

## Thinking of a career in Health and Wellness or Community Studies or Business?

### TRANSFER CREDITS THROUGH OPEN STUDIES

Take credit courses through Open Studies, before you are admitted to a program, or while you are on a waitlist, lightening the workload and preparing you for the program of your choice. Once you are admitted to a program, all course credits successfully achieved will be transferred to your program. Anatomy & Physiology can also be used as an admission requirement for the Practical Nurse program, instead of Biology 30.

Open Studies allows an opportunity for learners to:

- Get credits in a Bow Valley College post-secondary program.
- Explore programs at the College before you commit to a specific program.
- Enrol in courses that are of interest to you.
- Enrol as a visiting student (a visiting student is an individual who studies at another post-secondary institution).

Every term, we offer a selection of courses from our programs. Each of our schools determines which courses will be available. Please view the Open Studies Timetable on our website for a comprehensive list of available courses each term. Go to [bowvalleycollege.ca/openstudies](http://bowvalleycollege.ca/openstudies).

*\*courses listed in the table below are not always available every term and, as courses are updated regularly, it is not necessarily a comprehensive list of all available courses.*

Chiu School of Business		Certificate								Diploma	
		Administrative Professional	Business Administration	Dental Business Assistant	Event Management	Hospital Unit Clerk	Human Resources	Medical Office Assistant	Veterinary Office Assistant	Business Administration	Legal Assistant
ACCT1103	Introduction to Financial Accounting*		▲							▲	
ACCT2201	Management Accounting I									▲	
ADMN1101	Keyboarding/Skillbuilding I*	▲									▲
ADMN1101	Keyboarding/Skillbuilding III*										▲
ADMN1102	Keyboarding/Skillbuilding II*	▲									▲
ADMN1104	Introduction to Computers for Health Care*			▲		▲		▲	▲		
ADMN1201	Office Procedures I*	▲									
ADMN1202	Office Procedures II*	▲									
ADMN1203	Business Technology*	▲									▲
ADMN1301	Document Processing*	▲									
ADMN1303	Advanced Office Applications*	▲									
FNSR2101	Introduction to Insurance*									▲	
FNSR2201	Business Finance*									▲	
FNSR2301	Financial Markets and Products*									▲	
FNSR2302	Financial Planning I*									▲	
FNSR2303	Investment Funds in Canada*									▲	
HRES1101	Organizational Behaviour*	▲	▲	▲		▲				▲	
HRES2201	Introduction to Human Resources*	▲	▲				▲			▲	
HRES2202	Recruitment and Selection*						▲			▲	

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		Administrative Professional	Business Administration	Dental Business Assistant	Event Management	Hospital Unit Clerk	Human Resources	Medical Office Assistant	Veterinary Office Assistant	Business Administration	Legal Assistant
HRES2203	Compensation & Benefits*						▲			▲	
HRES2301	Employment Law*						▲			▲	
HRES2302	Labour Relations*						▲			▲	
HRES2303	Occupational Health & Safety*						▲			▲	
HRES2401	Employee Learning and Development*						▲			▲	
HUCL1101	Role Concepts in Health Care*	▲		▲		▲		▲	▲		
HUCL1301	Fundamentals of Medical Orders*					▲					
HUCL1401	Medical Terminology I*			▲		▲		▲	▲		
HUCL1402	Medical Terminology II*					▲		▲			
HUCL1501	Hospital Information Systems*					▲					
HUCL1601	Unit Coordinating Skills*					▲					
LEGL1201	Introduction to the Legal Profession*	▲									▲
LEGL1401	Legal Document Processing I*										▲
LEGL1402	Legal Document Processing II*										▲
LEGL1501	Litigation I*										▲
LEGL1502	Litigation II*										▲
LEGL1601	Introduction to Real Estate*										▲
LEGL2101	Corporate Law*										▲
LEGL2102	Commercial Law*										▲
LEGL2104	Wills & Estates*										▲
LEGL2105	Criminal Law for Legal Assistants*										▲
LEGL2402	Legal Transcription*										▲
LEGL2601	Credits and Collections*										▲
LEGL2701	Law Office Procedures*										▲
MATH1902	Introductory Calculus									▲	
MGMT1101	Introduction to Management*	▲	▲				▲			▲	
MGMT1102	Corporate Social Responsibility*		▲							▲	
MGMT1201	Business Communications*	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
MGMT1202	Essentials of Interpersonal Communication*	▲		▲		▲					
MGMT1302	Computer Applications*									▲	
MGMT1303	Office Finances and Spreadsheets*	▲									
MGMT1401	Microeconomics*		▲							▲	
MGMT1501	Business Mathematics*									▲	
MGMT1601	Business Law*		▲							▲	
MGMT2102	Project Management*									▲	

