OBJECT ORIENTED PROGRAMMING (3 credits)**

In this course, learners apply principles of design, logic and structure in the creation of application programs using object-oriented programming language, existing classes and user-defined classes. Learners use current, evidence-based practices such as automated unit tests and documentation to deliver working software.

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### **SODV2101 – RAPID APPLICATION DEVELOPMENT (3 credits)**

This course introduces programming techniques supported by a visual rapid application development environment including forms, controls, user-defined classes and objects. Learners examine the framework provided by the platform that supports visual programming to build graphical user interface (GUI) application. The skills in this course can be applied to building data driven applications.

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### **SODV2201 – WEB PROGRAMMING (3 credits)**

This course gives learners the opportunity to enhance and enrich their skills in web programming. Learners develop web applications using three-tier architecture, session management, object-oriented techniques and advanced database interactions. In addition, the course explores concepts such as advanced cascading style sheet (CSS). Learners develop rich interactive web applications with authentication and security.

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### **SODV2202 – OBJECT ORIENTED PROGRAMMING (3 credits)**

In this course, learners explore object-oriented design concepts and techniques. This course introduces techniques such as threads and event handling that potentially lead to the creation of sophisticated applications. The knowledge and skills in this course apply to the areas like database manipulation and network connectivity.

*Prerequisite: SODV1202*

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### **SODV2203 – INTRODUCTION TO GAME AND SIMULATION PROGRAMMING (3 credits)**

Building on programming skills obtained in previous courses, the learner will learn techniques and gain experience developing with tools used for game and simulation programming. The learner will develop two-dimensional and three-dimensional graphics environments to be used for presenting data and creating virtual spaces. The use of game and simulation applications in various fields such as health, entertainment, environmental studies, and education will be explored.

*Prerequisite: SODV2202*

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### **SODV2204 – INTRODUCTION TO WEB DEVELOPMENT FOR DIGITAL MARKETING (3 credits)**

In this course learners create websites by structuring and styling web pages using online tools. During construction, learners link web pages, display graphic images, create menus, format text, and position elements in the production and modification of web pages. Learners also explore the principles of search engine optimization and accessibility.

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### **SODV2999 – SOFTWARE DEVELOPMENT CAPSTONE (3 credits)**

Learners strengthen their skills and their knowledge of software development by creating a portfolio piece to prepare for entry into the industry. Research, client communication, and documentation skills are practiced and refined. Advanced elements of software design and development are put into practice. This course will center on a capstone project that incorporates all program learning.

*Prerequisites: SODV1101, SODV1201, SODV1202, SODV2101 and TECH 1101*

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### **SODV3201 – WEB PROGRAMMING FOUNDATIONS (3 credits)**

This course covers HTML, client-side scripting and design issues for the internet. Learners will learn how to use HTML source tags, build websites, manage a website's directories, and publish a website. The creation of web pages that conform to web standards and that use cascading style sheets for presentation will be emphasized. Learners will work in groups to build mock commercial, institutional, government or educational websites. More advanced topics, such as bandwidth, aesthetics, human- interface and future developments will also be covered. At the post-diploma certificate level, learners will be expected to develop a prototype of a website that answers an industry challenge.

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### **SODV3202 – PROGRAMMING FOR MICROSOFT WEB TECHNOLOGIES (3 credits)**

This course teaches students how to develop web applications using ASP.NET. Students learn how to create dynamic web pages using data from a relational database and how to update data on a relational database with information provided by the user through a web form. The students will use application-wide variables, code and style sheets, object-oriented constructs, classes, and session variables.

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### **SODV3203 – MOBILE APPLICATION DEVELOPMENT (3 credits)**

Learners will approach traditional information technology projects with a mobile-first and mobile-only lens, discovering new ways to reach mobile users. Mobile payment systems and mobile e-commerce (shopping) will be emphasized. The course will give learners new programming language capabilities with an emphasis on mobile languages and mobile applications of traditional languages such as Javascript.

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### **SODV3301 – SOFTWARE DEVELOPMENT TECHNIQUES (3 credits)**

Learners will analyze software solutions to business problems using human factors analysis techniques. Students use an object-oriented language to develop software solutions to solve business problems. Assignments illustrate the concepts of variables, decisions, scope, functions, repetition, and arrays. Problem solving techniques such as flowcharting and pseudo code are emphasized in order to develop business solutions. Students are required to use best practices to test and debug their projects.

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### **SODV3302: SYSTEMS DEVELOPMENT AND OBJECT-ORIENTED DESIGN (3 credits)**

Learners will understand the systems development life cycle and the object-oriented analysis methodology. An object-oriented approach will be applied to a business system case study utilizing a computer assisted systems engineering tool to analyze the system's requirements. Emphasis will be placed on typical industry practices, documentation and presentation skills in a team environment.

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### **SODV3999: SOFTWARE DEVELOPMENT CAPSTONE PROJECT (3 credits)**

Learners strengthen their skills and their knowledge of software development by creating a portfolio piece to prepare for entry into the industry. Research, client communication, and documentation skills are practiced and refined. Advanced elements of software design and development are put into practice. This course will center on a capstone project that incorporates all program learning.

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### **SODV9997 – SOFTWARE DEVELOPMENT FIELD WORK I (Non-credit)**

This optional paid work experience provides hands-on practice in a variety of positions depending on the qualifications of the learner. Learners will complete full time work over a four month term (35-40 hours per week) during the spring semester. This course is not covered by learner loans as it is non-credit.

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### **SODV9998 – SOFTWARE DEVELOPMENT FIELD WORK II (Non-credit)**

This course provides learners with the opportunity to learn through experience, practice skills, and apply knowledge gained in the software development program. In consultation with a faculty advisor, each learner will conduct a self-directed job search and secure a placement in the software development industry. During the placement, learners record their experience in relation to skill development, personal goals, and achievement of specific learning outcomes.

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### **SODV9999: SOFTWARE DEVELOPMENT FIELD WORK III (3 credits)**

Through a work placement, this course provides learners with the opportunity to learn through experience, practice skills, and apply knowledge gained in the software development program. In consultation with a faculty advisor, each learner will conduct a self-directed job search and secure a placement in the software development industry. During the placement, learners record their experience in relation to skill development, personal goals, and achievement of specific learning outcomes.

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### **SOWK1010 – INTRODUCTION TO SOCIAL WORK (3 credits)**

This is the introductory course for social work. The history of social work and its evolution as a profession are examined as the foundation on which an understanding of social work's current roles and practices are based. The Learner's beliefs and values and the relationship of these elements to the profession are examined. The course introduces the learner to concepts of social policy, political structures, social issues, and to practice with diverse client groups. It introduces the overarching concepts of multicultural practice from an anti-oppressive framework.

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### **SOWK1020 – THE HELPING PROCESS (3 credits)**

This course focuses on the helping process, which is the essence of social work practice. The helping process is taught in the context of multicultural practice. The process of helping is explored by examining the qualities and values of the helper. Communication theory, techniques, and interviewing skills are introduced as the tools necessary to establish social worker-client relationships. The learner will apply theory and skills to case studies and role-play scenarios.

*Prerequisites: C- in SOWK1010 \**

*\* May be used as a pre- or co-requisite*

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### **SOWK1023 – SOCIAL WORK FIELD EDUCATION LABORATORY I (2 credits)**

This field education laboratory is a pre-agency placement experience to heighten awareness and readiness for social work field education. Learners learn reflectively and analytically through practice oriented activities such as case studies, role plays and agency visit is to build skills and identify values for professional ethics and competence reflective of the social work helping process. Learners begin to apply their learned social work knowledge and skills to understand /observe/ and discuss practice of supervised service delivery in various agencies.

*Prerequisites: C- in SOWK1010\*, C- in SOWK1020\**

*\* May be used as a pre- or co-requisite*

### SOWK1024 – SOCIAL WORK FIELD EDUCATION LABORATORY II (2 credits)

This second field education laboratory is a pre-agency placement experience to heighten awareness of and readiness for social work field education. This experience encourages learners to apply previously learned theory and skills from the first semester and use current course work to further their competence, through practice oriented activities such as case studies, role plays and agency visits, continuing to build skills and identify values for professional ethics and competence reflective of the social work helping process. Learners apply their learned social work knowledge and skills to understand/observe/ and discuss practice of supervised service delivery in agency settings.

*Prerequisites: C- in SOWK1010*

### SOWK1025 – SOCIAL WORK PRACTICUM I (5 credits)

Apply previously learned concepts of social work practice in a practicum setting. Demonstrate knowledge and application of social work interviewing and assessment skills at a beginner level.

*Prerequisites: C- in SOWK1024\*, C- in SOWK1030\*, C- in SOWK1040\**

*\* May be used as a pre- or co-requisite*

### SOWK1030 – ASSESSMENT AND INTERVIEWING (3 credits)

This course builds on the theory and practice skills introduced during the first year of the program. It integrates the use of communication and interview skills with theoretical models and concepts to provide a framework for client assessment. Learners will learn a systematic approach to effectively assess and intervene with clients. Knowledge of assessment models and skills will be enhanced through experiential learning. Learners will be encouraged to use their own cultural background and life experiences when they apply the content of this course.

*Prerequisites: C- in SOWK1010, C- in SOWK1020, C- in SOWK1040\**

*\* May be used as a pre- or co-requisite*

### SOWK1040 – MODELS AND PRACTICE FROM AN ANTI-OPPRESSIVE PERSPECTIVE (3 credits)

In this introductory course, concepts that address oppression and oppressed peoples, from historical and contemporary perspectives, are applied to social work practice models. Exploration of the issues associated with internalized dominance and oppression are explored. Different theories and perspectives are applied to provide a framework for practice. Learners will use self-reflection and will share their own experiences to learn about strategies to promote anti-oppressive policy and practice.

*Prerequisites: C- in SOWK1010, C- in SOWK1020*

### SOWK2010 – COMMUNITY DEVELOPMENT (3 credits)

Together, community organisation and community development constitute one of the broad structural pillars of the social work profession. This course examines the theory and definitions of community, community organisation, and community development, as well as related concepts. Power and equality are considered in relation to oppression. Models of intervention and strategies for change are also applied to diverse communities. The varied roles of the social worker in community practice are studied. Learners will apply principles of community work to their own practices.

*Prerequisites: P in SOWK1025*

### SOWK2020 – SOCIAL WORK WITH GROUPS (3 credits)

This course focuses on the processes and dynamics of group work in social work practice. The theoretical underpinnings of group work are explored with an emphasis on skill development. The primary focus is on helping learners identify values and practices that differ across cultures and consequently impact group work. A variety of group types, phases of group development, intervention techniques, and leadership qualities are examined. Learners will apply concepts of group work in the classroom and will have opportunities to practice with and observe groups.

*Prerequisites: P in SOWK1025*

### SOWK2023 – SOCIAL WORK FIELD EDUCATION LABORATORY III (2 credits)

This field education laboratory is a pre-agency placement experience to heighten awareness of and readiness for social work field education. In this laboratory, social work learners are asked to reflect upon and consolidate learning from Year One Social Work courses and Laboratory and Practicum courses. Drawing upon this learning, learners have the opportunity to use their greater theoretical knowledge and skills to further understand/observe/and discuss practice of supervised service delivery in various agencies, through case studies, agency visits, role plays, and discussion. Professional ethics and competence will also be reviewed.

*Prerequisites: P in SOWK1025, C- in SOWK2020\*, C- in SOWK2030\**

*\* May be used*

### SOWK2024 – SOCIAL WORK FIELD EDUCATION LABORATORY IV (2 credits)

This course provides additional opportunity for senior social work learners to reflect upon and consolidate their learning from the Year 1 practicum experience and prepare for the year 2 agency based practicum in the spring. Drawing upon their previous practicum experience and a broader theoretical and conceptual knowledge base, learners will have the opportunity to increase their skills and competence in advance of the Year 2 practicum.

*Prerequisites: C- in SOWK2020, P in SOWK2023, D in SOWK2030, C- in SOWK2050\*, C- in SOWK2060\*, C- in SOWK2070\**

*\* May be used as a pre- or co-requisite*

### SOWK2025 – SOCIAL WORK PRACTICUM II (5 credits)

Apply previously learned theory and practice to work with individuals, families, groups, communities and/or organisations. Integrate practicum experience with classroom learning.

*Prerequisites: P in SOWK2024, C- in SOWK2050, C- in SOWK2060, C- in SOWK2070*

### SOWK2030 – SOCIAL WORK WITH FAMILIES (3 credits)

Focus on the role of the social worker in assessing, intervening in, and supporting the family across its lifespan. Examine families as a unique social institution as well as from the learner's personal experience. Explore the historical evolution of family member roles, functions, and characteristics.

*Prerequisites: P in SOWK1025*

### SOWK2040 – SOCIAL POLICY (3 credits)

Study social policy and its relationship to and impact on social work. Discuss social policy concepts and apply them to a variety of Canadian policy issues and societal trends. Examine the benefits and disadvantages of established social policies from the perspectives of marginalized groups.

### SOWK2050 – MENTAL HEALTH: A MULTICULTURAL PERSPECTIVE (3 credits)

The course approaches mental health from a holistic and multi-cultural practice perspective. It examines the traditional medical model of illness and non-traditional cultural practices in mental health. Common mental health disorders are explored with attention to their significance to different cultural groups. The social worker's role as a member of an interdisciplinary team is presented. Learners examine their own preconceptions of and values associated with mental health. Learners will need to complete an applied suicide intervention training course.

*Prerequisites: P in SOWK1025, D in PSYC1101, D in PSYC1201*

### SOWK2060 – VIOLENCE AND ADDICTION: ISSUES IN SOCIAL WORK (3 credits)

This course examines in-depth two common abuse situations in contemporary family contexts: violence and addictions. An understanding of the cycle of violence and its impact on families and communities is explored. Addictive substances and behaviours are also identified. Issues associated with power and controls are examined as critical elements in understanding violence. Learners will examine how these issues impact diverse communities. The identification of resources and strategies for intervention and prevention is also a component of this course.

*Prerequisites: P in SOWK1025, C- in SOWK2030*

### SOWK2070 – SOCIAL WORK IN ORGANISATIONS (3 credits)

This course will assist learners to identify and understand the role of social workers as managers within many types of organisations. Learners will learn the importance of administration in organisations that provide social services and the relationship between services and the implementation of various policies. The course will also examine the structure and function of organisations, and the issues of development and change. Learners will observe and comment upon the issues addressed by multicultural organisations and the challenges that staff in these organisations face. They will be able to understand the major functions of management and their relevance. Questions surrounding values and ethics in the workplace will be addressed. Attitudes and issues relevant to social work will also be examined in light of the different responsibilities of the social work manager.

