Addictions Counselling
Diploma

Academic Advising Office
Phone: 403.529.3819
Colleen Hillock, Coordinator
Phone: 403.529.3813
E-mail: chillock@mhc.ab.ca

The program provides you with the competencies required for interventions appropriate to individuals, families, and communities experiencing a variety of compulsive behaviors such as substance abuse, gambling, and eating or sexual disorders.

This rigorous and unique program prepares you with knowledge of a range of dependencies and with multilevel intervention skills. After graduation you will be able to promote healthy lifestyles in urban and rural settings and with diverse populations. This program, equips you with strong community-based skills and the potential to enhance the protective factors related to the resilience of individuals, families, and communities. You will find the field appealing as a healthy, high functioning individual, or if you have experienced addictions in your own life and have achieved a level of stability and functioning that enables you to counsel others successfully. Due to the nature and demands of the addictions counselling profession, the program invites emotional involvement and an ongoing commitment to self-awareness as an integral component of the process of becoming educated as a professional addictions counsellor.

The Medicine Hat College Addictions Counselling Program meets the knowledge, skill and application competencies of The Canadian Addiction Counsellors Certification Federation (CACCF). The Medicine Hat College Addictions Counselling program is also approved by the CACCF and, as a result, graduates of the program are eligible for certification with CACCF and are also eligible for membership with The Addiction Professionals Association of Alberta (APAA).

Career Opportunities

Graduates of the Addictions Counselling Program will be prepared to find work in private and public addictions agencies, educational and health institutions, the criminal justice system, women’s shelters, and youth group homes. Graduates of the Addictions Counselling Program have found employment as:

- Harm Reduction/HIV/AIDS Counsellors
- Fetal Alcohol Syndrome Disorder Support Workers
- Suicide Prevention Counsellors
- Gambling Stabilization Counsellors
- Foster Care Support Workers
- Wellness Project Coordinators
- School Resource Workers
- Detox Workers
- Prevention Workers
- Early Intervention Counsellors
- Treatment Counsellors
- Addictions Educators
- Women’s Shelter Counsellors
- Criminal Justice Workers
- Community Program Educators

Admission Requirements

High School Route
- ELA 30-1
- Biology 30 or Chemistry 30
- Two 30-level academic subjects
- One Grade 12 5-credit subject (excluding Special Projects)

Mature Student Route
Limited number of seats are available for mature students who do not meet high school subject requirements but have personal or professional experience with Addictions. A letter should be submitted to admissions@mhc.ab.ca. It is recommended mature students meet with an Academic Advisor or the program coordinator prior to submitting an application via this route.

Transfer Route
Eight or more transferable courses or a completed two-year College diploma.

Conditional Admission Plan (CAP)
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Other admission considerations
- An interview and/or letter of intent may be required.
- If you have significant experience(s) with addictions you should be apprised of the need to have reached a level of stability and functionality that will allow you to undertake this program of studies and to counsel others.

Program Requirements

First Year
Fall
HLSC 200 Introduction to Addictions Studies
IDST 100 Introductory Communications for Helping Professions
PSYC 205 Principles of Psychology
Elective
Elective

Winter
HLSC 220 Introduction to Counselling
HLSC 230 Physiology and Processes of Addictions
SOCI 201 Introductory Sociology
Elective
Elective

Second Year
Fall
HLSC 320 Counselling II (Individuals and Groups)
HLSC 340 Assessment of Addictions
HLSC 365 Health Education and Promotion
Elective
Addictions Counselling
Diploma

One of:
SOCI 203 Current Social Issues
SOCI 325 Deviant Group Behaviour

Winter
HLSC 350 Internship in Addictions Counselling

Internship/Practicum

While every effort is made to accommodate your needs and preferences, you will likely travel out of Medicine Hat during the fieldwork semesters. Costs may be associated with travel and relocation and you are reminded to keep these in mind when calculating program costs. Placement decisions are based on your needs, placement/agency needs, and the outcome of placement interviews with agencies.

In order to ensure the protection of clients, students are required to provide proof of up-to-date child welfare and criminal record checks, at their expense, prior to entry into practicum placements. These documents need to be submitted to the Division of Science & Health, Health & Human Services administrative assistant. Students may be responsible for providing copies of the Alberta Children’s Services Intervention Record Check and Police Information Check to practicum supervisors prior to starting placements. Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record. Prior involvement with Alberta Children’s Services or a criminal record may limit the practicum options available to you.

ALL students going to internships in Alberta Health Services (AHS) need to have their organizational requirements in place before proceeding into practicum.

These requirements include:
• proof of immunizations: Rubella is required as it is legislated by the Public Health Act. Students who are not immunized against Rubella may not complete a placement with AHS. Other immunizations are highly recommended and AHS strongly advises students are fully immunized in accordance with the “Standard for Immunization of Post-Secondary Health Care Students and Students in Other High-Risk Occupational Programs”.
• signed AHS Oath of Confidentiality; this is generated upon completion of the mandatory Information and Privacy training.

Individuals with a history of addiction or dependency should note that placement agencies may require you to have a minimum two-year alcohol and other drug-free lifestyle prior to acceptance in an internship placement. The consequences of a prior criminal conviction on your status in the program will be examined and discussed on an individual basis.

Field Placement Requirements
If your academic or personal behavior is questionable regarding the safe and professional delivery of client care you may be held back from a practicum placement. Should the program coordinator judge, in consultation with the program faculty, that there is evidence that you are professionally unsuitable or a risk to clients, the coordinator may prohibit you from attending or completing a practicum.

Continuation Requirements

Continuation in the Program
To be in good standing, you must:
• maintain a Grade Point Average (GPA) of 2.0
• achieve a grade of C or better in all HLSC courses
• achieve a C or better in all first and second year courses, including electives, prior to HLSC 350 (all are prerequisite courses)
• pass both theoretical and clinical components of HLSC courses in order to receive credit in these courses. Should you fail the practical component of an Addictions Counselling course you will not be allowed to register in further Addictions Counselling courses which include practical components. You are only permitted to repeat an HLSC course once.

As a student in the Addictions Counselling Program you are expected to exercise responsible conduct that reflects favourably on you as a developing professional, the program, and Medicine Hat College.

Questionable performance in relation to harming yourself or others and/or to the maintenance of the professional standards of the program may result in you being asked to leave the course/lab setting/internship placement at any time and you may receive a failing grade in the course.

If you have been absent from the program for one calendar year and are returning to complete a course, you will be required to successfully complete a comprehensive evaluation. Depending on the outcomes of the evaluation you may be required to successfully complete remediation in preparation to enter the practicum.

Required Withdrawal
If you are dismissed from the program for academic or practice reasons (see Academic Probation) you may reapply for readmission after a lapse of a full year. If you are dismissed for a second time, you will not be readmitted.

Graduation Requirements

Diploma
You must complete all program requirements for first and second years with an overall GPA of 2.0 and no grade less than C in the HLSC courses.

Notes
Time Limits for Program Completion
You are allowed four years to complete the Diploma, following the completion of the first addictions course.
Transfer

Excellent transfer opportunities have been developed with:

**Athabasca University**
The Addictions Counselling diploma transfers to Athabasca University’s Bachelor of Professional Arts (Human Services) degree.

**University of Calgary**
Graduates are eligible to apply to the two year post diploma BCR program (Bachelor of Community Rehabilitation).

**University of Lethbridge**
Students with a minimum GPA of 3.0 are eligible to transfer into the University of Lethbridge’s Post-Diploma Bachelor of Health Sciences-Addictions Counselling program.

**Thompson Rivers University**
You are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.
Addictions Counselling/Social Work
Dual Diplomas

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E-mail: chillock@mhc.ab.ca

The Addictions Counselling/Social Work combined diplomas program facilitates the completion of two diplomas in three years. The combined program is distinct and students must follow a prescribed program over three years to successfully complete the two diplomas.

The three year program combines knowledge of the humanities and behavioural sciences, addictions and compulsive behaviours, social work theory and philosophy, and the development of practical skills through academic classroom study and fieldwork settings.

The dual program meets the theory, research, and skill competencies of The Canadian Addictions Counsellors Certification Federation (CACCF) and therefore graduates of the program are eligible for certification with CACCF.

Graduates of the program are also eligible for membership with The Addiction Professionals Association of Alberta (APAA) and the Alberta College of Social Workers (ACSW).

Career Opportunities
Graduates of the Addictions Counselling/Social Work Dual Diplomas Program will be prepared to work in a broad range of public and private health, social, addictions, and welfare agencies, educational institutions, and the criminal justice system. Students will be prepared to work with individuals, families, groups and communities.

Admission Requirements

High School
- ELA 30-1 (minimum 60%)
- Biology 30 or Chemistry 30
- Two 30-level academic subjects
- One grade 12 5-credit subject (excluding Special Projects)

Mature Student
Limited number of seats are available for mature students who do not meet high school subject requirements but have personal or professional experience with Addictions. A letter should be submitted to admissions@mhc.ab.ca. It is recommended mature students meet with an Academic Advisor or the program coordinator prior to submitting an application via this route.

Transfer Route
Eight or more transferable courses or a completed two-year College diploma.

Conditional Admission Plan (CAP)
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Other Admission considerations
- A current resume
- A personal profile questionnaire providing information related to your background and suitability for the program
- One reference from a volunteer or workplace supervisor
(You must have a minimum of 100 hours volunteer or work experience in a social service environment)

Program Requirements

First Year

Fall
ENGL 2xx Junior English
HLSC 200 Introduction to Addictions Studies
IDST 100 Introductory Communications for Helping Professions
PSYC 205 Principles of Psychology
SLWK 100 Introduction to Social Work

Winter
HLSC 220 Introduction to Counselling
HLSC 230 Physiology and Processes of Addictions
PSYC 351 Developmental Psychology
SLWK 101 Social Work Theories and Practice
SOCI 201 Introductory Sociology

Second Year

Fall
ANTH 213 Contemporary Aboriginal Issues
HLSC 320 Counselling II (Individuals and Groups)
HLSC 340 Assessment of Addictions
HLSC 365 Health Education and Promotion
SLWK 102 Social Problems and Policies

Winter
PSYC 357 Human Development
SLWK 211 Social Work with Mental Illness, Trauma and Addictions
One of:
SOCI 203 Current Social Issues
SOCI 325 Deviant Group Behaviours

Third Year

Fall
SLWK 206 Social Work Research and Leadership in Human Services
SLWK 208 Social Work with Families
SLWK 212 Practicum I

Winter
SLWK 209 Social Work with Communities
SLWK 213 Practicum II

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Practicum/Internship

You are selected for practicum on the basis of academic performance, professional suitability, fitness and conduct, and availability of practicum sites.

Individuals with a history of addictions or dependency should note that placement agencies may require you to have a minimum two year alcohol and other drug free lifestyle prior to acceptance in an internship placement.

In order to ensure the protection of clients, you are required to provide up-to-date Alberta Children’s Services Intervention Record Check and Police Information Check, at your expense, to your practicum supervisor prior to entry into practicum placements. You are obligated to inform the Program Coordinators immediately of any change in the status of either of these reports.

Should the program coordinator judge, in consultation with the program faculty, that there is evidence that you are professionally unsuitable or at risk to clients, the coordinator may prohibit you from attending or completing a practicum.

Continuation Requirements

You must achieve a minimum of a “C” grade in all required courses.

As a student in the Addictions Counselling/Social Work Dual Diplomas program you are expected to exercise responsible conduct that reflects favourably on you as a developing professional, the program, and Medicine Hat College. Failure to do so could result in your dismissal from the program.

Questionable performance in relation to harming yourself or others and/or to the maintenance of the professional standards of the program may result in you being asked to leave the program at any time and you may receive a failing grade in any course you are registered in at that time.

If you have been absent from the program for one calendar year and are returning to complete a course, you will be required to successfully complete a comprehensive evaluation. Depending on the outcomes of the evaluation you may be required to successfully complete remediation in preparation to enter the practicum.

Repetition of Courses

You may only repeat SLWK and HLSC courses once.

Graduation Requirements

In addition to the courses required for graduation your progress in the program will be reviewed each semester by the program faculty. Should you be found to be in academic difficulty or should your professional suitability be of concern, you may be referred for remedial assistance or, in extreme cases, asked to withdraw from the program.

You must achieve a minimum of a C grade in all courses in order to be eligible to graduate.

The Code of Ethics of the ACSW and the professional competencies of the CACCF will be used as a measure of professional behaviour and suitability.

Transfer

The Addictions Counselling diploma and Social Work diploma transfer separately to universities in Alberta and British Columbia. Please consult with a MHC Academic Advisor regarding the transfer structures for these programs.

Time Limits for Program Completion

You are allowed up to six years to complete the combined diplomas route.
The Administrative Office Management Diploma is designed to provide you with the potential for obtaining a managerial, supervisory or leadership role in an office environment. In addition to technical office skills, you will learn management theory, supervision, human resource management, leadership, and group dynamics.

### Admission Requirements

**High School Route**
- ELA 30-1 or ELA 30-2
- Math 10C
- Keyboarding speed of a minimum of 20 wpm with 90% accuracy is recommended

**Mature Student Route**
- ELA 30-1 or ELA 30-2
- Math 10C.
- Keyboarding speed of a minimum of 20 wpm with 90% accuracy is recommended

**Transfer Route**
Completion of a one-year Administrative Office Professional certificate program.

**Conditional Admission Plan (CAP)**
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

### Program Requirements

**First Year (Administrative Office Professional Certificate)**

**Fall**
- APRO 108 Keyboarding/Desktop Publishing I
- APRO 120 Effective Speaking for the Office
- APRO 125 Office Communications I
- APRO 131 Office Applications I
- APRO 140 Bookkeeping I
- APRO 180+ Work Experience I

+Includes customer service training

**Winter**
- APRO 109 Keyboarding/Desktop Publishing II
- APRO 133 Office Applications II
- APRO 145 Bookkeeping II
- APRO 155 Office Communications II
- APRO 167 Office Relations

**Continuation Requirements**
Generally, prerequisite grades must be “C-” or higher; however, some classes require a higher grade. Check course descriptions for individual courses. In Administrative Office Professional courses and Administrative Office Management courses, you must have a minimum of a “C” grade as a prerequisite for the next level.

**Second Year (Administrative Office Management)**

**Fall**
- MGMT 161 Management Theory
- MGMT 193 Business Problems Software Applications
- COMM 140 Communications in the Workplace
- OMG 235 Work Experience III
- Elective*

**Winter**
- MGMT 243 Human Resource Management
- MGMT 267 Leadership Development
- MKTG 171 Marketing
- OMG 237 Work Experience IV
- Elective*

*Elective choices from outside the list below must be pre-approved by the Program Coordinator.

**Electives**
- ACCT 111 Introductory Accounting I
- ACCT 113 Introductory Accounting II
- ACCT 276** Advanced Computerized Accounting
- FNSV 210 Personal Investing
- ITEC 190 Web Development
- MGMT 270 The Entrepreneurial Experience
- MGMT 395 Business Law
- MKTG 315 Science of Persuasion
- MKTG 325 Evidence-Based Marketing
- MKTG 345 Managing Marketing Relationships
- MKTG 355 Creating Brand Intelligence
- PSYC 205 Principles of Psychology
- SOCI 201 Introductory Sociology

**Recommended Elective**
- ACCT 276** Advanced Computerized Accounting

**‡ Recommended Elective**

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Graduation Requirements
To successfully complete the Administrative Office Management Diploma, you must:
• Successfully complete the Administrative Office Professional certificate plus the 10 second year courses as outlined
• Attain a minimum cumulative GPA of 2.0
• Obtain no more than one D or D+ grade in the second year of the diploma
• Obtain a minimum of “C” in OMGT 235 and OMGT 237

Transfer
Athabasca University
Student may be eligible to receive 30 credits from the Administrative Office Management Diploma into Athabasca University’s Bachelor of Professional Arts (Communication Studies) Degree program. Students should consult with an AU Advisor for further information.
The Administrative Office Professional program will provide you with the necessary computer skills, office skills and practical on-the-job work experience required for employment in today’s office.

After completing the Administrative Office Professional certificate program, you may enter the workforce, or, if you wish to increase your advancement opportunities and work responsibilities, you may consider taking the second year of either the Administrative Office Management Diploma or the Business Administration Diploma (Business Administration/Administrative Office Professional Major). If you wish to pursue one of these diploma programs, please ensure you have the admission requirements.

The Administrative Office Professional program develops employees for today’s challenging and ever-changing business office. At graduation, you will have the knowledge and skills required for entry-level office jobs. You will be prepared to manage information in an office; organize and maintain paper and electronic files; manage projects; provide information by using the telephone, postal service, or e-mail; and perform bookkeeping and computer tasks. You will exhibit strong listening, written, oral and interpersonal skills and will be adept at working with others to achieve goals and objectives.

Besides gaining the most current office education, you will gain on-the-job work experience in a business environment. While enrolled in the program, you will complete an office work experience during your first semester and during your final semester.

This program provides practical skills that can be immediately applied to numerous job situations. We encourage you to combine your background in other fields with an Administrative Office Professional Certificate to enhance job prospects.

Career Opportunities

Graduation from the Administrative Office Professional program will prepare you for office employment in numerous fields.

- Accounting
- Agriculture
- Automobile Dealerships
- Banking
- Bookkeeping
- Business
- Computer Consultants
- Dental
- Education - School
- Education - College/University
- Government
- Insurance Agencies
- Legal
- Medical
- News Industry
- Oilfield Companies
- Police and Security
- Printers/Printshops
- Real Estate
- Retail

Admission Requirements

High School Route
- ELA 30-1 or ELA 30-2
- Math 10C
- Keyboarding speed of 20 wpm with 90% accuracy is recommended

Or approval of the Coordinator

Mature Student Route
- ELA 30-1 or ELA 30-2
- Math 10C
- Keyboarding speed of 20 wpm with 90% accuracy is recommended

Or approval of the Coordinator

Conditional Admission Plan (CAP)
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Program Requirements

Fall
- APRO 108  Keyboarding/Desktop Publishing I
- APRO 120  Effective Speaking for the Office
- APRO 125  Office Communications I
- APRO 131  Office Applications I
- APRO 140  Bookkeeping I
- APRO 180  Work Experience I*

Winter
- APRO 109  Keyboarding/Desktop Publishing II
- APRO 133  Office Applications II
- APRO 145  Bookkeeping II
- APRO 155  Office Communications II
- APRO 167  Office Relations

Spring
- APRO 190  Work Experience II

* Includes customer service training during the semester, followed by work experience at the end of the semester.

Continuation Requirements

Must have a minimum of a “C” grade in all courses.
Graduation Requirements

To successfully complete this program you must:

- Complete 12 specific Administrative Office Professional courses (10 academic courses plus two work experience courses)
- Achieve keyboarding skills at a minimum of 45 wpm with 90% accuracy
- Attain a minimum cumulative GPA of 2.0

After completing the Administrative Office Professional Certificate, you can pursue the following options:
Apprenticeship

Dennis Beaudoin, Dean, Trades & Technologies
Phone: 403.504.3579
E-mail: dbeaudoin@mhc.ab.ca

The following information is drawn from www.tradescrets.alberta.ca. For additional information about the apprenticeship systems contact:

Apprenticeship Training Centre, Medicine Hat
3021 Dunmore Rd SE
MEDICINE HAT, AB T1B 2H2
Phone: 403.525.3100
www.tradescrets.alberta.ca

Apprenticeship is an education and training system that teaches trade knowledge and skills through on-the-job training and formal instruction. About 80% of the instruction is done on-the-job training, provided by an employer, where the apprentice is supervised by a journeyman. The remaining 20% of the training involves formal instruction, provided by various post-secondary institutions.

Specific trade Information can be found at:
• Automotive Service Technician page 85
• Carpenter page 94
• Electrician page 114
• Heavy Equipment Technician page 126
• Plumber page 144
• Rig Technician page 151
• Steamfitter-Pipefitter page 165
• Welder page 171

* Please note the 1st year of technical training for Plumber, Gasfitter, Steamfitter/Pipefitter and Sprinkler Systems Installer is a common curriculum. Please contact AIT (Apprenticeship & Industry Training) for more information.

Admission Requirements
To become an apprentice, you must be a Canadian citizen, at least 16 years old, and have the education required for the trade you want to enter.

You must present a transcript of your school marks to the local apprentice office when you apply for apprenticeship. If you cannot get a school transcript, you will have to write an entrance examination. If you do not pass this exam, you must take the necessary upgrading courses.

You must find suitable employment with an employer who is a journeyman or employs a journeyman in the trade of your choice. Once employed, apprenticeship application forms must be signed by you and your employer. These forms are available from the AIT regional offices.

If you think you have related work experience and/or training which could be credited toward your apprenticeship, discuss it with your employer and request credit on the application form.

Once your application for apprenticeship is approved and your school transcripts or entrance exam marks are recorded, final approval is given and contracts are drawn up.

Out of province students must contact a provincial Apprenticeship Office.

What is RAP?
The Registered Apprenticeship Program is a modified apprenticeship program that permits a high school student to become an apprentice. A RAP apprentice accumulates hours of on-the-job training as credit towards his/her apprenticeship program and credit toward a high school diploma.

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>RECOMMENDED PATH</th>
<th>MINIMUM REQUIREMENTS</th>
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<td>Alberta High School Diploma with:</td>
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<tr>
<td>GROUP 1</td>
<td>• English 30-2</td>
<td>• English 10-2</td>
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<tr>
<td>Carpenter</td>
<td>• Math 30-3</td>
<td>• Math 10-3 OR</td>
</tr>
<tr>
<td>Welder</td>
<td>• Physics 20 OR Chemistry 20 OR Science 20</td>
<td>• A pass mark in all five Canadian (GED) tests OR</td>
</tr>
<tr>
<td></td>
<td>• Related Career and Technology Studies courses</td>
<td>• Entrance Exam</td>
</tr>
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| GROUP 2  | • English 30-2   | • English 20-2        |
| Automotive Service Technician | • Math 30-3      | • Math 20-3 OR        |
| Electrician | • Physics 30 OR Chemistry 30 OR Science 30 | • Science 10 OR        |
| Gasfitter (1st year only) | • Related Career and Technology Studies courses | • Entrance Exam        |
| Heavy Equipment Technician | | |
| Plumber | | |
| Sprinkler Systems Installer (1st year only) | | |
| Steamfitter-Pipefitter | | |

| GROUP 3  | See Group 1 | *No minimum entrance requirements |
| Rig Technician | | |
How long is an apprenticeship training program?
Apprenticeship programs vary with each trade. The longest program runs for four periods of training (about four years). A period of training for each trade usually consists of two components – a specific number of hours of on-the-job training and a set amount of formal instruction. The formal instruction ranges from three to 12 weeks per period.

How much does an apprentice earn?
Apprentices earn a percentage of the journeyman wage in their trade at the company with which they are employed. The wage varies from 40% to 90% of the journeyman’s wage, depending on the trade and on how much training the apprentice has completed, and increases as the apprentice progresses from one level of training to the next. An employer must pay a RAP apprentice at least the basic minimum wage.

Advancing through the Apprenticeship process.
To progress from one period of training to the next, an apprentice must:
• Successfully complete the formal instruction
• Have the required hours of on-the-job training and a satisfactory report from the supervisor
• Pass the apprenticeship examination for the period of training (70%)
• Have the record book stamped by the nearest Career Development Centre, Alberta Advanced Education – Apprenticeship and Industry Training (AIT)

The employer will:
• Update the apprentice’s record book, recording the on-the-job training provided, hours worked, type of work performed and evaluating the apprentice
• Forward the record book to the nearest Career Development Centre, AIT for stamping

After completing these steps, an apprentice’s wages should increase to the next level for that trade. The level may differ with each employer, but are based on the journeyman wage rate at that company.

An Alberta Journeyman Certificate is granted to an apprentice who:
• Completes the required hours of on-the-job training and receives a satisfactory report from the supervisor
• Successfully completes the formal instruction
• Passes all required examinations
• Has forwarded his/her record book to the Career Development Centre, AIT for completion

When an apprentice receives an Alberta Journeyman Certificate, he/she can use the term “certified” with the name of the trade, and journeyman wages should now be paid.

Where can the Journeyman work?
The Alberta Journeyman Certificate is valid in Alberta and may be recognized in other provinces. If the journeyman holds a certificate in one of the Interprovincial Standards (Red Seal) trades and is interested in working in another province, they can write an Interprovincial Standards Program (Red Seal) exam. Journeymen who carry an Interprovincial Standards Red Seal on their provincial certificate do not have to write any further examinations to qualify for certification in any other province.

Funding
Human Resources Development Centre may provide some financial support when you attend technical training courses. Contact your local Canada/Alberta Service Centre for more information. Other funding is available through Student Finance in the form of grants based on financial requirements.

Tuition Fees and Expenses
Seats are filled on a first come first served basis. Tuition fees are applicable as per Provincial Government policy. Books and supplies vary with each trade and cost between $450-$750 per training period. A consumable materials fee is applicable to all apprenticeship students.

A $100 non-refundable deposit is due upon registration. The balance of tuition is due two weeks prior to the first day of classes. Unpaid tuition will result in an automatic withdrawal from class and your seat will be offered to the next person on the waitlist. No refunds will be issued after the third day of classes.

Please check our website at www.mhc.ab.ca/programsandcourses for up-to-date tuition and fees for apprenticeship programs.

Continuation/Graduation Requirements
Advancement and graduation requirements for the following apprenticeship programs:

| Automotive Service Technician | Plumber |
| Carpenter                    | Rig Technician |
| Electrician                  | Steamfitter-Pipefitter |
| Heavy Equipment Technician   | Welder |

For each period (4-12 wks) of technical training completed at Medicine Hat College (MHC), Alberta Apprenticeship and Industry Training (AIT) specifies that “apprentices are required to achieve a minimum of 65% in each section of a course of studies and a minimum of 65% average in the course as a whole” (Apprenticeship General Operations Guide).

Following this standard and using MHC’s Academic Standard Grading System (see Academic Regulations section of the MHC calendar), a student will be deemed to have passed their 4-12 weeks of training at MHC if they achieve a grade of C+ or greater, and if they achieve 65% or greater on each section within their 4-12 week training period.

Students’ eligibility to proceed to the next period of technical training will be documented in each apprentice’s record with Apprenticeship and Industry Training (AIT). Apprentices may access this information using their AIT login information at www.tradesecrets.alberta.ca/mytradesecrets.
Arts (B.A.)
University Transfer

If you are interested in learning about people, society, cultures and the arts then a degree in one of the many areas of arts might be the right path for you. Our program is designed to prepare you to transfer to another institution after you have completed a maximum of 20 courses at Medicine Hat College. The remaining years of your Bachelor of Arts may be in a range of disciplines such as psychology, sociology, economics, history or English.

A Bachelor of Arts can be used as a pathway into professional, master’s, or after degree programs such as Law, Rehabilitation Medicine or Education. Students intending to pursue professional programs can complete pre-professional requirements within the University Transfer Arts program. Students wishing to pursue a professional program are encouraged to seek the advice of an Academic Advisor prior to selecting their courses, as program requirements change yearly and vary by institution.

Career Opportunities

| Advertising | Government and Civil Service | Recreation |
| Administration | Industrial Relations | Research |
| Banking and Finance | Languages and Linguistics | Social Services |
| Counselling | Management | Urban Planning |
| Consulting | Public Relations | |
| Enforcement and Corrections | Publications and Printing | |

Admission Requirements

Refer to Admissions Chart on page 19

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university degrees. The program is possible with the College’s participation in Campus Alberta. Admission to all university programs in Alberta is competitive and students are responsible for understanding admission and program requirements.

Program requirements change yearly and vary by institution. Students pursuing an undergraduate degree as a learning pathway to a professional program should consult with a Medicine Hat College Academic Advisor and a representative from the institution they wish to attend. University Transfer students need to ensure they meet both the minimum requirements and competitive requirements for admission.

Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to pursue. With this information, students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

University of Alberta, Faculty of Arts

Phone: 780.492.4295 (Undergraduate Student Services)
E-mail: arts.undergrad@ualberta.ca
Website: www.ualberta.ca/arts

Bachelor of Arts degrees offered in the areas of:

- Ancient & Medieval History
- Anthropology
- Art & Design
- Classics
- Comparative Literature
- Criminology
- Drama
- East Asian Studies
- Economics
- English
- Film Studies
- French
- German
- History
- History of Art, Design and Visual Culture
- Human Geography
- Latin American Studies
- Linguistics
- Mathematics
- Music
- Philosophy
- Planning
- Political Science
- Psychology
- Religious Studies
- Science Technology & Society
- Scandinavian
- Sociology
- Spanish
- Women’s and Gender Studies

Bachelor of Arts students at the University of Alberta are required to complete a major subject of concentration in addition to the Common Requirements.
Students interested in graduate studies (Master’s Degree/PhD) also have the opportunity to work towards a Bachelor of Arts (Honors) degree. Please consult the University of Alberta Academic Calendar for program options and requirements.

University Transfer

Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Alberta Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

Athabasca University, Faculty of Humanities & Social Sciences

Website: www.fhss.athabascau.ca/

Bachelor of Arts degrees offered in the areas of:

- Anthropology
- Canadian Studies
- English
- French
- History
- Humanities
- Information Systems
- Labour Studies
- Political Economy
- Political Science
- Psychology
- Sociology
- Women’s and Gender Studies

Bachelor of Arts Students through Athabasca University are required to complete a major subject of concentration in addition to the Arts and Science requirements.

University Transfer

Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

Athabasca University, Bachelor of General Studies (Arts & Science)

Website: www.fhss.athabascau.ca/

The Bachelor of General Studies degree is a multidisciplinary program, which allows students to explore a variety of different subjects and interests to meet career and educational goals. Unlike other degrees offered by Athabasca University, the Bachelor of General Studies does not have a residency requirement, which means students may take the entire program through Medicine Hat College or through other educational institutions.

The Bachelor of General Studies degree requires the completion of 90 credits and is comparable to a three-year program. This degree allows students the freedom to develop their own intellectual and academic interests. This does not mean that course selection should be casual. Students are expected to ensure their vocational or personal needs are well defined. All courses transferred to this degree must be university-level credit as determined by Athabasca University faculty. Students are strongly encouraged to register in ENGL 255 early in their program. The English writing skills requirement is waived for students enrolling in the second undergraduate degree. Students complete the program regulations in effect at the time of their enrolment.

University Transfer

Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
**Arts (B.A.)**

**University Transfer**

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**University of Calgary, Faculty of Arts**

*Phone:* 403.220.3580 (Arts Students’ Centre)
*E-mail:* ascarts@ucalgary.ca
*Website:* www.arts.ucalgary.ca

Degrees offered by the Faculty of Arts, in the areas including:

- Ancient & Medieval History
- Anthropology, Social & Cultural
- Archaeology
- Art-Art History
- Canadian Studies
- Communication and Media Studies
- Dance
- Development Studies
- East Asian Language Studies
- East Asian Studies
- Economics
- English
- Film Studies
- French
- French & Italian
- French & Spanish
- Greek & Roman Studies
- History
- International Indigenous Studies
- International Relations
- Italian & Spanish
- Italian Studies
- Latin American Studies
- Linguistics
- Linguistics & Language
- Multidisciplinary Studies
- Music
- German
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Russian
- Sociology
- Spanish
- Urban Studies
- Women’s Studies

Bachelor of Arts Students at the University of Calgary are required to complete the major-field requirements and any associated other requirements for the major field, in addition to the breadth requirements.

Students interested in graduate studies (Masters Degree/PhD) also have the opportunity to work towards a Bachelor of Arts Honours degree. Please consult the University of Calgary Academic Calendar for program options and requirements.