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MGMT2301	Microsoft Excel*									▲	
MGMT2302	Computerized Accounting for Management *									▲	
MGMT2401	Macroeconomics*		▲							▲	
MGMT2501	Introduction to Statistics*									▲	
MGMT2801	International Business*									▲	
MGMT2901	Introduction to Entrepreneurship*									▲	
MGMT2998	Business Strategy*									▲	
MKTG1101	Introduction to Marketing*	▲	▲		▲					▲	
MKTG2101	Consumer Behaviour									▲	
MKTG2102	Global Marketing									▲	
MKTG2203	Selling and the Customer Experience*									▲	
MKTG2302	Advertising*									▲	
MKTG2303	Integrated Marketing Communications*									▲	
MOAS1201	Administrative Skills for the Medical Office*							▲			
MOAS1301	Financial Management for the Medical Office*							▲			
MOAS1401	Clinical Skills for the Medical Office*							▲			
MOAS1501	Electronic Medical Office Management*							▲			
PREL2101	Public Relations*									▲	
PREL2102	Crisis Communication & Reputation Management									▲	
PREL2103	Digital and Emerging Media*				▲					▲	
PREL2104	Content Marketing and Copywriting*									▲	
PREL2201	Introduction to Fundraising									▲	
TOUR2101	Introduction to Global Tourism									▲	
TOUR2103	Global Product Development									▲	
TOUR2104	Sustainable Tourism Management									▲	
TOUR2201	Introduction to Event Management				▲					▲	
TOUR2202	Meetings, Expositions & Conventions				▲					▲	
TOUR2205	Event Marketing*				▲					▲	

School of Health and Wellness School of Community Studies		Certificate							Diploma							
		Addiction Studies	Disability Studies	Early Learning & Child Care	Education Assistant	Health Care Aide	Nutrition Manager	Recreation Therapy Aide	Addiction Studies	Disability Studies	Child and Youth Care	Early Learning & Child Care	Justice Studies	Pharmacy Technician	Practical Nurse	Social Work
ANAT1101	Anatomy and Physiology*														▲	
COMM1101	Interpersonal Relationships and Communication Skills*	▲	▲	▲	▲			▲	▲	▲	▲	▲			▲	
ELCC1301	Child Development: An Introduction			▲												
ENGL1011	Introduction to Literary Analysis*															▲
ENGL1201	English: Composition*	▲	▲	▲	▲				▲	▲	▲	▲	▲	▲	▲	▲
HCAD1102	Structure and Function of the Human Body*					▲										
HCAD1103	Communication in the Health Care Environment*					▲										
NUTR1102	Foundations of Nutrition*						▲									
NUTR1201	Clinical Nutrition*						▲									
PHRM1101	Pharmacy Theory													▲		
POLS1010	Canadian Politics: Institutions and Issues*											▲				
PSYC1101	Introduction to Psychology*	▲							▲			▲				▲
PSYC1201	Human Growth and Development Across the Life Span*		▲						▲	▲					▲	▲
PSYC1202	Child and Adolescent Psychology*				▲											
PSYC2301	Adolescent Psychology*											▲				
PSYC2401	Abnormal Psychology*											▲				▲
SOCI1101	Introduction to Sociology*											▲				▲
SOCI1201	Sociology of the Family*			▲							▲	▲				
SOCI1301	Sociology of Aging*													▲		
WMST2010	Introduction to Women's and Gender Studies*											▲				▲

School of Creative Technologies		Diploma				Post-diploma Certificate	
		Business Administration, Digital Marketing Major	Digital Design	Interior Decorating	Software Development	Digital Marketing	Software Development
CADD1101	AutoCAD 1			▲	▲		
COMM1101	Interpersonal Relationships and Communication Skills*			▲	▲		
DATA2301	Fundamentals of Digital Marketing Analytics	▲					
DESN2201	Introduction to Web Design for Digital Marketing	▲					
DESN2202	Introduction to Digital Media Production*	▲					
DESN2301	User Experience Design	▲	▲		▲	▲	▲
SODV2204	Introduction to Web Development for Digital Marketing	▲					

## Professional development for early childhood educators: Coming soon!

Building Positive Relationships with Children,  
Family, and Community

Play-Based Responsive Curriculum

Social-Emotional Well-Being in the Early Years

Outdoor Play

Pedagogical Documentation

Pedagogical Leadership in Early Childhood Education

Trauma-Informed Practice in Early Childhood Education

Mentorship and Supervision in Human Services