*Prerequisites: P in SOWK1025, C- in SOWK2020*

### SUST2101 – ENVIRONMENTAL MANAGEMENT (3 credits)

This course provides learners with an understanding of environmental management from both a global and a Canadian perspective. The course content examines the natural science, political nature, and policy approaches to the environment. Additionally, this course investigates how management strategies are utilized in a wide variety of settings, how various paradigms and sets of values affect the strategies employed and, the process of decision-making in environment management.

### SUST2301 – GREEN BUILDING PRINCIPLES (3 credits)

This course will provide an innovative and leading-edge overview of industry trends in commercial and residential building design and construction. Various industry and government certifications and standards will be covered including Leadership in Energy & Environmental Design (LEED).

### SUST2302 – ENERGY EFFICIENCY (3 credits)

This course examines the options available for reducing primary energy usage with no reduction in meaningful energy services, through more efficient use of energy at the scale of energy-using devices and of entire energy systems. Topics covered include: energy use in buildings, transportation, industry and agriculture. Topics will include: the underlying physical principles that determine the potential of and the limits to energy efficiency improvements, the difference in potential savings when focusing on individual energy using devices rather than entire energy-using systems, and examples of efficiency improvements that have been achieved in practice in various countries around the world.

### SUST2303 – ECO-PRODUCTIVITY (3 credits)

This course will cover the language, framework and tools necessary to complete a corporate green business plan. The course will examine incentive programs, loans, grants, and strategies to assist organisations in the transition to sustainable practices. Analysis of government jurisdictions, regulatory agencies, and legislation related to green management and sustainability will also be covered.

### SUST2304 – EMS & ISO CERTIFICATION (3 credits)

This course will cover various criteria for the implementation and certification of an environmental management system (EMS) including the ISO 14000 standards.

### TECH1101 – WEB AND INTERNET FUNDAMENTALS (3 credits)

This course focuses on the design, construction and website publishing that meet web standards for the internet. During the design of websites, learners address issues such as bandwidth, aesthetics and the user interface. During the construction of websites, learners focus on the use of Hyper Text Markup Language (HTML), cascading style sheets (CSS), basic client-side scripting, website maintenance and web technologies.

### TECH1102 – INTERNET OF THINGS (3 credits)

Network systems interconnect computer related resources, services and users. This course provides the learners with a foundation in networking concepts and technologies, with emphasis on terminology, protocols, error detection/correction and network security. Through course activities, learners develop skills to plan and implement small networks across a range of applications.

**TECH1201 – NETWORKING ESSENTIALS (3 credits)**

Network systems interconnect computer related resources, services and users. This course provides the learners with a fundamental knowledge of networking concepts and technologies. There is a strong emphasis on terminology, protocols, error detection/correction, and network security. This course assists in developing the necessary skills to plan and implement small networks across a range of applications.

**TECH2101 – SYSTEMS ANALYSIS (3 credits)**

This course provides a practical approach to systems analysis and design using a blend of traditional development with current technologies. Course material covers the theory, tools, and techniques used in the analysis of business information systems.

**TECH2102 – ENTERPRISE COMPUTING (3 credits)**

Learners will learn about the protocols and applications that make possible the simultaneous and seamless interaction of millions of computers through the internet and enterprise networks. In order to design and implement enterprise class applications, the learner will undertake an in depth study of the concepts of enterprise computing. To understand the practical aspect of enterprise computing, the learner will build a working example of a dynamic, secure web enterprise application. Topics that will be covered include Service Oriented Architecture (SOA) and Service Component Architecture (SCA).

*Prerequisite: SODV1201*

**TECH3101: SYSTEMS DEVELOPMENT: CONCEPTS AND ANALYSIS (3 credits)**

This course provides a practical approach to systems analysis and design using a blend of traditional development with current technologies. Course material covers the theory, tools, and techniques used in the analysis of business information systems.

**TOUR2101 – INTRODUCTION TO GLOBAL TOURISM (3 credits)**

This course defines the tourism industry and how all industry groups work together to meet the needs and expectations of the visitor. The course will focus on the impact and contributions to the economy by the tourism industry.

**TOUR2102 – HUMAN & REGIONAL GEOGRAPHY (3 credits)**

This course focuses on the connections and continuous interplay between features of place, populations, resources, cultures and political systems. Human activities, natural processes and their interaction with landscapes will also be covered.

**TOUR2103 – GLOBAL PRODUCT DEVELOPMENT (3 credits)**

This course will cover effective processes for generating product ideas and examining general demand factors and trends, travel motivation and market segmentation. Destination development and emerging non-traditional destinations will also be examined.

**TOUR2104 – SUSTAINABLE TOURISM MANAGEMENT (3 credits)**

The rapid growth of tourism on a global scale has resulted in significant negative environmental impacts, and there is increasing concern about the relationship between tourism and the environment, both natural and cultural. This course will explore the challenges facing the tourism industry in attempting to create a balance between environmental and economic concerns. The importance of “greening” of the industry will be examined.

**TOUR2201 – INTRODUCTION TO EVENT MANAGEMENT (3 credits)**

Event Management is the process through which all planning and development occurs in order to create and produce well organized and well managed events. It involves the effective procurement, organisation and implementation of all the products, services and service providers that will bring an event to life. As a professional event planner, you must have an understanding of the role and scope of event management as it is practiced in a broad variety of event contexts. Whether you are creating and coordinating celebrations, conferences, fundraisers, expositions, corporate hospitality events, award galas, fashion shows, mitzvahs, grand opening, familiarization tours or incentive trips, you must be familiar with the tasks required to perform the complex responsibilities associated with their design, planning and production. This course will examine techniques and procedures required for producing successful and sustainable events of all types and sizes.

**TOUR2202 – MEETINGS, EXPOSITIONS & CONVENTIONS (3 credits)**

For as long as there have been people, there have been meetings and today despite rising costs for transportation and hospitality services more and more meetings are being held. Meetings, Expositions and Conventions introduces you to the scopes, diversity and changing aspects of this sector of the tourism industry which continues to grow and be a profitable market segment. We examine the major players and components that make up a convention and/or exposition to gain insights into the workings of this sector. We learn about processes and techniques for producing successful even gatherings and plan and design elements of meetings, expositions and conventions. Finally, we explore new technologies that influence the effectiveness and efficiency of critical elements of the meeting planner’s responsibilities.

**TOUR2203 – CREATING THE EVENT EXPERIENCE (3 credits)**

Event Management is the process through which all planning and development occurs in order to create and produce well-organized and well-managed events. The event professional must look at an event as an entire production, similar to a theatrical production, focusing on what the attendee will see and hear during the event. We will look at determining what it is a client wants and needs to achieve, in order to select the most appropriate décor, the right effects and specific equipment for the job based on the resources available.

*Prerequisite: TOUR2201*



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**TOUR2204 – CATERED EVENTS (3 credits)**

Whether your event is on a mountain top, at the beach, in a garden, or a corporate hotel, as a skilled event planner you have to be successful at developing the right menu and catering services to make your client's event a success. Catered Events provides you with the fundamentals of the business and the craft of catering for events. You will be introduced to the catering contract and examine various negotiation techniques. You will also explore menu-planning, styles of service, room setups and staff requirements for different types of functions. You will learn to create menus to match clients' budgets and how to plan a deep-market themed event.

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**TOUR2999 – ADVANCED GLOBAL TOURISM (3 credits)**

This project-based course will provide learners with the opportunity to demonstrate all skills and abilities utilizing knowledge gained in introduction to global tourism, human and regional geography, international business, global product development, sustainable tourism, management, marketing, and college-wide learning outcomes through an individual project.

*Prerequisite: TOUR2101*

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**VOAS1201 – VETERINARY TERMINOLOGY (3 credits)**

Instruction includes the language of veterinary terminology, and integrates word components into exploring body systems, pathological conditions, laboratory and diagnostic procedures, and pharmacy/drug classifications.

*Prerequisites: HUCL1401*

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**VOAS1301 – FINANCIAL MANAGEMENT FOR THE VETERINARY OFFICE (3 credits)**

This course provides an overview of financial transactions for a veterinary office. Learners develop skills related to business math, banking, payroll client invoicing, payment processing, and pet insurance.

*Prerequisite: HUCL1201*

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**VOAS1401 – CLINICAL SKILLS FOR THE VETERINARY OFFICE (3 credits)**

This course provides instruction in clinical skills for an assisting role in a veterinary office. Learn common daily and diagnostic procedures for most veterinary offices and care centres.

*Prerequisites: HUCL1201 and HUCL1401*

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**VOAS1501 – ELECTRONIC VETERINARY OFFICE MANAGEMENT (3 credits)**

This course includes the application of basic skills, health records, recall procedures, financial transactions, and billing/collections in the computerized veterinary office. Practice is provided by use of practice management software.

*Prerequisites: HUCL1201 and HUCL1401*

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**VOAS1601 – ADMINISTRATIVE SKILLS FOR THE VETERINARY OFFICE (3 credits)**

Learners explore the role and responsibilities of the Veterinary Office Assistant (VOA). The focus is on developing verbal and written communication, reception management, client care, and administrative skills. Additionally, learners examine the role of the VOA in scheduling and supporting clients during euthanasia appointments.

*Prerequisites: HUCL1201*

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**WMST2010 – WOMEN'S AND GENDER STUDIES (3 credits)**

This course provides a critical feminist examination of embodied lives in differing social locations. The course challenges the traditional dichotomies of mind/body, culture/nature, and public/private in the treatment of such topics as the feminization of poverty; sexualities, reproduction and family life; violence against women; women and religion; and culture and body image.

# ACADEMIC UPGRADING

## CENTRE FOR EXCELLENCE IN FOUNDATIONAL LEARNING

### **Academic Upgrading Offerings**

HIGH SCHOOL UPGRADING

HIGH SCHOOL – ABORIGINAL PROGRAM

HIGH SCHOOL – ANYTIME ONLINE

GED

LITERACY AND ESSENTIAL SKILLS

ARTSTREAM

WORKPLACE LITERACY

CAREER PATHWAYS

## HIGH SCHOOL UPGRADING

Bow Valley College's High School Upgrading program provides a variety of learning options to match a learner's needs. The College offers traditional classroom instruction or more flexibly scheduled self-directed learning. Learners can study at the College's campus or at home through our online option, and you learners take courses during the day or in the evening. Mature learners who did not complete high school are able to gain credits to obtain a High School Equivalency Diploma issued by Alberta Education.

### PROGRAM COURSES

(Note: Courses marked with \* are not for Alberta Education High School credit.)

- English Language Arts 10-1, 10-2, 20-1, 20-2, 30-1, 30-2
- Math 10-C, 10-3
- Math 20-1, 20-2, 20-3
- Math 30-1, 30-2, 30-3
- Math 31
- Science 10, 20, 30
- Biology 20, 30
- Chemistry 20, 30
- Physics 20, 30
- Social Studies 10-2, 20-1, 20-2, 30-1, 30-2
- Aboriginal Studies 10, 20, 30
- Microsoft Office Fundamentals\* (2010)
- Microsoft Office 10\* (2010)

### ADMISSION REQUIREMENTS

- Transcripts for high school courses successfully completed in Canada within the last five years; OR:
- Obtain a high school level on the Bow Valley College Admissions/ Placement Test.

### Tutor Support

- Learners currently enrolled in academic upgrading courses at the College can receive additional help from tutors at no charge. Drop-in appointments are available Monday through Friday during regular business hours. Tutors can also be contacted by e-mail or phone.
- Learners enrolled in science courses can complete assigned labs Monday and Thursday between 9:00 a.m. and 3:30 p.m., Tuesday and Wednesday between 9:00 a.m. and 3:00 p.m., Tuesday and Wednesday between 4:00 p.m. and 7:00 p.m., and Saturday between 9:30 a.m. and 1:30 p.m.

## HIGH SCHOOL – IN CLASS

The traditional classroom learning option offers courses throughout the day in regularly scheduled classes Monday through Friday.

This learning option provides the following advantages:

- Learners can attend on campus face-to-face instructor-paced courses
- Most courses are offered weekly in two three-hour blocks between 8:00 a.m. and 5:00 p.m.
- Some courses provide recorded lectures, which are posted on the D2L website for review at a later time.
- Full time daily tutoring support.
- Face-to-face science laboratory technician facilitates required science course labs.
- This program is ideal for individuals who prefer a group classroom setting and need regular instructor support.
- Three 16 week terms allow for fast tracking of a traditional year of coursework.
- Equivalency or diploma exams are offered for most Grade 12 courses.
- Prerequisites must be met

**For a complete list of full and part time fees, please visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)**

**Note:** Government funding may be available for eligible learners.

## HIGH SCHOOL – FLEXCLASS

FlexClass is a self-directed and learner-centered high school upgrading program that offers several advantages, and is a successful option for learners who are ready to learn more independently. Using a personal approach to learning, instructors and educational assistants work one-on-one with learners to help with questions.

This learning option provides the following advantages:

- Individualised instruction and additional support from educational assistant.
- Independent pace of learning.
- Orientation and course outlines with assignment due dates. Staff will answer all questions and help learners get started!
- Face-to-face science laboratory technician facilitates required science course labs.
- Access to computers and technology.
- Flexible hours will allow learners to create their own timetable. Ideally suited for those who are working, have time restrictions to complete a course, and are able to study independently.
- Small groups can develop through time in the program, in which you can collaborate and progress through the course together.
- Diploma or equivalency exams are offered for most Grade 12 courses.
- Attendance required: five hours per week per course.
- The possibility of completing courses more quickly or even taking two courses for the price of one!
- Learners have 16 weeks from the start date to complete your course(s).
- Prerequisites must be met.

**For a complete list of full and part time fees, please visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)**

**Note:** Government funding may be available for eligible learners.

## HIGH SCHOOL – ANYTIME ONLINE LEARNING

Complete the high school courses necessary for entry into career programs at the College or other post-secondary institutions.

### PROGRAM COURSES

- English Language Arts 10-1, 10-2, 20-1, 20-2, 30-1, 30-2
- Math 10-C, 20-1, 20-2, 30-1, 30-2
- Math 31
- Science 10
- Biology 20, 30
- Chemistry 20, 30
- Physics 20, 30

The anytime online high school upgrading option provides the following advantages:

- These courses allow learners to study at their own pace from home, overseas, while working or travelling, or wherever they happen to be.
- The online environment provides freedom and flexibility, but requires a higher degree of responsibility to keep up with the pace of the course material. It is best suited for individuals possessing strong time management skills, intermediate computer literacy, and able to work independently.
- Communication with instructors is primarily through e-mail.
- Additional tutoring support is available.
- Courses are presented in the D2L website and provide unit guides, assignments, media, and other resources to help you succeed.
- Interactive labs are built in the science course content to help learners understand the experiment procedures.
- Learners can write exams at the College's testing centre or with a proctor arranged by the learner and approved by the program administration.
- Learners can purchase required textbooks and materials online or in person through the College bookstore.
- Successful completion of prerequisite course(s) or equivalent is strongly recommended.
- Assessment/placement testing in English and mathematics is available if learners need help to determine their current skills level.
- You have 24 weeks from the start date to complete your course.