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**University Transfer**

Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Calgary Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

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**University of Lethbridge, Faculty of Arts and Science**

*Phone:* 403.329.5106 (Academic Advising)
*E-mail:* artsci.advising@uleth.ca
*Website:* www.uleth.ca/artsci

Degrees offered in the areas including:

- Agricultural Studies
- Anthropology
- Archaeology & Geography
- Art
- Canadian Studies
- Dramatic Arts
- Economics
- English
- French
- French/Spanish
- General Major in the Humanities
- General Major in the Social Science
- Geography
- History
- Kinesiology
- Music
- Native American Studies
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Sociology
- Urban & Regional Studies
- Women & Gender Studies

Bachelor of Arts students at the University of Lethbridge are required to complete a major program in addition to the Liberal Education List Requirements. The Liberal Education List Requirements consists of four courses from each of the following lists: List I (Fine Arts & Humanities), List II (Social Sciences), and List III (Sciences).

Students interested in graduate studies (Master’s Degree/PhD) also have the opportunity to complete an undergraduate thesis course. Please consult the University of Lethbridge Academic Calendar for program options and requirements.
University Transfer

Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Lethbridge Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

MacEwan University, Faculty of Arts and Science

Phone: 780.497.4505 (Faculty of Arts and Science Program Services)
E-mail: artsandscience@macewan.ca
Website: www.macewan.ca/wcm/SchoolsFaculties/ArtsScience/index

Degrees offered in areas including:

- Anthropology
- History
- Psychology
- Economics
- Philosophy
- Sociology
- English
- Political Science
- Psychology

Bachelor of Arts Students at MacEwan University are required to complete a major, and a second major or one or two minors, in addition to the breadth requirements. Some majors at MacEwan University are competitive and require specific courses to be completed prior to admission to the major.

Students interested in graduate studies (Master’s Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts - Honours degree. Please consult the MacEwan University Academic Calendar for program options and requirements.

Mount Royal University, Faculty of Arts

Phone: 403.440.2525 (Arts Academic Advising)
E-mail: artsadvising@mtroyal.ca
Website: www.mtroyal.ca/programscourses/faculties/schools/centres/arts/index

Degrees offered in areas including:

- Anthropology
- Criminal Justice
- Policy Studies
- Communication
- English
- Psychology
- * Broadcast Media Studies
- * Information Design
- * Journalism
- * Public Relations
- History
- Sociology

Bachelor of Arts students at Mount Royal University must complete a major field of study in addition to the General Education Requirement (GNED). The GNED requirement consists of 12 GNED courses, chosen from four different thematic clusters - Numeracy & Scientific Literacy, Values, Beliefs & Identity, Community & Society, and Communication.

Students interested in graduate studies (Master’s Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts - Honors stream. Please consult the Mount Royal University Academic Calendar for program options and requirements.

University Transfer

Students are encouraged to consult the Mount Royal University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a Mount Royal University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
Arts (B.A.)
University Transfer

University of Regina, Faculty of Arts

Phone: 306.585.4137 (Arts Student Services)
E-mail: arts.studentservices@uregina.ca
Website: www.uregina.ca/arts/

Degrees offered in areas including:

- Anthropology
- Chinese
- Classical & Medieval Studies
- Cree Language Literacy
- Economics
- Economics & Business Administration
- Economics & Geography
- Economics & History
- Economics & Society
- English
- Environmental Studies
- Geography
- German
- Health Studies
- History
- Human Justice
- Indigenous Studies
- International Languages
- Japanese
- Journalism
- Linguistics
- Philosophy
- Philosophy, Politics & Economics
- Police Studies
- Political Science
- Psychology
- Religious Studies
- Resource & Environmental Studies
- Saulteaux Language Literacy
- Sociology
- Spanish
- Women’s and Gender Studies

Bachelor of Arts students at the University of Regina are required to complete one or two majors as well as core requirements designed to achieve breadth.

Students interested in graduate studies (Master’s Degree/PhD) also have the opportunity to work towards a Bachelor of Arts Honours program. Please consult the University of Regina Academic Calendar for program options and requirements.

University Transfer

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Regina Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Saskatchewan, College of Arts and Science

Phone: 306.966.4231 (Academic Advising)
E-mail: student-advice@artsandscience.usask.ca
Website: www.arts.usask.ca/

Degrees offered in areas including:

- Anthropology
- Archaeology
- Business Economics
- Classical, Medieval & Renaissance Studies
- Drama
- Economics
- English
- Environment & Society
- French
- Health Studies
- History
- Indigenous Studies
- Interactive Systems Design
- International Studies
- Linguistics
- Modern Languages
- Music
- Philosophy
- Political Studies
- Psychology
- Regional & Urban Planning
- Religion & Culture
- Sociology
- Sociology (Indigenous Justice & Criminology)
- Studio Art
- Women & Gender Studies

Bachelor of Arts students at the University of Saskatchewan are required to complete a single major or interdisciplinary program as well as distribution requirements.
Students interested in graduate studies (Master’s Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts Honours program. Please consult the University of Saskatchewan Academic Calendar for program options and requirements.

University Transfer
Students are encouraged to consult the University of Saskatchewan Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Saskatchewan Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Saskatchewan Transfer Database online to determine Medicine Hat College course equivalents.
Automotive Service Technician Apprenticeship

Lee Eiserman, Coordinator
Phone: 403.504.3577
E-mail: leiserman@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 79.

The term of apprenticeship for an automotive service technician is 4 years (four 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

Automotive Service Technicians perform preventative maintenance, diagnose faulty operations, and repairs to automotive vehicles and light trucks.

Automotive service technicians adjust, test and repair engines, transmissions, steering systems, brake systems, drive trains, vehicle suspensions, electrical systems and air conditioning systems, and do wheel alignments. In large shops, they sometimes specialize in repairing, rebuilding and servicing specific parts (e.g., transmissions, engines, electrical components). In smaller shops, automotive service technicians may work on a wider variety of repair jobs.

Automotive service technicians begin by reading the work order and examining the vehicle. To locate the cause of faulty operation and repair it, they:

• use testing equipment, take the vehicle for a test drive, and/or refer to manufacturers’ specifications and manuals
• dismantle faulty assemblies, repair or replace worn or damaged parts and
• reassemble, adjust and test the repaired mechanism

Automotive service technicians also may perform scheduled maintenance services such as oil changes, lubrications and tune ups; and advise customers on work performed, general vehicle conditions and future repair requirements.

Working Conditions
Most automotive service technicians generally work a 40-hour, five-day week. The work is sometimes noisy and dirty.

There is some risk of injury involved in working with power tools and near exhaust gases.

Skills and Abilities
The work is most rewarding for those who enjoy doing precise work that is varied and challenging. Also, they usually like on-the-job security and a feeling of independence.

To be successful in the trade, automotive service technicians need:
• good hearing, eyesight, and manual dexterity
• mechanical aptitude and interest
• the ability to use proper lifting techniques for items up to 25 kilograms
• the ability to keep up to date with changing technology;
• a working knowledge of electricity, electronics, and computers

The above information was copied from the tradesecrets website. For complete information on being an Automotive Service Technician check the website at tradesecrets.alberta.ca.
Medicine Hat College, in partnership with Super T Aviation, offers an Aviation Management Certificate that complements the Super T flight training program and prepares students for an exciting career in the aviation industry.

Students in the Aviation Management Certificate program will take courses that can help them be successful in the aviation industry, including communication in the workplace, management, and geography. Other skills development include how to think critically, lead small teams, maintain professional ethics, and manage health and wellness. In addition, students who choose to complete Super T's Integrated Flight Training program will establish a thorough understanding of the aviation industry in Canada and around the world, as well as aviation safety, regulations and procedures.

Students should be aware that flight training costs through Super T Aviation are not included in the costs of the Aviation Management Certificate. Students should contact Super T Aviation for additional information on costs and structure of the flight training offered.

**Career Opportunities**

Career opportunities in the aviation industry are vast and growing in demand. A graduate of MHC’s Aviation Management Certificate who also completes flight training through Super T Aviation can expect to find employment as a flight instructor, Medevac pilot, charter pilot, or commuter pilot for smaller airlines. After gaining industry experience and fulfilling required flight time, graduates will be able to apply to work as a pilot for the major airlines. This program would also be an asset for obtaining employment with Nav Canada (the corporation that owns and operates Canada's civil air navigation service).

The opportunities for this growing program are vast and in demand. A graduate of this program who also completes flight training through Super T Aviation can expect to find employment as a flight instructor, Medevac Pilot, Charter Pilot, or Commuter pilot for smaller airlines. After being in the industry for a couple of years and receiving the flight time required, graduates will be able to apply to work as a pilot for the major airlines. This program would also be an asset for obtaining employment with Nav Canada (the corporation that owns and operates).
Mount Royal University and Medicine Hat College offer a degree completion program that enables graduates of Medicine Hat College’s Business Administration Diploma and University Transfer (UT) Commerce program to complete Mount Royal’s Bachelor of Business Administration (BBA) – General Management Major.

Students in this program are able to continue their management studies at the degree level while staying at Medicine Hat College and (after successful completion of the specific program requirements) receive their parchment from Mount Royal University. Admission to the BBA occurs after a student meets one of the two approved admission routes (see admission requirements). Application forms and fees are submitted to Medicine Hat College. Upon completion of the program, students are required to submit a graduation application to Mount Royal University.

Note for students completing the collaborative Bachelor of Business Administration Degree program: initiating appeals related to non-academic misconduct matters, academic matters, and course-related issues, are governed exclusively by Medicine Hat College. Students may therefore not access or utilize the appeal procedures of Mount Royal University.

Admission Requirements

To apply to this program, applicants must meet one of two admission routes.

**Route 1**
Graduates of Medicine Hat College’s Business Administration diploma program with a major in Accounting, Management, Financial Services or Marketing. Equivalent Business Administration diplomas from other post-secondary institutions will not be considered.
- Completion of a minimum of twenty (20) required Business Administration courses and approved electives as specified in the MHC calendar
- Achievement of a minimum cumulative GPA of 2.0 in the diploma

**Route 2**
- Completion of twenty (20) approved university transfer courses. Twelve specific and 8 electives
- Achievement of a minimum cumulative GPA of 2.0.

The Bachelor of Business Administration partnership program at MHC is a competitive program so that the most academically qualified students are accepted first. Successful applicants register in the third year of the Bachelor of Business Administration program.

Program Requirements

The Bachelor of Business Administration program at Medicine Hat College has specific course requirements based on the courses and major completed during a student’s previous study and on the specific degree requirements. The total BBA – General Management Major requirements (over four years) include 40 courses made up of sixteen (16) required core business courses, ten (10) major courses, ten (10) general education courses, and four (4) electives. Depending on the diploma major taken at MHC, students will receive credit for up to twenty (20) courses in the BBA program.

All degree courses must be completed at MHC and recognition will not be given to equivalent courses taken at other post-secondary institutions.

**Bachelor of Business Administration – General Management Major**

The Bachelor of Business Administration program requirements vary for each student. Students must see an Academic Advisor to create their individualized program plan for Year 3 and Year 4. Failure to follow the individual student program outlined will result in not meeting graduation requirements.

**Core Business Course Requirements**
Over the total program of study of diploma courses and degree courses, students are required to complete sixteen (16) core business courses to achieve the BBA – General Management Major. The core courses are as follows:

- **ACCT 111 or ACCT 321** Introductory Accounting I
- **ACCT 215 or ACCT 323 or ACCT 322** Managerial Accounting I
- **COMM 252** Advanced Business Communications
- **ECON 201** Principles of Microeconomics
- **ECON 203** Principles of Macroeconomics
- **ENTR 4433** Business Plan Development
- **FINA 255** Finance
- **INBU 3301** Global Business Environment
- **LSCM 3403** Operations Management
- **MGMT 161** Management Theory
- **MGMT 243** Human Resources Management
- **MGMT 263** Organizational Behaviour
- **MGMT 284** Business Statistics I
- **MGMT 395** Business Law
- **MGMT 5333** Strategic Management
- **MKTG 171** Marketing

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General Education Requirements
Students in the BBA at MHC will meet the general education requirements as defined by Mount Royal University. General Education provides students with the opportunity to build their ability to think critically, develop their communication and mathematical skills, stimulate their capacities for creative, innovative thinking, and enrich their knowledge of the wider social, cultural, and natural worlds in which they live and work. The General Education program is organized around four thematic clusters which constitute groups or streams of courses:

Numeracy and Scientific Literacy
These courses aim to develop an understanding of the nature and methods of subjects in the natural sciences, health sciences and computer science, as well as providing essential mathematical skills needed for study at the post-secondary level.

Values, Beliefs and Identity
These courses provide the opportunity to critically explore the values, beliefs and ideas that shape human experience, including understandings and meaning expressed through art, music, literature, philosophy and critical thought. You will also have opportunity to study the various media through which cultural expression takes place.

Community and Society
Through these courses you will explore the complex intersection of interests and relations that constitute social life - from local community to the globalized network of societies. By studying the interlocking of material, moral, and political factors affecting society at all levels, you will acquire knowledge and skills that help you understand and act in the world in which you are a citizen.

Communication
These courses focus on the development of an undergraduate level of proficiency in written and oral communication across a range of media. They will help you develop a capacity for critical reflection on various media and their uses. Opportunity for study in languages other than English will be available in this thematic cluster.

Students will complete ten (10) General Education courses from four clusters. Each cluster has three tiers.

MHC has identified a number of courses that meet the requirements for each cluster and each level. Students may have completed some requirements within their diploma.

Management Options
The degree has ten (10) available general management electives. Please see an Academic Advisor for course selection.

Electives
Students may choose their electives from the lists of management options and general education courses. This list is subject to change at any time. Courses may have prerequisites. All students are responsible to ensure that they have the appropriate prerequisites before enrolling in their course. MHC’s student advisor for the MRU BBA maintains current lists of courses in these categories suitable for the BBA.

Continuation Requirements
MRU policies for academic progression and residency will apply to students in the Collaborative Program. MHC policies will apply for all other academic and non-academic issues and appeals.

Graduation Requirements
To successfully complete the partnership Bachelor of Business Administration – General Management Major degree requirements, students must:

• complete a minimum of twenty (20) required courses
• have a cumulative GPA of at least 2.0 based on all the courses required for graduation

Upon completion of the program, students will submit an application to graduate to Mount Royal University. Upon confirmation of graduation, students may attend convocation ceremonies at MRU and receive their parchment, or attend graduation ceremonies at MHC. If students wish to attend the MHC convocation ceremony, they must submit an MHC graduation application in addition to an MRU application. Students attending either institutions convocation ceremony will pay the respective institutions fees.
The Diploma in Built Environment Engineering Technology program at Medicine Hat College is a multi-disciplinary program focusing on the core disciplines of the built environment; mechanical engineering technology, civil engineering technology and building design technology. This program focuses on the fundamental theories and concepts in these core disciplines while learning and applying current technology so that graduates are prepared to enter a professional career as an engineering technician.

Our approach to understanding and modelling the built environment makes the Built Environment Engineering Technology program unique in Canada. Sustainability concepts are introduced early and are then embedded into the Built Environment Engineering Technology program curriculum, recognizing that our built environment, as with its counterpart the natural environment, is a complex ecosystem. The program has been designed to develop critical thinking and problem solving skills to effectively apply technical and theoretical knowledge for a successful career as an engineering technician. The Built Environment Engineering Technology program takes a sustainable approach to product design and manufacturing; civil planning and infrastructure; and building design and construction and provides understanding of current industry practices.

In addition to developing standard engineering and architectural technical drawings, graduates will be able to use a variety of digital design applications; create three-dimensional objects; use 3D data capture technologies; create presentation graphics and animations; and use multimedia and immersive presentations to help industry promote their ideas and products.

Career Opportunities

Meaningful and relevant employment prospects exist with consulting engineers; architects; land surveyors; oil and gas industry; mining and manufacturing companies; product & equipment design/manufacturers; process facilities; federal, provincial, and municipal governments. The multi-disciplinary engineering background developed in the program enables students to be employed in research, design, manufacturing and sales promotions. Students may become an important member of any team engaged in supplying the goods and services required by modern technology employers. Graduates of this program have been very successful in finding employment. Completion of the two-year program provides you with a Diploma in Built Environment Engineering Technology. Graduates can apply for membership in the Association of Science and Engineering Technology Professionals of Alberta (ASET). Guidelines for membership are found on their website at www.aset.ab.ca.

Admission Requirements

High School Route
High school diploma with:
- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Physics 20

Mature Route
- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Physics 20

Conditional Admission Plan
For students that do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is an individualized program to meet these needs. See page 17 for further details.

Program Requirements

First Year
Fall
CADD 101 Drafting I
CADD 121 CADD Applications I
CADD 172 Sustainability & Systems Thinking I
CADD 174 CADD Labs
MATH 150 Technical Math
Winter
CADD 102 Drafting II
CADD 122 CADD Applications II
CADD 132 Mechanical Design I - Applied Physics
CADD 151 Technical Communications
CADD 161 Civil Design I - Civil Design Fundamentals
CADD 174 CADD Labs
MATH 150 Technical Math

Second Year
Fall
BEET 201 Digital Design/Presentation
BEET 231 Mechanical Design II
BEET 261 Civil Design II
BEET 271 Design Strategies
BEET 281 Building Design II
Winter
BEET 232 Mechanical Design III
BEET 242 Piping & Control Systems
BEET 262 Civil Design III
BEET 272 Technical Design – Capstone
BEET 282 Building Design III
Graduation Requirements

To successfully complete this program students must:

• Attain a minimum cumulative GPA of 2.0
• Complete the program with no failures or incompletes in the required courses

Transfer

Degree & Post Diploma Programs

Athabasca University
Graduates of the Built Environment Engineering Technology (BEET) Diploma at Medicine Hat College are eligible for admission into the Bachelor of Professional Arts - Communications Major and are eligible to transfer 60 credits into this program. Students should consult with an AU Advisor for further information.

NAIT
Graduates of the Built Environment Engineering Technology (BEET) program at Medicine Hat College with a minimum overall GPA of 2.7 are eligible to apply for admission to NAIT’s Bachelor of Technology in Technology Management (BTech-TM) program. For further information please visit the NAIT website at www.nait.ca or speak with a Student Advisor at NAIT.
The Business Administration Diploma program offers students the comprehensive training and education required to build interesting and rewarding careers in business and industry.

Many of the courses completed in the Business Administration program may be used for credit towards a variety of professional designations and university programs. Students interested in these possibilities, please consult with the Business Administration Academic Advisor.

The Business Administration program offers the following majors:
- Accounting
- Financial Services
- Marketing
- Management
- Business/Administrative Office Professional

All students will be admitted into a common first year. Students will declare a major prior to entering second year classes.

Students who enter the program in January can expect to take a minimum of 2.5 years to complete the program.

Career Opportunities

Graduates with a **Accounting Major** are prepared to find work as a(n):
- Accounting Technician
- Accounts Payable or Accounts Receivable Clerk
- CPA Trainee
- Bookkeeper

Graduates with a **Financial Services Major** are prepared to find work as a(n):
- Financial Advisor
- Credit Officer
- Customer Service Representative
- Loans Officer
- Accounts Manager Trainee
- Personal Financial Services Officer

Graduates with a **Management Major** are prepared to find work as a(n):
- Management Trainee in Financial Institutions, Retail, Wholesale or the Hospitality Industries
- Project Coordinator
- Shipping and Logistics Clerk
- Production Scheduler
- Health Service Administrator
- Operations Manager
- Office Manager
- Entry Level Position in Human Resource Management such as Recruiter Trainer or Personnel Assistant

Graduates with a **Marketing Major** are prepared to find work as a(n):
- Promotions Coordinator
- Public Relations Assistant
- Event Marketing Representative
- Events Coordinator
- Merchandiser/Buyer
- Fundraiser for Not-For-Profit Agencies
- Researcher for Marketing Organizations
- Marketing Research Analyst

Admission Requirements

**High School Route**
- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Two Grade 12 5-credit subjects with 50% or better

**Mature Student Route**
- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2

**Conditional Admission Plan (CAP)**
Students that do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Program Requirements

**First Year**

**Fall**
- ACCT 111 Introductory Accounting I
- COMM 140 Communication in the Workplace
- MGMT 161 Management Theory
- MGMT 193 Business Problems Software Applications
- MGMT 263 Organizational Behaviour

**Winter**
- ACCT 113 Introductory Accounting II
- COMM 252 Advanced Business Communications
- ECON 201* Principles of Microeconomics
- MGMT 243 Human Resources Management
- MKTG 171 Marketing

(ECON 201 and ECON 203 may be taken in any order)

**Accounting Major**

**Second Year**

**Fall**
- ACCT 211 Intermediate Accounting I
- ACCT 276 Advanced Computerized Accounting
- FINA 255 Finance
- MGMT 284 Business Statistics I
- MGMT 395 Business Law
### Financial Services Major
#### Second Year

**Fall**
- ACCT 219  Taxation
- FNSV 200  Canadian Investment Funds
- FINA 255  Finance
- MGMT 284  Business Statistics I
- MGMT 395  Business Law

**Winter**
- ECON 203*  Principles of Macroeconomics
- FNSV 210  Personal Investing
- MGMT 268  Business Integration
- MKTG 345  Managing Marketing Relationships

One of:
- COMM 250  Oral Communications
- MGMT 285  Business Statistics II
- MGMT 326  Management Information Systems

*ECON 201 and ECON 203 may be taken in any order

### Marketing Major
#### Second Year

**Fall**
- ECON 203*  Principles of Macroeconomics
- FINA 255  Finance
- MGMT 284  Business Statistics I
- MKTG 315  Science of Persuasion
- MKTG 325  Evidence-Based Marketing

*ECON 201 and ECON 203 may be taken in any order

**Winter**
- MGMT 268  Business Integration
- MGMT 395  Business Law
- MKTG 345  Managing Marketing Relationships
- MKTG 355  Creating Brand Intelligence

One of:
- COMM 250  Oral Communications
- ENTR 211  Introduction to Entrepreneurship
- MGMT 285  Business Statistics II
- MGMT 326  Management Information Systems

### Administrative Office Professional Major
*This major does not transfer to Mount Royal University*

This program is appropriate for students that wish to work in a technical position within a business office and also wish to develop a comprehensive perspective on business theory and practice. Many business disciplines are introduced including accounting, marketing, management, and economics. Students entering this major must meet the entrance requirements for Business Administration.

**First Year - Administrative Office Professional**
See Administrative Office Professional Certificate for program selection. (page 75)

**Second Year - Business Administration**
To change from the Business Administration program to the Administrative Office Professional program for the second year, students must apply to the Administrative Office Professional program in January for the following Fall semester. (Administrative Office Professional has a limited enrolment.)

**Fall**
- ACCT 111  Introductory Accounting I
- MGMT 263  Organizational Behaviour
- MGMT 161  Management Theory
- MGMT 193  Business Problems Software Applications
- Business Elective* or MKTG 171

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**Business Electives for Management Majors**
- ACCT 211, ACCT 215, ACCT 219, ACCT 276
- COMM 250
- FNSV 200, FNSV 210,
- MGMT 285, MGMT 326
- MKTG 280, MKTG 315, MKTG 325, MKTG 345, MKTG 355
- STAT 217

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**International Experience Elective**
The Business Administration program offers MKTG 280 as an elective course. Students interested in an international experience see the Business Administration Coordinator for a course outline.
Business Administration Diploma

Winter
ACCT 113  Introductory Accounting II
COMM 252  Advanced Business Communications
MGMT 243  Human Resource Management
Business Elective* or MKTG 171
One of
ECON 201  Introduction to Microeconomics
ECON 203  Introduction to Macroeconomics

Administrative Office Professional Business Electives*
ACCT 215, ACCT 276
ECON 201, ECON 203
FINA 255
FNSV 200, FNSV 210
MGMT 263, MGMT 267, MGMT 268, MGMT 284, MGMT 395
MKTG 280, MKTG 315, MKTG 325, MKTG 345, MKTG 355

*with permission of the Program Coordinator, students may take an elective course from outside this list.

Continuation Requirements
Prerequisite grades must be “C-” or higher. For the Administrative Office Professional courses, students must have a minimum of a “C” grade (2.0) as a prerequisite for the next level.

Graduation Requirements
To successfully complete the Business Administration diploma in Accounting, Financial Services, Management or Marketing, students must:
- Complete a minimum of 20 required Business Administration courses and approved electives
- Complete a minimum cumulative GPA of 2.0 (C grade)

To successfully complete a second diploma within the Business Administration diploma in Accounting, Financial Services, Management or Marketing, students must meet the MHC residency requirement and:
- Complete 4 major specific courses
- Complete 4 additional courses approved by the department

To successfully complete the Business Administration Administrative Office Professional major, students must:
- Complete a minimum of 22 required Administrative Office Professional and Business Administration courses
- Complete a minimum cumulative GPA of 2.0
- Obtain at least a C grade (2.0) in Administrative Office Professional, and Administrative Office Management courses

Transfer
Degree & Post Diploma Programs
Mount Royal University
Mount Royal University and Medicine Hat College offer a degree completion program for Mount Royal’s Bachelor of Business Administration (BBA) on-site at Medicine Hat College. This program will be of interest to Medicine Hat College’s Business Administration diploma graduates with majors in Accounting, Financial Services, Management and Marketing. For more information consult with a MHC Business Academic Advisor.

Athabasca University
The Business Administration diploma transfers to Athabasca University’s Bachelor of Commerce, Bachelor of Management, and Bachelor of Professional Arts (Communication Studies) degrees. Students should consult with an AU Advisor for further information.

University of Lethbridge
After completing the Medicine Hat College Diploma in Business Administration with majors in Accounting, Administrative Office Management, Financial Services, Management or Marketing, graduates may transfer into the Post-Diploma Bachelor of Management Program at the University of Lethbridge subject to qualifying restrictions. Consult with the MHC Business Academic Advisor, or the University of Lethbridge calendar or website for specific information about this program and GPA requirements.

Royal Roads
Graduates of the MHC Business Administration diploma (all majors) are eligible to enter into the third year of the Bachelor of Business Administration in Business and Sustainability or the Bachelor of Commerce in Entrepreneurial Management degrees at Royal Roads University. To be eligible for this transfer students must also maintain a minimum cumulative GPA of 3.0.

College of the Rockies
Graduates of the Medicine Hat College Diploma with a major in Accounting, Financial Service, Management or Marketing are eligible for acceptance into the Bachelor of Business Administration in Sustainable Business Practices Degree at College of the Rockies. For further information contact the Business Administration Academic Advisor.

Okanagan College
Graduates of the Medicine Hat College Business Administration Diploma with a major in Accounting, Financial Service, Management or Marketing are eligible for application to the Bachelor of Business Administration program at Okanagan College. Students must present a Business Administration diploma with a minimum grade average of 67%; please see the Okanagan College website for further information at www.okanagan.bc.ca or speak with a Business Administration Advisor at Okanagan College.

International Transfer Opportunities
Griffith University, Australia
Graduates are eligible to receive advance standing toward a Bachelor of Business or Bachelor of Commerce. For more information consult with a MHC Academic Advisor.

Montana State University - Northern
Montana State University-Northern, located in Havre, Mt., offers degree completion opportunities to graduates of the Business Administration diplomas in the management and marketing majors towards a Bachelor of Science degree in Business Administration. For further information contact the MSU-Northern Academic Advisor directly.
Carpenter Apprenticeship

Paul Schaan, Coordinator
Phone: 403.529.3978
E-mail: pschaan@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 80.

The term of apprenticeship for a carpenter is 4 years (four 12-month periods) including a minimum of 1560 hours of on-the-job training and 8 weeks of technical training each year.

Carpenters construct, erect and repair buildings and other structures made of wood, wood substitutes, steel, and other materials.

Duties vary according to the type of job.

In residential jobs, carpenters crib the basement; build the house framework, walls, roof, exterior and interior finishes; and install doors, windows, flooring, cabinets, stairs, handrails, panelling, moulding, and ceiling tiles.

In commercial or industrial jobs, they build concrete forms, scaffolding, bridges, trestles, tunnels, shelters, towers, and other structures.

In maintenance jobs, they repair and remodel existing structures of all kinds.

Some carpenters specialize in one type of work such as framing, bench work or finishing work.

Most carpentry tasks involve:
- reading blueprints and/or getting instructions from a supervisor
- performing the layout, including selecting materials, planning sequences and methods of work, and measuring / marking materials to avoid costly mistakes or omissions
- cutting and shaping materials and joining them with nails, screws, bolts or glue
- checking completed units to be sure they are level, square, plumb and the right size, shape and location

Carpenters must work accurately and economically, and follow national and local building codes.

Working Conditions
Carpenters may work alone, in teams or with helpers. Working conditions vary from one job to another. On some jobs carpenters work primarily indoors, are permanently employed and work a regular 40-hour week. On other jobs, they work primarily outdoors, are subject to seasonal unemployment, and routinely work overtime in peak periods.

There is some risk of injury from slips and falls, falling objects, and sharp hand and power tools.

Skills and Abilities
The work is most rewarding for those who take pride in creating a variety of things with their hands and honing their expertise in woodcraft.

To be successful in the trade, carpenters need
- the ability to stand, crouch and kneel for long periods of time
- manual dexterity
- balance for working on scaffolding
- the ability to use proper lifting techniques
- the ability to solve arithmetic problems quickly and accurately
- the ability to get along well with others on a work team

The above information was copied from the tradesecrets website. For complete information on being a Carpenter check the website at www.tradesecrets.alberta.ca.

Alberta Apprenticeship & Training Regional Office
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100
www.tradesecrets.alberta.ca
The mission statement of Medicine Hat College’s Child & Youth Care Counsellor program is to provide students with transformational learning opportunities, professional development, and foundational theoretical practice in preparing them to support the lives of vulnerable children, youth, and families.

The Child and Youth Care Counsellor diploma is a comprehensive two-year program that prepares students to work with vulnerable children, youth, and families. These children and youth may have suffered physical, sexual, or emotional abuse, neglect, failure, family breakdown, and may have behavioral and/or learning difficulties.

Preparation for a career in Child and Youth Care Counselling demands a commitment to learning the essential components of developing healthy, caring relationships. The dynamics of abuse and neglect and the treatment of those issues are explored through courses in professionalism, children and the law, psychology, treatment methods, counselling skills and caring for at-risk youth. Education in group process, family dynamics, and ethics is also offered to enhance personal development and growth.

Students will spend considerable time in lab and field placement settings as well as in the classroom.

The Child and Youth Care Counsellor Program (CYCC) has identified five (5) program wide learning outcomes to prepare students for personal and professional success: Professional Practice, Communication, Self, Theoretical Knowledge, and Assessment and Intervention. In the CYCC curriculum, students will gain knowledge, skills, and competency related to these outcomes.

Career Opportunities

Child and Youth Care Counsellor graduates are in demand across Canada. The scope of potential employment opportunities open includes group homes; residential treatment centres; institutional settings; young offender settings; school liaison work; child development assistant (school setting); outreach/street programs; mental health centres; family and community based programs; therapeutic foster care; and, day treatment programs.

Admission Requirements

High School Route
60% or greater in each of:
• ELA 30-1 or a minimum of 70% in ELA 30-2
• One 30-level academic subject
• Three grade 12 5-credit subjects (maximum of 5 credits of CTS courses)

Mature Student Route
• ELA 30-1 or ELA 30-2 (minimum 60%)
• One 30-level academic subject

Transfer Route
• ELA 30-1 or ELA 30-2
• Eight courses from an accredited post-secondary institution with a minimum of a "C" grade

Conditional Admission Plan (CAP)
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Pre Program Requirements
Along with the academic requirements, students must also meet ALL of the following non-academic requirements:

Upon acceptance, and prior to the first day of practicum, students are asked to submit:
• CPR and First Aid Certificates
• Police Information Check (You are obligated to inform the Program Coordinator immediately of any change in the status of your criminal record.)
• Intervention Record Check

Program Requirements

First Year

Fall
CYCC 111*  The Profession of Child and Youth Care
Junior ENGL
IDST 100  Introductory Communications for Helping Professionals
KNES 281  Introduction to Movement Activities of Children and Youth
PSYC 205  Principles of Psychology

Winter
CYCC 120  Practicum I
CYCC 122  Working with Vulnerable Children, Youth and Families
CYCC 125  Fundamental Skills in Counselling
Junior ENGL
MICO 191  Introduction to Microcomputers
PSYC 351  Developmental Psychology
Child & Youth Care Counsellor
Diploma

Second Year

Fall
CYCC 230*  Practicum II
CYCC 233  Legal and Cultural Issues Regarding Children and Youth
CYCC 235  Group Facilitation
CYCC 237  Youth Care Practice with Families
PSYC 357  Human Development

Winter
CYCC 232  Mental Health & Substance Abuse Issues
CYCC 240  Practicum III
CYCC 245  Assessment and Intervention
PSYC 385  Introduction to Abnormal Psychology

*All Child and Youth Care Counsellor students are expected to participate in a 1 1/2 day retreat.