**For a complete list of full and part time fees, please visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)**

## EQUIVALENCY OR DIPLOMA EXAM OPTION FOR GRADE 12 COURSES

In the Centre for Excellence in Foundational Learning, learners taking Grade 12 courses can choose between writing College equivalency exams or Alberta Education High School Diploma exams.

### Bow Valley College Equivalency Exam

- The College equivalency courses are accepted by post-secondary institutions in Alberta for admission purposes in lieu of Alberta Education courses. The acceptance of these courses is guaranteed through the Alberta Council on Admissions and Transfer (ACAT).
- Equivalency exams are scheduled by the College and writing sessions are available monthly.
- Equivalency exams must be written as part of the course and are worth 30% of the final course mark.
- Equivalency courses are recorded on College transcripts only.

### Alberta Education High School Diploma Exam

- Learners must write the Alberta Education Diploma exams to obtain high school credit for Grade 12 courses.
- Alberta Education Diploma exams are scheduled by the province. Learners who choose to write the diploma exam will have their College course mark sent to Alberta Education.
- Learners who choose to write the diploma exam will have their College course mark sent to Alberta Education.
- Diploma exam marks are recorded on Alberta Education High School transcripts only.

Learners will have the same course experience; the only difference is the exam they choose to write at the end of the course.

### Diploma Examination Fee for International Learners

International learners writing Alberta Education diploma exams are required to pay a diploma examination fee of \$50.00 per diploma exam in addition to course tuition and mandatory fees.

### Rewriting Diploma Examination

All learners, who intend to rewrite a diploma exam must pre-pay a rewrite fee of \$26.25 (includes GST) per examination regardless of whether they are retaking the course. The rewrite fee for foreign/exchange learners (visiting learners from outside Canada) is \$50 per examination. A learner is considered to be rewriting a diploma exam if he or she has previously written that diploma examination at any time in the current or two previous school years.

All learners who intend to rewrite a diploma examination must pre-register and pay online using the Alberta Education self-service website ([myPass.alberta.ca](http://myPass.alberta.ca)). Information regarding alternative payment options is available on [www.education.alberta.ca](http://www.education.alberta.ca).

## HIGH SCHOOL ABORIGINAL PROGRAM

Bow Valley College works to meet the needs of learners who are of First Nations, Metis and Inuit descent and helps to ensure their success in school, work, and life. The College's Aboriginal Upgrading program places emphasis on tradition, culture and community and accepts learners for either full time or part time studies.

### PROGRAM COURSES

**(Note: Courses marked with \* are not for Alberta Education High School credit)**

- Reading 4, 5\*
- Writing 4, 5\*
- English Language Arts 10-1, 10-2, 20-1, 20-2, 30-1, 30-2
- Basic Math 1,2,3\*
- Prep Math 10\*
- Math 10-C, 10-3
- Math 20-1, 20-2, 20-3
- Math 30-1, 30-2, 30-3
- Science Prep\*
- Science 10, 20, 30
- Biology 20, 30
- Chemistry 20, 30
- Physics 20, 30
- Social Studies 10-2, 20-1, 20-2, 30-1, 30-2
- Aboriginal Studies 10, 20, 30
- Microsoft Office Fundamentals\* (2010)
- Microsoft Office 10\* (2010)

**Registration:** Call 403-476-2256 for more information

**Note:** Government funding may be available for eligible learners.

## GED

### HIGH SCHOOL EQUIVALENCY (GED) PREPARATION

Prepare to pass the official GED Tests and earn a High School Equivalency Diploma issued by the Department of Alberta Education and recognised in every Canadian province and territory.

#### GED PREPARATION – FULL TIME

This program prepares learners to successfully write the official GED tests through one full time self-paced term of study.

- Reading, science & social studies for GED
- Writing for GED
- Math for GED

**Note:** Learners can register in Math for GED separately, but must register in both Reading for GED and Writing for GED concurrently. Learners with adequate math skills do not need to take Math for GED, but will still be required to write the math section of the GED Exams.

**For a complete list of full and part time fees, please visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)**

**Note:** Government funding may be available for eligible learners.

#### GED PREPARATION – EVENINGS

Many employers accept the General Educational Development (GED) diploma as equivalent to a high school diploma. The College provides learners with the skills to challenge the official GED Tests. This three evening a week traditional classroom course gives learners a solid foundation in mathematics, science, social studies, reading and writing skills. While you are enrolled, they can register to write the GED tests in each of the five subject areas. Passing all five tests gives a learner a High School Equivalency Diploma.

**For a complete list of full and part time fees, please visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)**

#### GED PREPARATION – ANYTIME ONLINE

This all-inclusive self-directed online course prepares learners to write the five GED tests. Learners have access to interactive learning activities, practice tests, and instructor support. Learners have 24 weeks from the start date to complete the course.

**For a complete list of full and part time fees, please visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)**

#### GED TESTS

Please go to [www.bowvalleycollege.ca](http://www.bowvalleycollege.ca) for detailed information on GED test registration and available test dates.

## LITERACY AND ESSENTIAL SKILLS

### ADULT BASIC EDUCATION

This program is designed to prepare learners for high school studies and help to achieve their educational goals. Learners can come to school full time or part-time.

**Note:** Courses marked with \* are not for Alberta Education High School credit.

#### Courses in Program

- Reading 2, 3, 4 & 5\*
- Writing 2, 3, 4 & 5\*
- Basic Mathematics 1, 2, 3\*
- Prep Math 10\*
- Science Prep\*

#### ADMISSION REQUIREMENTS

- Applicants will be expected to obtain a minimum score on the admissions/placement test.
- Where possible, applicants may provide an official transcript or statement of marks.

### ADULT BASIC EDUCATION – IN CLASS

This learning option provides the following advantages:

- Face-to-face instructor paced courses offered in a traditional classroom setting.
- Tutoring support available.
- Classes are offered every day Monday to Friday for 75 minutes per course, between 8:00 a.m. and 5:00 p.m.
- Three 16-week terms allow for fast tracking of a traditional year of coursework.

**For a complete list of full and part time fees, please visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)**

**Note:** Government funding may be available for eligible learners.

### ADULT BASIC EDUCATION – SELF-PACED LEARNING

This learning option provides the following advantages:

- individualised learner centered support from instructors
- independent pace of learning
- access to computers and technology
- orientation and course outlines with assignment due dates and test date schedule
- the possibility of completing courses more quickly or even taking two courses for the price of one!

**For a complete list of full and part time fees, please visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees)**

**Note:** Government funding may be available for eligible learners.

### LIFELINE TO LITERACY

This part-time non-credit program introduces basic reading, writing, numeracy and computer skills through special projects and arts based learning. It is a perfect fit for adults who are returning to learning.

This is a no fee non-credit learning opportunity.

**Registration:** Call 403-410-1525

Funding provided by Calgary Learns.

### SUPPORTED ADULT LEARNING CLASSROOM

The Supported Adult Learning Classroom (formerly called SARAW) is a basic literacy reading, writing, computer and math skills learning environment. This classroom is designed for adults who have physical or developmental disabilities. Learning technology and other materials are available to suit a learning plan. Accompanying support workers are trained to be able to support literacy skill development. Learning sessions are a maximum of two hours/week.

This is a no fee non-credit learning opportunity.

**Registration:** Call 403-410-1502

Funding provided by Calgary Learns and the Rotary Club of Calgary.

### ADULT BASIC LITERACY EDUCATION (ABLE) – READING AND WRITING

This part-time course will teach learners basic reading and writing skills to help prepare for Academic Preparation Level 2 reading and writing courses. An instructor and volunteer tutors work with learners in class. ABLE is an inclusive supportive learning environment.

This is a no fee non-credit learning opportunity.

**Registration:** Call 403-410-1525

Funding provided in part by Alberta Advanced Education.

## ADULT BASIC LITERACY EDUCATION (ABLE) – BASIC MATH FOR THE EVERYDAY

This is a part-time, small classroom adult literacy course that teaches everyday math to adults who can add and subtract on paper. Topics include: number relationships, basic facts (addition, subtraction, multiplication and division) and money math. An instructor and volunteer tutors work with learners in class. ABLE is an inclusive supportive learning environment. This is a no fee non-credit learning opportunity.

**Registration:** Call 403-410-1525

Funding provided in part by Calgary Learns.

## ADULT BASIC LITERACY EDUCATION (ABLE) – COMPUTERS FOR BEGINNERS

This course is appropriate for adults with limited experience with computers and who have no access to computer learning.

The ABLE Computer Literacy class will introduce learners to:

- e-mail
- safe internet use
- Microsoft Word 2010
- searching the internet for research and reading
- filling out online forms
- using the calculator on the computer

An instructor and volunteer tutors work with you in class. ABLE is an inclusive supportive learning environment.

This is a no fee non-credit learning opportunity.

**Registration:** Call 403-410-1525

Funding provided in part by Alberta Advanced Education.

## ARTSTREAM CERTIFICATE PROGRAM

The Artstream Certificate program is a collaborative program between Alberta College of Art and Design (ACAD) and Bow Valley College. It provides a bridge to an art and design education for applicants who do not meet ACAD's academic and/or English proficiency requirements for first year Undergraduate Studies, but who demonstrate satisfactory levels of art portfolio achievement.

The program combines selected ACAD first year studies courses with extensive College academic and learner support services specific to an art and design education.

### Admission requirements

**Applicants must successfully complete all of the following:**

- a portfolio, following guidelines as provided by ACAD
- a personal statement
- an academic assessment at Bow Valley College may be required

**Program length:** 32 weeks

**Register:** Contact [admissions@acad.ca](mailto:admissions@acad.ca) or call 403-284-7617

Bow Valley College offers Artstream in partnership with the Alberta College of Art and Design. For complete fee information visit [acad.ca](http://acad.ca)

## WORKPLACE LITERACY

Bow Valley College's Workplace Literacy courses not only teach learners the content needed for passing various industry certification tests, but also guides them through the process of building up their reading, writing, document use, numeracy and basic math, and problem solving skills.

The minimum recommended CLB score for English language learners who intend to register is 6, 6, 5, 5.

## BASIC FOOD SAFETY LITERACY

Learn important rules for safe food handling. In 20 hours of class time and three hours in a commercial kitchen, learners will practice how to properly receive, store, and prepare food to prevent foodborne illnesses.

When learners complete this course, they will receive a Bow Valley College Certificate of Completion in Basic Food Safety and you can also take an online test to obtain the Alberta Food Safety Basics Certificate.

**Registration:** Call 403-410-1400

## FOOD SAFETY, SANITATION, AND HYGIENE LITERACY

Learn about the food industry in Alberta. In 20 hours and three hours in a commercial kitchen, learners will further practice ways to handle food safely and learn more about hygiene and food poisoning.

When learners complete this course, they will receive a Bow Valley College Certificate of Completion in Food Safety, Sanitation, and Hygiene and you can also take the test to obtain the provincial Food Handler Certification. The fee to write the provincial exam is additional to the course tuition fee.

*Required pre-requisite: Basic Food Safety Literacy*

**Registration:** Call 403-410-1400

## WORKPLACE DOCUMENT LITERACY

This course helps learners navigate a variety of workplace related documents in the area of health and safety. Learners will learn how to use and understand check lists, schedules, charts, tables, graphs, order forms, information sheets, and incident reports.

When learners complete this course, you will receive a Bow Valley College Certificate of Completion.

**Registration:** Call 403-410-1400

## WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

The WHMIS course will teach learners to interpret labels, recognise the pictograms (symbols) and understand the hazards they represent, and find additional information about hazards and protective measures on Safety Data Sheets (SDS). When learners complete this course, they will receive a Bow Valley College Certificate of Completion and can also take a test to obtain CCOHS's WHMIS for Workers Certificate.

**Registration:** Call 403-410-1400

## CONSTRUCTION SAFETY LITERACY

In this course learners will learn about construction site safety. Learners will practice how to recognise possible construction workplace dangerous situations and make a plan to control or prevent them.

When learners complete this course, learners will receive a Bow Valley College Certificate of Completion and can also write the Alberta Construction Safety Association online test and obtain the CSTS-09 certificate.

**Registration:** Call 403-410-1400

## CAREER PATHWAYS

### PRE-BUSINESS PATHWAY

**\*Program pending government approval**

The Pre-Business Pathway is a single term full time option designed to prepare learners for the Business Administration Certificate or Diploma programs, any of the Health Administration Certificate programs, the Administrative Professional Certificate, or the Legal Assistant Diploma offered at Bow Valley College. Successful completion with a minimum passing C grade (65%) in all five courses included in the pathway would provide an alternate route for admission to the College Chiu School of Business programs and a reserved seat in the following intake.

Learners must take all four Term 1 courses and one advanced credit course relevant to their chosen Chiu School of Business career program.

### PROGRAM COURSES

COURSE	CREDITS	HOURS
COMM0101 – Introduction to Business Communications	3	45
COMP0901 – Online Learning and Business Applications	3	45
MATH0901 – Introduction to Business Math	3	45
MGMT0101 – Business in Canada	3	45

**Advance Credit will be granted for one of the following courses**

COURSE	CREDITS	HOURS
MGMT1101 – Introduction to Management	3	45
MKTG1101 – Introduction to Marketing	3	45
HUCL1101 – Role Concepts in Health Care	3	45
ADMN1201 – Office Procedures	3	45
LEGL1201 – Introduction to the Legal Profession	3	45

### ADMISSION REQUIREMENTS

- Credit in English Language Arts 20-1 or 65% in English Language Arts 20-2
- 65% in Math 10C

OR

- Successful completion of the General Educational Development (GED) test with a standard score of 500 in Language Arts: Reading and Writing and a standard score of 480 in Math.

OR

- Satisfactory results on the College admission/placement test.

### English Language Proficiency Requirement

For applicants whose first language is not English, see page 15 and 16 for information on English language proficiency requirements.

### PRE-HEALTH PATHWAY

**\*Program pending government approval**

The Pre-Health Pathway is a two term full time option designed to prepare learners for the Practical Nurse (PN) Diploma program offered at Bow Valley College. The courses learners will take in this pathway will help them to develop math, science, English and communication skills directly related to work in the health care field. The pathway provides an alternate route for admission to the PN program, a reserved seat in the following intake, and advance credit in three PN courses.

### PROGRAM COURSES

COURSE	CREDITS	HOURS
BIOL0901 – Biology for Health Science	3	45
COMM0102 – Introduction to Health Sciences Communication	3	45
ENGL0901 – Reading and Writing for Health Sciences	3	45
ESSK0302 – College Success for Health Sciences	3	45
HMSV0110 – Health Care in Canada	3	45
BIOL0902 – Biology for Health Science II	3	45
ENGL0902 – English for Academic Writing and Health Sciences	3	45
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
NURS1301 – Mathematical Principals of Medication Administration	3	45
PSYC1201 – Human Growth and Development Across the Life Span	3	45

### ADMISSION REQUIREMENTS

- Credit in English Language Arts 10-1 or 65% English Language Arts 10-2
- 65% in Math 10C
- 65% in Science 10

OR

- Successful completion of the General Educational Development (GED) test with a standard score of 500 in language arts: reading and writing and a standard score of 480 in math
- 65% in Science 10

### English Language Proficiency Requirement

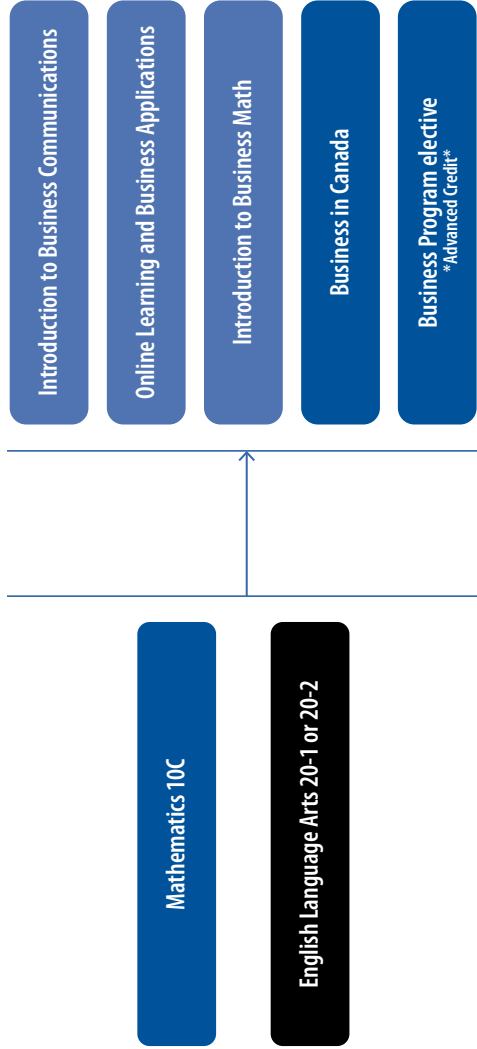
For applicants whose first language is not English, see pages 15 and 16 for information on English language proficiency requirements.



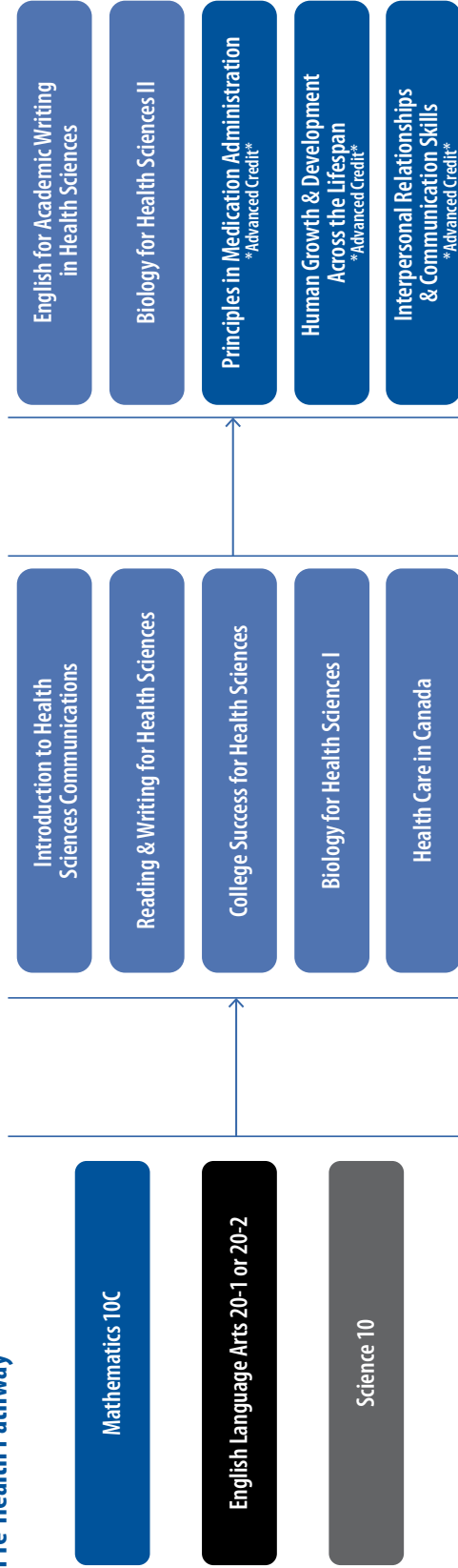
**CAREER PATHWAYS**

\*Programs pending government approval

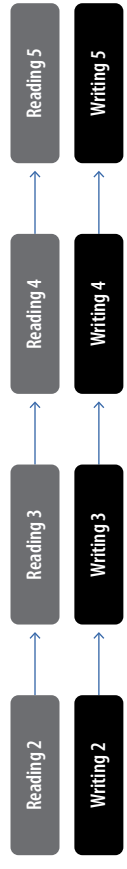
**Pre-Business Pathway**



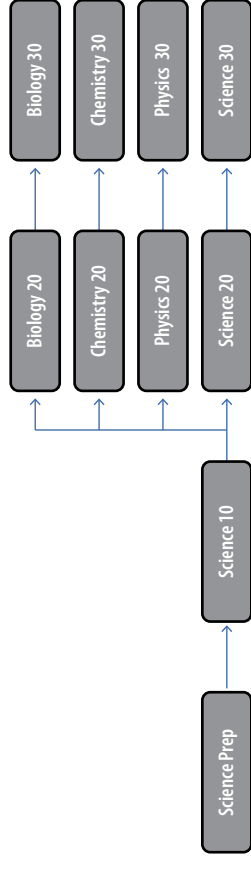
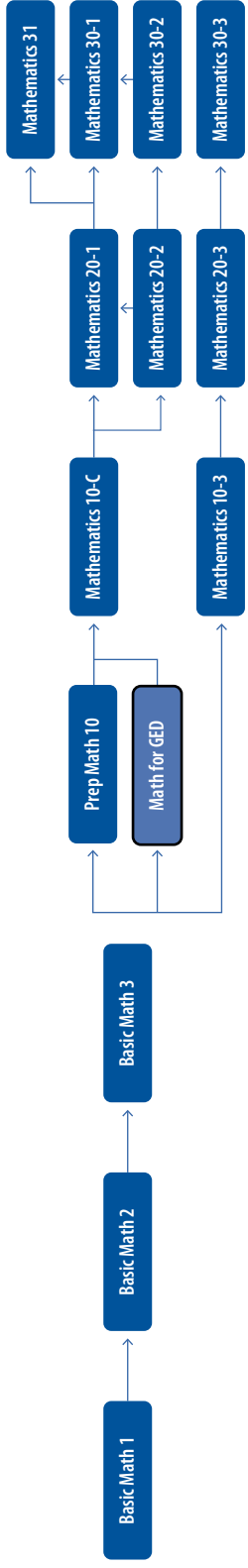
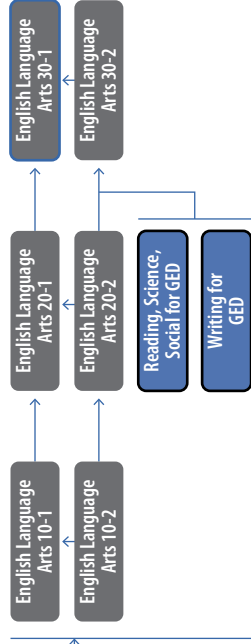
**Pre-Health Pathway**



Basic Education



High School



# COURSE DESCRIPTIONS

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## **BIOL0901 BIOLOGY FOR HEALTH SCIENCE I (3 credits)**

This course is the study of cellular structure and function beginning with orientation to cells and continuing through the tissues. An introduction to microbiology is included. Building a foundation of essential knowledge will support further courses dealing with specific topics in anatomy and physiology of the body.

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## **BIOL0902 BIOLOGY FOR HEALTH SCIENCE II (3 credits)**

This course is the study of organ systems and organismic functions of the body. The following major organ systems will be examined: integumentary system, the musculoskeletal system, the cardiovascular system, the respiratory system, the nervous system, the endocrine system, the urinary system and the reproductive system. Three unifying themes, the interrelationships of body organ systems, homeostasis, and the complementarity of structure and function, will provide the basis of understanding for the working of the body.

*Prerequisites: Grade C (65%) in all Term 1 Pre-Health Pathway courses*

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## **COMM0101 INTRODUCTION TO BUSINESS COMMUNICATIONS (3 credits)**

This course provides learners with an introduction to communication in the workplace with an emphasis on written communication. Learners will be provided with the opportunity to practice and develop their skills through the use of authentic resources and situations found in the workplace. Learners will be exposed to and create business documents used for communication in the workplace. They will also learn and practice using effective business writing techniques with a focus on purpose, tone, and audience.

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## **COMM0102 INTRODUCTION TO HEALTH SCIENCES COMMUNICATION (3 credits)**

This course presents learners with skills training for communication in the healthcare field, with focus on frontline interactions between healthcare practitioner and patients, and healthcare practitioner and colleagues. This is an applied course with direct skills application to the healthcare field.

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## **COMM1101 INTERPERSONAL RELATIONSHIPS AND COMMUNICATION SKILLS (3 credits)**

Learners are introduced to the concept of self-awareness and the process of communication. Emphasis is on understanding the communication process and building personal and professional communication skills. Communication techniques for working with cultural diversity and special populations are also explored

*Prerequisites: Grade C (65%) in all Term 1 Pre-Health Pathway courses*

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## **COMP0101 – MICROSOFT OFFICE 10 (5 credits)**

The course consists of modules working in Microsoft Word, Excel, Access, and PowerPoint. Each module has 2 to 3 units with a final project. There is no final exam. Upon successful completion of COMP0702, COMP0101, COMP0201 and COMP0301, learners will be proficient at an intermediate level in each of the Microsoft Office Applications.

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## **COMP0702 – MICROSOFT OFFICE FUNDAMENTALS (5 credits)**

The course consists of modules working in Microsoft Word, Excel, Access, and PowerPoint. Each module has 2 to 3 units with a final project. There is no final exam. Upon successful completion of COMP0702, COMP0101, COMP0201 and COMP0301, learners will be proficient at an intermediate level in each of the Microsoft Office Applications.

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## **COMP0901 ONLINE LEARNING AND BUSINESS APPLICATIONS (3 credits, 45 hours)**

Online Learning and Business Applications is a blended course that will prepare learners to be successful in an online learning environment. The Online Learning component will be presented through an online delivery mode. The Business Applications component will introduce learners to using Microsoft Office programs Word, Excel, and PowerPoint to create business documents and present information in a workplace environment.

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## **ELA1104 – ENGLISH LANGUAGE ARTS 10-2 (5 credits)**

This is an Alberta Education credit course. Learners explore and respond to novels or book-length nonfiction, film, modern plays, poetry, popular nonfictions, and short stories. Learners write personal and critical response to contexts and texts. This course prepares learners for English Language Arts 20-2. The -2 stream helps learners improve functional and critical reading and writing skills.

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## **ELA1105 – ENGLISH LANGUAGE ARTS 10-1 (5 credits)**

This is an Alberta Education credit course. Learners explore and respond to novels or book-length nonfiction, film, Shakespearean, poetry, and short stories. Learners write personal, critical, and analytical response to texts. This course prepares learners for English Language Arts 20-1. The -1 stream helps learners develop skills needed to write and critically analyze literature and nonfiction.

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## **ELA2104 – ENGLISH LANGUAGE ARTS 20-2 (5 credits)**

This is an Alberta Education credit course. Learners explore and respond to novels, film or book-length nonfiction, modern plays, poetry, and short stories. Learners write personal, critical, and persuasive response to contexts, prose, and non-print texts. This course prepares learners for English Language Arts 30-2. The -2 stream helps learners improve functional and critical reading and writing skills.

**ELA2105 – ENGLISH LANGUAGE ARTS 20-1 (5 credits)**

This is an Alberta Education credit course. Learners explore and respond to novels, film, Shakespearean plays, modern drama, poetry, essays, and short stories. Learners write personal, critical, and persuasive response to texts, literary texts, and prose. This course prepares learners for English Language Arts 30-1. The -1 stream helps learners develop skills needed to write and critically analyze literature and nonfiction.

**ELA3104/ENGL0302 – ENGLISH LANGUAGE ARTS 30-2 (5 credits)**

This is an Alberta Education Diploma credit course. Learners explore and respond to novels or book-length nonfiction, film, modern plays, poetry, essays and short stories. Learners write personal, critical, and persuasive response to contexts, prose, and non-print texts. The -2 stream helps learners improve functional and critical reading and writing skills.

**ELA3105/ENGL0301 – ENGLISH LANGUAGE ARTS 30-1 (5 credits)**

This diploma course is for Alberta Education credit. Learners read and respond to novels, film or modern plays, Shakespeare, poetry, short stories, and popular nonfiction. Learners write personal, persuasive, and critical response to literary texts, prose, and other texts. The -1 stream helps learners develop skills needed to write and critically analyze literature and nonfiction.

**ENGL0901 READING AND WRITING FOR HEALTH SCIENCES (3 credits, 45 hours)**

Learners in the course will master skills related to vocabulary, reading, writing, document use and critical thinking, specifically as they apply to the field of science.

**ENGL0902 ENGLISH FOR ACADEMIC WRITING AND HEALTH SCIENCES (3 credits)**

English for Pre-Health Sciences Pathway will prepare learners to meet the demands of ENGL1201: English Composition. It will transition learners from the paragraph level of development in writing to critical essay writing with specific emphasis on critical reading skills to be able to synthesize the information read and translate it into writing a research paper. The overall outcome of the course will be to create a fully cited research paper.

*Prerequisites: Grade C (65%) in all Term 1 Pre-Health Pathway courses*

**ESSK0302 COLLEGE SUCCESS FOR HEALTH SCIENCES (3 credits)**

This course will help learners enhance and strengthen skills for success for college and career. Emphasis is on personal management, study skills and critical thinking.

**GEDP0302 – MATH FOR GED (General Educational Development) (5 credits)**

This is one term full time day program focuses on content related to the General Educational Development (GED) test. Learners study content and skills needed for the math portion of the GED test.

**GEDP0601 – READING, SCIENCE AND SOCIAL FOR GED (General Educational Development) (5 credits)**

This is one term full time day program focuses on content related to the General Educational Development (GED) test. Learners study content and skills needed for the Reading, Science, and Social portions of the GED test.

**GEDP0701 – WRITING FOR GED (General Educational Development) (5 credits)**

This is one term full time day program focuses on content related to the General Educational Development (GED) test. Learners study content and skills needed for the Writing portion of the GED test.