Practicum

The program has a major practicum component. During the first year, students will observe different agencies while gaining information about many others. This experience assists in determining a successful placement in the second year. As part of an integration of practice and theory, students are in practicum placements two days (15 hours) per week for the entire second year of the program. Students will apply for practicum placements and through an interview process must show a high level of commitment and professional suitability to the agency. Students may be placed outside of Medicine Hat for the second year practicum.

As stated in the Child & Youth Care Association of Alberta’s Code of Ethics, it is the professional responsibility of members to maintain their personal, physical and emotional well-being. Students are expected to meet the physical demands of meeting clients in their own life space, and to always maintain healthy, professional boundaries. Should the program coordinator judge, in consultation with faculty, that there is evidence that students are professionally unsuitable or a risk to clients, the coordinator may prohibit you from attending or completing a practicum.

Continuation Requirements

In order to be considered a continuing student of record in the Child and Youth Care Counsellor Program, students must:

- maintain a minimum of a C grade in all Child and Youth Care Counsellor (CYCC) courses
- maintain a minimum cumulative GPA of 2.0 or better in all courses required to complete the program
- complete all prerequisite courses before moving on to the next core CYCC courses

Students that have been absent from the program for one calendar year and are returning to complete a course, students will be required to successfully complete a comprehensive evaluation. Depending on the outcomes of the evaluation students may be required to successfully complete remediation in preparation to enter the practicum.

Graduation Requirements

All courses outlined in the calendar must be completed with an overall GPA of 2.0 or higher.

Transfer

Athabasca University
Graduates of the Child and Youth Care Counsellor Diploma are eligible to transfer into Athabasca University’s Bachelor of Professional Arts (Human Services) degree. Students should consult with an AU Advisor for further information.

MacEwan University
Graduates of the Child and Youth Care Counsellor Program are eligible for transfer 60 credits to the Bachelor of Child and Youth Care.

Thompson Rivers University
Graduates of the CYCC program are eligible to receive transfer of 60 credits to the Bachelor of Health Science or the Bachelor of General Studies.

University of Calgary
Graduates are eligible to apply to the two year post diploma BCR program (Bachelor of Community Rehabilitation).

University of Victoria
Graduates of the Child and Youth Care Counsellor Program are eligible to apply to the University of Victoria School of Child and Youth Care for completion of a Bachelor in Child and Youth Care (BCYC).

Vancouver Island University
Graduates of the Child and Youth Care Counsellor Program are eligible to apply to Vancouver Island University in Nanaimo to their Bachelor of Arts in Child and Youth Care.

International Transfer Opportunities

Griffith University, Australia
Graduates with a diploma in Child and Youth Care Counsellor are eligible to receive advance standing toward a Bachelor of Human Services degree at Griffith University in Australia. For more information, consult with a MHC Academic Advisor.
Commerce/Management (B.Comm; B.Mgmt; BBA)

University Transfer

Success in business rests on a strong foundation of basic business concepts in areas such as accounting, financial services, marketing, human resources, and more. If you are planning to pursue a degree in Commerce, Business Administration, or Management, MHC offers degree completion in collaboration with Mount Royal University, as well as several university transfer options.

A Bachelor of Commerce, Management or Business Administration can be used as a pathway into professional, master’s, or after degree programs such as Law, Chartered Professional Accountant (CPA) or Certified Human Resources Professional (CHRP).

Career Opportunities

<table>
<thead>
<tr>
<th>Accountant</th>
<th>Economic Development Officer</th>
<th>Marketing Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising and Account Executive</td>
<td>Financial Analyst</td>
<td>General Manager</td>
</tr>
<tr>
<td>Banking and Investing Manager</td>
<td>Human Resources Professional</td>
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Admission Requirements

Refer to Admissions Chart on page 19

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university degrees. The program is possible with the College’s participation in Campus Alberta. Admission to all university programs in Alberta is competitive and students are responsible for understanding admission and program requirements.

Program requirements change yearly and vary by institution. Students pursuing an undergraduate degree as a learning pathway to a professional program should consult with a Medicine Hat College Academic Advisor and a representative from the institution they wish to attend. University Transfer students need to ensure they meet both the minimum requirements and competitive requirements for admission.

Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program they wish to pursue. With this information, students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

University of Alberta, Alberta School of Business

Phone: 780.492.5773 (Bachelor of Commerce Program Office)
E-mail: bcominfo@ualberta.ca
Website: www.ualberta.ca/business

Bachelor of Commerce, with majors in:
- Accounting
- Business Economics & Law
- Business Studies
- East Asian Business Studies
- Entrepreneurship and Innovation
- European Business Studies
- Finance
- Human Resource Management
- International Business
- Latin American Business Studies
- Management Information Systems
- Marketing
- Natural Resources, Energy & the Environment
- Operations Management
- Retailing and Services
- Strategic Management and Organization

Admission to the Alberta School of Business Bachelor of Commerce program at the University of Alberta occurs after completion of a pre-professional year, which must include a minimum of 24 transferable credit units (8 courses) and designated pre-requisite courses. Admission is competitive.

University Transfer

Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Alberta Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
Athabasca University, Faculty of Business

Phone: Toll free - 1.800.468.6531  
E-mail: business-support@athabascau.ca  
Website: business.athabascau.ca

Bachelor of Commerce, with majors in:  
Accounting  Finance  
Business Technology Management  General

Bachelor of Management, with majors in:  
General  Human Resource Management  
Indigenous Nations and Organizations  Marketing

This degree requires students to complete a minimum of ten courses through Athabasca University to fulfill the residency requirement. Students may complete this degree by taking a combination of Medicine Hat College and Athabasca University courses or entirely through individualized study.

Post-diploma admission to these degrees are available. For further information, please refer to the Business Administration Diploma information in the Medicine Hat College calendar on page 89.

University Transfer  
Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Calgary, Haskayne School of Business

Phone: 403.220.6593 (Haskayne School of Business Program Advisors)  
E-mail: undergraduate@haskayne.ucalgary.ca  
Website: haskayne.ucalgary.ca

Bachelor of Commerce, with concentrations in:  
Accounting  General  Petroleum Land Management  
Business Analytics  Organizational Behaviour and Human Resources  Real Estate Studies  
Business Technology Management  International Business  Risk Management and Insurance  
Energy Management  Marketing  Risk Management, Insurance and Finance  
Entrepreneurship & Innovation  Operations Management  Supply Chain Management  
Finance  Personal Financial Planning

Admission to the Haskayne School of Business Bachelor of Commerce program at the University of Calgary occurs after completion of six prescribed pre-commerce courses, and four optional electives. Admission is competitive.

University Transfer  
Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Lethbridge (Lethbridge and Calgary Campus), Dhillon School of Business

Phone: 403.329.2153 (Faculty of Management Academic Advising - Lethbridge Campus)  
E-mail: dhillon.advising@uleth.ca  
Website: www.uleth.ca/dhillon

MHC CALENDAR 2019/2020   101
Bachelor of Management, with majors in:

Accounting  General Management  Marketing
Computer Science*  Human Resources and Labour Relations  Political Science*
Economics*  Indigenous Governance and Business Management
Finance  International Management

*Lethbridge Campus only

Admission to the Faculty of Management at the University of Lethbridge is competitive. The admission average for Transfer applicants presenting six or more transferable courses is calculated on all completed, transferable, post-secondary courses. Applicants presenting fewer than six transferable courses must also meet the High School Admission Route requirements.

Post-diploma admission to this degree is available (for all major other than Computer Science, Economics and Political Science). For further information, please refer to the Business Administration diploma in the Medicine Hat College calendar on page 91.

University Transfer
Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

Mount Royal University, Bachelor of Business Administration
(Collaborative program at Medicine Hat College)

Phone: 403-529-3819 (Academic Advising)
E-mail: info@mhc.ab.ca
Website: mhc.ab.ca

Mount Royal University and Medicine Hat College offer a degree completion program for Mount Royal’s Bachelor of Business Administration - General Management Major (BBA) on-site at Medicine Hat College. The Bachelor of Business Administration partnership program at MHC is a competitive program so that the most academically qualified students are accepted first. Further details on admission to this degree via the University Transfer route please see page 97. Successful applicants register in the third year of the Bachelor of Business Administration program.

University Transfer
Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

Mount Royal University, Bissett School of Business

E-mail: businessadvising@mtroyal.ca
Website: www.mtroyal.ca

Bachelor of Business Administration degree with majors in:

Accounting  General Management
Human Resources  Marketing

Students who have completed four or more post-secondary courses by December 31 and will have completed at least eight post-secondary courses by June 30 for the Fall Semester will be considered as a post-secondary applicant. Admission is competitive.

University Transfer
Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
The Bachelor of Professional Arts in Communication Studies (BPA-CS) is a degree-completion program that brings together your real-world knowledge and experience with theory and research from the communications field. In the BPA-CS program, you will apply your professional knowledge within the national and international context of mass media and communication.

This four-year, 120-credit degree is available to students that have completed an Athabasca University approved two-year communications related diploma from Medicine Hat College or another recognized post-secondary institution.

Athabasca University has approved the following Medicine Hat College programs for transfer to this degree:

- Administrative Office Management (30 credits)
- Business Administration
- Computer Aided Drafting and Design Certificate (30 credits)

NOTE: This degree requires students to complete a minimum of ten (10) courses through Athabasca University to fulfill the residency requirement. Students may complete this degree by taking a combination of Medicine Hat College and Athabasca University courses.

*NOTE: Students are required to present an additional 30 university level credits prior to admittance into the BPA-CS program.

Medicine Hat College senior level courses in areas such as English, history, psychology and sociology may be suitable for meeting the third and fourth year requirements of this degree.

We encourage students to consult with a Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor regarding admission requirements and course selections. It is important that you make correct course choices as part of your degree.
Computer Aided Drafting & Design Certificate

Academic Advising
Phone: 403.529.3819
Peter Kelly, Program Coordinator
Phone: 403.502.8479
E-Mail: pkelly@mhc.ab.ca

The Computer Aided Drafting and Design (CADD) certificate program is a multi-disciplinary program focusing on the core disciplines of the built environment; mechanical engineering technology, civil engineering technology and building design technology. This program concentrates on the foundational theories and concepts in these core disciplines while learning and applying current technology so that graduates may begin their career as an entry level technician. Our approach to understanding and modelling the built environment makes the CADD Certificate program unique. Upon successful completion of all the courses students will be granted a one-year certificate. Students may enter the work force or continue their studies in the Diploma in Built Environment Engineering Technology program at Medicine Hat College. The CADD certificate program is designed to prepare you for both traditional and technical CADD skills to meet the demand of this dynamic industry. Good opportunities for pay and advancement are available to graduates. As a successful graduate, students will have a basic understanding of CADD technologies; mechanical, civil and building design technologies; sustainability; and technical drawings. In the second year of the diploma in Built Environment Engineering Technology program, students will learn more advanced skills in engineering, 3D design, modeling and presentation; data capture; mechanical engineering technology, process piping, civil engineering technology, and building design technology. Upon successful completion of two years at Medicine Hat College students will be awarded a diploma in Built Environment Engineering Technology.

Career Opportunities

Employment opportunities exist with consulting engineers, land surveyors, oil and gas industry, mining and manufacturing companies, federal, provincial, and municipal governments. The broad engineering background provides students the opportunity to be employed in research, design, manufacturing and sales. Students also have the opportunity to become an important member of any team engaged in supplying the goods and services required by modern technology. Completing the one-year program provides students with eligibility for membership in the Association of Science and Engineering Technology Professionals of Alberta (ASET) after two years of suitable industry experience.

Admission Requirements

High School Route
High school diploma with:
• ELA 30-1 or ELA 30-2
• Math 30-1 or Math 30-2
• Physics 20

Mature Student Route
• ELA 30-1 or ELA 30-2
• Math 30-1 or Math 30-2
• Physics 20

Conditional Admission Plan (CAP)
For students that do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is an individualized program to meet these needs. See page 17 for further details.

Program Requirements

Fall
CADD 101 Drafting I
CADD 121 CADD Applications I
CADD 172 Sustainability & Systems Thinking I
CADD 173 Construction Methods
CADD 161 Civil Design I - Civil Design Fundamentals
MATH 150 Technical Math

Winter
CADD 102 Drafting II
CADD 122 CADD Applications II
CADD 132 Mechanical Design I - Applied Physics
CADD 151 Technical Communications
CADD 162 Civil Design I - Civil Design Fundamentals
CADD 182 Building Design I – Building Systems

Continuation Requirements

Students may enroll in the Diploma in Built Environment Engineering Technology program after successful completion of year one. See the Built Environment Engineering Technology program for further program information.

Graduation Requirements

To successfully complete this program students must:
• Attain a minimum cumulative GPA of 2.0
• Complete the program with no failures or incompletes in the required courses

Transfer

Athabasca University
Graduates may be awarded 30 credits toward the Bachelor of Professional Arts Communications Studies. For more information contact a Medicine Hat College Academic Advisor.
The Criminal Justice diploma program prepares students for a multitude of careers in criminal justice, including numerous governmental and non-government areas. These careers include opportunities in law enforcement, policing, private security, border enforcement, intelligence, criminal profiling, legal services, private investigations, and community peace officers.

The program provides a liberal arts education for adaptable career-minded individuals who are self-motivated and effective decision makers. The focus includes the development of responsible leaders for criminal justice careers. Possessing good communication and problem solving skills, as well as a positive attitude and values, makes students well suited for this program. Graduates will receive a Criminal Justice Diploma.

Aims of the Criminal Justice Program
The program is designed to prepare students to enter any one of many areas of public, contract, or private criminal justice occupations. Studies include exposure to an array of investigative techniques and practices including forensics, crime scene investigations, threat and risk assessments, and methods for gaining employment in the field of your choice.

Direction of the Criminal Justice Program
Rapid change, new technology, and increasing criminal sophistication demand that a criminal justice employee be well informed for a diverse and exacting profession. Police services, law enforcement industry trainers and educators have identified the key components and competencies required in the criminal justice community. In addition to leadership skills, these key competencies include ethics, analytical thinking, self-confidence, communication skills, flexibility, diligence, patience, self-control, problem solving, and physical skills. During the program students are encouraged to attain the necessary skills and fitness level to pass the testing requirements demanded by law enforcement organizations. Criminal Justice organizations expect applicants to be involved in their community and students are encouraged to volunteer for various groups and agencies.

The challenging and rewarding two-year program gives students the skills that future leaders in criminal justice will need to succeed. Students will also gain an understanding of the criminal justice systems through studies in human relations, psychology, sociology, investigations, policing, security, criminology and law.

Career Opportunities
The enforcement community encompasses a broad range of occupations in both government and private sectors. From government regulatory bodies to national security investigations, and specialized federal investigators to private security and consultants, the industry is extensive and growing. There are a large number of career opportunities with police agencies and studies have indicated that many agencies are in the process of replacing a large percentage of their staff in the immediate future. As a result of terrorist threats, there have been a substantial number of new opportunities created in private and government security.

Our graduates have obtained employment with a wide range of private, municipal, provincial and federal agencies, including the RCMP, Municipal Police, Customs, Immigration, Military Police, Corrections, Solicitor General, Motor Transport, and private security providers.

Graduates of our program may apply to local, provincial, or federal police forces, other law enforcement agencies, and to federal agencies and corrections. However, you must apply to these agencies directly as Medicine Hat College does not supply graduates directly to any agency. It is imperative in this regard that you assess the hiring standards, especially the minimum physical qualifications such as eyesight, before expending extensive time concentrating on a law enforcement career.

Potential Career Positions
- Police Officers
- Corrections Officers
- Private Investigators
- Customs Officers
- Emergency Measures Planners
- VIP Security
- Risk Management Consultants
- Security Consultants
- Immigration Officers
- Military Police Officers
- Loss Prevention Investigators
- Bylaw Enforcement Officers
- Motor Transport Officers

Admission Requirements
High School Route
60% in ELA 30-1 OR 65% in ELA 30-2

Mature Student Route
60% in ELA 30-1 or 65% in ELA 30-2

Conditional Admission Plan (CAP)
If a student does not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP for this program is considered after June 1st. See page 17 for further details.
Criminal Justice 
Diploma

Program Requirements

First Year

Fall
CJLS 101  Introduction to Criminal Justice Careers
CJLS 102  Effective Communications in Criminal Justice
CJLS 106  Law and the Administration of Justice
CJLS 111  Investigations and Forensics
CJLS 135  Police and Security Technical Reports

Winter
CJLS 116  Federal and Provincial Criminal Justice Legislation
CJLS 120  Lifestyles and Career Orientation
CJLS 126  Criminal Code, Offence Elements and the Charter
CJLS 131  Interviewing and Statements
ENGL 125  Introductory Report Writing and Speech
SOCI 201  Introductory Sociology

Second Year

Fall
CJLS 231  Forensic Science
CJLS 233  Legal Evidence and Trial Presentation
CJLS 247  Public Safety, Emergency Planning, and Response
CJLS 251  Specialized Investigations
PSYC 205  Principles of Psychology
SOCI 225  Criminology

Winter
CJLS 224  Mental Health
CJLS 241  Major Criminal Investigations
CJLS 246  Federal and Provincial Statutes
CJLS 257  Leadership and Development
SOCI 321  Youth Crime
One of
CJLS 221  Investigative Techniques
CJLS 261  Intelligence, Espionage and Terrorism

Students must contact the Program Coordinator to verify their schedule if completing the program outside of the normal cycle.

Transfer

Athabasca University
Graduates of the Criminal Justice Diploma are eligible to transfer 60 credits toward the Bachelor of Professional Arts - Criminal Justice.

Lethbridge College
The Bachelor of Applied Justice Studies is a degree program offered at Lethbridge College that recognizes the MHC Criminal Justice Program as suitable for a two years of block transfer.

Royal Roads University
Graduates of the Criminal Justice Diploma are eligible to transfer into the third year of the Bachelor of Arts in Justice Studies. To be eligible for this transfer students must maintain a minimum cumulative GPA of 3.0.

International Transfer Opportunities

Griffith University
Graduates with a diploma in Criminal Justice are eligible to receive advance standing toward a Bachelor of Criminology and Criminal Justice degree at Griffith University in Australia (on campus or online). For more information consult with a MHC Academic Advisor or online option information at studyonline.open.edu.au/griffith/criminology.

Continuation Requirements

The prerequisite for SOCI 225 and SOCI 321 is SOCI 201. Students who do not obtain a grade of C- or higher in SOCI 201 are not allowed to take SOCI 225 or SOCI 321.

Graduation Requirements

To successfully complete this program students must:
- Attain a minimum cumulative GPA of 2.0
- Attain a minimum pass mark of C- in all CJLS designated courses
Bachelor of Professional Arts (Criminal Justice)

Website: www.athabascau.ca/programs/summary/bachelor-of-professional-arts-in-criminal-justice/

The Bachelor of Professional Arts in Criminal Justice degree will teach you to think critically about criminal justice policies and practices. Criminal justice systems are complex and require an understanding of crime as well as the institutions and professionals that operate within these systems. Taking this degree completion program can support career advancement and continued education at the graduate level.

This four-year, 120-credit degree is available to those who have completed Medicine Hat College’s Criminal Justice program or an Athabasca University-approved two-year criminal justice-related diploma from a recognized post-secondary institution. Typically, the diploma counts as the first two years (or 60 credits) of the degree.

NOTE: Students must complete a minimum of ten courses through Athabasca University to fulfill the residency requirement. Students may complete this degree by taking a combination of Medicine Hat College and Athabasca University courses.

We encourage students to consult with a Medicine Hat College Academic Advisor regarding admission requirements and course selection.
Early Learning and Child Care
Certificate and Diploma

Academic Advising Office
Phone: 403.529.3819
Pamela MacDougall, Coordinator
Phone: 403.504.3506
E-Mail: pmacdougall@mhc.ab.ca

The certificate and diploma programs in Early Learning and Child Care prepare early childhood professionals to work with young children and families. The program combines theory classes in development, interpersonal communications, and appropriate practice with a strong practical base. Knowledge and skills learned in the program enable you to provide good quality care to young children in various settings, as well as enhancing their personal development.

Career Opportunities

Students will be prepared to work as primary staff in settings that include:
• Pre-schools
• Child Care Centres
• Family Day Homes
• Assistants in Kindergarten programs
• Out of school care programs

The one-year certificate program provides an Alberta Level II child care certification. The two-year diploma provides an Alberta Level III child care certification, which is required by all program directors in Alberta child care centres. The Early Learning and Child Care diploma is recognized throughout Alberta and across Canada as the qualification to work with young children.

Admission Requirements

High School Route
High school diploma with:
• 50% in ELA 30-1 or 65% in ELA 30-2

Mature Student Route
• 50% in ELA 30-1 or 65% in ELA 30-2

Conditional Admission Plan (CAP)
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Practicum
Students are selected for practicum on the basis of academic performance, professional suitability, fitness and conduct, volunteer community service, and availability of practicum sites.

Students should be aware that under the Protection for Persons in Care Act (January, 1998) they may be required to provide a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children’s Services Intervention Record Check to the practicum placement supervisors prior to starting placements. A current First Aid Certificate and Heath Immunization Record will be required in practicum placements. Should the program coordinator judge, in consultation with faculty, that there is evidence that you are professionally unsuitable or a risk to clients, the coordinator may prohibit you from attending or completing a practicum.

NOTE: Students may take up to two courses “for interest” without meeting admission requirements. At this point, however, you must meet all admission requirements to continue.

Program Requirements

First Year (Certificate)

Fall
CHPC 120*  Child Development I
CHPC 122  Interpersonal Relations I
CHPC 123  Health, Safety and Nutrition
ELCC 102  Development through Play I
ELCC 105  Practicum I
ENGL 123  Fundamentals of Writing and Speech

Winter
CHPC 121*  Child Development II: An Introduction to Children with Special Needs
CHPC 124  Language and Literacy
ELCC 101*  Introduction to Early Learning and Child Care
ELCC 112  Development through Play II
ELCC 113  Music and Movement
ELCC 115  Practicum II

Second Year (Diploma)

Fall
ELCC 201  Fine Arts
ELCC 202  Math and Science
ELCC 203  Interpersonal Relations II
ELCC 204  Ecology of the Family
ELCC 205  Practicum III

Winter
ELCC 211  Infant and Toddler Care
ELCC 212  Professional Practice
ELCC 213  Inclusive Care and Education
ELCC 214  Children in Society
ELCC 215  Practicum IV

* Also offered through Distributed Learning
Continuation Requirements

Admission to the second year of the Early Learning and Child Care diploma normally requires students to have successfully completed the Early Learning and Child Care certificate program from Medicine Hat College or from another accredited Alberta college with a GPA of not less than 2.3, and with no final course grade of less than C. Students must successfully pass all fall semester courses to proceed with the winter semester. The successful completion of courses at an accredited institution outside Alberta that are equivalent to the one year certificate in Early Learning and Child Care from Medicine Hat College, may also be considered. Students must have attained a GPA of not less than 2.3 with no final course grade of less than C.

Graduation Requirements

To successfully complete the certificate program you must:
- Earn C grades (2.0) in ELCC 105 and ELCC 115
- Attain an overall GPA of at least C (2.0)
- Complete all courses with no grades below C-

To successfully complete the diploma program you must:
- Earn C grades (2.0) in ELCC 205 and ELCC 215
- Attain an overall GPA of at least C (2.0)
- Complete all courses with no grades below C-

Transfer

Athabasca University
Graduates of the Early Learning and Child Care Diploma are eligible to transfer into the Bachelor of Professional Arts (Human Services) Degree. Students should consult with an AU Advisor for further information.

Grande Prairie Regional College*
Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of GPRC’s Early Childhood Development diploma program.

Keyano College*
Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of Keyano’s Early Childhood Development diploma program.

Lakeland College*
Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of Lakeland College’s Early Learning and Childcare diploma program.

Lethbridge College*
Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of Lethbridge College’s Early Childhood Education diploma program.

MacEwan University*
Students who have successfully completed the Early Learning and Child Care certificate they are eligible for admission into year two of MacEwan University’s Early Learning and Child Care diploma program.

Red Deer College*
Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of Red Deer Colleges Early Childhood Education diploma program.

University of Calgary
Graduates of the Early Learning and Child Care diploma are eligible to apply to the two year post diploma Bachelor of Community Rehabilitation diploma.

*The ELCC certificates from these institutions will transfer into Medicine Hat College’s ELCC diploma.

International Transfer Opportunities

Griffith University, Australia
Graduates with a diploma in Early Learning and Childcare are eligible to receive advance standing toward a Bachelor of Child and Family Studies at Griffith University in Australia. For more information, contact a MHC Academic Advisor.
Bachelor of Education (B.Ed.)
Mount Royal University

Academic Advising Office
Phone: 403.529.3819

Lorelei Boschman, Program Coordinator
Phone: 403.529.3962
E-mail: lboschman@mhc.ab.ca

Mount Royal University and Medicine Hat College offer a degree completion program that graduates students as an elementary specialist with a humanities minor, and prepares its graduates for certification under the Professional Standards Branch of Alberta Education. Although the focus of this program is Kindergarten through Grade Six, the Bachelor of Education credential in Alberta qualifies graduates to teach Kindergarten through Grade Twelve. The program is both course and experience based, with courses deliberately arranged to generate synergy among them. The curriculum is designed to create a holistic experience for education students in their understanding of teaching, learning and assessment. Students in this program will graduate with an evolving teaching philosophy based on opportunities to research, discuss and critically analyze aspects of education and schooling throughout the program. Several courses, both core and elective, require students to participate in relevant classroom experiences in the community.

Admission Requirements

To apply to this program, applicants must meet the following admission requirements:

- Successful completion of 60 credits of approved university transfer course work
- Achieve a minimum grade of “B” in EDTS 232 and EDTS 234
- Achievement of a minimum GPA of 2.0, calculated based on the most recent 8 transferrable courses

The Bachelor of Education partnership program at MHC is a competitive program so that the most academically qualified students are accepted first. Please note that there is not an after-degree admission route for this program.

Program Requirements

The Bachelor of Education – Elementary is a four (4) year baccalaureate degree program offered by Mount Royal University in partnership with Medicine Hat College. The total requirements for this program include 40 courses made up of twenty (20) core education courses (including 2 practicums), eight (8) minor courses in the humanities, six (6) general education courses, and four (4) electives.

In Year 3 and Year 4, students will take seven Program of Studies and Curriculum Instruction in Teaching courses, four additional courses, and two practicums:

- EDUC 2375 – Effective Assessment – Measurement and Evaluation
- EDUC 3010 – Practicum I – 5 weeks
- EDUC 3101 – Program of Studies and Curriculum Instruction in Teaching Art
- EDUC 3103 – Program of Studies and Curriculum Instruction in Teaching English Language Arts
- EDUC 3105 – Program of Studies and Curriculum Instruction in Teaching Physical Education
- EDUC 3106 – Program of Studies and Curriculum Instruction in Teaching Science
- EDUC 3108 – Program of Studies and Curriculum Instruction in Teaching Mathematics
- EDUC 4030 – Practicum II – Full-term
- EDUC 4104 – Program of Studies and Curriculum Instruction in Teaching Music
- EDUC 4107 – Program of Studies and Curriculum Instruction in Teaching Social Studies
- EDUC 4325 – The Impact of Social Issues in Education & Schooling
- EDUC 4351 – Indigenous Perspectives in Education
- EDUC 4361 – Exceptional Students, Special Needs, & Inclusive Schooling

In addition to the two major practicum experiences in the third and fourth year, there are practicums embedded within certain coursework throughout the program. Placements for practicums will be in Medicine Hat and South Eastern Alberta area schools, in classes ranging from kindergarten through grade six.
Bachelor of Education (B.Ed.)
Mount Royal University

Practicum Requirements
Students should be aware that under the Protection for Persons in Care Act (January 1998) they will be required to provide a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children’s Services Intervention Record Check to the school jurisdiction in which students are placed for each teaching practicum or experience. Student teachers are responsible for the cost of obtaining this documentation and ensuring it is provided to school jurisdictions requiring it, and providing a copy to the Student Placement Officer prior to the start of the first field experience. It is also recommended that students possess a current Emergency or Standard First Aid Certificate and that Health Immunization Records are up to date.

Continuation Requirements
Students enrolled in the Bachelor of Education – Elementary program are bound by, and shall comply with, the Alberta Teacher’s Association Professional Code of Conduct and the Department of Education Field Experience and Practicum Handbooks. Refer to the Field Experience and Practicum Handbooks for details. Issues of non-compliance will warrant the student being required to withdraw from the program. Because of the professional nature of the Education program, there is an attendance policy that Education students will need to abide by.

MRU policies for academic progression and residency will apply to students in the Collaborative Program. MHC policies will apply for all other academic and non-academic issues and appeals.

Graduation Requirements
To successfully complete the partnership Bachelor of Education – Elementary degree requirements, students must:

- Complete the minimum 60 credits of required third and fourth year courses, including major practicums
- Have a cumulative GPA of at least 2.0 based on all the courses required for graduation

Upon completion of the program, students will submit an application to graduate to Mount Royal University. Upon confirmation of graduation, students may attend convocation ceremonies at MRU and receive their parchment, or attend graduation ceremonies at MHC. If students wish to attend the MHC convocation ceremony, they must submit an MHC graduation application in addition to an MRU application. Students attending either institutions convocation ceremony will pay the respective institutions fees.
Education (B.Ed.)
University Transfer

Career Opportunities
Classroom Teacher K-12
Counsellor

Admission Requirements
Refer to Admissions Chart on page 19

Practicum
Students should be aware that under the Protection for Persons in Care Act (January 1998) they will be required to provide a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children’s Services Intervention Record Check to the school jurisdiction in which you are placed for each teaching practicum or experience. Student teachers are responsible for the cost of obtaining this documentation and ensuring it is provided to school jurisdictions requiring it, and providing a copy to the Education Advisor prior to the start of the first field experience. It is also recommended that you possess a current Emergency or Standard First Aid Certificate and that Health Immunization Records are up to date.

First Year Course Selection
To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to work towards. With this information students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

University of Alberta, Faculty of Education
Phone: 780.492.4530 (Prospective Undergraduate Advising)
E-mail: education.recruitment@ualberta.ca
Website: www.education.ualberta.ca

Types of degrees offered:
• 4 year B.Ed. (40-course degree) direct entry or post secondary transfer
• 2 year after degree (for holders of an approved degree)
• 5 year combined degrees in which students receive two undergraduate degrees (Native Studies, Music, Drama, Physical Education, Science, Math, Human Ecology)

Level of teaching that can be pursued:
• Elementary education (Kindergarten to Grade 6)
• Middle School Education (Grades 4 – 9) - Red Deer College collaboration
• Teacher Education North Program (Elementary route) – Grande Prairie College collaboration
• Teacher Education Rural North Program (Elementary route) – Keyano College collaboration
• Secondary education (Grades 7 – 12)

Major/Minor choices:
• Elementary – generalist major
• Secondary – major and minor are chosen from a list of teachable areas

Admission to the Faculty of Education:
Competitive Admission: GPA will be calculated on most recent 24 credits.

Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Alberta Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
University of Calgary, Faculty of Education

Phone: 403.220.6794 (Werklund School of Education)
E-mail: upe@ucalgary.ca
Website: www.werklund.ucalgary.ca

Types of degrees offered:
- 4 year Bachelor of Education (40-course degree) direct entry
- 4 year community based B.Ed.
- 2 year after degree, on campus or community-based (for holders of an approved degree)
- 5 year concurrent degree in which students will receive two undergraduate degrees (direct entry)

Level of teaching that can be pursued:
- Kindergarten/Elementary Route (Kindergarten to Grade 6)
- Secondary Route (Grades 7 – 12)
- K-12 Route; Specialization in English Language Learners, or Second Languages

Major/minor choices:
- Elementary - major chosen from list of teachable subjects
- Secondary - major and chosen from list of teachable areas

Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Calgary Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Education

Phone: 403.329.2254 (Student Program Services)
E-mail: edu.sps@uleth.ca
Website: www.uleth.ca/education

Types of degrees offered:
- 5 year combined degrees in which students receive two undergraduate degrees
  - BFA/B.Ed
  - BSc/B.Ed
  - BA/B.Ed
  - BMgmt/B.Ed
  - BMus/B.Ed
- Post-diploma degrees
  - Art
  - Drama
  - Music
  - General Management
  - Health Sciences
  - Science
- 2 year after degree (for holders of an approved degree)

Level of teaching that can be pursued:
- Kindergarten to Grade 12

Major choices:
- Single discipline major
- General major

Minor choices:
- Optional from a list of teachable subjects
- Specialization: Optional from a list of Specializations
Admission to the Faculty of Education:

- Admission cumulative GPA of at least 2.50 calculated on courses taken within the semesters containing the last 20 university-level courses (60 credit hours); quota program.
- If 20 specific courses (60 credits) are not completed, you can enter the pre-combined degrees program for year three.
- Appropriate number of courses in the major required with a minimum cumulative GPA of 2.50 on all courses comprising the major.
- Specific admission requirements for some majors (i.e. Music, and Native Education Studies)
- Education 2500 - Orientation to teaching (or equivalent). Favourable recommendation required.

The Liberal Education Requirement (Lib Ed) is a requirement of all University of Lethbridge degree programs. The Lib Ed involves satisfactory completion of Arts and Science courses from three distinct lists: List 1 – Fine Arts & Humanities; List 2 – Social Sciences; List 3 – Science. Consult the University of Lethbridge calendar and the AB Transfer Guide for details, or speak with a Medicine Hat College Academic Advisor.

Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Lethbridge Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

Mount Royal University, Faculty of Education
(Degree completion program at Medicine Hat College)

Mount Royal University and Medicine Hat College offer a degree completion program for Mount Royal University’s Bachelor of Education on-site at Medicine Hat College. Further information is available on page 109 and on the MHC website at www.mhc.ab.ca.

Mount Royal University, Faculty of Education

Phone: 403.440.7729 (Department of Education)
E-mail: ldenney@mtroyal.ca
Website: www.mtroyal.ca/bed/

Types of degrees offered:

- 4 year Direct Entry B.Ed (40 courses offered):

Level of teaching that can be pursued:

- Elementary (Kindergarten to Grade 6)

Major/minor choices:

- Elementary - generalist major; minor is chosen from a list of teachable areas (English, French, General Science for Elementary Education, Elementary School Health & Physical Education, History, Humanities, Indigenous Studies, Linguistics, Mathematics for Elementary Education, Social Studies, Spanish, Teaching English as a Second Language (TESL)).

Admission to the Faculty of Education:

- Direct entry, competitive admission, from high school: grades are calculated based on the required Grade 12 courses for admission into the Faculty of Education.

The General Education (GNED) is a requirement of all Mount Royal University degree programs. The GNED involves satisfactory completion of GNED courses chosen from four different clusters - Numeracy & Scientific Literacy; Values, Beliefs & Identity; Community & Society; and Communication.

Students are encouraged to consult the Mount Royal University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a Mount Royal University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
University of Regina, Faculty of Education

Phone: 306.585.4537 (Student Program Centre)
E-mail: education.counselling@uregina.ca
Website: https://www.uregina.ca/education/

Types of degrees offered:
- 4 year degree (BEd) Direct Entry, on-campus and community-based
- 2 year after degree (for holders of an approved degree)
- 5 year joint degree BEd/BKin and BEd/BSc with a Math Major

Programs offered:
- Early Elementary (pre-K-5) / Middle Years (6-9)
- Secondary (9-12)
- Baccalauréat in Éducation Francaise
- Arts Education
- Music Education

Major/minor choices:
- Variety of areas available

Admission to the Faculty of Education:
- Admission GPA calculated on all transferable courses
- Relevant Experience/References and a Personal Statement/Diversity
- Typically, a total of one year of pre-Education courses can be completed at MHC before transferring

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Regina Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Saskatchewan, Faculty of Education

Phone: 306.966.7654 (College of Education Programs Office)
E-mail: advising.education@usask.ca
Website: www.usask.ca/education/

Types of degrees offered:
- 4 year degree (B.Ed.)
- 5 year combined degrees (Music or Kinesiology)
- Secondary Technical Vocational Education
- Practical and Applied Arts
- Aboriginal Teacher Education

Level of teaching that can be pursued:
- Elementary/Middle Years sequential B.Ed
- Secondary sequential B.Ed

Major/minor choices:
- Teaching Area I/Teaching Area II (chosen from a list of teachable areas)

Admission to the Faculty of Education:
- Admission GPA calculated on most recent 20 Arts/Science (pre-Education) courses
- Typically, a total of one year of pre-Education courses can be completed at MHC before transferring
- On-line interview
- 35-40 hours of experience working with children (paid or unpaid)

Students are encouraged to consult the University of Saskatchewan Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Saskatchewan Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
Education Assistant Certificate

Academic Advising Office
Phone: 403.529.3819

This program is offered through Distributed Learning

The Medicine Hat College Education Assistant program is part of a collaborative program with Red Deer College and Keyano College which allows students to complete all of the required courses of the certificate through an online or distributed learning format. Students will be required to take courses through each of the three post-secondary institutions to complete this program. Completion of this program earns you an Education Assistant certificate from Medicine Hat College.

The Education Assistant program prepares students to work with children who required assistance in development and/or learning tasks. Graduates will be prepared to work both in school and in out of school settings.

Please note that the Education Assistant program at MHC is being reviewed and there may be some changes to the courses/program during the 2019-2020 academic year. Contact the Academic Advisor for further information.

Career Opportunities

Graduates will be prepared to work as Teacher Assistants and other roles with children who have learning and developmental needs.

Admission Requirements

High School Route
High school diploma with:
• ELA 30-1 or 65% in ELA 30-2

Mature Student Route
• ELA 30-1 (50%) or ELA 30-2 (65%)

Practicum
Students are selected for practicum on the basis of academic performance, professional suitability, fitness and conduct and availability of practicum sites. At this time, all practicum coordination will be through the Red Deer College, but placement is not limited to Red Deer.

Students should be aware that under the Protection for Persons in Care Act (January, 1998) they may be required to provide a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children’s Services Intervention Record Check to the practicum placement supervisors prior to starting placements. A current First Aid Certificate and Health Immunization Record will be required in practicum placements.

Distributed Learning
Tuition and other fees are charged on a course by course basis; textbooks and supplies are additional.

Program Requirements

Students enrolled in this program are expected to develop a program plan of study with the Academic Advisor prior to course registration.

CHPC 120 Child Development I
CHPC 121 Child Development II: An Introduction to Children with Special Needs
CHPC 122 Interpersonal Relations* 
CHPC 123 Health, Safety and Nutrition* 
CHPC 124 Language and Literacy 
EDAS 101 The Education Assistant in the Classroom 
EDAS 108 Assisting with Numeracy 
EDAS 106 Technology in Education 
EDAS 102 Children with Social and Emotional Difficulties 
EDAS 103 Children with Specific Learning Disabilities 
EDAS 104 Children with Physical Impairments 
EDAS 105 Children with Sensory Impairments 
ENGL 123 Fundamentals of Writing and Speech

Practicums with Red Deer College
EDAS 181 Field Practice and Seminar 
EDAS 114 Field Experience

* Courses only available on-site at Medicine Hat College

Continuation Requirements

In order to be considered a continuing student of record in the Education Assistant program, students must:
• Have completed all prerequisite courses before moving on to the next course
• Have active yearly registration in a course either through MHC or one of its partners in the collaborative program

Time Limits for Program Completion
Students are allowed four years to complete the Education Assistant program. Following the completion of the first program course.

Graduation Requirements

To successfully complete this program you must:
• Attain an overall GPA of at least 2.0
• Complete all courses with no grades below C-
Electrician Apprenticeship

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 80.

Electricians install, alter, repair, and maintain electrical systems in buildings. These systems may supply heat, light, power, controls and signals, or fire alarms for all types of buildings, structures, and premises.

The term of apprenticeship for an electrician is 4 years (four 12-month periods) including a minimum of 1500 hours of on-the-job training, 8 weeks of technical training in each of the first three years, and a minimum of 1350 hours of on-the-job training and 12 weeks of technical training in the fourth year.

Electricians:
- read and interpret electrical, mechanical, and architectural drawings and electrical code specifications to determine wiring layouts
- cut, thread, bend, assemble and install conduits and other types of electrical conductor enclosures and fittings
- pull wire through conduits and holes in walls and floors
- position, maintain and install distribution and control equipment such as switches, relays, circuit breaker panels and fuse enclosures
- install, replace, maintain and repair electrical systems and related electrical equipment
- install data cabling
- splice, join, and connect wire to form circuits
- test circuits to ensure integrity and safety
- install and maintain fibre optic systems
- install, replace, maintain, and repair renewable power sources and related equipment

Some electricians specialize in:
- residential (housing developments)
- commercial (office buildings)
- institutional (hospitals)
- industrial (plants, factories)

Skills and Abilities
To be successful in their trade, electricians need:
- good communication and reading skills
- an aptitude for math
- mechanical ability
- strength and manual dexterity
- the ability to distinguish colours to work with colour-coded wiring
- the ability to work at heights
- the ability to use proper lifting techniques for weights up to 25 kilograms
- the ability to get along well with co-workers
- the willingness to keep up with new developments in the field
- the ability to create new ways of doing things
- the ability to do very precise work expertly

Those who install or maintain equipment in existing homes or businesses also must be neat, friendly and able to deal with customers courteously.

Working Conditions
Electricians may be involved in construction or maintenance, or do a variety of electrical work. Electricians usually work a 40-hour, five-day week. Especially in construction, there may be no guarantee of permanent work. Working conditions can change dramatically from one job to another, varying from indoors in clean conditions to outdoors on scaffolding, to indoors in cramped conditions. There is some risk of injury from accidental electric shock.
A degree in engineering provides promising employment opportunities in design, development, exploration, and problem solving. There are several engineering specializations including civil, chemical, computing, electrical, and mechanical. Depending on the specialization, you can work in analysis, construction, and development in a variety of industries.

You can begin your studies in engineering at Medicine Hat College and then apply to transfer to the University of Alberta to complete your degree.

Career Opportunities

Civil engineers: Design bridges, roads, airports, pipelines, dams, ships, buildings, transportation systems, and urban systems
Mechanical engineers: Involved in energy production and use, combustion processes, vehicle design, and propulsion systems design
Chemical engineers: Deal with chemical processes, design and analyze systems involving organic materials, nuclear fuels, and food processing
Electrical engineers: Work with communication, navigation, controls, electronics, power, and instrumentation systems
Computer engineers: Design computer systems and applications

Admission Requirements

Refer to Admissions Chart on page 19

Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to pursue. With this information, students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

University of Alberta, Faculty of Engineering

Phone: 780.492.1715 (Faculty of Engineering Prospective and Incoming Undergraduate)
E-mail: engginfo@ualberta.ca
Website: www.ualberta.ca/engineering

In cooperation with the Faculty of Engineering, University of Alberta, Medicine Hat College offers one year of engineering. After successful completion of year one, you can transfer into second year at the University of Alberta and complete a degree in four years, or in five years if completing a Cooperative program. All Engineering students follow a common curriculum in their first year.

The Faculty of Engineering at the University of Alberta offers undergraduate programs leading to BSc degrees in:

Chemical Engineering
Chemical Engineering - Biomedical
Chemical Engineering – Computer Process Control (CPC)
Civil Engineering
Civil Engineering – Environmental
Computer Engineering
Computer Engineering – Software
Computer Engineering - Nanoscale System Design
Electrical Engineering
Electrical Engineering – Biomedical
Electrical Engineering – Nanoengineering
Engineering Physics
Engineering Physics - Nanoengineering
Materials Engineering
Mechanical Engineering
Mechanical Engineering – Biomedical
Mining Engineering
Petroleum Engineering
Enrollment in all Engineering programs at the University of Alberta is limited. However, provided the students meet the minimum GPA and course requirements, engineering students at Medicine Hat College will be considered for admission to second year at the University of Alberta on an equal basis with those who complete first year engineering at the University of Alberta.

**Qualifying for Transfer Agreement with University of Alberta**

Students who previously received credit for courses within the engineering transfer program, or courses within the first year of the engineering program for University of Alberta, are not eligible for the transfer agreement. Credit is defined as a course with a final grade of C- or higher.

**Program Requirements**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
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</thead>
<tbody>
<tr>
<td>AMAT 217</td>
<td>AMAT 219</td>
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<tr>
<td>CHEM 201</td>
<td>CHEM 203</td>
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<tr>
<td>ENGL 199</td>
<td>ENGG 160</td>
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<td>ENGG 205</td>
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<td>ENGG 100</td>
<td>ENGG 349</td>
</tr>
<tr>
<td>PHYS 269</td>
<td>MATH 221</td>
</tr>
</tbody>
</table>

**University Transfer**

Students are encouraged to consult the University of Alberta academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Alberta Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
English as a Second Language for New Canadians

Academic Advising Office
Phone: 403.529.3819

Shalla Shaharyar, Administrator
Phone: 403.504.3622
E-Mail: sshaharyar@mhc.ab.ca

This program is offered at both Medicine Hat and Brooks Campus

Medicine Hat College offers a progressive, communication based English as a Second Language program for immigrant Canadians. It is intended to build on previous basic English language instruction and to prepare for further studies or for better understanding and communication in the workplace.

Our ESLC program focuses on:
• Reading Skills
• Writing Skills
• Oral Communication Skills
• Listening Skills

What does our ESLC program offer?
• Full-time or Part-time studies
• Access to computer labs and computer managed learning software
• Small class sizes
• Individual attention
• Classes start September, January, and May
• College environment
• Exploration of other academic upgrading and Medicine Hat College courses
• Dedicated, experienced and highly qualified instructors
• Individual assessment and placements at the appropriate levels

Admission Requirements
• Priority will be given to those applicants who complete all registration requirements early
• Meet with the ESL Administrator to complete an assessment to ensure placement in classes, before meeting with an Academic Advisor
English for Academic Purposes - International

International Education Office
Phone: 403.504.3615

Kelly Topp, Coordinator
Phone: 403.502.8496
E-Mail: ktopp@mhc.ab.ca

Medicine Hat College offers students a progressive, communication based English as a Second Language program for international students (EAP-I). The EAP-I program has a proven history of providing the language training necessary to earn many university and college degrees and diplomas. Additionally, many of our short-term students have improved their English to a level high enough to enable them to function successfully in the global marketplace.

What does our EAP-I program offer?

• Several levels of instruction to meet your needs and abilities
• 3,13 week semesters per year
• Flexible intakes
• 23 hours of classroom instruction per week
• Regular excursions and activities outside the classroom
• Small class sizes, maximum of 15 students per class
• Dedicated, experienced, and highly qualified instructors
• Personalized service and support
• Assistance with admissions and registration
• Opportunities to experience Canadian culture

Course Structure

Our English for Academic Purposes students will receive 23 hours of classroom instruction per week comprised of the following classes:
• Reading/Literature
• Writing/Essay
• Vocabulary
• Listening
• Conversation
• Grammar
• Film Studies

After successfully completing Medicine Hat College’s EAPI 099 with a grade of B+ or EAPI 199 with a B+ and a C grade in a 3 or more credit College course, students may apply to be accepted into Medicine Hat College certificate, diploma, applied degree or university transfer programs. All other academic entrance requirements of the program must be met prior to acceptance. Some programs may be competitive or be limited in the number of seats available. Students should become familiar with the admission requirements by reading the Admission section of the calendar, or connecting with an Academic Advisor.

EAPI Course Offerings
EAPI 059 Basic
EAPI 069 Low Intermediate
EAPI 079 Intermediate
EAPI 089 Low Advanced
EAPI 099 Advanced
EAPI 199 Bridging

Notes
Tuition fees and schedules are found on our website at www.mhc.ab.ca. Health insurance is compulsory and must be purchased through Medicine Hat College.
Environmental Reclamation Technician
Diploma

Academic Advising Office
Phone: 403.529.3819
Cathy Linowski, Coordinator
Phone: 403.502.8484
E-mail: clinowski@mhc.ab.ca

Consider a career where your passion for the environment and making the world a better place can be combined with excellent job and earning potential. Would you like the chance to work out of doors, travel and be able to apply your knowledge and skills to solve problems? Do you have above average communication, people and computer skills? Do you enjoy collecting information, meeting deadlines and have strong organization and planning skills? The environmental field is rapidly expanding and there is very strong demand for individuals with the required attitude, knowledge, skills and practical experience.

Environmental Reclamation is the returning of lands disturbed from oil and gas activities, logging, mining, infrastructure or industrial development back into either economically productive or natural habitats. Government regulations now require that only individuals with extensive training, knowledge and professional designation can certify reclamation of disturbed lands or decommissioning of wells and pipelines.

The MHC Environmental Reclamation Technician program is a two-year diploma designed with potential employers to include specific training essential for this career while focusing on the unique environmental conditions of southern Alberta and Saskatchewan. Graduates may find office or field orientated employment with private or government agencies involved with environmental monitoring; reclamation of disturbed lands; environmental planning; carrying out of phase one and two assessments, drilling waste management; integrated vegetation management; well decommissioning; resource development; conservation organizations or environmental impact assessments and auditing. Development of practical skills and applied training will take place during a 220-hour work practicum.

Career Opportunities
A partial listing of some of the jobs found by graduates of the MHC Reclamation program include: environmental technician and technologist; junior soils and vegetation reclamation specialist; junior environmental consultant or assistant project manager; compliance inspector for government or industry, junior conservation or land manager; Assistant Ag Field person; drilling waste consultant; and Junior monitoring specialist for soils, air or water. Note that employment may require extensive travel; long days including evenings and weekends; work in remote locations; and working out of doors in all weather conditions. Employees must demonstrate a level of physical fitness due to uneven ground and irregular terrain where reclamation activities are taking place. Safety protocols with most employers also requires drug screening. Because of the applied, experiential approach of many courses in this program students will be expected to participate in field trips and field-based activities.

Admission Requirements
High School Route
High school diploma with:
• ELA 30-1 or ELA 30-2 (minimum 60%)
A minimum of 55% in:
• Biology 20
• Chemistry 30 or Science 30
• Math 30-1 or Math 30-2

Mature Student Route
• ELA 30-1 or ELA 30-2 (minimum 60%)
A minimum of 55% in:
• Biology 20
• Chemistry 30 or Science 30
• Math 30-1 or Math 30-2

Conditional Admission Plan (CAP)
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Computer competency requirement
Many of the courses in this program require a level of familiarity and competency with Microsoft Office suite of computer software. You are advised to enrol in MICO 191 before beginning this program if your computer skills are limited.

Corequisite Certification and Safety Training
H2S, Standard First Aid Level A.
Additional Safety certification/training is highly recommended: ATV Safety, Authorized Assistant Pesticide Applicator.

NOTE: Students must have current certification for each of these safety certificates prior to completion of the program. For students to participate in field trips/activities to active oil & gas leases they must have completed both H2S and PST certifications within the first six weeks of the program. Costs of certifications ranges from $50 to $350; you are responsible for these costs.

Professional Certification
Graduates of the Environmental Reclamation Technician program are eligible to apply to the Canadian Environmental Certification Board (CECAB) for designation as EPIT (Environmental Practitioner in Training). Graduates are also eligible to apply to the Alberta Institute of Agrologists (AIA) under the designation of Registered Technician Agrologists (RTAg). Students should note provincial legislation in Alberta and Saskatchewan requires that to work as a professional and be able to sign off reclamation certificates individuals must be registered either as RTAg, PAg, PBIOL, RPF or FIT, or PEng.
Environmental Reclamation Technician Diploma after Degree option

Bachelor of Science students, or transfer students with advance standing through completion of a related diploma are accepted into the program in September of each year. Students will potentially be able to receive credit for up to 50% of the Environmental Reclamation program course requirements as a result of transfer credits from their degree. A minimum GPA of 2.0 is required for admission.

Program Requirements

First Year

**Fall**
- BOTA 205 Introduction to Botany
- EREC 100 Introduction to Environmental Science Concepts
- EREC 120 Petroleum Industry Fundamentals
- EREC 140 Environmental Chemistry
- SOSC 213 Soil Resources

**Winter**
- ENGL 155 Scientific & Technical Writing
- EREC 115 Introduction to CAD and Surveying for Environmental Reclamation Technicians
- EREC 160 Integrated Vegetation Management
- STAT 251 Introduction to Applied Statistics

**Second Year**

**Fall**
- BIOL 254 Plant Taxonomy
- EREC 210 Agrology and Agro-Ecology for Environmental Technologists
- EREC 220 Environmental Sampling and Monitoring
- GEOG 201 The Physical Environment

**Winter**
- BIOL 255 Ecology
- EREC 240 Environmental Assessment
- EREC 260 Land Reclamation and Revegetation
- EREC 263 Land Reclamation Legislation
- GEOG 332 Map and Air Photo Interpretation

**Spring**
- EREC 280 Career Work Exploration

Field Trips

Course related field trips and fieldwork may take place on weekends or may require overnight travel. Participation in all activities related to field trips and fieldwork is mandatory.

Continuation Requirements

In order to be able to continue into the second year of the program, a cumulative grade point average of at least 2.0 is required at the end of year one.

Graduation Requirements

To complete this program:
- Successfully complete all the program courses as outlined along with corequisite safety and training certificates
- Attain a minimum cumulative GPA of 2.0
- Obtain no more than one D or D+ grade in the second year
- Successfully complete EREC 280

Transfer

**Lakeland College**

Graduates of the Environmental Reclamation Technician Diploma at Medicine Hat College are eligible for admission into the third year of Lakeland College’s Bachelor of Applied Science: Environmental Management (BAppSc) Degree program. For further information please contact an Academic Advisor at Medicine Hat College or Lakeland College.

**University of Lethbridge**

Graduates of the Environmental Reclamation Technician program are eligible to be admitted to the post-diploma Bachelor of Science (Environmental Science).

International Transfer Opportunities

**Griffith University**

Graduates with a diploma in Environmental Reclamation Technician are eligible to receive advanced standing toward a Bachelor of Environmental Science degree at Griffith University in Australia. For more information, contact a Medicine Hat College Academic Advisor.

Practicum/Career Work Experience

The MHC Environmental Reclamation program includes a 220-hour (approximately six (6) weeks) career work experience that normally occurs in the spring semester of the second year. This work experience practicum is designed to give hands-on experience in industry leading to career employment. Students will be assisted in finding potential work experience practicums but obtaining placements is the student’s responsibility. Work placement opportunities in the Medicine Hat area may be limited and students should be prepared to relocate as required. At the conclusion of the work experience practicum students may be contracted to continue their employment with their work experience company.
Fine Arts (B.F.A.)
University Transfer

Career Opportunities
Performance  Commercial advertising  Curator
Studio Work  Gallery Director

Admission Requirements
Refer to Admissions Chart on page 19

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university degrees. The program is possible with the College’s participation in Campus Alberta. Admission to all university programs in Alberta is competitive and students are responsible for understanding admission and program requirements.

Program requirements change yearly and vary by institution. Students pursuing an undergraduate degree as a learning pathway to a professional program should consult with a Medicine Hat College Academic Advisor and a representative from the institution they wish to attend. University Transfer students need to ensure they meet both the minimum requirements and competitive requirements for admission.

Course Selection
To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to pursue. With this information, students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

University of Alberta, Faculty of Arts
Phone: 780.492.4295 (Undergraduate Student Services)
E-mail: arts.undergrad@ualberta.ca
Website: www.ualberta.ca/arts

Bachelor of Fine Arts degrees offered in the areas of:
Art and Design  Drama  Design

University Transfer
Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Alberta Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Calgary, Faculty of Arts
Phone: 403.220.3580 (Arts Students’ Centre)
E-mail: ascarts@ucalgary.ca
Website: www.arts.ucalgary.ca

Degrees offered in the areas of:
Dance  Music  Visual Studies  Drama

University Transfer
Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Calgary Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
University of Lethbridge, Faculty of Fine Arts

Phone: 403.330.1864 (Admissions & Portfolio Advisor)
E-mail: finearts.admissions@uleth.ca
Website: www.uleth.ca/finearts/

Degrees offered in the areas of:

- Art Studio
- Digital Audio Arts
- Native American Art Studio
- Art History/Museum Studies
- Multidisciplinary
- New Media
- Dramatic Arts - Performance
- Music
- Native American Art History/Museum Studies
- Dramatic Arts - Technical/Design

Bachelor of Fine Arts students at the University of Lethbridge are required to complete a major program in addition to the Liberal Education List Requirements. The Liberal Education List Requirements consists of four courses from each of the following lists: List I (Fine Arts & Humanities), list II (Social Sciences), and list III (Sciences).

Students interested in graduate studies (Masters Degree/PhD) also have the opportunity to complete an undergraduate thesis course in some majors. Please consult the University of Lethbridge Academic Calendar for program options and requirements.

University Transfer
Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Lethbridge Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Fine Arts: Dual Admission

Phone: 403.330.1864 (Admissions & Portfolio Advisor)
E-mail: finearts.admissions@uleth.ca
Website: www.uleth.ca/finearts/

Degrees offered in the area of:

- New Media

Dual admission is a collaborative initiative between Medicine Hat College and the University of Lethbridge. Students are admitted to University Transfer Fine Arts at Medicine Hat College and Bachelor of Fine Arts New Media at the University of Lethbridge at the same time. Students enroll in classes at Medicine Hat College for the first two years of their degree program and complete the last two years of their degree program at the University of Lethbridge.

In this program students will benefit from a guaranteed spot in their degree program at the University of Lethbridge, early course registration and access to campus housing with the University of Lethbridge, as well as scholarship opportunities through both institutions.

Bachelor of Fine Arts students at the University of Lethbridge are required to complete a major program in addition to the General Liberal Education Requirement. The General Liberal Education Requirement (GLER) consists of four courses from each of the following lists: List I (Fine Arts & Humanities), list II (Social Sciences), and list III (Sciences).

University Transfer
Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Lethbridge Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
University of Regina, Faculty of Fine Arts

Phone: 306.585.5570 (Student Program Centre)  
E-mail: media.art.performance@uregina.ca  
Website: www.uregina.ca/mediaartperformance/

Degrees offered in the areas of:
Art History  Indigenous Art  Theatre and Performance - Design/Stage Management  
Creative Technologies  Indigenous Art History  Theatre and Performance - General Studio  
Cultures of Display  Music  Visual Arts  
Film Studies  Pop Culture  
Film Production  Theatre and Performance - Acting

Students within the Faculty of Media, Art and Performance at the University of Regina are required to complete a concentration in addition to the General Arts Requirement.

Students interested in graduate studies (Masters Degree/ PhD) also have the opportunity to work towards an Honours program in some majors. Please consult the University of Regina Academic Calendar for program options and requirements.

University Transfer

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Regina Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Saskatchewan, College of Arts and Science

Phone: 306.966.4231 (Academic Advising)  
E-mail: student-advice@artsandscience.usask.ca  
Website: www.arts.usask.ca/

Degrees offered in the areas of:
Art History  Drama - Design  Studio Art  
Drama - Acting  Music

Bachelor of Arts/Fine Arts students at the University of Saskatchewan are required to complete a single major or interdisciplinary program as well as distribution requirements.

University Transfer

Students are encouraged to consult the University of Saskatchewan Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Saskatchewan Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Saskatchewan Transfer Database online to determine Medicine Hat College course equivalents.
The Global and Intercultural Studies certificate program recognizes the global and intercultural awareness, knowledge, and understanding acquired through targeted coursework and educational experiences at MHC. This embedded certificate is intended to be completed in conjunction with other coursework at MHC.

Global and intercultural studies includes:
• developing awareness of international and intercultural issues, and the ability to analyze these issues from different perspectives
• developing appreciation and respect for varying cultural perspectives and behavioral norms
• gaining experience in multicultural environments and the ability to adapt to unfamiliar environments
• improve one’s ability to communicate effectively across cultures

Admission Requirements
Students must be enrolled in a program of study at MHC. Students interested in completing the certificate should consult with their academic advisor and the International Education and Diversity office.

Program and Graduation Requirements
1. Complete fifteen credits in coursework towards the certificate with a minimum GPA of 2.0 and no grade lower than C-, including:
   One of:
   • GNED 230/GNED 1301 Citizenship without Borders
   • GNED 234/GNED 1304 Communities and Societies

   Twelve credits from courses with a global or intercultural focus or language from course lists below, with a maximum of six credits from any one subject area.*

2. Complete intercultural development training and a documented intercultural or study abroad experience, facilitated by MHC International Education and Diversity, to include:
   • Intercultural Development Inventory® assessment and individual debrief
   • Intercultural development training of three hours or more (offered by International Education and Diversity)
   • Intercultural experience with reflection exercises and interviews:
   • Study abroad experience of two weeks or more
   • Documented intercultural experience, facilitated by Education and Diversity of 25 hours or more

* A course cannot normally count towards both coursework and the study abroad or intercultural experience.

Courses with Global or Intercultural Studies Focus
Courses Open to Students across Programs
ANTH 203  Introduction to Social and Cultural Anthropology
ANTH 213  Contemporary Aboriginal Issues in Canada
ANTH 215  Ecological and Cultural Issues in Indigenous Communities: Canadian and International Perspectives
GEOG 203  The Human Environment
GEOG 321  Environmental Problems and Resource Management
GNED 230/GNED 1301 Citizenship Without Borders
GNED 234/GNED 1304 Communities and Societies
HIST 205  The Americas
INBU 330/INBU 3302 International Marketing
MGMT 330/INBU 3301 Global Business Environment
MKTG 280  International Business and Culture
MUHL 211  Music and the Humanities
RELI 205  The Nature of Religion
SOCI 205  Canadian Society
SOCI 357  Human Ecology

Language Courses
FREN 200/FREN 1109 Beginner’s French I
FREN 202/FREN 111 Beginner’s French II
FREN 219  First Year University: French I
FREN 221  First Year University: French II

Courses Restricted by Program Enrolment
CYCC 233  Legal and Cultural Issues Regarding Children and Youth
EDUC 2341  Diversity and Education
EDUC 4351  Aboriginal Cultural Dimensions and Classroom Applications
EDUC 4325  The Impact of Social Issues in Education and Schooling
ELCC 213  Inclusive Care and Education
NURS 503A.50  Selected Topics in Nursing (Vulnerable Populations)
SLWK 219  International Social Work
SLWK 220  International Social Work Practicum
Health Care Aide
Certificate

Academic Advising Office
Phone: 403.529.3819

Kate Squires, Coordinator
Phone: 403.362.1482
Email: ksquires@mhc.ab.ca

If you enjoy “hands-on” work and working with people, you will be interested in the Health Care Aide program. Medicine Hat College delivers the Provincial Prototype Health Care Aide curriculum (2010 version). The program offers students instruction in the classroom and laboratory, plus practicum placements in Continuing Care, Assisted Living, and Community Agencies, to name a few. The program is offered according to demand and is delivered on a full-time or part-time basis, through face-to-face or Distributed Learning format, and at the main campus in Medicine Hat and/or at the Brooks campus.

Prior Learning Assessment
Individuals with related prior learning obtained during employment as a Health Care Aid may be eligible for Prior Learning Assessment and Recognition. Please refer to the Prior Learning Assessment and Recognition portion of the calendar for further information regarding this process. Please contact the Articulation and PLAR Coordinator at Medicine Hat College for further information.

Application Deadline
Applications are accepted for both the Fall and Winter semesters contingent on the availability of seats. Distributed Learning applications are accepted with program start dates in September, November, January, and March.

Distributed Learning (DL)
- Students enrolled in the Health Care Aide program through Distributed Learning should develop a program study plan with their Academic Advisor prior to enrolling in any courses.
- Courses are grouped to better expedite the program requirements. Students should complete the courses in one group before starting courses in the subsequent groups. Students are required to attend labs on site at either the Brooks or Medicine Hat campus.
- Tuition and fees are charged on a course by course basis. Textbooks and supplies have additional costs.

Career Opportunities
Upon graduation, students may find employment in home care, agency, and institutional settings where personal care is delivered. This career is very satisfying if you enjoy working with people. The work demands a high level of physical and emotional well-being.

Admission Requirements
Applicants will be required to submit official transcripts showing credit in ELA 10 or achievement of CLB Level 7 or equivalent.

Pre-Professional Requirements
The following documentation must be submitted one month prior to the first day of classes:
- Standard First Aid Certificate
- CPR - Level C Certificate
- Health Form indicating that you are physically able to perform the duties of a Health Care Aide
- Police Information Check (including vulnerable sectors check). An adverse Police Information Check may delay or inhibit clinical and practicum placements
- Intervention Record Check
- Immunization records (deficiencies must be addressed or in the process of being addressed prior to clinical/practicum placement)

Program Requirements
The program is based on the Health Care Aide Government of Alberta Provincial Curriculum and covers all areas included in the competency list for workers in Alberta. The MHC program consists of eight courses:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HCAP 120</td>
<td>Safety</td>
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<tr>
<td>HCAP 121</td>
<td>Caring for the Client</td>
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<tr>
<td>HCAP 122</td>
<td>Medication Delivery and Dementia</td>
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<tr>
<td>HCAP 130</td>
<td>Foundations and Communication</td>
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<tr>
<td>HCAP 131</td>
<td>The Body and The Mind</td>
</tr>
<tr>
<td>HCAP 132</td>
<td>Knowledge and Skills I</td>
</tr>
<tr>
<td>HCAP 133</td>
<td>Knowledge and Skills II</td>
</tr>
<tr>
<td>HCAP 134</td>
<td>Practicum</td>
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</table>

Continuation/Graduation Requirements
To complete this program:
- Attain passing grades in all theory/lab/clinical and practicum assessments
- Meet attendance requirements as stated in the Health Care Aide program handbook
- Should you fail to achieve these outcomes you will be required to withdraw from the program

Notes
Students are expected to observe program policies regarding punctuality, attendance, dress, response to supervision and feedback, and to provide safe, competent nursing care. If your performance is questionable in relation to the delivery of safe patient care and/or to the maintenance of the program standards you may be asked to leave the laboratory or clinical site at any time. Continued failure to uphold standards related to safe, professional performance will result in dismissal from the program. Students may be required to travel to neighbouring communities for clinical and/or practicum placements.
For international students: A co-op work permit is required for practicum as well as your student visa, please contact our International Education and Diversity Office for information (phone 403-504-3615 or https://www.mhc.ab.ca/InternationalStudents)
Heavy Equipment Technician Apprenticeship

Keon Clift, Coordinator
Phone: 403.529.4852
E-mail: kclift@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 80.

The term of apprenticeship for a heavy equipment technician is 4 years (4 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

Heavy Equipment Technicians maintain, repair, and overhaul heavy vehicles and industrial equipment.

Maintenance and repair of vehicles and equipment may include:
• internal combustion engines and components, both stationary and mobile
• tracked equipment, commonly called crawler tractors
• ground engaging equipment and components
• earth moving equipment
• rubber tired equipment, commonly called tractors
• on and off-highway motor vehicles, commonly called trucks
• towed on and off-highway vehicles, commonly called trailers

In general, heavy equipment technicians:
• interpret work orders and technical manuals
• keep equipment cleaned, lubricated and maintained
• diagnose faults or malfunctions
• adjust equipment and repair or replace defective parts, components or systems
• test repaired equipment for proper performance and ensure that the work done meets manufactures’ specifications and legislated regulations
• write service reports

Working Conditions
The working environment for heavy equipment technicians varies considerably from one job to another. Some heavy equipment technicians work in modern laboratories, while others work at construction or industrial sites. Travel requirements and hours of work also vary.

There is some risk of injury involved in working with heavy equipment and power tools. However, proper safety standards are maintained at all times.

Skills and Abilities
The work is most rewarding for those who enjoy achieving expertise with precise work, problem solving, and working with their hands.

To be successful in the trade, heavy equipment technicians need:
• good vision, hearing, and sense of smell to diagnose problems
• the strength and stamina required to work with heavy equipment and work in cramped or awkward positions
• the ability to work alone or as part of a team
• mechanical ability and an interest in all types of machinery and engines, electronics, and precision equipment
• the ability to think logically and keep up with changes in technology

The above information was copied from the tradesecrets website. For complete information on Automotive Service Technician check out the website at www.tradesecrets.alberta.ca.
Human Services (BPA)
Degree Completion at Medicine Hat

Bachelor of Professional Arts (Human Services)

Website: www.athabascau.ca/programs/summary/bachelor-of-professional-arts-in-human-services/

The Bachelor of Professional Arts in Human Services (BPA-HSRV) is a degree-completion program designed to meet the career and professional needs of workers in the human services fields of child and youth care, corrections, counselling, early childhood education, personal support services, rehabilitation, social services and other related fields.

This four-year, 120-credit degree is available to students that have completed an Athabasca University approved two-year human services related diploma from Medicine Hat College, or another recognized post-secondary institution. Typically, the diploma counts as the first 60 credits or half of the degree.

Athabasca University has approved the following Medicine Hat College diplomas for transfer to this degree:

- Addictions Counselling
- Child and Youth Care Counsellor
- Criminal Justice
- Early Learning and Child Care
- Social Work

NOTE: Students must complete a minimum of ten (10) courses through Athabasca University to fulfill the residency requirement. Students complete this degree by taking a combination of Medicine Hat College and Athabasca University courses.

We encourage students to consult with a Medicine Hat College Academic Advisor regarding admission requirements and course selections. It is important that students make correct course choices as part of your degree.
Recognizing the large and growing demand for skilled computer professionals and the diversity of skills needed in the computer field, Medicine Hat College offers a two year Information Technology Diploma with the two majors:

Software and Internet Development (two years)
Technology Support (two years)

The program is designed to be flexible. Students will be asked to select a major when they apply to the program. However, the first semester of the program is common to all students and you may have the opportunity to change your major based on your aptitudes and career goals as well as availability of seats in the major. Movement between majors will require re-applying to the major of your choice by December 1.

Co-op Program Option
Co-op Education is an integrated approach to higher education that enables bright, highly motivated students to integrate their academic program with paid, relevant work experience in their chosen field. The special Co-op designation on your diploma testifies to your accomplishments and helps you gain solid work opportunities.

Industry Certification
The IT programs incorporate all or part of the curriculum requirements for a number of industry certifications including A+, i-Net+, Network+, and various Microsoft Certifications. The examinations for the respective certifications must still be written independently.

Career Opportunities
Information Technology - Software and Internet Development Major
Graduation with a two year Software and Internet Development diploma prepares students for employment in a variety of entry-level positions in programming and software development, web design and development, database development, and software sales and support.

Information Technology - Technology Support Major
Graduation with a two year Technology Support diploma prepares students for employment in the following areas: User support, network and hardware installation and support, network administration, and computer sales and support.

Information Technology Certificate
You are eligible to receive a certificate if you choose to exit the diploma program after one year. This route is appropriate for students that are looking for a strong background in computer fundamentals, are looking for retraining, or have graduated from other areas and wish to update their computer skills. Graduates with a one-year certificate could expect to find employment in retail sales or computer support or as a microcomputer operator in business, government, or industry.

Admission Requirements

High School Route
- 50% or higher in ELA 30-1 or 60% or higher in ELA 30-2
- 50% or higher in Math 30-1 or 65% in one of Math 20-1 or Math 30-2

Mature Student Route
Mature students may meet the entrance requirements as a result of having achieved placement in Math 30 and college-level English, as determined by the Medicine Hat College Academic Assessment Test.

Conditional Admission Plan (CAP)
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Prior Learning Assessment and Transfer Credit
Prior Learning Assessment may be granted for extensive work experience. This must be completed well in advance of the beginning of the program. (See the calendar section on Prior Learning Assessment for more details.) Transfer Credit for previous post-secondary training may be possible. Application for Transfer Credit must be made through the Office of the Registrar for the courses for which exemption is sought, preferably before the term in which such courses are offered.

Co-op Program Admission
Admission to the co-op program will occur at the end of the first semester and will be based on:
- Academic standing
- Evaluation of the two written communications assignments in ITEC 100
- Work term availability
- Approval of the IT faculty

Program Requirements
Software and Internet Development Major

First Year
Fall
ITEC 100 Professional Communications I
ITEC 110 A+ Computer Technology I
ITEC 120 Applied Mathematics
ITEC 140 Programming Fundamentals I
ITEC 150 Application Software

Winter
ITEC 130 A+ Computer Technology II
ITEC 145 Programming Fundamentals II
ITEC 170 Networking Fundamentals
ITEC 180 Business and Accounting Principles
ITEC 190 Web Development I
Information Technology
Diploma

Second Year
Fall
ITEC 230  Emerging Technologies I
ITEC 270  Database Management I
NETW 290  Network Administration
PROG 210  Systems Analysis & Design
PROG 225  Intermediate Programming

Winter
ITEC 235  Emerging Technologies II
ITEC 240  Web Server Administration
ITEC 275  Database Management II
PROG 245  Dynamic Web Application Development
PROG 280  Advanced Programming

Technology Support Major
First Year
Fall
ITEC 100  Professional Communications I
ITEC 110  A+ Computer Technology I
ITEC 120  Applied Mathematics
ITEC 140  Programming Fundamentals I
ITEC 150  Application Software

Winter
ITEC 130  A+ Computer Technology II
ITEC 155  IT Systems Support
ITEC 170  Networking Fundamentals
ITEC 180  Business and Accounting Principles
ITEC 190  Web Development I

Second Year
Fall
ITEC 230  Emerging Technologies I
ITEC 260  Applied Technical Support I
NETW 200  Cisco Networking
NETW 220  Microsoft Server Technologies
NETW 290  Network Administration

Winter
ITEC 235  Emerging Technologies II
ITEC 240  Web Server Administration
ITEC 265  Applied Technical Support II
ITEC 285  Security
NETW 222  Advanced Microsoft Server Technologies

NOTE: Students enrolled in the Co-op Program must complete ITEC 205 and ITEC 291. Typically, ITEC 205 will be taken in the Winter semester of the first year and ITEC 291 will be completed over the spring and summer months between first and second year.

Notes
1. Students that have a strong high school Math background, an approved university transfer Math course such as MATH 203, STAT 213 may be taken in place of ITEC 120. Advanced permission is required.
2. Students in the Software and Internet Development major, university transfer courses CPSC 231 and/or CPSC 233 may be taken in place of one or two courses (on a one for one basis) designated by the program. Advanced permission is required.

Graduation Requirements
To successfully complete the ITEC Diploma in either major students must:
• Complete a minimum of 10, 100-level approved courses
• Obtain no more than one D (D or D+) grade in 100-level courses
• Complete a minimum of 10, 200-level or higher approved courses
• Obtain no D (D or D+) grade in 200-level or higher courses.
• Attain a minimum GPA of 2.0

To successfully complete the ITEC Diploma Co-op in either major students must:
• Complete a minimum of ten 100-level approved courses
• Obtain no more than one D (D or D+) grade in 100-level courses
• Complete a minimum of twelve, 200-level or higher approved courses
• Obtain no D (D or D+) grade in 200-level or higher courses
• Attain a minimum GPA of 2.0

To successfully complete the IT Certificate students must:
• Complete a minimum of 10 approved courses
• Obtain no more than one D (D or D+) grade
• Attain a minimum GPA of 2.0

Transfer
Graduation from the diploma program provides eligibility to:

Athabasca University
Graduates of the Information Technology Diploma (both majors) are eligible to receive 30 credits towards the Post-Diploma Bachelor of Science in Computing and Information Systems.

University of Lethbridge
Graduates of the Information Technology Diploma (Software & Internet Development major) are eligible to receive 60 credits toward the post diploma Bachelor of Science - Computer Science. Open to graduates who have received a diploma GPA of 2.50 or higher (on a 4.0 scale).

NAIT
Graduates of the Software and Internet Development major with a 2.3 GPA are eligible to enter into the Bachelor of Information Systems Technology (BAIST) Program Information Systems major. NAIT Graduates of the Technology Support Major with a 2.3 GPA are eligible to enter into the Bachelor of Information Systems Technology (BAIST) Program Network Management major.

International Transfer Opportunities
Griffith University, Australia
Graduates with a diploma in Information Technology are eligible to receive advance standing toward a Bachelor of Information Technology degree at Griffith University in Australia. For more information, consult with a MHC Academic Advisor.
If you are interested in learning about how to capture and produce news and stories in all forms of media then a degree in journalism might be the right path for you. Our program is designed to prepare you to transfer to the University of Regina after you have completed a maximum of 20 pre-journalism courses at Medicine Hat College.

Career Opportunities

Documentary maker        Producer
Editor                  Reporter (Newspaper, magazine or broadcast)

Admission Requirements

Refer to Admissions Chart on page 19

University of Regina, Faculty of Arts

Phone: 306.585.4420 (School of Journalism)
E-mail: journalism@uregina.ca
Website: www.uregina.ca/arts/journalism

Degrees offered in areas including:
• Bachelor of Arts in Journalism

The University of Regina, Faculty of Arts admits students into the third year of a four-year Bachelor of Arts in Journalism degree.

Pre-journalism Requirements

Completion of 60 credit hours of specified pre-journalism courses, with a minimum program grade point average (PGPA) of 70%. For a listing of required classes, please consult the University of Regina Official Undergraduate Calendar available here: https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/index.html.

Additional requirements for admission:
• Completed application form
• Cover Letter
• Resume
• Supporting Documents (articles that have been written for publication, unpublished writing samples or relevant supporting material)

University Transfer

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Regina Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
Kinesiology (B.A., B.Kin., B.P.E., B.Sc.)
University Transfer

Kinesiology is the study of human movement. Its goal is to use evidence-based research to improve human health, wellness, and performance. With a degree in kinesiology, you may become employed in areas related to coaching; recreation; general and workplace health and fitness; sports performance; research; illness and injury prevention; and rehabilitation. A degree in kinesiology can also help you to meet the admission requirements for a graduate program or another professional degree such as physical therapy or medicine.

Our program will prepare you to transfer to another institution after you complete a maximum of two years at Medicine Hat College.

Career Opportunities

Elementary/Secondary Schools  Municipal Recreation Departments
Colleges/Universities  Comprehensive Health Care Facilities
Community Centres/Sports and Fitness Centres  Hospitals/Primary Health Care Settings

Admission Requirements

Refer to Admissions Chart on page 19

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university degrees. The program is possible with the College’s participation in Campus Alberta. Admission to all university programs in Alberta is competitive and students are responsible for understanding admission and program requirements.

Program requirements change yearly and vary by institution. Students pursuing an undergraduate degree as a learning pathway to a professional program should consult with a Medicine Hat College Academic Advisor and a representative from the institution they wish to attend. University Transfer students need to ensure they meet both the minimum requirements and competitive requirements for admission.

Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to pursue. With this information students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

University of Alberta, Faculty of Physical Education and Recreation

Phone: 780.492.5604 (Faculty of Kinesiology, Sport, and Recreation Student Services Office)
E-mail: ksr.info@ualberta.ca
Website: www.ualberta.ca/kinesiology-sport-recreation/

Degrees offered in the areas of:
• Bachelor of Kinesiology with majors in:
  o Adapted Physical Activity
  o Physical Activity and Health
  o Sport Performance
  o Sport Coaching
  o Individualized Major
• Bachelor of Science in Kinesiology
• Bachelor of Kinesiology/Bachelor or Education (combined degree)

University Transfer

Students are encouraged to consult the University of Alberta academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Alberta Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
University of Calgary, Faculty of Kinesiology

Phone: 403.220.7018 or 403.220.3407 (Faculty of Kinesiology Undergraduate Academic Advising)
E-mail: knesinfo@ucalgary.ca
Website: www.ucalgary.ca/knes

Bachelor of Kinesiology (B.Kin) or Bachelor of Science (B.Sc.) in Kinesiology degrees offered in the areas of:

- Biomechanics (BSc)
- General (BKin or BSc)
- Mind Sciences in Kinesiology (BKin or BSc)
- Exercise & Health Physiology (BSc)
- Leadership in Pedagogy and Coaching (BKin)

University Transfer

Students are encouraged to consult the University of Calgary academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Calgary Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Arts and Science

Phone: 403.329.5106 (Academic Advising) or 403.329.2680 (Kinesiology & Physical Education Department)
E-mail: artsci.advising@uleth.ca or kinesiology@uleth.ca
Website: www.uleth.ca/artsci/kinesiology

Degrees offered in the areas of:
- Bachelor of Arts in Kinesiology
- Bachelor of Science in Kinesiology
- Combined Degrees with Education and Management:
  - Bachelor of Arts/Bachelor of Education in Kinesiology (BA/BEd Kin)
  - Bachelor of Science/Bachelor of Education in Kinesiology (BSc/BEd Kin)
  - Bachelor of Arts/Bachelor of Management in Kinesiology (BA/BMgt Kin)
  - Bachelor of Science/Bachelor of Management in Kinesiology (BSc/BMgt Kin)

The Liberal Education Requirement applies to all University of Lethbridge degree programs. The Liberal Education Requirement involves satisfactory completion of Arts and Science courses from three distinct lists: List 1 – Fine Arts & Humanities; List 2 – Social Sciences; List 3 – Science.

University Transfer

Students are encouraged to consult the University of Lethbridge academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Lethbridge Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
Kinesiology (B.A., B.Kin., B.P.E., B.Sc.)
University Transfer

Mount Royal University, Faculty of Health, Community & Education

Phone: 403.440.6500 (Department of Health and Physical Education Academic Advisors)
E-mail: phypedinfo@mtroyal.ca
Website: www.mru.ca/bhpe

Bachelor of Health and Physical Education degrees offered in the areas of:

- Athletic Therapy
- Ecotourism and Outdoor Leadership
- Physical Literacy
- Sport and Recreation Management

The General Education (GNED) is a requirement of all Mount Royal University degree programs. The GNED involves satisfactory completion of GNED courses chosen from four different clusters – Numeracy & Scientific Literacy; Values, Beliefs & Identity; Community & Society; and Communication.

University Transfer
Students are encouraged to consult the Mount Royal University academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a Mount Royal University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Saskatchewan, College of Kinesiology

Phone: 306.966.1060 (College of Kinesiology, Academic Inquiries)
E-mail: keeran.wagner@usask.ca
Website: www.kinesiology.usask.ca

Degrees offered in the areas of:

- Bachelor of Science in Kinesiology in Exercise and Sport Studies (BSc)
- Combined Bachelor of Science in Kinesiology/Bachelor of Education (BSc/BEd)

University Transfer
Students are encouraged to consult the University of Saskatchewan academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Saskatchewan Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
Nursing (B.N.)
University of Calgary Bachelor of Nursing at Medicine Hat College

Academic Advising
Phone: 403.529.3619

Sandra Fritz, Program Coordinator
Phone: 403.504.3608
E-mail: sfritz@mhc.ab.ca

Introduction
The University of Calgary (UofC) Bachelor of Nursing program at the Medicine Hat College site is an 8 semester program offered entirely on the Medicine Hat College (MHC) campus. This innovative Bachelor of Nursing degree program and integrated curriculum prepares students for the opportunities and challenges of a nursing career in a changing health care system. Throughout the program, students are provided with an extensive theoretical foundation and supervised practice experience in a variety of nursing settings. One BN entrance route is available: a full time four-year route with an annual September intake.

Undergraduates of the UofC nursing program strive for excellence in meeting entry-level competencies as outlined by the College and Association of Registered Nurses of Alberta (CARNA) (2013) in five domains: professional responsibility/accountability; knowledge-based practice; ethical practice; service to the public; and self-regulation. They demonstrate professional and ethical decision-making behaviours as outlined by the Canadian Nurses Association Code of Ethics for Registered Nurses (2017). Students in the nursing program participate in the generation of disciplinary knowledge and are prepared to interpret, integrate and apply relevant knowledge from other fields to their practice on a continuum of active learning. Graduates are prepared to provide a strong voice in inter-professional, collaborative undertakings; use evidence-informed approaches and diverse ways of knowing to provide compassionate care. Graduates take on leadership roles to promote health for individuals, families, public groups, communities and/or populations who are experiencing health transitions and, as such, work in a variety of practice settings across health/illness trajectories.

The University of Calgary (UofC) Bachelor of Nursing program at the Medicine Hat College site is an approved program by CARNA Nursing Program Approval Education Board.

Career Opportunities
Employment opportunities for registered nurses are many and varied. Nursing positions are found in acute care (hospital) settings, extended care, home care, community, and rural settings. Nurses are also employed in occupational health nursing, and various government services such as outpost nursing, penitentiaries, international nursing or with the Canadian Armed Forces. Additionally, baccalaureate prepared nurses can also pursue graduate studies so they can have more advanced roles in practice and in nursing research.

Professional Conduct
The study of nursing practice places students in a position of special trust with Registered Nurses, other health care professionals, and their patients or clients. The Faculty of Nursing recognizes that nursing education occurs both inside and outside the classroom and has the responsibility to ensure that its graduates are competent and ethical. Students are expected to comply with all University of Calgary policies and regulations. Although nursing students in program are not regulated members of the College and Association of Registered Nurses of Alberta (CARNA), as part of their formation as professional nurses, they are also expected to meet professional and ethical standards for Registered Nurses as outlined by:


Students are expected to ensure they are both familiar with, and comply with these standards.

Resources
The Faculty is located in the E-Wing of Medicine Hat College main campus. The nursing program has simulated learning throughout the program, which is designed as an interactive environment to enhance excellence in nursing.

Nursing is a practice-based profession. Nursing practice begins in Term 3. Nursing practice courses take place in a variety of institutional and community settings including rural and urban centres, with a variety of client populations. Students are expected to travel, at their own expense, to any nursing practice agency within commuting distance to Medicine Hat. Examples of facilities and agencies utilized by the Faculty of Nursing include: Medicine Hat Hospital, Bow Island Hospital, Brooks Hospital, and various community agencies such as but not limited to Medicine Hat Home Care, Medicine Hat Public Health Unit, and long term care facilities within Medicine Hat. Term 7 has out-of-region placements for the rural foci and international placements are available and arranged on an individual basis in Term 8.

Program Structure
Semesters 1 & 2: Combination of required, option courses or program prerequisites needed to proceed to year two.
Semesters 3, 4, 5, and 6 have identical course designs and consist of four courses per semester: The Profession & Discipline, The Science of Health, Supporting Health, and Nursing Practice. Each Term has the following focus:

- Semester 3: Community and Population Health
- Semester 4: Transitions Across the Lifespan
- Semester 5: Acute Health Challenges
- Semester 6: Chronic Health Challenges
- Semester 7: Complex Health Challenges in Focused Populations
- Semester 8: Preceptored Practicum

University of Calgary at Medicine Hat College
Admission Requirement
Students apply to Medicine Hat College and are a Medicine Hat College student for the first and second years. Upon successful completion of the first two years of the program, students apply to the University of Calgary as a third year student and are guaranteed acceptance if they have met all the UofC entrance requirements (minimum 2.0 GPA on last 30 units or 5 full-course equivalents). Students take years three and four as a University of Calgary student at Medicine Hat College campus.
Enrolment in the BN program is limited. Applicants will be accepted on the basis of academic standing in high school and/or previous post-secondary education completed. Applications will be accepted until all seats are filled.

Program documentation is due June 30.

**International Student Admission**

International applicants should be aware of the following “English Language Proficiency” requirements. For entry to the Bachelor of Nursing program, they must present a minimum score of 237 on the computer-based Test of English as a Foreign Language (TOEFL) and a score of 50 on the Test of Spoken English; or a minimum score of 580 on the paper-based TOEFL examination and a score of 50 on the TSE.

**Pre-Program Requirements**

**Immunization Requirements**

All BN students are required to provide a current Police Information Check (PIC), which includes a Criminal Record Check and Vulnerable Sector Search. In order to be considered ‘current’, the PIC must be completed during the three months prior to admission (i.e. June 1 – August 31 for Fall admission). Without this documentation, admission to the Faculty will be rescinded.

Students who are concerned about the presence of a criminal record should contact the police department to discuss the process for eliminating or erasing such a record. Students need to keep the original PIC for future employment purposes. Failure to present a clear Police Information Check may result in admission being denied/rescinded.

Subsequent to admission and at any time during the program, a student may be required to produce a current PIC, the results of which could require their withdrawal from the program. Students are required to inform the Faculty immediately of any change in status of their criminal record.

**N-95 Fit Testing**

All BN student must be fit tested for a N-95 mask prior to commencement of Term 1 (high school students) or Term 3 (UT transfer students). Documented proof of a fit test must be provided to the Faculty of Nursing prior to commencement of the program. Failure to do so may result in students being removed from practice courses until adequate proof has been provided. Please not requirements may change during the program as determined by Alberta Health Services.

**Police Information Check**

All applicants to the Nursing program are required to provide a current Police Information Check (PIC), which includes a Criminal Record Check and Vulnerable Sector Search. In order to be considered ‘current’, the PIC must be completed during the three months prior to admission (i.e. June 1 – August 31 for Fall admission). Without this documentation, admission to the Faculty will be rescinded.

Students who are concerned about the presence of a criminal record should contact the police department to discuss the process for eliminating or erasing such a record. Students need to keep the original PIC for future employment purposes. Failure to present a clear Police Information Check may result in admission being denied/rescinded.

Subsequent to admission and at any time during the program, a student may be required to produce a current PIC, the results of which could require their withdrawal from the program. Students are required to inform the Faculty immediately of any change in status of their criminal record.

**Cardio Pulmonary Resuscitation Certification**

All BN students will be required to submit proof of current CPR Certification (valid for a 12 month period from date of course completion) which includes a Health Care Provider component prior to the commencement of clinical practice courses to the Faculty of Nursing annually and to the practice instructor on the first day of nursing practice each in terms 3-8. Students will be responsible for obtaining course training and certification. Without this documentation, may result in students being removed from practice courses until adequate proof has been provided.

**Skills and Abilities for Becoming a Registered Nurse in Alberta**

Nursing students require certain basic skills and abilities to progress through a nursing education program and for initial entry to practice as a Registered Nurse in Alberta. Students are encouraged to review the document “Requisite Skills and Abilities for Becoming a Registered Nurse in Alberta (May 2011)” to identify their fit with the requirements of becoming a registered nurse and/or identify their potential need for accommodation in becoming a member of the nursing profession. Examples following each requisite skill and ability are included in the document to provide the nature and kind of activities involved in typical entry-level registered nurse practice. Accommodation is the process of making alterations (to the point of undue hardship) to the delivery of services so that those services become accessible to more people, including those with disabilities (Alberta Human Rights Commission).

**Program Requirements**

The education provided is based on the entry-to-practice competencies as specified by the Nursing Educational Approval Board in Alberta. Students must meet these competencies to successfully complete the nursing program.

**First Year**

**Semesters 1 and 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BIOL 275</td>
<td>Basic Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIOL 277</td>
<td>Basic Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>ENGL 252</td>
<td>Introductory Composition</td>
</tr>
<tr>
<td>Statistics</td>
<td>(STAT 333 recommended)</td>
</tr>
<tr>
<td>Junior Arts Option (PSYC 205 recommended)</td>
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<tr>
<td>Junior Philosophy Option</td>
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<tr>
<td>Junior Open Option (CMMB 250 recommended)</td>
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<tr>
<td>Junior Open Option (IDST 100 recommended)</td>
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<td>Junior Open Option</td>
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<td>Junior Open Option</td>
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</tbody>
</table>

Note: Junior options may be any course that transfers to the University of Calgary. For more information or confirmation of appropriate courses, consult the Alberta Transfer Guide or contact your Academic Advisor.

**Second Year**

**Semester 3 - Issues and Experiences of Population**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>NURS 285</td>
<td>The Discipline and Profession of Nursing I: Foundational Professional Concepts</td>
</tr>
<tr>
<td>NURS 287</td>
<td>The Science of Health I: Communities and Populations</td>
</tr>
<tr>
<td>NURS 288</td>
<td>Supporting Health I: Communities and Populations</td>
</tr>
</tbody>
</table>

**NURS 285** The Discipline and Profession of Nursing I: Foundational Professional Concepts

**NURS 287** The Science of Health I: Communities and Populations

**NURS 288** Supporting Health I: Communities and Populations
Nursing (B.N.)
University of Calgary Bachelor of Nursing at Medicine Hat College

NURS 289  Integrating Nursing Roles and Practices I: Learning, Praxis and Scholarship in the Practicum Setting

Semester 4 - Issues and Experiences of Family Health Transitions and Challenges
NURS 385  The Discipline and Profession of Nursing II: Interprofessional Practice and Professional Accountability
NURS 387  The Science of Health II: Families in Transition
NURS 388  Supporting Health II: Families in Transition
NURS 389  Integrating Nursing Roles and Practices II: Learning, Praxis and Scholarship in the Practicum Setting

Third Year  (Register with U of C)
Nursing (NURS) courses listed below (Years 3 and 4) are University of Calgary courses. Refer to the University of Calgary Calendar for course descriptions: http://www.ucalgary.ca/pubs/calendar/current/nursing.

Semester 5 - Issues and Experiences of Life Threatening Health Challenges
NURS 485  The Discipline and Profession of Nursing III: Further Inquiry and Scholarship in Nursing
NURS 487  The Science of Health III: People Experience Life Threatening Health Challenges
NURS 488  Supporting Health III: People With Life Threatening Health Challenges
NURS 489  Integrating Nursing Roles and Practices III: Learning, Praxis and Scholarship in the Practicum Setting

Semester 6 - Issues and Experiences of Chronic Health Challenges
NURS 495  The Discipline and Profession of Nursing IV: Understanding the Challenges of Leadership and Systems of Care
NURS 497  The Science of Health IV: People Experiencing Chronic Health Challenges
NURS 498  Supporting Health IV: People With Chronic Health Challenges
NURS 499  Integrating Nursing Roles and Practices IV: Learning, Praxis and Scholarship in the Practicum Setting

Fourth Year  (Register with U of C)
Semester 7 - Focused Exploration of Complex Health Challenges
NURS 585  The Discipline and Profession of Nursing V: Challenges of Leadership and Systems of Care: Nursing and Health Care Systems, Policy, Ethics and Politics
NURS 589  Integrating Nursing Roles and Practices V: Learning, Praxis and Scholarship in the Practicum Setting

Senior Nursing Option I
Senior Nursing Option II

Semester 8 - Transition to Practice: Senior Clinical Practicum
NURS 599  Integrating Nursing Roles and Practices VI: Transition to Nursing Practice

Continuation Requirements
Students must demonstrate successful completion and satisfactory standing of all courses in Semesters 1 and 2 before advancing to subsequent semesters.