**HMSV0110 HEALTH CARE IN CANADA (3 credits, 45 hours)**

This course explores careers in Health Care in Canada through research, analysis and presentation.

**MATH0901 INTRODUCTION TO BUSINESS MATH (3 credits, 45 hours)**

This course provides learners with an introduction to foundational math skills that are used in an office setting. Learners will demonstrate number sense by competently performing, interpreting, and communicating foundational business math. Learners will strengthen and develop whole number skills, fraction concepts, proportional reasoning, basic algebra, and will organize and display data using technology.

**MAT1791 – MATHEMATICS 10 C (5 credits)**

This is an Alberta Education credit course. Topics include spatial sense and reasoning, algebra and number sense, graphing, and study of relations. The course prepares learners for Math 20-1 and Math 20-2.

**MAT1793 – MATHEMATICS 10-3 (5 credits)**

This is an Alberta Education credit course. The -3 stream is designed for learners who want to enter the trades or directly into the workforce. Topics include spatial reasoning and measurement, number sense, critical thinking, and algebra. This course prepares learners for Math 20-3.

**MAT2791 – MATHEMATICS 20-1 (5 credits)**

This is an Alberta Education credit course. Topics include algebra and number sense, trigonometry, quadratic functions, quadratic equations, and reciprocal functions. The -1 stream is designed for learners who want to enter post-secondary programs that require the study of calculus. This course prepares learners for Math 30-1.

**MAT2792 – MATHEMATICS 20-2 (5 credits)**

This is an Alberta Education credit course. Topics include logical reasoning, properties of angles and triangles, acute triangle trigonometry, sine and cosine law, radicals, and quadratics. The -2 stream is designed for learners who want to enter post-secondary programs that do not require calculus. This course will prepare learners for Math 30-2.

**MAT2793 – MATHEMATICS 20-3 (5 credits)**

This is an Alberta Education credit course. The -3 stream is designed for learners who want to enter the trades or directly into the workforce. Topics include spatial reasoning and measurement, number sense, critical thinking, statistics, and algebra. This course prepares learners for Math 30-3.

**MAT3211 – MATH 31 (5 credits)**

This is an Alberta Education credit course. Math 31 is taken as a corequisite or pre-requisite to Math 30-1. Topics include differential and integral calculus, algebraic computations of functions and graphs. This course helps prepare learners who want to study university level mathematics.

**MAT3791/MATH0301 – MATHEMATICS 30-1 (5 credits)**

This is an Alberta Education diploma credit course. Topics include algebra and number sense, trigonometry, inverses of relations, logarithms, exponential and logarithmic functions, polynomial functions, and permutations. The -1 stream is designed for learners who want to enter post-secondary programs that require the study of calculus.

**MAT3792/MATH0302 – MATHEMATICS 30-2 (5 credits)**

This is an Alberta Education diploma credit course. Topics include logical reasoning, geometry, trigonometry, statistics and probability. The -2 stream is designed for learners who want to enter postsecondary programs that do not require calculus.

**MAT3793 – MATHEMATICS 30-3 (5 credits)**

This is an Alberta Education credit course. The -3 stream is designed for learners who want to enter the trades or directly into the workforce. Topics include spatial reasoning and measurement, number sense, critical thinking, statistics, algebra, and probability.

**MATH0701 – BASIC MATH 1 (5 credits)**

This course teaches learners basic level math skills. Learners will learn addition, multiplication, and fractions. Learners also work with word problems. This course prepares learners for Basic Math 2.

**MATH0702 – BASIC MATH 2 (5 credits)**

This course teaches learners basic math skills. Learners develop skills in basic operations, and learn rounding, graphs, fractions, decimals, ratio and proportion, and percent. This course prepares learners for Basic Math 3.

**MATH0703 – BASIC MATH 3 (5 credits)**

This course teaches learners basic math skills. Learners develop skills in ratio and proportion, percent, measurement, and geometry. This course prepares learners for Prep Math 10, GED Math, and Math 10-3.

**MATH0801 – PREP MATH 10 (5 credits)**

This course develops learners' math skills. Learners study number concepts, patterns and relations, variables and equations, measurement, geometry, and statistics. This course prepares learners for Math 10C.

**MGMT0101 BUSINESS IN CANADA (3 credits, 45 hours)**

This course provides learners with an overview of business in a Canadian context through the development of research, presentation, and teamwork skills. Learners will be introduced to and practice research skills including using library databases, and proper use and purpose of citation. Learners will also develop and practice presentation skills by learning the fundamentals of effective workplace presentations. Teamwork skills will also be developed through multiple opportunities for group work.

**READ0102 – READING 2 (5 credits)**

This course teaches learners basic level reading skills. Learners will increase reading comprehension and word identification skills, study and apply reading strategies, read and understand fiction such as short stories and novels as well as non-fiction texts, and relate narrative texts to personal experiences. This course prepares learners for Reading 3.

**READ0103 – READING 3 (5 credits)**

This course builds on basic reading and comprehension skills. Learners will compare texts, study literary conventions and terms, and build vocabulary. Learners read fiction including short stories and novels, as well as non-fiction texts. This course prepares learners for Reading 4.

**READ0104 – READING 4 (5 credits)**

In this course learners will continue to develop reading comprehension skills and strategies. Learners will compare and contrast texts, develop vocabulary, and critically analyze information. Learners will read a variety of texts including poetry, short stories, novels, and non-fiction. This course prepares learners for Reading 5.

**READ0105 – READING 5 (5 credits)**

In this course, learners critically analyze plot and characters, compare and contrast texts, as well as recognise and discuss an author's viewpoint. Learners will read and respond to a variety of materials including media, novels, short stories and non-fiction. This course prepares learners for English Language Arts 10-1 and 10-2.

**SCIE0801 – SCIENCE PREPARATION (5 credits)**

This is a foundational level science course for learners with some formal science education at an elementary level. Learners will be introduced to science concepts and vocabulary related to life and physical sciences such as light, mechanical and electrical systems, the cell, genetics, and chemistry. This course prepares learners for Science 10.

**SCN1270 – SCIENCE 10 (5 credits)**

This is an Alberta Education credit course. Learners in this course will study energy and matter in chemical change, energy flow in technological systems, cycling of matter in living systems, and energy flow in global systems. This course will prepare learners to study all areas of science in 20 level courses.

**SCN2231 – BIOLOGY 20 (5 credits)**

This is an Alberta Education credit course. This course analyzes energy and matter exchange in the biosphere, ecosystems and population change, photosynthesis and cellular respiration, and human systems. This course prepares learners for Biology 30.

**SCN2270 – SCIENCE 20 (5 credits)**

This is an Alberta Education credit course. It is intended for learners who do not need specialized sciences in career programs or trades. Learners in this course study chemical changes, changes in motion, the changing earth, and changes in living systems. This course prepares learners for Science 30.

**SCN2796 – CHEMISTRY 20 (5 credits)**

This is an Alberta Education credit course. This course analyzes the diversity of matter and chemical bonding, forms of matter, matter as solutions, acids and bases, quantitative relationships in chemical changes. This course prepares learners for Chemistry 30.

**SCN2797 – PHYSICS 20 (5 credits)**

This is Alberta Education credit course. This course analyzes kinematics, dynamics, circular motion, work, and energy, oscillatory motion and mechanical waves. This course prepares learners for Physics 30.

**SCN3230 /BIOL0301 – BIOLOGY 30 (5 credits)**

This is a diploma course for Alberta Education credit. This course analyzes nervous and endocrine systems, reproduction and development, cell division, genetics and molecular biology, and population and community dynamics. This course prepares learners for post-secondary programs in health and biological sciences.

**SCN3270 – SCIENCE 30 (5 credits)**

This is an Alberta Education diploma credit course. It is intended for learners who do not need specialized sciences in career programs or trades. Learners in this course study how living systems respond to their environment, chemistry and the environment, electromagnetic energy, and energy and the environment. This science course is accepted as a 30 level science in many post secondary institutions and career programs.

**SCN3796 /CHEM0301 – CHEMISTRY 30 (5 credits)**

This is a diploma course for Alberta Education credit. This course analyzes thermochemical changes, electrochemical changes, chemical changes of organic compounds, chemical equilibrium focusing on acid-base systems. This course prepares learners for post-secondary programs that focus on chemistry and other sciences.

**SCN3797/PHYS0301 – PHYSICS 30 (5 credits)**

This is Alberta Education diploma credit course. This course analyzes momentum and impulse, forces and fields, electromagnetic radiation, and atomic physics. This course will prepare learners for postsecondary programs that focus on physics and other sciences.

**SSN1154 – ABORIGINAL STUDIES 10 (5 credits)**

In this course learners study the Aboriginal Perspective on oral tradition, worldview, traditional societies, contact, and cultural exchange. This course highlights current issues, art, and literature in Aboriginal cultures.

**SSN2154 – ABORIGINAL STUDIES 20 (5 credits)**

In this course learners study Aboriginal history and culture change in Canada. This course highlights the Aboriginal way of life, the effect of colonization, the Metis and Inuit struggles, treaties, assimilation, and education.

**SSN3154 – ABORIGINAL STUDIES 30 (5 credits)**

In this course learners study contemporary Aboriginal issues including inherent rights, traditional governance, Aboriginal rights and self-government, land claims, communities in today's society, and world issues.

**SST1772 – SOCIAL STUDIES 10-2 (5 credits)**

This is an Alberta Education credit course. Learners will explore historical aspects of globalization, the effects of globalization on lands, cultures, human rights and quality of life. Through multiple perspectives learners examine the effects of globalization on peoples in Canada and beyond, including the impact on Aboriginal and Francophone communities. Learners will develop skills to respond to issues emerging in an increasingly globalized world. Learners who achieve C- or higher in this course can choose to take Social Studies 20-1 or 20-2.

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**SST2771 – SOCIAL STUDIES 20-1 (5 credits)**

This is an Alberta Education credit course. Learners will explore the complexities of nationalism in Canadian and international contexts. The course covers the origins of nationalism and the influence of nationalism on regional, international and global relations. Through multiple perspectives learners develop understandings of nationalism and how nationalism contributes to the citizenship and identities of people in Canada. This course prepares learners for Social Studies 30-1.

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**SST2772 – SOCIAL STUDIES 20-2 (5 credits)**

This is an Alberta Education credit course. Learners will examine historical and contemporary understandings of nationalism in Canada and the world, the origins of nationalism as well as the impacts of nationalism on individuals and communities in Canada and beyond. Learners examine examples of nationalism, ultranationalism, supranationalism and internationalism from multiple perspectives. Learners will develop personal and civic responses to emergent issues related to nationalism. This course prepares learners for Social Studies 30-2.

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**SST3771 – SOCIAL STUDIES 30-1 (5 credits)**

This is an Alberta Education diploma credit course. Learners will explore the origins and complexities of ideologies and examine multiple perspectives regarding the principles of classical and modern liberalism. Learners analyze various political and economic systems assess the viability of the principles of liberalism. Developing understandings of the roles and responsibilities associated with citizenship encourages learners to respond to emergent global issues.

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**SST3772 – SOCIAL STUDIES 30-2 (5 credits)**

This is an Alberta Education diploma credit course. Learners will examine the origins, values and components of competing ideologies. They will explore multiple perspectives regarding relationships among individualism, liberalism, common good and collectivism. Learners examine various political and economic systems to determine the viability of the values of liberalism. Developing understandings of the roles and responsibilities associated with citizenship will encourage learners to respond to emergent global issues

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**WRIT0102 – WRITING 2 (5 credits)**

This course teaches learners basic level writing skills. Learners will learn to well-constructed sentences and paragraphs using proper spelling and grammar and will edit and revise their writing. This course prepares learners for Writing 3.

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**WRIT0103 – WRITING 3 (5 credits)**

This course builds on basic writing skills. Learners will write sentences and paragraphs, as well as workplace materials. Learners will incorporate proper spelling and grammar, as well as compose writing using email and word processors. This course prepares learners for Writing 4.

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**WRIT0104 – WRITING 4 (5 credits)**

This course continues to build on and increase learners' writing skills. Learners will write narrative and expository paragraphs incorporating proper spelling, grammar, and punctuation. This course prepares learners for Writing 5.

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**WRIT0105 – WRITING 5 (5 credits)**

In this course learners continue to develop their writing skills to write clear, concise, and correct descriptive, narrative, and expository paragraphs. Learners will also research, plan, and write an expository essay. This course prepares learners for English Language Arts 10-1 and 10-2.

# ENGLISH LANGUAGE LEARNING

## CENTRE FOR EXCELLENCE IN IMMIGRANT AND INTERCULTURAL ADVANCEMENT

Bow Valley College is the largest English language learning (ELL) provider in Calgary and has some of the finest ELL programs in Canada. Our teachers have a reputation for excellence in teaching and accommodating each learner's individual needs.

The College works with newcomers to Canada, Canadian citizens, international learners, and corporate clients. Each learner is individually assessed for English-language ability and placed in the appropriate class.

### English Language Learning Offerings

FULL TIME LANGUAGE INSTRUCTION

PART TIME LANGUAGE INSTRUCTION

VOLUNTEER PROGRAM



## ENGLISH FOR ACADEMIC PURPOSES

This full time program is for internationally educated learners whose first language is not English. The program provides learners with the strategies and English language skills needed to succeed in academic courses at Canadian post-secondary institutions.

For information in multiple languages about our ELL programs, visit [centre.bowvalleycollege.ca/apply-ell](http://centre.bowvalleycollege.ca/apply-ell)

Learners receive instruction in reading, writing, listening and speaking in an academic context. In addition to developing the four language strands, learners will:

- Record and organise information accurately from spoken and written texts, and articulate this in other contexts.
- Interact, communicate and work collaboratively with confidence in an academic setting.
- Integrate technology into learning.
- Recognise and implement the steps necessary to meet academic and/or career goals.
- Begin to acquire and practice the intercultural communicative competencies needed to succeed in Canada.

There are three levels to this program. Acceptance and initial placement in the program is determined by scores achieved on an initial assessment.

Successful completion of the program with a minimum grade of 'B-' (70-74%) for Bow Valley College, or 'B' (75-79%) for SAIT, allows learners to meet the English language proficiency requirements needed to enter most career programs at the College or SAIT.

### ELIGIBILITY

#### Admission requirements:

- Successful completion of the EAP entrance test
- Minimum Canadian language benchmark (CLB) levels: 6,6,6,6\*
- Minimum of high school education
- Clear academic and career goals

*\*Benchmarks must be less than one year old and documented*

#### Funders:

Immigration, Refugees and Citizenship Canada  
Alberta Works

## CORPORATE READINESS TRAINING PROGRAM (CRTP)

Are you a skilled professional immigrant with no Canadian work experience? This full time program assists skilled, foreign-trained professionals to:

- Learn the strategies to successfully find a job.
- Have an opportunity to earn a Canadian work experience reference using the qualifications and experience gained in their countries of origin.
- Improve their English language and intercultural communication skills for the Canadian workplace. Classes for this 10-week training program are scheduled for Monday to Friday from 8:00 a.m. to 12:30 p.m. The six-week work experience component would be the regular working schedule of the host companies.