Satisfactory Standing
To maintain satisfactory standing students must meet all of the following conditions:

- All non-nursing courses (Semester 1 and Semester 2) require a minimum grade of C-.
- Students must attain a minimum grade of C+ in all nursing theory courses. Students who do not achieve a minimum grade of C+ in a nursing theory course will be required to repeat it, along with all co-requisite nursing theory and practice courses and must meet with the Department Chair or designate to determine a progression plan.
- Obtain a grade of CREDIT (CR) in the nursing practice courses to be successful/pass. If students do not receive a passing grade, students will receive one of the following grades: NO CREDIT (NC), WITHDRAWAL (W), or a FAIL (F) for that course. A NC, W, or a F must be cleared (i.e. must successfully repeat the course) to advance to the next clinical course and/or term. Students are permitted to repeat any required course only once while in the nursing program.
- Students who receive a grade of “F” in a nursing practice course will be required to repeat it and the co-requisite nursing theory courses in that same term. Students will be required to withdraw from the co-requisite theory courses at the time of failure of the nursing practice course and meet with the Department Chair or designate to determine a progression plan.
- Maintain a GPA of 2.0 as a MHC student in each semester in years 1 and 2 and an annual GPA of 2.0. If a student’s GPA is below 1.7, a letter of academic probation from the College is below 1.7, a letter of academic probation from the College will be given in addition to a letter of warning from the nursing program. A student may only be on academic probation once during the nursing program [while as a MHC student or as a University of Calgary student].
- All nursing practice experiences are mandatory. Students that miss two or more labs/practice days may be at risk of not successfully completing the course. Students may be asked to withdraw from the course and complete the course requirements at a later date or they may be granted a deferral of term work pending availability of resources. Students will be required to meet with the Department Chair or designate to determine a progression plan.
- Promotion from year to year is by recommendation of the Faculty of Nursing. Terms 1 and 2 are taken in Year 1; Terms 3 and 4 are taken in Year 2; Terms 5 and 6 are taken in Year 3 and Terms 7 and 8 in Year 4.
- Students must maintain an annual GPA of 2.5 as a U of C student.

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Students that do not meet one or any of the satisfactory standing requirements [as mentioned above] will be given an academic warning within the Nursing Program. If students do not meet the requirements a second time, students will be required to withdraw (RTW) from the nursing program and not be able to reapply to the Nursing Program. (An “academic warning” within the nursing program is different than being put on “academic probation” by the College or by the University. Consult the Medicine Hat College calendar and the University of Calgary calendar for circumstances indicating academic probation).

Students required to withdraw from the nursing program are not necessarily required to withdraw from the college and could possibly continue in other college programs.

Students that are dismissed from the nursing program once, can return to the nursing program but must wait until the next offering of the term from which the student was dismissed. Students must complete the nursing program in their second admission within seven years of initial registration in the program. Students can re-apply to the program only once.

While the College and Program will endeavour to inform students of their academic status in a timely manner, students are responsible for monitoring their own academic program and informing the Department Chair if they have been unsuccessful in a course.

Program Policies Related to Practice Experiences
Students’ clinical experiences may be at sites outside of Medicine Hat and may be scheduled at various hours, including evenings, nights, statutory holidays, and weekends.

Students are expected to make accommodation for commitments outside the program to fit this scheduling. Participation in all activities related to clinical is mandatory. Failure to fully participate in clinical experiences may jeopardize their standing in the program. Should student performance compromise patient safety and/or fall below acceptable professional standards of the program, the student will be asked to leave the clinical site and will receive Fail (F) for that course immediately.

Other Relevant Information
• Information related to the students academic conduct and clinical performance at MHC may be shared with the Faculty of Nursing at the University of Calgary.
• Students may be required to produce a medical clearance to continue after an injury, illness, or surgery.
• Students are only allowed to be on academic probation one time during the Nursing Program in years 1, 2, 3, & 4
• Students will need to purchase the following items throughout the program: uniforms, lab jacket, duty shoes, lab supplies (nursing and non-nursing courses), a watch with a sweep hand, a stethoscope, textbooks and related supplies as outlined in course outlines, and any updates for required program certifications.
• Access to a personal vehicle is required for experiences in the community and possibly for other clinical experiences.

• The Nursing Program at MHC follows the University of Calgary academic calendar start and end dates for each semester. This is only applicable for the years 2, 3 & 4.
• All students in years 3 and 4 of the MHC nursing program follow the University of Calgary Faculty of Nursing program policies and protocols.

Duration of Program
Except with special permission of the Associate Dean (Undergraduate Programs) at the University of Calgary, the BN degree must be completed within seven calendar years from the date of initial registration in the program.
Occupational Therapist Assistant/Physical Therapist Assistant Diploma

The Occupational Therapist Assistant/Physical Therapist Assistant (OTA/PTA) career is aimed at improving patient/clients’ health, movement, and quality of life. OTA/PTA’s work under the direction of Occupational Therapists (OT) to help clients successfully perform daily activities related to self-care, leisure, and work, school or play. They also work under the direction of Physiotherapists (PT) to help provide treatment to help patients recover from illness or injury to improve patient mobility, relieve pain, and prevent or lessen physical limitations.

A successful OTA/PTA is a compassionate and creative individual who enjoys working with people and being part of the health care and rehabilitation team. Working with clients of all ages ranging from infants to seniors with a variety of health conditions, students learn how to use a variety of interventions to help clients. The activities could range from games or crafts; group activities; exercise for strength, flexibility, balance and coordination; use of assistive devices, and various electrotherapy and physical modalities. An OTA/PTA may work with clients who have conditions such as back pain, arthritis, heart disease, stroke, cerebral palsy, autism, mental health disorders or dementia among others. An OTA/PTA’s responsibilities also include monitoring and recording client progress, and reporting the information back to the OT or PT.

The OTA/PTA program has limited enrollment for both onsite and distance delivery. The OS program has one start date (September); the DL program has two start dates (September and January).

This program is flexible in that the majority of the first 10 courses are common to both the OTA/PTA and Speech Language Pathologist Assistant (SLPA) diplomas. This unique approach provides students with an excellent core upon which to build more specific skills depending on their interests. Along with extensive classroom training, students participate in experiential learning and practicum training with potential employers in hospitals, private clinics, home care settings, schools, and community programs.

The diploma is offered both OS at Medicine Hat College or via Distance Learning (DL). OS is a two-year (five semester) diploma program, whereas DL is completed over a longer period of three to five years. Students may wish to continue on and complete the SLPA diploma after completion of the OTA/PTA diploma. This diploma also transfers to degree programs.

Program Accreditation
The Occupational/Physical Therapy Assistant program at Medicine Hat College has been accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT). The status of Accreditation was granted to the program on April 30, 2015 for the period until April 30, 2021. Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, Suite 26, 509 Commissioners Road W, London, Ontario N6J 1Y5. Phone: 226.636.0632 Website: www.otapta.ca

Distributed Learning (DL)
- Students enrolled in DL must develop a program plan of study with the Academic Advisor prior to taking any courses.
- Students enrolled in DL are expected to participate in experiential learning opportunities that are group or individually based. Students must travel to Medicine Hat College or pre-arranged sites for one weekend lab in each of OPTA 212, OCTA 215, OCTA 216, PHTA 215, and PHTA 216. For further information, please contact the program coordinator (DL cohort).
- Students normally complete all courses as per the sequence in the program. Courses completed out of sequence will require submission of Prerequisite Waiver forms and approval from the program coordinator.
- Tuition and other fees are charged on a course by course basis; textbooks and supplies are additional.
- Courses offered by DL may have additional start dates (e.g. September, November, January and March)

Prior Learning and Recognition (PLAR)
Individuals with related prior learning obtained during employment in the Occupational Therapy/Physical Therapy field prior to entering the Occupational Therapy Assistant/Physical Therapy Assistant Diploma may be eligible for Prior Learning Assessment and Recognition. Please refer to the Prior Learning Assessment and Recognition portion of the calendar for further information regarding this process. Please contact the Articulation and PLAR Coordinator at Medicine Hat College for further information.

OTA or PTA Graduates
Individuals who have obtained an OTA or PTA certificate or diploma from Medicine Hat College or another Canadian public college may apply to complete the OTA/PTA program at Medicine Hat College. Specific information about this opportunity include the following:
- Applicants will be assessed as transfer students for entrance requirements.
- Once accepted, educational transcripts are evaluated for transfer credit and/or substitution credit into the MHC OTA/PTA program.
- Students currently working as an OTA or PTA may be eligible for PLAR for some courses.
- Students will be required to take all courses in the MHC OTA/PTA program where transfer or substitution credit has not been granted.
**Occupational Therapist Assistant/Physical Therapist Assistant Diploma**

- Students will be required to take all the discipline specific courses, including fieldwork, in the focus area that the original certificate/diploma was not received (i.e. if it is a PTA diploma, all OTA courses must be completed and vice versa.) requirements.
- Students may be required to take an additional course (TAPC 209) to bridge between the original certificate/diploma and the MHC program.
- In order to receive the MHC OTA/PTA diploma, students meet the residency requirements of Medicine Hat College.

This opportunity is available to a limited number of students per intake and is primarily delivered through DL. Please contact the program coordinator of the DL cohort for further information.

**Part-Time Program**

Students wishing to take an extended or part-time program must receive approval from the program coordinator(s).

**Career Opportunities**

Graduates from this program have very high employment rates. They find employment in both rural and urban locations in most provinces across Canada similar to those experienced in practicum training such as:
- Health regions
- Schools and School Boards
- Private Agencies
- Long term care facilities

**Admission Requirements**

**High School Route**

High school diploma with a minimum mark of 60% in each of:
- ELA 30-1
- Biology 30
- Two 30-level subjects, one of which must be a 30-level Science, Math 30-1 or Math 30-2

**Mature Student Route**

A minimum mark of 60% in:
- ELA 30-1
- Biology 30

**Transfer Student Route**

A minimum mark of 60% or a minimum C grade in:
- ELA 30-1 or a post-secondary level equivalent
- Biology 30, a post-secondary level equivalent or a university level lab science course

**English Language Proficiency**

Students also need to meet English Language Proficiency at a higher level than the general college. For the International English Language Proficiency System (IELTS) students must have an overall band score of 7.0 with no band score less than 7.0.

**Pre-Program Requirements**

Once successful in gaining admission and have received the program orientation package, students must:
- Complete a standardized health form, program of immunization (and chest x-ray as required)
- Provide a current resume if requested
- Provide proof of current CPR/AED Certification from one of the following:
  - Heart & Stroke Foundation: Basic Life Support (BLS)
  - Canadian Red Cross: Level Health Care Provider (HCP)
  - St. John Ambulance: Health Care Providers (HCP)
- Provide proof of current Standard First Aid Certification
- Provide a current Police Information Check with Vulnerable Sector Check. (Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record)

**Program Requirements**

**First Year**

**Fall OS or Group 1 DL**

- IDST 100  Introductory Communications for Helping Professionals
- ENGL 1XX or ENGL 2XX (ENGL 252 recommended)*
- KNES 261  Human Anatomy
- PSYC 205**  Principles of Psychology
- TAPC 110+  Introduction to Health Care and Rehabilitation

**Winter OS or Group 2 DL**

- KNES 265  Functional Anatomy
- Junior SOCI** (SOCI 203 recommended)
- TAPC 111  Rehabilitation Process
- TAPC 112  Health Disorders & Conditions in Rehabilitation
- TAPC 113  Growth and Development for Rehabilitation Service Providers

**Spring OS or Group 3 DL**

- OPTA 212  Principles and Techniques of Client Contact

**Second Year**

**Fall OS or Group 4 DL**

- OCTA 215  OTA Therapeutic Processes I
- OCTA 216  OTA Therapeutic Processes II
- PHTA 215  PTA Therapeutic Processes I
- PHTA 216  PTA Therapeutic Processes II
- TAPC 210  Professional Integration for the Therapist Assistant

**Winter OS or Group 5 DL**

- OCTA 217+  OTA Therapeutic Processes III
- OPTA 217+  OTA/PTA Therapeutic Processes IV
- OPTA 218  Career Preparation for the OTA/PTA
- PHTA 217+  PTA Therapeutic Processes III

**Note:**
- * ENGL 125 is offered by DL at MHC. Other English courses are not offered by DL at MHC but are available in a DL format through other post-secondary institutions. Contact Academic Advising for more information.
- ** These courses are not offered by DL at MHC. They are available in a DL format through other post-secondary institutions. Contact the Academic Advisor for more information.
- + These courses are fieldwork courses.
Occupational Therapist Assistant/Physical Therapist Assistant Diploma

Fieldwork

Fieldwork Requirements
• All program requirements must be completed appropriately and satisfactorily prior to commencing fieldwork.
• Students who have not successfully met their course and program requirements will not be permitted into the fieldwork courses.
• Fieldwork arrangements are made by Medicine Hat College with consideration of student preferences; however, students may be required to complete fieldwork at sites other than those requested by students. Once arrangements are confirmed, they are usually not modified.
• Students should expect to complete at least one fieldwork course/placement outside of Medicine Hat.
• DL students may also be required to travel outside of their home area in order to complete their fieldwork requirements.
• Students may anticipate additional costs associated with these placements, e.g., travel, accommodations, etc.
• At this time, fieldwork placements occur only in Canada.
• Fieldwork placements are usually full-time placements unless otherwise approved by the coordinator and fieldwork sites.

Continuation Specific to Fieldwork
• Immunizations required must be up to date prior to program start date, shadowing and fieldwork placement(s).
• Participation in all activities related to fieldwork is mandatory.
• Immunizations must be maintained throughout the program. Additional immunizations may be required for fieldwork.
• Students must successfully complete lab examinations in OCTA 215, OCTA 216, OPTA 212, PHTA 215, and PHTA 216 prior to entering fieldwork.
• All fieldwork experience must meet attendance and participation requirements as specified.
• Should a student receive an unsatisfactory evaluation on a fieldwork placement, they will be required to discuss this situation with Medicine Hat College faculty. This evaluation may result in having to repeat the placement.
• Students that receive an unsatisfactory evaluation in more than one placement, will be required to withdraw from the program.
• Students may be required to obtain a recent police information check and/or similar checks, at their expense, prior to entry into some fieldwork sites.
• Should the students performance and/or health be questionable in relation to the delivery of safe client care and/or the maintenance of the professional standards of the program, they may be asked to leave the fieldwork site and may not receive credit in the fieldwork course.

Continuation Requirements
• Students must adhere to the professional commitment as outlined in the Therapist Assistant Programs Student Handbook.
• Failure to do so may result in dismissal from the program.
• Students must complete the program within five years of registration in TAPC 110.
• All OCTA, OPTA, PHTA, TAPC, KNES, and IDST 100 courses must be completed with minimal final grades of C.
  • Students must earn a final grade of at least C- in all other courses.
  • In order to continue in the program, a current and cumulative grade point average of at least 2.0 is required at the end of each semester.
• Attendance in all courses is considered essential.
• Students will usually be permitted to repeat a particular OTA/PTA course (OCTA, OPTA, PHTA, TAPC) only once.
• Students are normally expected to complete courses in the sequence outlined in the calendar. Courses taken in a sequence other than what is outlined (including deferring courses into other terms) may compromise your standing in the program as lab. This also facilitates proper planning for labs and fieldwork.

Graduation Requirements
Students must successfully complete 20 specific courses and meet attendance, fieldwork and grade requirements as set out in the program policies.

Transfer
Individual courses transfer to other post-secondary institutions as outlined in the Alberta Transfer Guide.

Athabasca University
Graduates of the Occupational Therapy Assistant/Physical Therapy Assistant Diploma at Medicine Hat College are eligible for admission into the Bachelor of Professional Arts (Human Services Major) and are eligible to transfer 60 credits into this program. Students should consult with an AU Advisor for further information.

University of Calgary
Graduates are eligible to apply to the two year post diploma BCR program (Bachelor of Community Rehabilitation).

Thompson Rivers University
You are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.

International Transfer
The University of Northampton (UK)
Graduates of the Occupational Therapist Assistant/Physical Therapist Assistant diploma are eligible to apply to the Bachelor of Science (Hons) - Occupational Therapy. For more information, please consult with an Academic Advisor.
Paramedic - Bachelor of Applied Health Studies
Diploma and Applied Degree

Academic Advising Office
Phone: 403.529.3819

Scott Mullin, Program Coordinator
Phone: 403.529.3908
E-mail: smullin@mhc.ab.ca

The Bachelor of Applied Health Science (Paramedic) Degree has been created to meet the emerging needs of patients, practitioners and employers. The Bachelor of Applied Health Science (Paramedic) Degree is a national accredited program for Advanced Care Paramedic. The program prepares practitioners in accordance with the Paramedic Association of Canada’s National Occupational Competency Profile and the Alberta Occupational Competency Profile for Paramedics and equips the student to write the Alberta College of Paramedic registration examinations. The Medicine Hat College curriculum extends beyond the learning of discipline specific skills to encompass broader learning goals that will prepare the graduate to excel in the present as well as the future health care environment. Transferability of some courses, which are taught from a multidisciplinary perspective, enhances the educational opportunities for graduates.

Paramedics think critically and clearly, act quickly, and respond calmly, while reassuring patients and families in a variety of stressful situations. Paramedics possess general skills in patient management and communication as well as skill sets specific to their discipline. Paramedics are confident and assertive in their professional role. They seek to understand the roles of other professionals however, and strive to work in a collaborative manner with a variety of health care disciplines. Paramedics accept responsibility and demonstrate personal integrity and the ability to work with people from diverse backgrounds. A paramedic responds to both emergent and non-emergent health care and transport needs with individuals, groups and, if necessary, in a mass casualty multi-disciplinary environment.

Prior Learning/Transfer Credit
Previous education and qualifications may be applied to the program. Students that currently hold an EMR certificate or a PCP/EMT certificate, from an Accreditation Canada accredited, may receive credit for experience and education through Medicine Hat College’s Prior Learning/Transfer Credit assessments. Prior Learning and/or Transfer Credit for EMT/PCP does not permit progression into the advanced paramedic courses. All required non-Para courses need to be completed prior to taking the advanced paramedic courses. Consult with an Academic Advisor or program coordinator for further details.

Career Opportunities
There is a high demand for paramedics who are employed by public and private ambulance services provincially, nationally and internationally. Paramedics also work in a variety of industrial and community-based emergency health settings.

Admission Requirements

High School Route
Overall average of at least 60% and a minimum mark of 50% in
- ELA 30-1
- Biology 30
- Math 30-1 or Math 30-2
- Grade 12 five credit subject (Chemistry 30 is recommended)

Mature Student Route
- ELA 30-1
- Biology 30
- Math 30-1 or Math 30-2

Transfer Route
Previous post-secondary coursework may be considered for admission. Students that currently hold an EMR certificate or a PCP/EMT certificate, from an Accreditation Canada accredited, may receive credit for experience and education through Medicine Hat College’s Prior Learning/Transfer Credit assessments.

English Language Proficiency Requirement
Individuals applying for the program who do not have English as their first language must present a minimum score of 237 on the computer-based Test of English as a Foreign Language (TOEFL) and a score of 50 on the Test of Spoken English (TSE), or a minimum score of 580 on the paper-based TOEFL examination and a score of 50 on the TSE.

For the International English Language Testing System (IELTS) students must have an overall band score of 7.0 with no band score less than 7.0.

Pre-Professional Requirements
After being admitted into the program, but before the first day of classes, the following must be provided:
- proof of current CPR with the Heart & Stroke Heartsaver AED (C) CPR or BLS Provider
- students will receive a health questionnaire and immunizations checklist that must be completed. In some cases, a chest x-ray may be required
- a recent Police Information Check (within two months) prior to the first day of classes. Periodic Police Information Checks may be required prior to practicum and work experience to maintain current status throughout the program and to comply with provincial laws. Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record
- class 5 Drivers license with GDL removed

Post Diploma Degree Completion
The Bachelor of Applied Health Science Paramedic degree entry is open to Practicing Paramedics (ACP) with existing credentials and exists to meet the emerging needs of patients, practitioners, and employers. As a result of practitioner and industry demand, the Bachelor of Applied Health Science (Paramedic) degree option is open to all graduate Advanced Care Paramedics via a distance learning format.
The Bachelor of Applied Health Science - Paramedic (BHSc-Paramedic) is designed to build on the previous knowledge and experience of practicing paramedics. Qualified candidates are able to obtain the BHSc-Paramedic by completing the nine courses offered in the program.

**Entry Requirements:**
- ELA 30-1
- Advanced Care Paramedic Credential from an accredited and recognized college/university
- Current Advanced Care Paramedic license in the province the student is located preferred
- Continued employment as an Advanced Care Paramedic is also preferred

### Program Requirements

#### First Year

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<tr>
<th>Fall</th>
<th>Winter</th>
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<tbody>
<tr>
<td>BIOL 231</td>
<td>BIOL 277</td>
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<tr>
<td>BIOL 275</td>
<td>Basic Human Anatomy and Physiology II</td>
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<tr>
<td>IDST 100</td>
<td>PARA 115</td>
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<tr>
<td>KNES 247</td>
<td>PARA 120</td>
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<td>PARA 100</td>
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<td>PARA 130</td>
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<td>Winter</td>
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<td>PARA 145**</td>
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<td>PARA 150**</td>
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**Spring**

| PARA 145**    | Introduction to Primary Care Practice |
| PARA 150**    | Primary Care Practice                 |

#### Second Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
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<tbody>
<tr>
<td>PARA 200</td>
<td>IDST 485</td>
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<td>PARA 215</td>
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<td>PARA 220</td>
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<td>PHSL 200</td>
<td>PHIL 313</td>
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<td>PSYC 205</td>
<td>Spring</td>
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<td>PARA 210</td>
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**Winter**

| IDST 485      | Death and Dying |
| PARA 205      | Mental Health for First Responders |
| PARA 230      | Skills and Practice in Patient Modalities |
| PARA 240      | Management of Special Population Groups |
| PHIL 313      | Bioethics       |

**Spring**

| PARA 210      | Advanced Critical Care Practice |

### Third Year

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<thead>
<tr>
<th>Fall</th>
<th>Winter (Diploma Exit Only)</th>
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<tbody>
<tr>
<td>PARA 300</td>
<td>PARA 310</td>
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<tr>
<td>PARA 305</td>
<td>Advanced Care Paramedic Practice II**</td>
</tr>
</tbody>
</table>

**Fourth Year** *(Applied Degree Completion/Post Diploma Entry Point)*

| MGMT 243      | Human Resources Management |
| PHIL 313      | Bioethics**                |
| STAT 333      | Statistics for the Life Sciences |
| PARA 452      | EMS and the Canadian Health System |
| PARA 453      | Community Focused Theory   |
| PARA 454      | Leadership in Health Care  |
| PARA 455      | Research                   |
| PARA 470      | Paramedic Work Term I      |
| PARA 480      | Paramedic Work Term II     |

**NOTES:**
EMR completed within the previous three calendar years may apply for transfer credit for Para 100.
** EMT/PCP from an Accreditation Canada accredited program and completed within the previous three calendar years may apply for transfer credit for PARA 100, PARA 115, PARA 120, PARA 125, PARA 130, PARA 145 and PARA 150.
Awarding of credit is also dependent on work experience since the time of EMT/PCP program completion. Program specific guidelines for awarding of transfer credit are available from the Program Coordinator.
++ for students that did not complete the Medicine Hat College diploma Practicum

Students may be required to complete clinical and field experiences at sites throughout Alberta and Saskatchewan. Clinical and field experiences may be scheduled days, evenings, nights, and weekends. Depending on our site capacity, students may have a delayed start or an extended rotation falling outside of the regular program schedule in order to complete the placement requirements. Participation in all activities related to practical experiences is mandatory. Students are expected to make accommodation for commitments outside the city to fit this scheduling. Questionable performance and conduct at any time may result in dismissal from the practicum site and a failing grade in the course.

### Continuation Requirements

**Student Standing**
To maintain satisfactory standing, you must attain:
- a minimum of a B grade in all PARA courses throughout the program (Diploma Only). If unsuccessful in a PARA course, you will be required to repeat the unsuccessful and all concurrent PARA course within that semester to ensure a safe and competent continuation in the program.
- a minimum of a pass in the practicum component of all courses. (A fail in a practicum course will require you to repeat the course before progressing to further PARA courses)
**MHC CALENDAR 2019/2020**

**Paramedic - Bachelor of Applied Health Studies**
**Diploma and Applied Degree**

- a minimum of a C- in all support courses
- students will be permitted to repeat a course only once (PARA and support courses)

**Satisfactory Standing**
- Students must maintain a cumulative minimum GPA of 2.0 throughout the program.
- Students that defer clinical or practicum and/or have been deemed unsuccessful must complete a remediation process which may contain an assessment or course work deemed necessary by the assigned instructor to returning to the program.
- Depending on the results of the assessment further remediation may be required prior to commencing practicum.
- Students may only be absent from the program for one calendar year. A longer absence will require reapplication and readmission to the entire program.
- The diploma program must be completed within 6 years of initial entry.
- Fourth year degree courses must be completed within five (5) years of starting the degree component (fourth year).

**ACP Registration Exams**
For employment purposes, students may elect to challenge the Alberta College of Paramedics (ACP) registration examinations for both the Primary Care Paramedic (second year) or Advanced Care Paramedic (post-graduation at the diploma). This is not a requirement of the program nor the Alberta College of Paramedics to remain in good standing within the program. All costs related to registration, travel, accommodation, and meals are the students responsibility. Further information is available on the ACP website.

**Fitness Requirements**
A career as a Paramedic requires a high level of physical and emotional well-being. Students must be able to demonstrate the physical capabilities to safely maneuver stretchers and equipment and be emotionally capable to deal with trauma and high stress situations.

In the event of illness students must present a medical clearance certificate prior to returning to the program.

**Professional Driving Improvement**
**Course Requirements**
Students will be required to successfully complete the Professional Driving Improvement Course (PDIC). This course is offered through Continuing Education at Medicine Hat College. Students will be responsible for paying the cost associated with this course. The course must be successfully completed by the end of the first year of the program.

**Uniforms**
Students will be required to buy uniforms and appropriate foot wear. Uniforms will be ordered in the first semester of the program. Students will also be responsible for purchasing a pen light, stethoscope, trauma shears, trauma glasses, and an emergency vest.

**Electronic Charting**
Students may need to purchase a wifi enabled device for completing patient care reports and competency tracking during practicum. Further information will be provided within the first semester.

**Required Withdrawal**
Students will be required to withdraw if they fail to obtain satisfactory standing in a second attempt at a PARA course that have failed. *(Please refer to Medicine Hat College Academic Policies regarding further details related to probation and dismissal).*

As a student in the paramedic program you are expected to exercise responsible conduct that reflects favorably on you, the program and the Medicine Hat College.

**Graduation Requirements**
- Students must obtain a minimum of B grade in all PARA courses (Diploma only)
- Students must obtain a minimum of a C- in all support courses
- Students must pass all practica
- Students must attain all National Occupational Competencies and all Alberta Occupational Competencies in the appropriate setting
Medical Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 80.

The term of apprenticeship for a plumber is 4 years (four 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

An applicant who is not already certified in Alberta as a Gasfitter (A) or (B) will complete an apprenticeship program that includes both the plumber and gasfitter (B) trades.

Plumbing is one of the “pipe trades.” Plumbers plan, install, and service plumbing systems, fixtures, piping equipment and controls. The piping systems may be used to transport water, waste, gases or hot liquids.

On a typical construction job, plumbers do the roughing in after the frame and roof of a new building are in place. In other words, they:
- study the building plans and specifications to determine the layout for the plumbing and other materials
- locate and mark the positions for connections and fixtures
- cut holes through walls and floors to accommodate pipes
- select the type and size of pipe required, and measure, cut, thread, bend, clamp, solvent cement, or solder pipe
- assemble and install valves and fittings
- join pipe sections and secure them in position
- test pipe systems for leaks
- install underground storm sanitary and water piping system

Plumbers return to the construction site after the plasterers or drywallers, tile setters and floor covering installers have completed their work to do the finishing work such as installing sinks, tubs, and toilets.

Plumbers may specialize in:
- installing water conditioners
- installing plumbing in houses under construction
- installing plumbing in commercial, institutional, industrial or public buildings
- renovating, maintaining, and repairing existing plumbing
- installing hydronic heating and chilled water systems
- installing Sustainable Technologies

Working Conditions
The working conditions for plumbers vary from one job to another. There is little protection from the weather when a plumber is roughing-in, more protection for finishing, and often comfortable conditions for maintenance and repair work. In smaller communities, plumbers generally do a wider variety of plumbing and plumbing-related jobs such as installing private sewage disposal systems and potable water distribution systems.

There may be some risk of injury involved in working with rough metals, power tools, and pipe-joining equipment.

Skills and Abilities
The work is most rewarding to people who enjoy using their specialized skills in a variety of working conditions and working with little supervision.

To be successful in the trade, plumbers need:
- physical stamina required to
  o use proper lifting techniques for heavy pipes weighing in excess of 25 kilograms
  o be on your feet for long periods
  o sometimes work in cramped positions
- mechanical ability
- the ability to work alone or with others

The above information was copied from the tradesecrets website. For complete information on being a Plumber check out the website at www.tradesecrets.alberta.ca.
Power Engineering Technology Diploma

Academic Advising Office
Phone: 403.529.3819

Rakesh Kaushish, Coordinator
Phone: 403.504.3567
E-mail: rkaushish@mhc.ab.ca

Power Engineering is a challenging field of study with good employment opportunities and advancement potential. This two year technology program is structured to provide the necessary knowledge, support, and hands-on experience to gain an edge in launching a career. Many job postings will ask for experience or involvement in a two year Power Engineering diploma program.

Government regulations in Canada require that large energy systems be operated by certified Power Engineers. Alberta Power Engineers advance through a series of "classes" which are obtained through a combination of work experience, education, and passing ABSA (Alberta Boiler Safety Association) certified exams. ABSA, industry, and the educational institutes are working together to promote the safety and reliability of students entering the Power Engineering work force.

Students are guided through the 4th, 3rd, and 2nd class part A theory by industry experienced instructors. The modern Power Engineering Lab reinforces the theory with practical experience. Students gain knowledge and confidence under the watchful eye of experienced operators. Safety protocols, team work, and communication are highly stressed. ABSA rewards the skills students gain through a two year technical program by reducing the amount of work experience required in the field.

NOTE: By current ABSA regulations: Students may acquire a 4th class certificate after passing the 4th class theory, completing college arranged field placement, and passing the ABSA 4th class exams.

Students are required to independently find three months of "Steam Time", complete two year college program and pass the ABSA third class exams before a 3rd class certificate is awarded. 2nd class ABSA exams can be written after being awarded a 3rd class certificate.

Upon successful completion of the entire program you will be granted a diploma in Power Engineering Technology. Course content may vary from those listed in the calendar due to updates or changes to each level of competency.

Career Opportunities

Some examples of industry where our graduates find employment are: oil and gas, petrochemical, food processing, power generation, manufacturing plants, hospitals and other large commercial buildings.

Admission Requirements

High School Route
High school diploma and a minimum 60% standing in:
• ELA 30-1
• Math 30-1 or Math 30-2
• Physics 30

Mature Student Route
• ELA 30-1
• Math 30-1 or Math 30-2
• Physics 30

Even though a high school diploma is not required for program admission, some employers may require it.