The training includes:

- 10 weeks of intensive workplace language, culture, and skills training with a focus on the workplace essential skills required for success in the Calgary workplace
- six weeks of unpaid work experience (dependent on company acceptance)
- membership in the C.R.I.E.C Mentorship program and CRTP alumni group

#### Admission requirements

- Completed application package mailed to College or submitted at the Registrar's Office. Download an application from our website [crtp.bowvalleycollege.ca](http://crtp.bowvalleycollege.ca).

#### Applicants:

- must have a Canadian language benchmark of 6 or higher
- must be legally entitled (Canadian citizen, Permanent Resident) to work and train in Canada
- must be a Canadian resident for 10 years or less
- require Canadian/Alberta work experience to enter their occupational field
- would benefit from business communication skills and training to be successful in Canada.
- must have education and training from the country of origin and a desire to enter that occupational field in Canada

#### Applicants can be:

- receiving Employment Insurance (EI);
- receiving Alberta Works Income Support (IS) benefits; and/or are eligible for EI reach back

## Program Content

During the program participants will learn to:

- write an effective professional cover letter, resumé, and LinkedIn profile
- participate in an effective interview
- work as a member of a team to complete various projects
- network to find job leads, meet people and further their career
- understand Calgary's corporate culture
- deliver effective oral presentations
- volunteer to gain experience, build networks, and give back to the community
- communicate with colleagues and clients formally and informally
- understand and use a variety of Canadian expressions and idioms
- set short- and long-term career goals
- conduct and participate in business meetings
- multitask in a stressful environment to meet deadlines and manage time effectively
- research the labour market for future opportunities
- evaluate and improve their Workplace Essential Skills using TOWES (Test of Workplace Essential Skills)
- evaluate their computer skills through CBSA testing
- improve their English language skills in reading, writing, listening, and speaking

Please visit [crtp.bowvalleycollege.ca](http://crtp.bowvalleycollege.ca) for more information.

## WORK EXPERIENCE PLACEMENT

During the work experience component of the program (weeks 11-16), learners have the opportunity to be placed with a host company in a sector that can utilize the learner's education and work history from their country of origin. Learners are not paid for this placement, but can include this experience on their resumé as Canadian experience. The hours worked in this unpaid position depend on the host company's normal work hours.

### Program Schedule:

**Weeks 1 – 10:** Classes

**Weeks 11 – 16:** According to host company's normal hours

### Information Sessions

To attend an information session or for more information about the program, and the application procedures, please refer to the College's Corporate Readiness Training Program website [crtp.bowvalleycollege.ca](http://crtp.bowvalleycollege.ca) or email [crtp@bowvalleycollege.ca](mailto:crtp@bowvalleycollege.ca) or call 403-410-3466.

## PART TIME EXAM PREPARATION

### IELTS Preparation

This course prepares learners to take the academic format of the IELTS test. The academic format tests a person's ability to study in English at an undergraduate or postgraduate level and can be used to satisfy the English language proficiency requirements at many institutions.

In this course, learners will:

- practice each component of the IELTS test – speaking, listening, academic reading and academic writing
- practice completing test sections within the time restrictions set by IELTS
- have the opportunity to receive feedback from a College instructor on performance as well as tips on how to improve IELTS score

### IELTS Intensive

This course prepares learners to take the IELTS Academic format but has fewer practice hours than the IELTS Preparation class. This course is aimed at learners who want a brief introduction and review of the test or additional practice with each component of the test.

In this course, learners will:

- practice each component of the IELTS test – speaking, listening, academic reading and academic writing
- practice completing test sections within the time restrictions set by IELTS
- have the opportunity to receive feedback from a College instructor on performance as well as tips on how to improve IELTS score

## CERTIFICATE PROGRAMS

### CORPORATE READINESS CERTIFICATE

The Corporate Readiness Certificate is a program designed to help internationally educated professionals launch or advance their career in Canada. The certificate, based on the highly successful Corporate Readiness Training Program, is a part time option for busy adults who are wanting to become more competitive with job search, business and intercultural communication skills. This certificate will develop a learner's confidence to compete more successfully for the jobs you want, for the opportunities in their current employment and start to develop the leadership skills needed to move up in their career.

The certificate includes the following courses;

- ELLA9801 – Corporate Readiness Training: Job Finding Tools
- ELLA9801 – Corporate Readiness Training: Business Communication Skills
- ELLA9383 – Writing Professionally
- ELLA9384 – Academic Writing

For more information call 403-410-3466.

## FULL TIME ELL (ENGLISH LANGUAGE LEARNING)

### FULL TIME LINC & ELL

This program includes:

- Full time LINC (Language Instruction for Newcomers) – funded by Immigration, Refugees, and Citizenship Canada
- Full time ELL (English Language Learning) – funding eligible from Alberta Works Learner Benefit

Classes are offered from literacy to high intermediate levels of English. Each class focuses on all skill areas (listening, speaking, reading, and writing) and gives learners the language they need to live, work, and study in Canada.

These programs offer:

- highly qualified instructors
- advisors and counsellors to help with academic, career and life goals
- portfolio-based language assessment
- a curriculum based on Canadian language benchmarks (CLBs)
- an ELL tutorial centre where learners can get individual or small group help with language problems
- computerised language labs for practising a variety of listening tasks
- computer labs for practising reading, writing, listening, grammar, software, and internet skills
- the library and learning commons (llc), where learners can use computers and join ELL conversation, reading and writing clubs for more practice

#### Levels Offered:

Literacy to CLB8 (Learners with CLB7)

#### Apply:

To apply for LINC visit the Prospective Learner Services

#### PLEASE BRING:

- Canadian language benchmark (CLB) results
- photo identification and landing papers
- completed College application form

**Please note:** Admissions are based on many factors (CLB levels, class availability, etc.) not simply on how early applicants arrive on application days.

Classes are 8:00 a.m. to 1:15 p.m. or 11:45 a.m. to 5:00 p.m., Monday to Friday. Class placement is decided by the department.

### FUNDING FOR FULL TIME LINC & ELL

#### Full Time Language Instruction for Newcomers to Canada (LINC):

This full time LINC program is funded by Immigration, Refugees, and Citizenship Canada and is open to:

- permanent residents
- persons in Canada applying to become a permanent resident and who have been informed, by letter, of the initial approval
- convention refugees
- Protected persons

The LINC program is not open to Canadian citizens. All tuition fees are covered by Immigration, Refugees, and Citizenship Canada. For more information on how to apply, contact the College's Prospective Learner Services at 403-410-1402.

#### Full Time ELL – Alberta Works Learner Benefit eligible:

This full time ELL program is open to:

- Canadian citizens
- permanent residents and convention refugees with Canadian language benchmarks of 5 and over

The maximum length is 20 months. Alberta Employment & Immigration (AEI) pays tuition fees and living costs for eligible learners. For more information about the process, contact the College's Prospective Student Services. Learners in this program must be either Full time EI/EI Reachback or Full time Non-EI Skills Development Grant (SDG) clients.

## IMMIGRANT YOUTH PROGRAMS

### BRIDGE

This program is for ELL learners between the ages of 18 and 24 who have interrupted formal education and have not completed high school. This program offers instruction that is age and content-appropriate and develops the study and life skills necessary to access further education.

Learners will develop skills in reading, writing and use of learning strategies. Learners are involved in goal-setting, self-assessment, and creation of a portfolio.

A program entry assessment is required for placement.

**Registration:** Ongoing

This program is partially funded by Immigration, Refugees and Citizenship Canada

LINC applicants must first take a Canadian language benchmarks test at the Immigrant and Vocational Assessment Referral Centre (ILVARC). The telephone number for ILVARC is 403-262-2656

For more information, please contact 403-410-3475.

### YOUTH IN TRANSITION

This LINC program is for newcomers to Canada between the ages of 18 and 24. Learners in this program have 10 years or more of formal education and are grouped according to language proficiency. Classes are available at CLB levels three to six. For more information, please call 403-410-1402.

This program is funded by Immigration, Refugees and Citizenship Canada. It is open to landed immigrants and convention refugees, but not to Canadian citizens.

LINC applicants must first take a Canadian language benchmarks test at the Immigrant and Vocational Assessment Referral Centre (ILVARC). The telephone number for ILVARC is 403-262-2656.

## 55+ ELL TUTORIALS

### 55+ EVERYDAY ENGLISH

Learn English in a relaxed environment. Tutorials from beginner to advanced levels are offered. Learners can also participate in extra pronunciation and vocabulary tutorials. For more information, call 403-410-3408.

**Registration:** Ongoing (learners must be 55 years old or older. These tutorials support adults facing financial barriers. They are not open to international learners.)

**Fees:** \$55.00 plus GST

## 55+ CULTURE AND COMMUNITY

Practice English while learning about community resources. This tutorial focuses on areas of interest, such as art appreciation and, health and wellness. For more information, call 403-410-3408.



**Registration:** Learners must be 55 years old or older. These tutorials support adults facing financial barriers. They are not open to international learners.

**Fees:** \$55.00 plus GST

## PART TIME LANGUAGE INSTRUCTION FOR NEWCOMERS (LINC)

- Learn the English language skills you need for living, working, and studying in Canada.
- For eligible applicants, there is no charge for LINC classes.
- Applicants must be permanent residents or have refugee status, and have ten or more years of education.
- Funding for this program is provided by Citizenship and Immigration Canada.
- Refer to the ELL Program Application Information page for details on how to apply.

For more information, please call Bow Valley College's Prospective Learner Services at 403-410-1402.

Part time LINC programs are divided into listening and speaking and reading, writing and grammar. Morning and evening classes are available. Placements are made according to learners' Canadian language benchmark levels\*.

*\* Canadian Language Benchmark tests can be taken at the Immigrant Language and Vocational Referral Centre (ILVARC). To make an appointment for a test, call them at 403-262-2656.*

### LINC LISTENING AND SPEAKING

Learn conversational skills required for everyday situations. To qualify, learners need to have minimum benchmark 3 in listening and speaking.

#### Listening/Speaking Morning Classes

**Registration:** Based on seat availability.

#### Listening/Speaking Evening Classes

**Registration:** Based on seat availability.

### LINC READING, WRITING, AND GRAMMAR

Improve your reading skills and learn to write clearly using correct grammar. To qualify, learners need to have minimum Benchmark 3 in Listening and Speaking.

#### Reading/Writing/Grammar morning classes

**Registration:** Based on seat availability.

#### Reading/Writing/Grammar evening classes

**Registration:** Based on seat availability.

# INTERNATIONAL EDUCATION

The International Education Department is committed to realising the internationalisation goals of Bow Valley College. We are a full service unit for new and current international learners, as well as learners and staff involved in College internationalisation initiatives, such as study or work abroad. Our team is also responsible for international partner and project collaboration.

We welcome you to connect with us:

**In Person:**

International Education Department  
Second Floor, S2030  
Bow Valley College – South Campus  
345 – 6 Ave. SE  
Calgary, AB, T2G 4V1

**Online:**

Website: [international.bowvalleycollege.ca](http://international.bowvalleycollege.ca)

**New Learners & External Clients**

E-mail: [international@bowvalleycollege.ca](mailto:international@bowvalleycollege.ca)  
Main Phone: 403-410-3476

**Current Learners**

E-mail: [issc@bowvalleycollege.ca](mailto:issc@bowvalleycollege.ca)  
Phone: 403-410-3473

**Social Media:**

Facebook @BVCInternationalEducation  
Twitter @bvcintl  
Youtube @BVC International

## ABOUT INTERNATIONAL EDUCATION

The International Education Department is responsible for stewarding the College's campus internationalisation initiatives, international community and partnership connectedness. In addition to supporting our international learners in achieving success through their academics and learner life experience. Specific areas of activity include:

1. International Learner Recruitment and Enrollment
2. International Learner Supports
3. Scholarships for International and Domestic Learners
4. Learner Mobility, Internships and Study Abroad
5. On-Campus Events and Special Initiatives for Staff and Learners
6. International Development Projects
7. Overseas Institutional Partnerships

### 1. INTERNATIONAL LEARNER RECRUITMENT AND ENROLLMENT

The International Education Department is dedicated to supporting international learners in understanding the best academic pathway options that will help them achieve their ultimate goals. We encourage learners to visit our office or connect with us online to discuss their further education options in the areas of English Language learners, career-focused certificate or diplomas and a variety of new programming in post-diploma certificates.

### 2. INTERNATIONAL LEARNER DEVELOPMENT AND SUPPORT

Studying in a foreign country can be incredibly rewarding and challenging. Our International Education Department is a central resource where international learners can find the information and support they need, whatever their academic, personal, social, health or other questions or challenges may be. Our staff understands firsthand the experience of studying, living and working in a different country. We are specialists at knowing how to help international learners navigate and access information regarding the college, immigration and the community to support their success.

### 3. SCHOLARSHIPS FOR INTERNATIONAL AND DOMESTIC LEARNERS

Our office manages the following learner scholarships. These are in addition to awards offered through the College's Awards Office:

- 10 Entrance Scholarships eligible to international learners arriving from regions around the world.
- 3 International Learner Pathway awards eligible to individuals transitioning from English language learning into a career program or a career program into a post-diploma certificate program at the College.
- 8 In-Course Awards eligible to current International Learners
- 1 In-Course Campus Internationalisation Award eligible to any current learner at the College.
- Various Mobility Scholarships eligible to any current learner whom will be participating in a program-related international mobility experience.

For more information on scholarship details please refer to [international.bowvalleycollege.ca/awards](http://international.bowvalleycollege.ca/awards) or [international.bowvalleycollege.ca/mobility](http://international.bowvalleycollege.ca/mobility).

### 4. INTERNSHIPS AND STUDY ABROAD

Any learner at the College wishing to incorporate a study abroad component into their academic program can access a variety of options. We welcome both domestic and international learners to meet with the International Education staff and understand the opportunities available at the College.

### 5. ON-CAMPUS EVENTS AND SPECIAL INITIATIVES FOR LEARNERS AND STAFF

The International Education Department hosts a number of special events and initiatives intended to enhance the awareness and engagement of the College community in internationalisation. These include International Education Week, International Learner Immigration Sessions, International Development Week, the International Alumni and Awards Dinner as well as various other special topic sessions throughout the year.

We are also closely connected with the International Learner Club which plans extra-curricular social activities for international learners.

Volunteering at one of these events is an excellent way to meet new people, enrich your learner life experience and enhance your academic record with volunteer experience which is favorable in the labour market.