Program Requirements

First Year

Block 1 (September - November)
PLAC 111* Field Placement
PLAB 116 First Lab
POWE 161 Introductory Mechanics & Thermodynamics, Legislation and Safety
POWE 162 Introductory Electricity and Instrumentation, Materials, Welding and Safety
POWE 163 Introduction to Boilers, Environment, Communication

Block 2 (December - February)
PLAB 117 Second Lab
POWE 166 Lubrication, Pumps, Compressor, Boiler Safety and Operation
POWE 167 Maintenance, Water Treatment, Prime Movers/Engines and Auxiliary Building Systems
POWE 168 Refrigeration & Air Conditioning and Types of Plants

Block 3 (February - May)
PLAB 118 Third Lab
POWE 151 Intermediate Mechanics & Thermodynamics
POWE 152 Metallurgy
POWE 153 Codes & Drawings
POWE 154 Intermediate Electricity & Instrumentation

Second Year

Block 4 (September - December)
PLAB 219 Fourth Lab
POWE 260 Intermediate Boilers
POWE 261 Intermediate Prime Movers
POWE 262 Water Treatment & Special Equipment

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Block 5 (January - April)
POWE 265  Advanced Boilers
POWE 266  Advanced Pumps & Water Treatment
POWE 270  Advanced Codes
POWE 271  Plant Installation & Management
POWE 272  Advanced Mechanics
POWE 280  Advanced Thermodynamics
POWE 281  Advanced Metallurgy

* You are responsible for the cost of obtaining safety certification in Standard First Aid with CPR, H2S Alive, and Confined Space Entry before being eligible for PLAC 111 (Field Placement). Copies of these safety certificates must be on file with the PLAC 111 instructor by the date stated in the course outline.

Graduation Requirements

To successfully complete this program you must:
• Obtain a minimum grade of C- in all POWE and PLAB courses
• Achieve mandatory 100% attendance in all lab courses (PLAB)

Transfer

Athabasca University
Graduates of the Power Engineering Technology diploma are eligible to transfer 30 credits toward the Post-Diploma Bachelor of Science in General Science. Students should consult with an AU Advisor for further information.

Graduates of the Power Engineering Technology Diploma are eligible to transfer a block of 30 credits toward the Post-Diploma Bachelor of Science (Human Science Major), Post-Diploma Bachelor of Science (Applied Mathematics Major), or the Post-Diploma Bachelor of Science (Computer & Information Systems Major). Students may be eligible for additional transfer credits on a course by course basis. Students should consult with an AU Advisor for further information.
Practical Nurse Diploma

Academic Advising Office
Phone: 403.362.1682 (Brooks Campus)
or 403.529.3819 (Medicine Hat Campus)

Stephanie Nowaczyk, Program Coordinator
Phone: 403.362.1472 (Brooks Campus)
E-mail: snowaczyk@mhc.ab.ca

This program is at Brooks Campus

The Practical Nurse program is a two-year (5 semester) diploma program that prepares you to become a Professional Licensed Practical Nurse (LPN). Students will gain knowledge, skills and learn the practical competencies required by the College of Licensed Practical Nurses of Alberta (CLPNA) to become a certified LPN. This program prepares graduates to work as valued members of the health care team within a multidisciplinary environment. The LPN graduate will encompass a wide range of skills that are applicable in various health care settings. The LPN scope of practice has broadened significantly within the decade which has increased the demand for more nurses.

The Practical Nurse program of Medicine Hat College utilizes a conceptual framework called the "Concept of Caring", this conceptual framework provides an opportunity for reflection on nursing education and practice. "Caring" is the central concept in which the curriculum is based. Practical Nurses apply the nursing process using health assessments that consider physical, social, emotional, cultural and spiritual needs of clients. Practical Nurses work with clients, families and other members of the health care team to develop a plan of care that will best meet the client’s needs. Practical nurses assist the client with activities of daily living, carry out prescribed procedures and treatments while maintaining a safe and comfortable environment.

Learning involves a variety of teaching methods, as well as instructor and preceptor supervised clinical experiences. Classes and laboratory experiences are provided at the Brooks Campus. However, students will be required to travel to other locations in the region for clinical and practical learning experiences.

Graduates of the program are eligible for licensure through the College of Licensed Practical Nurses of Alberta upon payment of a fee of $675 (subject to change) and successfully passing the national practical nurse examination (Canadian Practical Nurse Registration Exam or CPNRE).

Career Opportunities

Practical nurses provide care to patients and clients in a number of settings, including:
- Hospitals
- Continuing care
- Community
- Industry
- Clinics

Practical nurses work as:
- Staff nurses
- Team leaders or charge nurses

Current employment opportunities are active, with Canadian statistics suggesting a shortage of approximately 110,000 nurses (registered and licensed practical nurses) by the end of this decade.

Admission Requirements

High School Route
- 60% in ELA 30-1 or 70% in ELA 30-2
- 60% in Math 20-1 or 70% in or Math 20-2
- 60% in Biology 30 or Bow Valley College ANAT 1101

Mature Student Route
- 60% in ELA 30-1 or 70% in ELA 30-2
- 60% in Math 20-1 or 70% in or Math 20-2
- 60% in Biology 30 or Bow Valley College ANAT 1101

Pre-Program Requirements

Immunization Requirements
All PN students are required to complete a series of immunizations and diagnostic tests as outlined on the Student Immunization Form. Documented proof of completion must be provided to the Administrative Assistant, Division of Science and Health, prior to commencement of the program.

Throughout the PN program, students are required to ensure that immunizations are current and must provide proof of updates. Failure to do so may result in students being removed from practice courses until adequate proof has been provided. Please note requirements may change during the program as determined by Alberta Health Services.

N-95 Fit Testing
All PN students must be fit tested for a N-95 mask prior to commencement of Clinical. Documented proof of a fit test must be provided to the Administration Assistant, Division of Science and Health prior to commencement of the program. Failure to do any may result in students being removed from practice courses until adequate proof has been provided. Fit testing is valid for two years; therefore, students must present proof of a second fit testing at the time of expiration.

Police Information Check
All applicants to the Practical Nurse Program are required to provide a current Police Information Check (PIC), which includes a Criminal Record Check, Vulnerable Sector Search and a Intervention Record Check. In order to be considered ‘current’, these documents must be completed during the three months prior to admission (i.e. June 1 – August 31 for Fall admission). Without this documentation, admission to the Faculty will be rescinded. Students who are concerned about the presence of a criminal record should contact the PN Coordinator. Students need to keep the original documents for future employment purposes. Failure to present clear documentation may result in admission being denied/rescinded. Subsequent to admission and at any time during the program, a student may be required to produce a current documentation, the results of which could require their withdrawal from the program. Students are required to inform the Faculty immediately of any change in status of their criminal record.
Cardio Pulmonary Resuscitation Certification
All PN students will be required to submit proof of current CPR Certification (valid for a 12 month period from date of course completion) which includes a Health Care Provider component prior to the commencement of clinical practice courses. Students will be responsible for obtaining course training and certification. Without this documentation, may result in students being removed from practice courses until adequate proof has been provided.

International Students
A coop work permit is required for practicum as well as your student visa, please contact our International Education and Diversity Office for information (phone 403.504.3615 or mhc.ab.ca/InternationalStudents).

Program Requirements

First Year
Fall
BIOL 152 Anatomy and Physiology for Practical Nurses
COMM154 Interpersonal Communications for Practical Nurses
HLSC 151 Personal Health and Wellness
PRNU 156 Nursing Theory I & Nursing Science Lab I
PSYC 153 Growth and Development for Practical Nurses
Junior ENGL

Winter
PHSL 200 Pathophysiology
PRNU 158 Clinical Experience I - Continuing Care
PRNU 160 Adult Health Assessment
PRNU 162 Applied Pharmacology & Medication Admin Lab
PRNU 166 Nursing Theory II & Nursing Science Lab II

Spring
PRNU 168 Clinical Experience II - Continuing & Acute Care

Second Year
Fall
PRNU 200 Nursing Theory III & Nursing Science Lab III
PRNU 201 Maternity Nursing
PRNU 203 Mental Health Nursing
PRNU 204 Clinical Experience III - Acute Care
PRNU 205 Pediatric Nursing

Winter
PRNU 208 Transition to Practical Nursing Graduate
PRNU 209 Community Nursing
PRNU 215 Final Practicum
SOCI 201 Introductory Sociology

Clinical and Practica
The Practical Nurse program is an intensive program involving full classroom/laboratory days and clinical days. Clinical experiences, in particular, may be scheduled at various hours, including evenings, nights, and weekends and it is expected that students will make accommodation for commitments outside the program to accommodate this scheduling. Students must be prepared to travel for clinical experiences and/or practica outside of Brooks.

Performance in Clinical and Practica
Students are expected to observe program policies regarding punctuality, attendance, dress, response to supervision and feedback, and to provide safe, competent nursing care. If your performance is questionable in relation to the delivery of safe patient care and/or to the maintenance of the program standards you may be asked to leave the laboratory or clinical site at any time. Continued failure to uphold standards related to safe, professional performance will result in dismissal from the program.

Program Costs
In addition to tuition and textbook costs, students must plan for the inclusion of costs such as CPR, uniforms, white duty shoes, lab kits, name tag, stethoscope, a watch with a sweep hand, and travel/accommodation for clinical and practicum placements.

Continuation Requirements
- Maintain a C+ in all PRNU courses, BIOL 152 and PHSL 200
- Maintain a C- in all other required courses
- A CR (Pass) is required in clinical and practicum courses for successful course completion

Students who are transferring from another nursing program or have been away for more than one year, and will be entering into a clinical course, will be required to demonstrate competence in the knowledge and skills required for that clinical experience prior to the beginning of the clinical course.

Note: Students can only re-enter the PN Program and must complete the program within five (5) years of initial admission.

Final Grades
The final grade in the PRNU theory courses is derived from assignments, unit exams, quizzes, and final exam; and the grade average for each course must be no less than a letter grade of C+. The final grade in lab case scenarios must be 75% or higher or you will receive an F grade for the course. The final grade in the nursing practice clinical courses will be derived from clinical performance and assignments. Clinical objectives must be met in order to achieve a passing grade in Nursing Practice clinical courses.

Failure to meet performance objectives or learning outcomes
Throughout the program, instructors will give verbal and written feedback on your performance and progress. If your performance is inconsistent and is not meeting learning course objectives or learning outcomes, you may be placed on a learning agreement. If the terms of the agreement are not met, or if the original behavior occurs after the expiry date of the agreement, you will be unsuccessful in the course and unable to progress in the program.
Practical Nurse Diploma

Re-entry to the Program
A student must indicate their intent to re-enter in consultation with the Academic Advisor, and the Program Coordinator. Students that have failed to meet the performance requirements of the program are required to indicate re-entry into the program at predetermined dates. For re-entry into the fall semester, students must confirm with the Academic Advisor by March 1. For re-entry into the winter semester, students must confirm with the Academic Advisor by July 1. For re-entry into the spring semester, students must confirm with the Academic Advisor by December 1.

Graduation
You must successfully complete all required courses and meet program requirements. The Medicine Hat College Practical Nursing program is approved by the Educational Standards Advisory Committee, a committee of the College of Licensed Practical Nurses of Alberta (CLPNA). New MHC graduates are eligible to apply for a CLPNA Temporary Practice Permit allowing the graduate to work under supervision while waiting to successfully complete the Jurisprudence Examination and the Canadian Practical Nurse Registration Exam (CPNRE).

Transfer
Thompson Rivers University
Graduates are eligible to receive advanced credit towards the Bachelor of Health Science or Bachelor of General Studies.

University of Lethbridge
Graduates may be considered for admission to the Post-Diploma Bachelor of Health Sciences Public Health.
Pre-Employment Apprenticeship

Continuing Studies
Program Administrator, Medicine Hat Campus
Phone: 403.502.8975

Program Administrator, Brooks Campus
Phone: 403.362.1675

Pre-employment trades programs are designed to help you become more marketable when seeking employment in the trades. The pre-employment program covers the same material as our traditional apprenticeship program, but students do not have to be employed/indentured to be accepted to this training. Students who successfully complete and pass the program will have skills equivalent to a first year trades apprentice and will be eligible to write the Alberta Apprenticeship & Industry Training First Period Theory Exam for the trade. In addition to the course content offered in the first year apprenticeship program, our pre-employment program includes many additional hours of hands-on practice and safety training. Our pre-employment programs may be offered on a full-time (12 week), or part-time (6 month) basis.

Pre-employment programs are student loan eligible. Please contact the Financial Aid Office for more information at 403.504.3594.

For more information on pre-employment programs and when they are offered contact Continuing Studies or visit their website at www.mhc.ab.ca/continuingstudies.
Rig Technician Apprenticeship

This trade has currently been suspended.

Medicine Hat College offers eight apprenticeship programs leading to journeymen status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For information about the apprenticeship program see page 80.

The Alberta Rig Technician trade is specific to the drilling rig industry, not, the rig servicing industry.

Rig technicians operate oil and gas drilling rigs. A Rig Technician 3 journeyman certification confirms the journeyman can also perform the tasks of a Rig Technician 2 and a Rig Technician 1 credential. Job tasks commonly associated with each of the three levels are motorhand (Level 1), derrickhand (Level 2), and driller (Level 3).

Motorhands (Level 1)
- regularly maintaining drilling rig engines, transmissions, heating systems, diesel electric generators and motors, hydraulic systems, and other mechanical equipment
- maintaining equipment logs and preventative maintenance records as required
- monitoring inventories of fuels, oil filters, lube oils, greases, and other service items
- working under the direction of the Derrickhand and driller
- supervising, training, and working with floorhands and labourers ensuring they work safely and efficiently
- participating in rig mobilization and demobilization

Derrickhands (Level 2)
- operating and maintaining drilling fluid systems and pumps during drilling
- mixed fluid chemicals and additives as required by the program
- handling sections of drill string assembly from a platform on the rig derrick during tripping operations
- monitoring and recording mud flows and volumes and fluid properties (i.e. mud weight)
- working under the direction of the Driller and assisting the Driller with crew supervision, ensuring the crew works safely and efficiently
- participating in rig mobilization and de-mobilization (rig-up and tear-out)

Drillers (Level 3)
- operating the draw-works, rotary equipment, and pumps and supervise the assembly of drill string
- ensuring that safety and support equipment is functioning properly
- monitoring the progress of the drilling operation and communicate with well-site supervisors
- keeping a current record of drilling progress
- training crew members
- introducing procedures which may help the crew to work more safely and effectively
- participating in the supervision of rig mobilization and demobilization (rig-up and tear-out)

Drillers are all responsible for the supervision of rig crews, ensuring they work safely and efficiently, and the operation of drilling equipment. They report directly to drilling rig managers and are responsible for the crew. Normally an apprentice will spend at least a year in each position.

A drilling rig consists of a derrick, draw-works and other surface equipment that provide the forces needed for drill pipe to bore a hole into the earth. The drilling rig drills the initial hole for the oil or gas well. After the drilling rig reaches the layer of earth that contains oil or gas, the rig is removed from the site.

Other equipment, such as service rigs and pump jack, operated by skilled workers from the oil field service industry, are used to complete the well construction and to access the oil and gas.

Working Conditions
Working conditions vary with the tasks performed, rig locations and weather conditions. People in these occupations often work outdoors in remote locations. They are often exposed to extremes in weather as well as to the dirt, dust, noise and fumes that often exist around a rig. They may be required to lift items weighing in excess of 25 kilograms. Employees are often responsible for their own transportation to the work site and may travel widely throughout the province. Employment in these occupations may be seasonal. Winter is the busiest season for drilling activity.

The rig technician trade has minimal entry-level requirements, generous wages, attractive work and time-off schedules, and opportunities for rapid advancement. It can be a stepping stone to a variety of other employment opportunities in the oil and gas industry.

Skills and Abilities
To be successful in their trade, rig technicians need:
- the ability to get along well with co-workers
- leadership and management skills
- good communication skills
- good organizational skills
- physical strength and stamina
- emotional stability
- mechanical aptitude
- manual dexterity
- the ability to judge distances and spatial relationships

Rig Technicians should enjoy working with equipment and machinery, working in a team environment and compiling information and maintaining records. The above information was copied from the tradesecrets website. For complete information on being a Rig Technician check out the website at tradesecrets.alberta.ca.

Alberta Apprenticeship & Training Regional Office
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100
www.tradesecrets.alberta.ca
If you are interested in how the world works and what makes up the earth, a degree in one of the many areas of science might be the right path for you. Our program will prepare you to transfer to another institution after you complete a maximum of two years at Medicine Hat College. Your Bachelor of Science may be in a range of disciplines such as cell biology, immunology and infection, physiology, pharmacology, physics, or zoology.

A Bachelor of Science can be used as a pathway into professional, master's, or after degree programs. Students intending to pursue professional programs can complete pre-professional requirements within the University Transfer Science program. Students can take pre-professional program requirements within our science program towards chiropractic, dental hygiene, dentistry, medical laboratory science, medicine, nutrition, optometry, pharmacy, radiation therapy, and veterinary medicine. Students wishing to pursue a professional program are encouraged to seek the advice of an Academic Advisor prior to selecting their courses, as program requirements change yearly and vary by institution.

Career Opportunities

Agricultural Companies
Animal Biology (Zoology)
Chiropractor
Consulting
Dentist or Dental Hygienist
Doctor

Environmental Science
Government
Industrial Laboratories
Lab Technician
Optometrist
Pharmaceutical

Production/Manufacturing
Registered Dietitian
Research & Development
Research and Development
Veterinarian

Admission Requirements

Refer to Admissions Chart on page 20.

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university degrees. The program is possible with the College’s participation in Campus Alberta. Admission to all university programs in Alberta is competitive and students are responsible for understanding admission and program requirements.

Program requirements change yearly and vary by institution. Students pursuing an undergraduate degree as a learning pathway to a professional program should consult with a Medicine Hat College Academic Advisor and a representative from the institution they wish to attend. University Transfer students need to ensure they meet both the minimum requirements and competitive requirements for admission.

Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to work towards. With this information, students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

University of Alberta, Faculty of Science

Phone: 780.492.4758 (Faculty of Science)
E-mail: advisor.science@ualberta.ca
Website: www.ualberta.ca/science

The Faculty of Science offers 3 types of science degrees: honours, specialization and general - in the following areas:

- Applied Mathematics
- Astrophysics
- Biochemistry
- Biological Sciences
- Cell Biology
- Chemistry
- Ecology, Evolution & Environmental Biology
- Environmental Earth Sciences
- Geology
- Geophysics
- Immunology & Infection
- Integrated Physiology
- Mathematical Physics
- Mathematics
- Molecular, Cellular & Developmental
- Paleontology
- Pharmacology
- Physical Sciences
- Physics
- Physiology
- Psychology
- Statistics

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Professional programs offered at the University of Alberta include Dental Hygiene, Dentistry, Medical Laboratory Science, Medicine, Pharmacy, and Radiation Therapy.

University Transfer

Students are encouraged to consult the University of Alberta academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Alberta Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Calgary, Faculty of Science

Phone: 403.220.8600 (Undergraduate Science Centre)
E-mail: usc@ucalgary.ca
Website: www.science.ucalgary.ca

The Faculty of Science offers degrees in the following areas:

- Actuarial Science
- Astrophysics
- Biochemistry
- Biological Science
- Cellular, Molecular & Microbial Biology
- Chemistry
- Ecology
- General Mathematics
- Geology
- Geophysics
- Physics
- Plant Biology
- Zoology

Professional Programs offered at the University of Calgary include Medicine and Veterinary Medicine.

University Transfer

Students are encouraged to consult the University of Calgary academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Calgary Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Arts and Science

Phone: 403.329.5106 (Academic Advising)
E-mail: artsci.advising@uleth.ca
Website: www.uleth.ca/artsci

The Faculty of Arts & Science offers degrees in the following areas:

- Agricultural Biotechnology
- Agricultural Studies
- Anthropology
- Archaeology & Geography
- Applied Statistics
- Biochemistry
- Biological Sciences
- Chemistry
- Environmental Science
- General Major in Science
- Geography
- Mathematics
- Neuroscience
- Physics
- Psychology

All University of Lethbridge degree programs have a Liberal Education Requirement. Liberal Education involves satisfactory completion of 12 Arts and Science courses, chosen from three distinct lists (List 1 – Fine Arts & Humanities; List 2 – Social Sciences; List 3 – Science).

University Transfer

Students are encouraged to consult the University of Lethbridge academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Lethbridge Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
MacEwan University, Faculty of Arts & Science

Phone: 780.497.4505 (Faculty of Arts & Science Program Services)
E-mail: artsandscience@macewan.ca
Website: www.macewan.ca/science

The Faculty of Arts & Sciences offers degrees in the following areas:

Biological Sciences  Mathematics  Psychology
Mathematical Sciences  Physical Sciences

In mathematical sciences students focus on two of the following areas of concentration: mathematics, statistics, or computer science. Similarly, in physical sciences students focus on two of the following areas of concentration: chemistry, physics, or earth and atmospheric sciences.

University Transfer
Students are encouraged to consult the MacEwan University academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a MacEwan University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

Mount Royal University, Faculty of Science & Technology

Phone: 403.440.7220 (Bachelor of Science Academic Advisors)
E-mail: scitechadvising@mtroyal.ca
Website: www.mru.ca/bsc

The Faculty of Science & Technology offers degrees in the following areas:

Cellular & Molecular Biology  Environmental Science  Geology
Chemistry  General Science  Health Science

University Transfer
Students are encouraged to consult the Mount Royal University academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a Mount Royal University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

St. Mary’s University

Phone: 403.531.9130 (Main Number)
E-mail: advising@stmu.ca or admissions@stmu.ca
Website: www.stmu.ca/biology/

Medicine Hat College students can transfer directly into the third year of St. Mary’s University’s (StMU) Bachelor of Science degree with a major in biology. Students interested in this transfer agreement must meet with a Medicine Hat College Academic Advisor to ensure they understand all admission and transfer requirements.

University Transfer
Students are encouraged to consult the St. Mary’s University academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a St. Mary’s University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
Social Work Diploma

Academic Advising Office
Phone: 403.529.3819
Richard Gregory, Coordinator
Phone: 403.529.3967
E-mail: rgregory@mhc.ab.ca

This two year program combines knowledge of the humanities and behavioural sciences, an understanding of social work theory and philosophy, and the development of practical skills through academic classroom study and fieldwork settings. This program is designed to meet the knowledge, skills and practice competencies as defined by the Alberta College of Social Work.

Career Opportunities
At graduation students are prepared for employment in a broad range of private health, social, and welfare agencies as well as in provincial and municipal social service, health, and welfare agencies. The program prepares students to do social work with individuals, families, groups, and communities. Upon graduation students are eligible to be registered with the Alberta College of Social Workers. In Alberta, students educated in Social Work and work within the scope of Social Work Practice must be registered.

Admission Requirements
For all routes, applicants must first apply to Medicine Hat College indicating your interest in the Social Work Diploma program. Applicants will then receive an application package specific to the Social Work program that outlines details of the pre-program requirements. Please note that the information provided on the personal profile, and that provided by references, will be considered during admission screening to ensure you meet basic standards and have reasonable chance for success in the program and in the profession.

High School Route
• ELA 30-1 (minimum 60%)
• Three grade 12 5-credit courses

Mature Student Route
• 60% or greater in ELA 30-1 (or equivalent) or a university level English

This route is applicable if applicants do not meet the minimum requirements for admission but possess other post-secondary and/or work experiences that create potential for success in the program.

Transfer Route
Having previously attended a recognized college or university, applicants will be accepted on the basis of your college or university level coursework. Applicants must have 60% or greater in ELA 30-1 (or equivalent) or a university level English course.

Pre-Program Requirements
• A current resume
• A personal profile questionnaire providing information related to your background and suitability for the program
• One reference from a volunteer or workplace supervisor. (You must have a minimum of 100 hours of volunteer or work experience in a social service environment)

Program Requirements
First Year
Fall
ANTH 213 Contemporary Aboriginal Issues in Canada
IDST 100 Introductory Communications for Helping Professionals
PSYC 205 Principles of Psychology
SLWK 100 Introduction to Social Work Practice
SLWK 102 Social Problems & Policies

Winter
PSYC 351 Developmental Psychology
SLWK 101 Social Work Theories & Practice
SLWK 103 Social Work with Individuals
SLWK 105 Social Work with Groups
Elective

Spring*
Junior ENGL
Elective

Second Year
Fall
PSYC 357 Human Development
SLWK 206 Social Work Research & Leadership in Human Services
SLWK 208 Social Work with Families
SLWK 212 Social Work Practicum I
SLWK 219* International Social Work (optional)

Winter
SLWK 209 Social Work with Communities
SLWK 211 Social Work with Mental Health, Trauma and Addictions
SLWK 213 Social Work Practicum II
Elective

Spring (Optional)
SLWK 220* International Social Work Practicum

* You may choose to take classes in a different configuration or at a slower pace. Any changes to the above configuration, however, should be discussed with the Program Coordinator or Academic Advisor.

*Not offered every year. Check with the Program Coordinator.
Electives
In addition to the specified core courses, students must also complete three additional university transfer courses during the two years of study. Some of these may be taken during Spring semester. Electives may be drawn from any courses which transfer to the University of Calgary as per the Alberta Transfer Guide (available at www.transferalberta.ca).

** Please note in order to take these courses you will require permission from that departments program coordinator.

Practicum

Students are selected for practicum on the basis of academic performance, professional suitability, fitness and conduct, volunteer community service, and availability of practicum sites.

In order to ensure the protection of clients, students are required to provide up-to-date child welfare and criminal record checks, at their expense, prior to entry into practicum placements. Students are responsible for providing copies of the Alberta Children’s Services Intervention Record Check and Police Information Check (PIC), which includes a Criminal Record Check and Vulnerable Sector Search. This is at the student’s expense, and must be submitted prior to entry into practicum placements. Students are responsible for providing copies of the checks to practicum supervisors prior to starting placements. Students are obligated to inform the Program Coordinator immediately of any change in the status of your criminal record. Prior involvement with Alberta Children’s Services or a criminal record may limit the practicum options available to you.

Students will be responsible for purchasing a name tag prior to commencing practicum placement. The name tags will be ordered through the bookstore and must be paid for in advance. The name tags are to be worn while the student is in their practicum placement.

Should the program coordinator judge, in consultation with faculty, that there is evidence that the student is professionally unsuitable or a risk to clients, the coordinator may prohibit them from attending or completing a practicum.

International Practicum

Different opportunities may arise for students to participate in an international practicum. Social Work students from Medicine Hat College may be invited to participate in international practicum placements with other institutions or Medicine Hat College Social Work program may offer this opportunity by itself. In both situations students must go through an application process and suitability for participation will be evaluated on a case by case basis. Students will be expected to complete all prerequisite requirements before departure.

Graduation Requirements

In addition to the courses required for graduation the students progress in the program will be reviewed each semester by the program faculty. Should the student be found to be in academic difficulty or should their professional suitability be of concern, they may be referred for remedial assistance or, in extreme cases, asked to withdraw from the program.

- Minimum of a “C” grade in all required courses in order to be eligible to graduate.
- One D grade allowed in non Social Work courses.

The Code of Ethics of the Alberta College of Social Workers will be used as a measure of professional behaviour and suitability.

Transfer

**Athabasca University**
Graduates of the Social Work diploma program are eligible to transfer 60 credits toward the Bachelor of Professional Arts - Human Services program.

**MacEwan University**
Graduates of the Social Work diploma program with a minimum GPA of 2.5 may be eligible for entry into the Social Work Degree.

**Thompson Rivers University**
Graduates of the Social Work diploma program are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.

**University of Calgary**
Graduates are eligible to apply to the two-year post diploma BCR program, the Learning Circles Social Work Program or the post diploma BSW program.

**University of Regina**
Graduates of the Social Work diploma program are eligible to receive up to 60 credits towards the Bachelor of Social Work degree.

International Transfer Opportunities

**Griffith University**
Graduates are eligible to receive advance standing toward a Bachelor of Human Services in Child and Family Studies or a Bachelor of Social Work degree at Griffith University in Australia.

For more information, visit the Medicine Hat College website.

Continuation Requirements

- Achieve a minimum of a “C” grade in all required courses.
- SLWK courses can only be repeated once

Students that have been absent from the program for one calendar year and are returning to complete a course, will be required to successfully complete a comprehensive evaluation. Depending on the outcomes of the evaluation students may be required to successfully complete remediation in preparation to enter the practicum.
In partnership with the Faculty of Social Work at the University of Calgary Medicine Hat College hosts the University of Calgary’s Bachelor of Social Work Learning Circles Program. Combining virtual education formats with on-site block and weekend programming, the Learning Circles program is accessible to students living in and near host communities and to those maintaining employment while pursuing undergraduate education. The Learning Circles program offers an innovative and fully accredited variation of the University of Calgary BSW Program. It offers the same quality as the university’s on-campus BSW programs, with several unique features, including:

- A redesigned curriculum to ensure cultural and geographic relevance to communities outside urban areas
- Convenient scheduling of courses with local practicum placements
- Alternative, flexible and widely accessible program delivery that combines the best distance education technology with face-to-face educational opportunities

Program Overview

Core social work content for the Learning Circles program is themed into four areas:

- generalist practice
- communications & information
- diversity and oppression
- social work methods

Through portfolio courses, students apply their learning to their developing professional identity. Option courses allow students to study specialized topics such as mental health, intergenerational trauma, or child welfare.

The social work practicum is an integral part of the BSW program. Learning Circle students complete field placements during the Spring term following completion of the core social work curriculum and option courses. Post diploma students complete 400 hours in practicum and university transfer students complete 720 hours in practicum. Field education offers you opportunities to integrate theory and practice under the supervision of qualified social workers. Through seminars that accompany practicum courses, students will discuss learning experiences and challenges.

University Transfer Admission Requirements

To be eligible for the Learning Circles program as a University Transfer applicant, applicants must meet the following requirements:

- A minimum of 19 half-course equivalents (57 units) non-social work university transferable courses, OR an undergraduate degree in another discipline from a recognized institution OR a non-social work diploma from a recognized institution plus 27 units (9 classes) of transferable non-social work courses
- Successfully complete a transferable post-secondary English course(s) or English 30-1 or equivalent
- Obtain one of the Following:
  - SOWK 201: Introduction to Social Work prerequisite (MHC SLWK 100)
  - Admissibility to the University of Calgary
  - English 30-1 or an acceptable equivalent
  - A minimum grade point average of 2.3 on a 4.0 scale
  - Proficiency in the English language

Additional supporting documents required for admission:

- Resume
- 2 References, one of which must be from an academic source
- Essay

Once deemed admissible to the University, students are competitively evaluated by the Faculty’s admission committee based on academic achievement (social work and non-social work courses considered), previous experience, entry essay and references.
For Regular Admission

• **By March 1:** Submit the University of Calgary application online (available at ucalgary.ca) and pay the application fee
• **By March 1:** Upload resume and essay to myUofC portal and ensure references are submitted electronically by referee
• **By March 15:** Deadline for official transcripts in a sealed envelope (and degree certificates, if applicable) from each post-secondary institution who does not participate with ApplyAlberta, reporting all completed coursework up to and including Fall term, and any in-progress Winter/Spring/Summer courses; as well as, official high school transcript(s) for applicants without a completed degree. This deadline also pertains to official documents such as English test scores, if required.
• **By June 1:** Deadline for domestic students (residing in Canada or the US) to submit official transcripts in a sealed envelope from each post-secondary institution who does not participate with ApplyAlberta reporting all completed coursework up to and including the Winter term.

If you are interested in helping others, and applying strategies to advocate, influence and promote social change a degree in Social Work might be the right path for you. Our program is designed to prepare you to transfer to another institution after you have completed a maximum of 20 courses at Medicine Hat College.
Social Work (BSW)
University Transfer

Career Opportunities
Health agencies  Social and Welfare Agencies  Private Practice

Admission Requirements
Refer to Admissions Chart on page 19

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university degrees. Admission to all university programs is competitive and students are responsible for understanding admission and program requirements.

Program requirements change yearly and vary by institution. Students pursuing an undergraduate degree as a learning pathway to a professional program should consult with a Medicine Hat College Academic Advisor and a representative from the institution they wish to attend. University Transfer students need to ensure they meet both the minimum requirements and competitive requirements for admission.