### 6. INTERNATIONAL DEVELOPMENT PROJECTS

The College has been involved in providing training and capacity building in the area of development with overseas partners, for over 30 years, in countries around the world. This is one of the many examples of the College's commitment to engaging with community both locally and overseas as well as providing intercultural and international engagement opportunities. To learn more about the College's International Development work visit our website at [international.bowvalleycollege.ca/projects-partnerships](http://international.bowvalleycollege.ca/projects-partnerships)

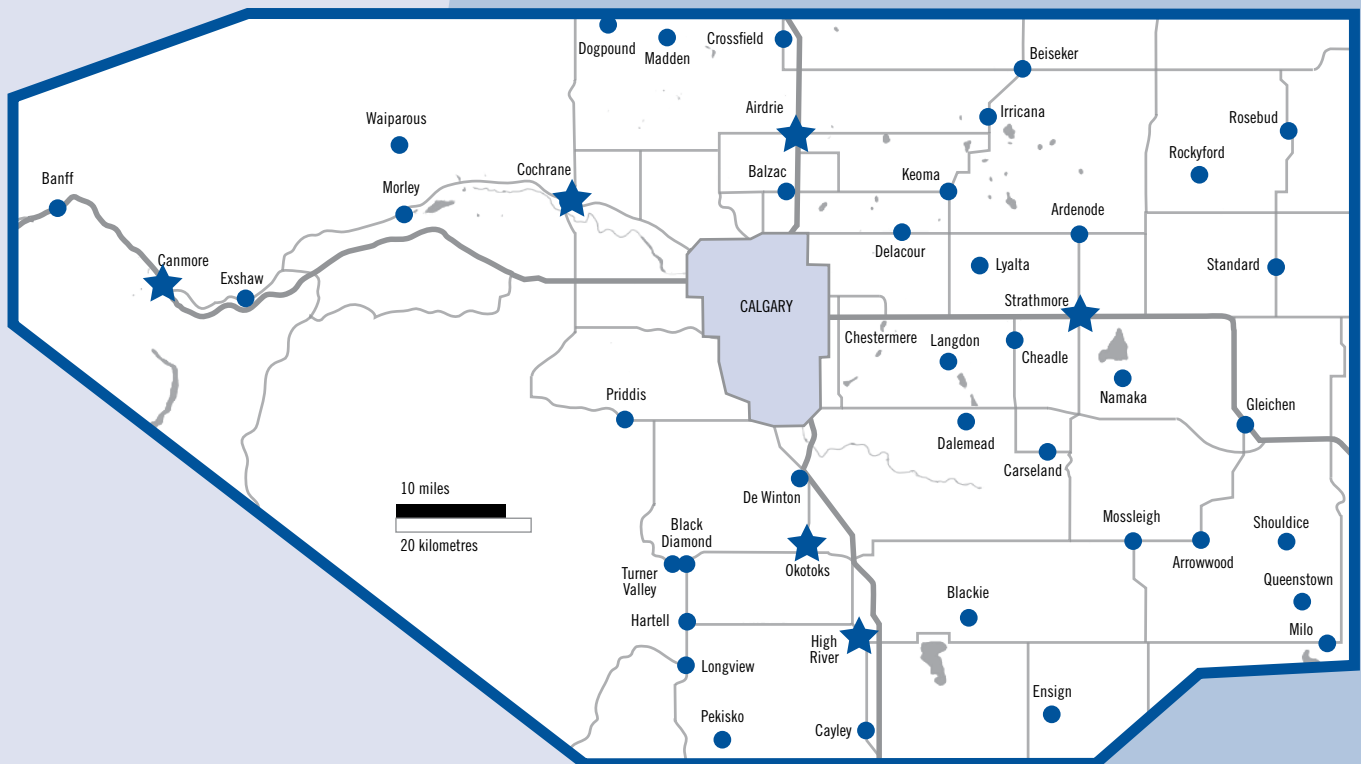
# GO TO COLLEGE WITHOUT LEAVING YOUR COMMUNITY

Sometimes a busy schedule or the place you live makes it difficult to attend Bow Valley College's main campus in Calgary. That doesn't mean you can't become a Bow Valley College learner.

You can access learning opportunities through our flexible delivery options including classrooms and learning labs located in communities throughout the Calgary region, or through a self-paced correspondence. You can also access exchange programs, work experience practicums, and continuing education courses to enhance your career skills. The choice is up to you.

## PUTTING THE COMMUNITY BACK IN COLLEGE

The Province of Alberta has designated Bow Valley College as the Comprehensive Community Institution for Calgary and its surrounding region – an area that includes approximately 1.3 million Albertans. Together with communities, government, civic and industry leaders, and partner institutions, Bow Valley College will collaborate to address and deliver relevant learning opportunities to those within its region. And that includes you!



As Calgary and Region's only Comprehensive Community College, Bow Valley College stewards the learning needs of its geographical service region.

# RURAL CAMPUSES



## DISTRIBUTED LEARNING

### BOW VALLEY COLLEGE SERVICES AND PROGRAMS IN THE CALGARY REGION

The College's regional campuses partner with local employers and community organisations to offer a range of locally delivered services which may include:

- essential skills testing
- exam invigilation
- learner success services
- newcomer language, education and career services
- online learning
- College admissions testing
- post-secondary advising

Bow Valley College offers the following programs in the region:

- Business Administration Diploma
- Practical Nurse Diploma
- Medical Office Assistant Certificate
- Hospital Unit Clerk Certificate
- Continuing Education
- Dual Credit Courses
- English Language Learning
- Health Care Aide Certificate
- High School Upgrading
- Professional Development Workshops and Certificates
- Workplace Training

To meet the community's higher education learning needs, Bow Valley College partners with other post-secondary institutions to enhance local learning opportunities:

- Some Mount Royal University first year courses offered in region
- For more information about the specific programs and services offered nearest to you, call your nearest education representative, check out our community web pages, or visit your nearest regional campus or learning centre.

### BOW CORRIDOR

#### Canmore Campus

800 Railway Ave. (Canmore Provincial Building)  
Canmore, AB T1W 1P1  
403-678-3125

[canmoreinfo@bowvalleycollege.ca](mailto:canmoreinfo@bowvalleycollege.ca) | [bvcbowcorridor@bowvalleycollege.ca](mailto:bvcbowcorridor@bowvalleycollege.ca)

#### Banff Campus

229 Bear Street (Wolf & Bear Mall)  
Banff, AB T1L 1A9  
403-760-2485

[bvcbowcorridor@bowvalleycollege.ca](mailto:bvcbowcorridor@bowvalleycollege.ca) | [bowvalleycollege.ca/bow-corridor](http://bowvalleycollege.ca/bow-corridor)

### FOOTHILLS

#### High River Campus

Second Floor 710 Centre St. SE High River, AB T1V 0H3  
403-441-2399

[bvcfoothills@bowvalleycollege.ca](mailto:bvcfoothills@bowvalleycollege.ca) | [bowvalleycollege.ca/foothills](http://bowvalleycollege.ca/foothills)

#### Okotoks Campus

11 Elizabeth St. Okotoks, AB T1S 1A8  
403-476-2233

[bvcokotoks@bowvalleycollege.ca](mailto:bvcokotoks@bowvalleycollege.ca) | [bowvalleycollege.ca/foothills](http://bowvalleycollege.ca/foothills)

### ROCKY VIEW

#### Airdrie Campus

121, 104 – 1 Ave. NW (Provincial Courthouse) Airdrie, AB T4B 0R2  
403-355-1910

[bvcairdrie@bowvalleycollege.ca](mailto:bvcairdrie@bowvalleycollege.ca) | [bowvalleycollege.ca/airdrie](http://bowvalleycollege.ca/airdrie)

#### Cochrane Campus

521 1 St. W Cochrane, AB T4C 1A7  
403-851-0463

[bvccochrane@bowvalleycollege.ca](mailto:bvccochrane@bowvalleycollege.ca) | [bowvalleycollege.ca/cochrane](http://bowvalleycollege.ca/cochrane)

#### Strathmore Campus

Bay A1, 510 Hwy 1, Strathmore AB T1P 1M6  
403-462-2550

[bvcstrathmore@bowvalleycollege.ca](mailto:bvcstrathmore@bowvalleycollege.ca) | [bowvalleycollege.ca/Strathmore](http://bowvalleycollege.ca/Strathmore)

### CAREER & EMPLOYMENT PROGRAMS IN THE REGION

#### Occupational Skills Training – Bow Corridor

The Occupational Skills Training program assists residents of the Bow Corridor who are not working so they can get back to employment. The program is fully funded by Alberta Government and the Government of Canada. For more information go to: [bowvalleycollege.ca/ost](http://bowvalleycollege.ca/ost) or call 403-678-3125.

## PROGRAMS & SERVICES FOR NEWCOMERS IN THE REGION

### LINC – Language Instruction for Newcomers to Canada

LINC – Language Instruction for Newcomers is a free English language training program for permanent residents. Learners study online or by correspondence and work one-on-one with a certified instructor. LINC Home Study is funded by Citizenship & Immigration Canada. Instructor-led LINC classes are available in the Bow Corridor.

### ILVARC Language Assessment Testing

English language learners interested in taking LINC classes must first complete the ILVARC test. The ILVARC Language Assessment Centre is authorised to determine eligibility for the federally sponsored LINC Home Study program. The test is free for permanent residents.

## BOW VALLEY COLLEGE DISTRIBUTED LEARNING OPTIONS

**Blended** delivery programs consist of courses delivered in a variety of ways including online, videoconference and traditional face-to-face instruction.

**Online** learning involves the use of the Internet to access learning materials and interact with the instructor and other learners. Learners will need to have access to a computer and the Internet.

**Self-paced** part time programs allow learners to progress through course material at their own pace (within a specified time period), with instructional support as required.

## CONTINUING EDUCATION

Easy-to-take courses to boost your opportunities. Learners can study at the time that best suits them, with additional evening tutor support at their local campus. Self-paced study, plus class support. Runs in the fall and winter terms.

### Non-credit Computer Applications

- Computer Basics
- Microsoft Word 2010 – Introduction
- Microsoft Excel 2010 – Introduction
- Microsoft Word 2010 – Intermediate
- Microsoft Excel 2010 – Intermediate
- Microsoft Word 2010 – Advanced
- Microsoft Excel 2010 – Advanced
- Microsoft Outlook 2010
- Microsoft Power Point 2010
- Keyboarding

### Non-credit Executive Training

- Basic Administration
- Financial Accounting Level 1
- Sage Premium Level 1
- Financial Accounting Level 2
- Sage Premium Level 2
- Quickbooks – Introduction

## HIGH SCHOOL UPGRADING ANYTIME ONLINE

- English Language Arts 10-1, 10-2, 20-1, 20-2, 30-1, 30-2
- Prep Math 10\*
- Math 10-C, 20-1, 20-2, 30-1, 30-2, 30-3
- Science 10, 14
- Biology 20, 30
- Chemistry 20, 30
- Physics 20, 30
- GED Preparation

For more information regarding high school online options, see the Academic Upgrading section of this guide.

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## HIGH SCHOOL UPGRADING WITH FLEXCLASS – BOW CORRIDOR

FlexClass is a self-directed, learner-centred option that offers several advantages for learners ready to learn independently. Using a personal approach to learning, our Canmore instructors and educational assistant work with learners one-on-one to help them succeed. This learning option provides learners with individualised instruction with local instructors, an independent pace of learning, flexible hours, and access to computers and technology in the Canmore Campus.

**Note:** *Courses marked with \* are not for Alberta Education High School credit*

- English Language Arts 10-1, 10-2, 20-1, 20-2, 30-1, 30-2
- Math 10-C, 10-3, 20-1, 20-2, 20-3, 30-1, 30-2, 30-3
- Science 10, 14
- Biology 20, 30
- Chemistry 20, 30
- Physics 20, 30
- Aboriginal Studies 10, 20, 30
- GED Preparation

For more information regarding high school online options, see the Academic Upgrading section of this guide.

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## DUAL CREDIT PROGRAM – BOW CORRIDOR

For learners who are up to 19 years of age, a Dual Credit program is available at the Canmore Campus. We have partnered with Canadian Rockies Public Schools (CRPS), Christ the Redeemer School Division, Foothills School Division and William E. Hay High School to offer a selection of courses for which learners earn high school credits and post-secondary credits for the same course. The courses are taught online by a College instructor, and learners earn high school CTS (Career and Technology Studies) credits towards their high school diploma, as well as post-secondary credits that will appear on their post-secondary transcript.

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## CHIU SCHOOL OF BUSINESS

**The following programs in business and administration are available online:**

- Business Administration Management Certificate
- Administrative Professional Certificate
- Hospital Unit Clerk Certificate
- Human Resources Certificate
- Legal Assistant Diploma
- Medical Office Assistant

For more information regarding the Chiu School of Business' online options, see the Business and Administration sections of this guide or contact:

Phone: 403-410-1570

Fax: 403-297-5007

Email: [CSBonline@bowvalleycollege.ca](mailto:CSBonline@bowvalleycollege.ca)

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## HEALTH, JUSTICE AND HUMAN SERVICES

**The following programs in health and human services are available online:**

- Early Learning and Child Care Certificate
- Early Learning and Child Care Diploma
- Nutrition Manager Certificate
- Recreation Therapy Aide Certificate

For more information regarding Health and Human Services online options, see the Health and Human Services sections of this guide.

# EMPLOYMENT SERVICES

CAREER SERVICES

CONNEXION CARRIÈRE

CORPORATE READINESS TRAINING PROGRAM

DIRECTIONS FOR IMMIGRANTS IN TRADES AND PROFESSIONAL CAREERS

BOW VALLEY COLLEGE/CRIC MENTORSHIP PROGRAM

SUCCESS IN THE WORKPLACE

TOWES

## CAREER SERVICES

Learner Success Services Career Services assists College learners and alumni.

### Career Advice

Career Services helps learners make career choices and explore their options. We work with you in person, direct you to online resources, and identify networking opportunities to help you make an informed decision about your career.

### Job Search Support

Career Services helps our learners and alumni connect with local employers. We can help learners find a part-time job during school or full time work in their career area after graduation. Use Career Services for the online job board, career fairs, career advising and job search skills workshops on topics including resumé writing, cover letters, networking, and interview skills. We're here to help learners turn their education into a career.

### Services for Employers

Career Services helps employers connect with our learners and alumni. Our graduates represent a wide range of skills and abilities. We can help with recruitment via our online job board, career fairs and other on-campus recruiting opportunities.

For more information on Career Services and job search resources:

Bow Valley College  
First Floor, South Campus  
345 – 6 Ave. SE  
Calgary, AB T2G 4V1  
Phone: 403-410-1440  
Email: [careerservices@bowvalleycollege.ca](mailto:careerservices@bowvalleycollege.ca)  
Online: [bowvalleycollege.ca/careerservices](http://bowvalleycollege.ca/careerservices)

## CAREER CONNECTION

Career Connection is a career and employment information service.

### Resource Centre

Drop in for:

- self-help career planning, job search, and career management resources
- labour market information (e.g. newspapers, books, Internet resources, and handouts)
- computers with Internet, printer, scanner, fax, and telephone for work search

### Career Coaching

#### Access short-term, one-to-one, career coaching

Learners can book an appointment with Career Connection Reception, then register and meet with a coach to assess their eligibility for short-term, one-to-one, career coaching.

- resume and cover letter critique
- mock interview practice
- referrals to other community services and resources
- "Win Way Resume" demonstration (electronic resume template)

#### Access in-depth, one-to-one, career coaching

Learners can book an appointment with Career Connection Reception to meet with a coach and assess their eligibility for in-depth career coaching.

### Job Search

- Research the labour market and identify attainable job targets
- Develop a targeted resume and cover letter
- Prepare for the interview
- Build your network
- Develop and implement effective job search strategies

### Career Planning

- Assess your interests, skills, values, personality, and work culture preferences
- Engage in occupational and labour market research
- Make a career decision
- Determine education and training prerequisites
- Research educational institutions and funding options
- Develop and implement an action plan

Career Connection is located inside the College's West Campus on the second floor:

Bow Valley College West Campus  
300 – 6 Ave. SE  
Calgary, AB T2G 0G5  
Phone: 403-410-3203

## RESOURCE CENTRE

Drop in for:

- self-help career planning, job search, and career management resources
- labour market information (e.g. newspapers, books, Internet resources, and handouts)
- computers with Internet, printer, scanner, fax, and telephone for work search

## CAREER COACHING

### ACCESS SHORT TERM, ONE-TO-ONE, CAREER COACHING

Learners can book an appointment with Career Connection Reception then, register and meet with a coach to assess their eligibility for short-term, one-to-one, career coaching:

- resume and cover letter critique
- mock interview practice
- referrals to other community services and resources
- "Win Way Resume" demonstration (electronic resume template))
- access in-depth, one-to-one, career coaching

Book an appointment with Career Connection Reception to meet with a coach to assess your eligibility for in-depth career coaching.

### Job Search

- Research the labour market and identify attainable job targets
- Develop a targeted resume and cover letter
- Prepare for the interview
- Build your network
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## Career Planning

- Assess your interests, skills, values, personality, and work culture preferences
- Engage in occupational and labour market research
- Make a career decision
- Determine education and training prerequisites
- Research educational institutions and funding options
- Develop and implement an action plan

Bow Valley College West Campus  
345 – 6 Ave. SE  
Calgary, AB T2G 0G5  
Phone: 403-410-3203

## CONNEXION CARRIÈRE

Connexion Carrière est le seul centre d'emploi francophone de Calgary.

Notre mandat est d'assister notre clientèle francophone en matière de recherche d'emploi en offrant des services nécessaires au bon déroulement de la recherche d'emploi et de la planification de carrière.

Grâce aux financements du Gouvernement provincial (Alberta Community and Social Services) et du Gouvernement du Canada, nos clients francophones ou francophiles ont accès à plusieurs services sans frais incluant :

- Des outils (ordinateurs, imprimantes, photocopieuse, télécopieur, téléphone)
- Des ressources (journaux, informations sur le marché du travail, babillard d'emploi)
- Des conseils personnalisés avec un conseiller en emploi
- Des ateliers de préparation à l'emploi
- Des cours d'anglais.

Nos conseillers rendront le processus de recherche d'emploi un peu plus facile en vous procurant les outils nécessaires à votre succès.

Pour plus d'information, visitez notre site internet [connexioncarriere.ca](http://connexioncarriere.ca)

Pour prendre rendez-vous, contactez-nous à l'adresse ou au numéro de téléphone ci-dessous:

### Connexion Carrière

Bow Valley College West Campus  
Room W224  
300 – 6 Ave. SE  
Calgary, AB T2G 0G5  
Telephone: 587-390-6262  
Courriel: [connexioncarriere@bowvalleycollege.ca](mailto:connexioncarriere@bowvalleycollege.ca)  
Du lundi au vendredi, de 8:30 a.m. à 4:30 p.m.

## DIRECTIONS FOR IMMIGRANTS IN TRADES AND PROFESSIONAL CAREERS

Directions for Immigrants is a no-cost career service centre that helps internationally educated professionals secure professional employment and gain accreditation. We work with professionals in all occupations. Our services include:

### CAREER RESOURCE CENTRE

All the resources needed for conducting job search, including computers with internet access.

### WORKSHOPS

Learn effective techniques to target employers and build networks.

### CAREER COACHING

Work with a career coach to develop an action plan to obtain your employment goals. Career coaches provide valuable advice, support, and help to keep you motivated in your job search.

### STUDY GROUPS

Study groups help prepare for licensing exams required to attain your professional certification in Canada. We currently offer study groups for internationally educated nurses, pharmacists, physicians, medical laboratory technologists, engineers, and geoscientists. Improve your communication skills through our Job Success Groups: Clear Communication for Business and Clear Communication for Health Professionals!

Schedule an appointment with a career coach to determine your eligibility for services.

### CONTACT US

Bow Valley College West Campus  
219, 300 – 6 Ave. SE  
Calgary, AB T2G 0G5  
Phone: 403-770-5155  
Phone outside Calgary: 1-877-297-2553  
Email: [directions@bowvalleycollege.ca](mailto:directions@bowvalleycollege.ca)  
Online: [directionsforimmigrants.ca](http://directionsforimmigrants.ca)

This service has been funded by the Government of Alberta and the Government of Canada.

## BOW VALLEY COLLEGE/CRIEC MENTORSHIP PROGRAM

Bow Valley College and the Calgary Region Immigrant Employment Council (CRIEC) Mentorship Program is a very successful bridging program to fast track internationally trained professionals into the Canadian workplace. Visit our website at [crtp.bowvalleycollege.ca](http://crtp.bowvalleycollege.ca) for additional information.

CRIEC and the College have developed a mentoring program for Internationally Educated Professionals (ITPs) to enable them to connect with and learn from working professionals. ITPs face a variety of obstacles when arriving in Canada. The information and guidance they receive can be critical to making decisions related to their career, their skill development, and finding meaningful employment. This mentoring partnership provides this guidance.

### PROGRAM DESCRIPTION

This program will provide the opportunity:

- To network with working professionals in Calgary by participating in a structured, formal mentoring relationship.
- For mentors to learn about the special skills and talents of ITPs and recognise their potential value and contribution to the workplace.
- For mentees with training on expectations and protocols that should be followed for a successful mentoring relationship.
- For support and guidance to the mentee during the mentoring relationship.
- To develop tools, strategies, and resources for ITPs to improve their employment chances and increase integration into the Canadian work culture. Mentors and mentees will be required to attend an orientation training session before the formal mentorship begins and will have opportunities to attend additional training sessions during the course of the mentoring partnership.

This training includes:

- An examination of expectations and protocols for mentorship programs as well as a schedule of discussion topics and activities
- Leadership skills specific to mentoring.
- The opportunity for mentees and mentors to meet, discuss goals for the sessions, and set meeting times.
- Ongoing workshops and training opportunities throughout the duration of the mentoring relationship.
- Support and guidance from the mentorship coordinator and CRIEC staff.
- Opportunities to attend a variety of networking events.

### PROGRAM PARTICIPANTS

#### Mentees

Mentees would be recruited from professional fields such as engineering, accounting and finance, information technology, human resources, sales and marketing, law and office administration. All mentees will be interviewed to ensure they are “work ready” to qualify. “Work ready” means that Canadian language benchmarks are higher than 7 and technical skills are all current and up to date.

Individuals have to:

- have Canadian Language Benchmarks of 7 or higher
- have earned a professional qualification outside of Canada
- be highly motivated and committed to looking for work in their profession in Canada
- be able to commit to meeting with a mentor for four to six hours per month for up to four months
- be open to being mentored and respect guidelines/boundaries and confidentiality
- be able to self reflect and follow through on goals

To become a mentee, please call 403-410-3211.

#### Mentors

Mentors will all be referred to CRIEC. For more information please visit [criec.ca](http://criec.ca).

## SUCCESS IN THE WORKPLACE

The Success in the Workplace Program (SWP) works with internationally trained professionals, offering ongoing skills training in a format designed to fit busy schedules. Employer participation is key and guarantees that the SWP training meets the needs of an ever-changing workplace.

Who would benefit from this program? Internationally trained immigrants who:

- aspire to climb the corporate ladder but need to further develop communication and business skills
- are currently working in their field but would like to take on tasks of greater responsibility in the future
- would like to further develop their skill in; oral communication, finding and using information, writing, working with others and critical thinking
- have a CCLB of 6 or above in reading, writing, listening and speaking

Are you an employer with a promising employee who is not progressing because of cultural barriers in communication, cultural misunderstandings or second language challenges? They can be referred to this program.

### Program Content

The 16-week part-time program will involve:

- three hours in class training
- Wednesday evenings from 6:00p.m. to 9:00p.m.
- the program will be offered in the fall and winter sessions, please refer to the Bow Valley College Course guide for exact dates.
- +3+hours of online instruction using the curriculum tool Blackboard
- TOWES testing for an accurate skills assessment

**TUITION COSTS:** \$750.00 (Cont Ed option)

## TOWES

Across Canada, employers, educators, labour organisations and governments are working together to ensure frontline workers have the literacy and essential skills needed for safe and productive employment in a knowledge-based economy. Bow Valley College is recognised as a national leader in literacy and essential skills assessments, resources, training, consulting and workforce analysis.

For more information on our products and services, please contact TOWES at 403-410-3200 or visit [towes.com](http://towes.com)

## PROGRAM COURSES

### ESSK9901 – Workplace Essential Skills at Bow Valley College Training (0 credits)

This course is available to career program learners who have already wrote the TOWES challenge exam and did not meet the TOWES benchmarks for their program of study. The course introduces strategies for improving the reading, document use and numeracy skills that are used within each career program. Learners must complete the TOWES challenge exam before registering in this course. This course is not the TOWES challenge exam.

## ASSESSMENTS

### TOWES (Test of Workplace Essential Skills)

TOWES assessments effectively and accurately measure the essential skills needed for safe and productive employment. TOWES is significantly different from other skills assessments in that a test-taker assumes the role of a worker and uses information embedded in authentic documents (memos, catalogues, order forms, schematics) to solve real workplace problems.

TOWES offers an extensive suite of assessments that representing a full range of literacy and essential skills levels needed in the Canadian workplace:

### Paper-Based Assessments

**General Series** – Generic, multi-level and multi-domain assessments that can be used in a wide range of situations. General Series assessments available:

- G1: assess literacy and essential skill levels 1 and 2
- G2: assess literacy and essential skill levels 2 and 3
- G3: assess literacy and essential skill levels 3 and 4
- Single and double domains: assess specific literacy and essential skill domains

**Sector Series** – Industry-specific assessments designed for the literacy and essential skill requirements of a targeted sector. Sector-specific assessments available:

- TOWES Aerospace
- TOWES Entrance into Apprenticeship
- TOWES Health Sector Series
- TOWES Manufacturing
- TOWES Office & Administration

**Custom Assessments** – Developed on demand for corporate clients needing an assessment to best represent their organisation.

**TOWES en français** – The TOWES assessments currently available in French include General Series assessments, Sector Series assessments for entrance into apprenticeship, manufacturing, office and administration.



## Web-Based Assessments

The TOWES web-based suite of assessments provide valid, comparable and interpretable estimates of literacy and essential skills in English and French for prose (reading text), document literacy, numeracy and oral fluency.

- TOWES Foundation/Bases: a reading diagnostic tool for literacy levels 1 and 2.
- TOWES Focus/Focus: a scalable and adaptable measurement tool that can group learners with common instructional needs.
- TOWES Sharp/Précision: the tool of choice for recruitment and workforce development.

Contact TOWES 403-410-3200 or visit [towes.com](http://towes.com) for more information about our Assessment Services.

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## CONSULTING AND TRAINING SERVICES

TOWES offers a variety of consulting and training services. Training sessions are offered at Bow Valley College, on-site at your organisation or at conferences or training facilities located across the country.

Consulting and training sessions may include:

- TOWES Practitioner Training (Introduction to TOWES and literacy and essential skills, administrator training, interpreting TOWES results)
- understanding national and international literacy and essential skills initiatives
- case studies and best practices in workforce training and development
- curriculum development for integrating literacy and essential skills into programming.

Contact TOWES 403-410-3200 or visit [towes.com](http://towes.com) for more information about our consulting and training services.

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## WORKPLACE TRAINING PRODUCTS

TOWES is best known for assessing skills, but the College is also committed to improving skills. TOWES offers a suite of materials and tools to meet your diverse workplaces and educational training needs.

Learner materials and instructional resources available:

### Building Workplace Essential Skills (30 hours, hard-copy)

Building Workplace Essential Skills (BWES) contains lessons and activities to improve reading, document use and numeracy skills.

### TOWES Essential Skills Online (20 hours, online)

Essential Skills Online (ESO) is an interactive online curriculum designed to improve the essential skills of ESL/ELL learners or those entering the labour market for the first time.

### TOWES Essential Skills Online for Practical Nurses (25 hours, online with optional print materials)

Essential Skills Online for PN (ESO-PN) is an employment-focused curriculum to help College learners and internationally-educated nurses complete technical training and prepare for certification as a practical nurse.

### TOWES Essential Skills Direct (25 hours, hard-copy)

Essential Skills Direct (ESD) is a supplemental resource for apprenticeship programs. The paper-based essential skills curriculum teaches strategies for reading text, document use and numeracy. It uses integrated lessons, activities and practice assessments that reflect the types of tasks workers encounter on the job. ESD is available for trades, automotive, oil and gas, and health care occupations.

### A Day on the Job (20 hours, hard-copy)

A Day on the Job provides the literacy and essential skills basics needed for successful completion of apprenticeship training. A Day on the Job is available for carpenters, electricians, pipefitters and welders.

Instructor and Learner workbooks available.

### On Target! (20 hours, hard-copy)

On Target! is an instructional resource based on the Canadian language benchmark (CLB) framework. On Target! enables ESL/ELL practitioners to informally assess reading, writing, listening and speaking skills.

Results provide general information on learner progress. Activities may also be used as instructional material. Two versions are available – Stage 1 (Beginner) and Stage 2 (Intermediate).

### In Focus (20 hours, hard-copy)

In Focus is a paper-based curriculum and self-assessment resource to introduce learners to the foundational skills needed for work, education and everyday life. While completing the materials, learners explore a range of topics contributing to success at school, work and home. Instructor and learner workbooks are available.

### Skills for Working, Learning & Living (30 minutes to 60 hours, CD-ROM)

SWLL is a series of lessons and activities designed to improve foundational skills needed for successful employment such as teamwork, leadership and goal-setting. Modules may be purchased and used individually or as a complete set.

Contact TOWES 403-410-3200 or visit [towes.com](http://towes.com) for more information about our workplace training products.

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