Course Selection
To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to pursue. With this information, students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

University of Calgary, Faculty of Social Work

Lethbridge
Phone: 403.329.2794 Toll Free: 1.866.329.2794  (Faculty of Social Work)
E-mail: pjaiken@ucalgary.ca
Website: www.fsw.ucalgary.ca/southern-alberta

Calgary
Phone: 403.220.5942  (Faculty of Social Work)
E-mail: socialwk@ucalgary.ca or bswinfo@ucalgary.ca
Website: www.fsw.ucalgary.ca/calgary

Edmonton
Phone: 780.492.3888  (Faculty of Social Work)
E-mail: fswcnar@ucalgary.ca
Website: www.fsw.ucalgary.ca/central-and-northern-alberta

Degrees offered in the areas of:
Bachelor of Social Work (Calgary Location)  Bachelor of Social Work (Virtual Learning Circle)
Bachelor of Social Work (Edmonton Location)  Bachelor of Social Work (Community Based Learning Circle)
Bachelor of Social Work (Lethbridge Location)

If you complete the MHC Social Work Diploma with a minimum GPA of 2.3, you will be given block transfer credit towards the University of Calgary Bachelor of Social Work degree program. The University of Calgary, Faculty of Social Work admits students into the third year of a four year Bachelor of Social Work degree.

University Transfer Requirements
Applicants to the University Transfer (UT) route must meet the following requirements:
• A minimum of 19 half-course equivalents (57 units) non-social work university transferable courses, OR an undergraduate degree in another discipline from a recognized institution OR a non-social work diploma from a recognized institution plus 27 units (9 classes) of transferable non-social work courses and Social Work 201 (or equivalent)
• SOWK 201: Introduction to Social Work prerequisite (MHC SLWK 101)
• Admissibility to the University of Calgary
• English 30-1 or an acceptable equivalent
• A minimum grade point average of 2.3 on a 4.0 scale
• Proficiency in English language
Social Work (BSW)
University Transfer

Additional supporting documents required for admission:
- Resume
- 2 References, one of which must be from an academic source
- Essay

University Transfer
Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Calgary Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

MacEwan University, Faculty Health & Community Studies

Phone: 780.497.5154 (School of Social Work)
E-mail: bsw@macewan.ca
Website: www.macewan.ca/bsw

Degrees offered in the areas of:
- Bachelor of Social Work

If you complete the MHC Social Work Diploma with a minimum GPA of 2.5, you will be given block transfer credit towards MacEwan University Bachelor of Social Work degree program. MacEwan University Faculty of Health & Community Studies admits students into the third year of a four year Bachelor of Social Work degree.

University Transfer Requirements
Applicants must have completed 60 university-level credits with a minimum Admission Grade Point Average (AGPA) of 2.5 on a 4.0 scale, and must have completed the following courses:
- Three credits of University-level English
- Six credits of university-level course work from anthropology, political science, psychology or sociology
- SOWK 240: Introduction to Social Work and Social Welfare (or equivalent) with a minimum grade of C-

Additional supporting documents required for admission:
- Resume
- Personal/professional profile
- Evidence of a minimum 70 hours social service volunteer or work experience within the last two years
- Two letters of reference

University Transfer
Students are encouraged to consult the MacEwan University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a MacEwan University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

University of Regina, Faculty of Social Work

Regina
Phone: 306.585.4554 (Social Work Student Services)
E-mail: sw.studentservices@uregina.ca
Website: www.uregina.ca/socialwork

Saskatoon
Phone: 306.664.7370 (Social Work Student Services)
E-mail: sw.studentservices@uregina.ca
Website: www.uregina.ca/socialwork
Degrees offered in the areas of:
- Bachelor of Social Work (Regina location)
- Bachelor of Social Work (Saskatoon location)

If you complete the MHC Social Work Diploma with a PGPA of 70%, you will be given transfer credit towards the University of Regina Bachelor of Social Work degree program. University of Regina Faculty of Social Work admits students into the second or third year of a four year Bachelor of Social Work degree.

**University Transfer Requirements**
Completion of a minimum of 30 credit hours of university credit, with a minimum program grade point average (PGPA) of 70% including:
- ENGL 100 *Mandatory* (MHC ENGL 202 or ENGL 252)
- ENGL 110 (MHC ENGL 203 or ENGL 237)
- INDG 100 *Mandatory* (MHC ANTH 213)
- PSYC 101 *Mandatory* (MHC PSYC 205 & 300 level PSYC)
- SOC 100 *Mandatory* (MHC SOCI 201)
- SW 100 *Mandatory* (MHC SLWK 100)
- SOC 200 level or higher (MHC SOCI 203, 225, 321, 325 or 371)
- SOC 200 level or high (MHC SOCI 203, 225, 321, 325, or 371)

Additional supporting documents required for admission:
- Work experience in a helping role
- Volunteer experience in a helping role
- Personal Statement

**University Transfer**
Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University Regina Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.
Speech Language Pathologist Assistant Diploma

Academic Advising Office
Phone: 403.529.3819

Grace Torrance, Program Coordinator (Distance Learning Cohort - DL)
Phone: 403.529.3949
E-mail: gtorrance@mhc.ab.ca

Leanne Sadowsky, Program Coordinator (Onsite Cohort - OS)
Phone: 403.504.3698
E-mail: lsadowsky@mhc.ab.ca

As a Speech-Language Pathologist Assistant (SLPA), students will find a rewarding career supporting Speech-Language Pathologists (SLPs) in their assessment and treatment of people with communication difficulties. Graduates will have the opportunity to help people of all ages to improve their ability to communicate and interact with others.

For students that want a challenging and fulfilling career with a focus on helping people, the field of speech-language pathology may be ideal. A communication disorder may be evident in a person’s ability to pronounce sounds, to understand what is spoken, to use vocabulary and grammar skills, to speak without stuttering, or to use his voice. Illnesses, accidents, strokes, and delayed development may be causes of communication difficulties, which can affect every aspect of a person’s life.

Working one-on-one and in groups to improve communication skills, SLPA’s will have the opportunity to make a positive difference every day in the lives of children and adults in schools, clinics and hospitals. Under the supervision of a Speech-Language Pathologist, they may provide treatment based on the SLP’s goals, make and develop materials and activities, document and report results, carry out screenings, maintain equipment, and assist with administrative duties.

This program is flexible in that the majority of the first 10 courses are common to the Occupational Therapist Assistant/Physical Therapist Assistant (OTA/PTA) and SLPA diplomas. This unique approach provides students with an excellent core upon which to build more specific skills depending on their interests. Along with extensive classroom training, students will participate in experiential learning and practicum training with potential employers in hospitals, private clinics, homecare settings, schools and community programs.

This diploma is offered both OS at Medicine Hat College or via DL. OS is a two-year (five-semester) diploma program, whereas DL is completed over a longer period of three to five (5) years. Students may wish to continue on and complete the OTA/PTA diploma after completion of the SLPA diploma. This diploma also transfers to degree programs.

Distributed Learning (DL)

- Students enrolled in the DL must develop a program plan of study with the Academic Advisor prior to taking any courses.
- Students enrolled in the DL, are expected to participate in experiential learning opportunities that are group or individually based. Students must to travel to Medicine Hat College or pre-arranged sites for one weekend lab in each of SLPA 212, SLPA 215, and SLPA 216. For further information, please contact the program coordinator (DL cohort).
- Students normally complete all courses as per the sequence in the program. Courses completed out of sequence will require completion of prerequisite waiver forms and approval from the program coordinator.
- Tuition and other fees are charged on a course by course basis; textbooks and supplies are additional.
- Courses offered by DL may have additional start dates (e.g. September, November, January and March).

Prior Learning Assessment

Individuals with related prior learning obtained during employment in the Speech Language Pathology field prior to entering the Speech Language Pathologist Assistant Diploma may be eligible for Prior Learning Assessment and Recognition. Please refer to the Prior Learning Assessment and Recognition portion of the calendar for further information regarding this process. Please contact the Articulation and PLAR Coordinator at Medicine Hat College for further information.

Part-Time Program

Students wishing to take an extended or part-time program must receive approval from the program coordinator(s).

Career Opportunities

Graduates from this program have very high employment rates. They find employment in both rural and urban locations in most provinces across Canada similar to those experienced in practicum training:
- Health regions
- Schools and School Boards
- Private Agencies

Admission Requirements

High School Route

High School diploma with a minimum mark of 60% in each of:
- Biology 30
- ELA 30-1
- Two 30-level subjects, one of which must be a 30-level science, Math 30-1 or Math 30-2

Mature Student Route

A minimum mark of 60% in:
- Biology 30
- English 30-1

Transfer Student Route

A minimum mark of 60% or a minimum C grade in:
- ELA 30-1 or a post-secondary level equivalent
- Biology 30, a post-secondary level equivalent or a university level lab science course

English Language Proficiency

Students also need to meet English Language Proficiency at a higher level than the general college. For the International English Language Proficiency System (IELTS) students must have an overall band score of 7.0 with no band score less than 7.0.
Speech Language Pathologist Assistant
Diploma

Pre-Program Requirements
Once successful in gaining admission and have received the program package, students must:
• Complete a standardized health form, program of immunization (and chest x-ray as required)
• Provide a current resume if requested
• Provide proof of current CPR Certification from one of the following:
  o Heart & Stroke Foundation: Basic Life Support (BLS)
  o Canadian Red Cross: Health Care Provide (HCP)
  o St. John Ambulance: Level Health Care Provider (HCP)
• Provide proof of current Standard First Aid Certification
• Provide a current Police Information Check with Vulnerable Sector check. Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record.

Program Requirements

First Year
Fall OS or Group 1 DL
ENGL 1XX or ENGL 2XX* (ENGL 252 recommended)
IDST 100 Introductory Communications for Helping Professionals
KNES 261 Human Anatomy
PSYC 205** Principles of Psychology
TAPC 110+ Introduction to Health Care and Rehabilitation

Winter OS or Group 2 DL
LING 2XX Introductory Linguistics
Junior SOCI** (SOCI 203 recommended)
TAPC 111 Rehabilitation Process
TAPC 112 Health Disorders & Conditions in Rehabilitation
TAPC 113 Growth and Development for Rehabilitation Service Providers

Spring OS or Group 3 DL
SLPA 212 Basics for the Speech-Language Pathologist Assistant

Second Year
Fall OS or Group 4 DL
DBSS 160 Introduction to American Sign Language
SLPA 215 SLPA Therapeutic Processes I
SLPA 216 SLPA Therapeutic Processes II
TAPC 210 Professional Integration for the Therapist Assistant
AUDA 212 Introduction to Audiology

Winter OS or Group 5 DL
SLPA 206+ SLPA Therapeutic Processes III
SLPA 207+ SLPA Therapeutic Processes IV
SLPA 218 Career Preparation for the SLP Assistant

Note:
* ENGL 125 is offered by DL at MHC. Other English courses are not offered by DL at MHC but are available in a DL format through other post-secondary institutions. Contact Academic Advising for more information.
** These courses are not offered by DL at MHC. They are available in a DL format through other post-secondary institutions. Contact the Academic Advisor for more information.
+ These courses are fieldwork courses.

Fieldwork

Fieldwork Requirements
• All program requirements must be completed appropriately and satisfactorily prior to commencing fieldwork.
• Students who have not successfully met their course and program requirements will not be permitted into the fieldwork courses.
• Fieldwork arrangements are made by Medicine Hat College with consideration of student preferences; however, students may be required to complete fieldwork at sites other than those requested by students. Once arrangements are confirmed, they are usually not modified.
• Students should expect to complete at least one fieldwork course/placement outside of Medicine Hat.
• DL students may also be required to travel outside of their home area in order to complete their fieldwork requirements.
• Students may anticipate additional costs associated with these placements, e.g., travel, accommodations, etc.
• At this time, fieldwork placements occur only in Canada.
• Fieldwork placements are usually full-time unless otherwise approved by the coordinator and fieldwork sites.

Continuation Specific to Fieldwork
• Immunizations required must be up to date prior to program start date, shadowing and fieldwork placement.
• Participation in all activities related to fieldwork is mandatory.
• Immunizations must be maintained throughout the program. Additional immunizations may be required for fieldwork.
• Students must successfully complete lab examinations in SLPA 212, SLPA 215 and SLPA 216 prior to entering fieldwork.
• All fieldwork experience must meet attendance and participation requirements as specified.
• Should students receive an unsatisfactory evaluation on a fieldwork placement, they will be required to discuss this situation with Medicine Hat College faculty. This evaluation may result in having to repeat the placement. Students that receive an unsatisfactory evaluation on more than one placement, will be required to withdraw from the program.
• Students may be required to obtain a recent police information check and/or similar checks, at their expense, prior to entry into some fieldwork sites.
• Should the students performance and/or health be questionable in relation to the delivery of safe client care and/or the maintenance of the professional standards of the program, they may be asked to leave the fieldwork site and may not receive a credit in the fieldwork course.

Continuation Requirements
• Students must adhere to the professional commitment as outlined in the Therapist Assistant Programs Student Handbook. Failure to do so may result in dismissal from the program.
• Students must complete the program within five years of registration in TAPC 110.
• All TAPC, SLPA, KNES and IDST 100 courses must be completed with grades of C or better.
• Students must earn a grade of at least C- in all other courses.

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Speech Language Pathologist Assistant Diploma

- In order to continue in the program, a current and cumulative grade point average of at least 2.0 is required at the end of each semester.
- Attendance in all courses is considered essential.
- Students will usually be permitted to repeat a particular SLPA course (TAPC, SLPA) only once.
- Students are normally expected to complete courses in the sequence outlined in the calendar. Courses taken in a sequence other than what is outlined in the calendar [including deferring courses into other terms] may compromise your standing in the program. This also facilitates proper planning for labs and fieldwork.

Graduation Requirements
Students must successfully complete 19 specific courses and meet attendance, fieldwork and grade requirements as set out in the program policies.

Transfer
Individual courses transfer to other post-secondary institutions as outlined in the Alberta Transfer Guide.

Athabasca University
Graduates of the Speech Language Pathologist Assistant Diploma at Medicine Hat College are eligible for admission into the Bachelor of Professional Arts (Human Services Major) and are eligible to transfer 60 credits into this program. Students should consult with an AU Advisor for further information.

University of Calgary
Graduates are eligible to apply to the two year post diploma BCR program (Bachelor of Community Rehabilitation).

Thompson Rivers University
Graduates of the Speech Language Pathologist Assistant diploma are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.
Chad Baron, Coordinator  
Phone: 403.525.2662  
E-mail: cbaron@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For information about the apprenticeship program see page 80.

The term of apprenticeship for a steamfitter/pipefitter is 3 years (three 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

Steamfitters/pipefitters lay out, assemble, fabricate, maintain, and repair piping systems that carry water, steam, chemicals or fuel used in heating, cooling, lubricating, and other processes.

To install a typical piping system in a commercial building or industrial plant, steamfitter/pipefitters:
• study blueprints, drawings and specifications to determine the type of pipe and tools to use, and layout the sequence of tasks
• sometimes make detailed sketches for pipe and equipment fabrication and installation, as required
• measure, cut, thread, groove, bend, assemble and install metal, plastic and fiberglass pipes, valves, and fittings
• join pipe sections, related equipment and secure in position
• use testing equipment to check systems for leaks

Steamfitters/pipefitters also remove and replace worn components, do general maintenance work, and may work on plant shut-downs.

Working Conditions
Steamfitters/pipefitters work both indoors and outdoors at physically demanding tasks that often require climbing. They work approximately 40 hours a week, with overtime sometimes required to meet construction deadlines. Construction contractors may require employees to travel and live in rented accommodation or at a company on-site camp.

There is some risk of injury involved in working with power tools, and heavy equipment.

Skills and Abilities
The work is most rewarding for those who enjoy working with little direction or supervision.

To be successful in their trade, steamfitters/pipefitters need:
• physical strength, stamina, and the use of proper lifting techniques required to manage heavy materials and stand for long periods
• manual dexterity
• mechanical aptitude
• the ability to read and understand complex instructions
• the ability to do careful and exacting work

The above information was copied from the tradesecrets website. For complete information on being a Steamfitter/Pipefitter check out the website at tradesecrets.alberta.ca.
Travel Counsellor Certificate

Lori Schneider
Phone: 403.504.3591
E-mail: travel@mhc.ab.ca

*This program is suspended for the 2019 - 2020 Academic Year

Start Date: 4 intake dates per calendar year (September 1, November 1, January 1, and March 1)

Medicine Hat College offers an industry-recognized Travel Counsellor Certificate program that is done wholly through online distributed learning format. Distributed Learning is a flexible alternative to traditional education offered through the Medicine Hat College (Main Campus).

The curriculum for the Travel Counsellor Certificate is endorsed by the Association of Canadian Travel Agencies. Graduates qualify to write the entry-level national certification exam, the first step towards continuing professional development and certification as a Certified Travel Counsellor, CTC. For more information, visit www.acta.ca.

What is Distributed Learning?
This option provides students with a balance of structure and freedom - enough structure to keep motivated and excited about the program and enough freedom to keep a job or manage a family. Students will have the option to work on the travel courses at whatever time of day through a self-study program, with the support of an instructor who has extensive industry career experience and knowledge. It is recommended that students have a computer equipped with Microsoft Windows 2000 operating system or newer, and Microsoft Office Suite 2000 or newer, and pursue knowledge of Microsoft computer applications.

The Travel Counsellor Certificate program has four intake dates per year. They are the September 1, November 1, January 1 and March 1. Students may choose to start at any one of those dates. Students have up to four months to complete each course and a maximum of three years to complete the entire program.

Computer Reservation Experience
Computer reservation knowledge is key to a successful career in the travel and tourism industry. The Travel Counsellor Certificate Program utilizes the VIASINC link via the internet to provide practical interactive lessons, reviews and tests for the Global Distribution Systems (GDS) courses.

Career Experience
In addition to the curriculum, students will graduate with invaluable work-related experience. The equivalent of four-weeks full-time practical experience at a career-related company of your choice is required. You have four months to complete 140 hours of work experience. Placement and expenses are your responsibility. A career experience evaluation is completed by the employer and you complete a comprehensive report.

Career Opportunities
Graduates of the program enter many different fields of the travel and tourism industry. Doors will open to careers in retail travel agencies, airlines, tour companies, motorcoach companies, tourism information centers, government tourism departments, cruise lines and more. While the program offers a broad range of curriculum topics, the focus is on training to enter into a retail travel counsellor career.

Admission Requirements
• ELA 30-1, ELA 30-2 or equivalent
• Math 10C
• High school diploma preferred

Program Requirements
TRAV 101  Introduction to Global Distribution Systems (GDS)
TRAV 102  Advanced Global Distribution Systems (GDS)
TRAV 103  Destination Geography I
TRAV 105  Destination Geography II
TRAV 112  Travel Industry Products
TRAV 115  Independent and Group Travel
TRAV 118  Communications for Business
TRAV 129  The Airline Industry
TRAV 184  Career Experience
TRAV 191  The Cruise Line Industry

Graduation Requirements
• Completion of nine (9) specific Travel Counsellor Certificate courses
• Completion of four weeks of career experience (or equivalent time)
• Minimum cumulative GPA of 1.7
• Minimum of C- or higher in all courses
This program is offered at both Medicine Hat and Brooks Campus

Adult Basic Education

What is it?
Classes in basic reading, writing and math, up to and including a Grade 9 level.

Who is it for?
• Adults who don't read and write as well as they want to or need to
• Adults who need to upgrade their math skills
• Students wanting to go on to College Preparation classes

College Preparation

College Preparation refers to all programs from Grade 10 to Grade 12. It is designed to meet your needs should you wish to upgrade your academic education, to complete your high school equivalency, or to meet the entrance requirements of other programs. Most College Preparation classes are offered in the following formats: traditional classroom, Open Learning, Distributed (Distance) Learning, and/or On-line Learning.

High School Equivalency

As an adult, this program consists of a series of high school equivalent courses should you wish to upgrade your academic education to a level that will allow you to enter apprenticeship, technical, business, college or university programs.

Combined Upgrading/University Transfer

If you are lacking specific subjects or the required average for the university program you wish to pursue, this program is for you. You can complete your admission requirements and start university courses at the same time. You will be permitted to register in as many matriculation courses as needed to complete requirements for admission to university transfer. You may apply for a matriculation diploma when you successfully complete your matriculation requirements by taking courses at the college. Should you be admitted to a combined program, you may not take 300 level university transfer courses until your matriculation deficiency is cleared. When you are in a Combined Upgrading - University Transfer program and you withdraw from prerequisite College Preparation courses, you will also be required to withdraw from all of the University Transfer courses.

Admission Requirements

1. You must be 18 years or older.
2. An interview with an Academic Advisor is recommended.
3. If you have been away from school for four years or more, you may be asked to take the Medicine Hat College Math, Science and/or English Locator (Assessment). Contact a Medicine Hat College Academic Advisor at 403.529.3819.

Further Information Related to College Preparation Studies

Plan your program taking into account outside activities and demands at home.

Instructors may move you up or down a level in a subject during the first month of classes if it is found that you are incorrectly placed.

If you are in University Transfer/Combined Upgrading, you are expected to complete necessary prerequisite courses during your first year at Medicine Hat College for the university program selected.

Program Requirements

There are a number of levels of courses in this program. Those numbered 010 or 013 are beginning courses at the high school level in a particular discipline.

The 020 or 023 courses are designed for people who have some previous knowledge in a particular discipline. In some cases, they are beginning courses where only one course is required prior to the Grade 12 equivalent course.

The 030 and 033 courses are Grade 12 or equivalent courses.

Equivalency Courses

Biology 020, 030
Chemistry 020, 030
Computers 010
English 010, 013, 020, 023, 030*, 033
Master Student 100
Physics 020, 030
Science 009, 010
Social Studies 010, 020, 030, 033
Math 010R, 010FN, 010, 020FN, 020, 030FN, 030*, 031

*English 030 is accepted in place of Alberta Education’s ELA 30-1 and MATH 030 is accepted in place of Alberta Education’s Math 30-1 by Alberta’s colleges, universities, and technical institutes as per the Alberta Transfer Guide.

NOTE: These are equivalent to high school courses but cannot be used for the completion of a Department of Education high school diploma. However, they may be used towards a high school equivalency diploma awarded by Medicine Hat College.

Open Learning Centre

The Open Learning Centre provides you with an alternative to traditional in-class delivery. Open Learning is a combination of instruction, self-study and tutorial support. Open Learning courses are designed to meet your needs as the upgrading student who is unable to attend regular classes, requires flexible start dates, or requires courses that are not being offered in the traditional classroom format. You are expected to spend a minimum of five hours per week per course working in the Open Learning Centre. Students in Open Learning courses need to set goals, work independently and seek help from staff in order to do well. Instructors and tutors are available to work with you to ensure
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Academic Advising Office
Phone: 403.529.3819

Dean Smale, Program Coordinator
Phone: 403.504.2253
Email: dsmale@mhc.ab.ca

The core program in Medicine Hat College’s Visual Communications area is the Bachelor of Applied Arts (Visual Communications - BAA (VC) degree program. The BAA(VC) program, which can be completed in three years. If you have already completed a two-year diploma in art, design, or a related field. Medicine Hat College offers a broad range of university transfer art, art education, and design courses.

Program Philosophy
At Medicine Hat College, fine arts and design are viewed as integral parts of the total visual communications field; therefore, all our Visual Communications programs strive to integrate and interrelate the fine arts and design. Moreover, our programs attempt, wherever appropriate and possible, to integrate the most recent advances in technology, especially computer technology. This combination of fine art, design and technology help prepare you for the contemporary Visual Communications workplace. Today's visual communications professionals are often required to be involved in the entire creative and technical process, from concept through production, in media and forms that are no longer just two-dimensional, static, and print-based, but which now include virtual space, digital media, and interactivity.

VASS (Visual Arts Student Society)
VASS is an organization dedicated to the promotion and support of all visual arts students at the College. Any student taking at least one course offered by the Visual Communications program is automatically a member. VASS has an executive council, class representatives, and a faculty advisor, all elected by the VASS student membership at the beginning of each new school year. Beyond providing a strong voice in ensuring the quality of their education, VASS works to provide support, including fund-raising support, for everything from student activities (student art shows, for example) to the supply of resources (special lab equipment, for example). All visual arts students are encouraged to become involved.

Career Opportunities
In the past, Visual Communications graduates have had excellent success in securing employment, both freelance self-employment and employment within existing firms and industries. Employment opportunities are available in a variety of workplace locations, including print shops, design studios, publishing houses, film studios, television stations, theatres, museums and art galleries, and other places involved in visual and digital production.

Admission Requirements

High School Route
ELA 30-1 or ELA 30-2 or C or better in MHC English 30 or placement in post-secondary (diploma or university transfer) English as determined by the MHC Academic Assessment Test.

Conditional Admission Plan (CAP)
If you do not possess all of the admission requirements, the Conditional Admission Plan (CAP) may provide conditional acceptance to this program, provided space is available. CAP is individualized to meet your needs. See page 17 for further details.

Program Requirements

First Year
Academic Term I
Fall
ARDR 241 Drawing I
ARFN 231 2D Fundamentals I
ARVC 213 Typography I
One of
ARHI 200 Introduction to Social and Historical Art
ARHI 201 Survey of Western Art I
One of
ENGL 123 Fundamentals of Writing and Speech
Junior English

Academic Term II
Winter
ARDR 243 Drawing II
ARFN 233 3D Fundamentals
ARFN 234 2D Fundamentals II
One of
ARHI 203 Survey of Western Art II
ARHI 317 Modern Art
One of
ENGL 125 Introductory Report Writing and Speech
Junior English

Second Year
Academic Term III
Fall
ARHI 309 Design History
ARVC 327 Print Production
ARVC 331 Graphic Design I
ARVC 394 Portfolio and Work Term Preparation
Art Studio Elective
Art Studio Elective

Academic Term IV
Winter
ARHI 300 Critical Theory
ARVC 333 Graphic Design II
Art Studio Elective
Art Studio Elective
Art Studio Elective

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Academic Term V
Spring/Summer
ARVC 395  Applied Visual Communications - Work Term I

Third Year
Academic Term VI
Fall
ARVC 396  Applied Visual Communications I
Art Studio Elective
Art Studio Elective
Art Studio Elective
One of
MGMT 270  Entrepreneurship
MKTG 171  Marketing
MKTG 355  Creating Brand Intelligence

*University of Lethbridge Dual Admission Students must take an Approved Elective, please consult an Academic Advisor for a list of approved classes.

Academic Term VII
Winter
ARVC 496  Applied Visual Communications II
ARVC 498  Special Projects and Exhibition I
ARVC 499  Special Projects and Exhibition II
Art Studio Elective
Art Studio Elective

Academic Term VIII
Spring/Summer - Applied Degree Route
ARVC 495  Applied Visual Communications - Work Term II

Art Studio Elective Course List
Visual Arts Studio
ARDR 341  Drawing III
ARDR 343  Drawing IV
ARFA 304  Sculpture I
ARFA 305  3D Design I
ARFA 351  Painting I
ARFA 353  Painting II
ARFA 357  Illustration I
ARFA 372  Relief Printmaking I
ARFA 377  Serigraphy I
ARFA 378  Serigraphy II
ARFA 379  Intaglio I
ARFA 380  Intaglio II
ARFA 407  3D Design II
ARFA 408  Sculpture II
ARFA 490  Directed Study
ARPH 335  Photography I
ARPH 337  Photography II
ARVC 315  Typography II

Electronic & Related
AREL 329  Design for Web I
AREL 338  Interactive Media I
AREL 365  Video I
AREL 429  Design for Web II
AREL 438  Interactive Media II

NOTES: When selecting courses, be sure to choose your required courses first. In the event that a required course is in timetable conflict with an elective course that you desire, the required course is your first priority and you must therefore choose it. Because of scheduling complexities, high demand, and classroom or studio space constraints, we cannot guarantee the availability of all electives. If your first choice is full or unavailable for other reasons, you must be prepared to select an alternative. If there are special circumstances that require you to have a course that is full, you may appeal to the Visual Communications Coordinator to override your exclusion. You may consult the Visual Communications Coordinator to assist you with course selection at any time.

This program can be completed on a part-time basis. You must consult with an Academic Advisor for a recommended plan of study.

Field Study
The BAA (VC) program requires the completion of two, 3 to 4 month Work Terms (ARVC 395 and ARVC 495). These Work Terms can only be completed after Academic Term IV and at least one of the two Work Terms must be completed prior to the last academic semester (Academic Term VI). These requirements may be adjusted in exceptional circumstances, with the permission of the Dean.

The two applied degree Work Term courses are paid work semesters designed to extend the learning process into the work environment. Medicine Hat College will make every effort to place students; however, work opportunities may fluctuate with a changing labour market. Moreover, you should be aware that work placement opportunities in Medicine Hat are limited, and that you may have to relocate to complete your work term semesters (work terms can be completed anywhere in Canada or even abroad). You should be prepared to cover your expenses for placement and should also be prepared to receive trainee or entry-level compensation at your place of employment.

You register for two Work Term semesters in addition to your academic requirements. Each Work Term is equivalent to 15 credits.

Graduation Requirements
To successfully complete the Bachelor of Applied Arts (Visual Communications) degree you must:
• Attain a minimum cumulative GPA of 2.0 throughout the program
• Achieve passing grades in both Work Terms
• Obtain no more than one D or D+ grade in the program
• Obtain no D or D+ grades in any core design or Visual Communications courses (ARVC 331, ARVC 333, ARVC 396, ARVC 496, ARVC 498 and ARVC 499). Should you receive a D or D+ grade in any such core design or Visual Communications course, you will only have one opportunity (excluding “W” grade attempts) to repeat that course and raise its grade
• Please note that only one “W” grade allowed for each of the required core design visual communications courses (ARVC 331, ARVC 333, ARVC 396, ARVC 496, ARVC 498 and ARVC 499)
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Transfer

University of Lethbridge
Graduates may be admitted to the 15 course Post-Diploma BFA (Art), 20 course Post-Diploma BFA (multidisciplinary), or 35 course Pre-Post Diploma BFA (Art) BEd.

University of Lethbridge - Dual Admission
Students may apply for dual admission to both Medicine Hat College and the University of Lethbridge for the Bachelor of Fine Arts - New Media or Pre-Bachelor of Fine Arts - New Media/ Bachelor of Education. Students must satisfy current admission standards at both institutions to be eligible. For more information, contact a Medicine Hat College Academic Advisor.

International Transfer Opportunities

Griffith University
Graduates with a diploma in Visual Communications are eligible to receive advance standing toward a Bachelor of Design or a Bachelor of Digital Media degree at Griffith University in Australia. For more information, contact a Medicine Hat College Academic Advisor.
Welder Apprenticeship

Jason Bonogofsky, Coordinator
Phone: 403.504.3649
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Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 80.

The term of apprenticeship for a welder is 3 years (three 12-month periods) including a minimum of 1560 hours of on-the-job training and 8 weeks of technical training each year.

If carpenters are “builders,” then welders are “joiners.” They join and sever metals in beams, girders, vessels, piping, and other metal components. They also make metal parts used in construction and manufacturing plants, and/or weld parts, tools, machines, and equipment.

Welding usually involves applying heat to metal pieces to melt and fuse them together.

Welders use different welding processes and fillers, depending upon the type of metal, its size and shape, and requirements for finished product strength. For a typical welding project, they:
- develop patterns for projects or follow directions given in layouts, blueprints, and work orders
- clean, check for defects, and shape component parts, sometimes using a cutting torch
- weld parts together

Welders may also build up worn parts by welding layers of high-strength hard-metal alloys onto them.

Working Conditions
Welders work in a wide variety of work environments. They may work outdoors on construction sites or indoors in production and repair shops. Travel may be required on jobs such as oilfield-related welding. A 40-hour work week is normal, but overtime is sometimes required.

There is some risk of injury involved working with torches and hot metals and the resulting sparks and toxic gases.

Skills and Abilities
The work is most rewarding for those who enjoy building things and working with little direction or supervision.

To be successful in this trade you require:
- manual dexterity
- good vision (glasses are acceptable)
- eye-hand coordination
- the ability to concentrate on detailed work
- patience

The above information was copied from the tradesecrets website. For complete information on being a Welder check out the website at tradesecrets.alberta.ca.