

## PROGRAMS



# Academic Upgrading

## **Academic Advising Office**

Medicine Hat Campus - 403.529.3819 or [info@mhc.ab.ca](mailto:info@mhc.ab.ca)

Brooks Campus - 403.362.1682 or [brooksinfo@mhc.ab.ca](mailto:brooksinfo@mhc.ab.ca)

## **Academic Upgrading**

Academic Upgrading courses are offered at MHC through our partnerships with Coulee Collegiate and Sunrise Collegiate schools. These courses can be used to meet admission requirements to qualify for acceptance into college or university programs at MHC or other institutions. All high school courses taken under these partnerships are credit based and may contribute to the 100 credits needed to receive a high school diploma.

Also, for students who are age 19 and younger as of September 1st of the current school year, there are no costs to take classes in this program!

### **Coulee Collegiate (CC)**

Located on the college campus in Medicine Hat, CC offers flexible distance and classroom learning options for outreach students and adult learners. Students benefit from the flexible and supportive Coulee Collegiate learning environment and access to all MHC services.

More information about CC can be found on their website – [couleecollegiate.com](http://couleecollegiate.com)

Email: [CouleeCollegiateSecretary@prrd8.ca](mailto:CouleeCollegiateSecretary@prrd8.ca)

Phone: 403-526-4156

### **Sunrise Collegiate (SC)**

Located on the MHC Brooks campus, SC offers an innovative approach for distance education. Using a combination of modular/online learning approaches, as well as in-person tutorials and support on the Brooks campus, they deliver a personalized academic support for outreach students and adult learners.

All Academic Upgrading students are encouraged to meet with an academic advisor prior to applying to Coulee or Sunrise Collegiate.

More information about SC can be found on their website –

[sunrisecollegiate.grasslands.ab.ca](http://sunrisecollegiate.grasslands.ab.ca)

Email: [chris.zottl@grasslands.ab.ca](mailto:chris.zottl@grasslands.ab.ca)

Phone: 403-793-2025

# Administrative Office Management Diploma

## Academic Advising Office

Phone: 403.529.3819

## Miranda Davies, Program Coordinator

Phone: 403.504.3589

E-mail: [mdavies@mhc.ab.ca](mailto:mdavies@mhc.ab.ca)

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 19 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
APRO 190	Work Experience II

### Second Year (Administrative Office Management)

#### Fall

MGMT 161	Management Theory
MGMT 193	Business Problems Software Applications
COMM 140	Communications in the Workplace
OMGT 235	Work Experience III
One of:	
ACCT 276	Advanced Computerized Accounting
MGMT 263	Organizational Behavior
MGMT 270	The Entrepreneurial Experience
MGMT 395	Business Law

#### Winter

MGMT 243	Human Resource Management
MGMT 267	Leadership Development
MKTG 171	Marketing
MKTG 251	Digital Design for Marketing
OMGT 237	Work Experience IV

\*\* Recommended Elective

## 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.

# Administrative Office Management Diploma

## 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 OMTG 235 and OMTG 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.

# Administrative Office Professional Certificate

## Academic Advising Office

Phone: 403.529.3819

## Miranda Davies, Program Coordinator

Phone: 403.504.3589

E-mail: [mdavies@mhc.ab.ca](mailto:mdavies@mhc.ab.ca)

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	Government
Agriculture	Insurance Agencies
Automobile Dealerships	Legal
Banking	Medical
Bookkeeping	News Industry
Business	Oilfield Companies
Computer Consultants	Police and Security
Dental	Printers/Printshops
Education - School	Real Estate
Education - College/University	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 19 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
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.

# Administrative Office Professional Certificate

## 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 skill at a minimum of 45 wpm with 97% accuracy
- attain a minimum cumulative GPA of 2.0

# Advanced Accounting Post-Diploma Certificate

## Academic Advising Office

Phone: 403.529.3819

## Miranda Davies, Program Coordinator

Phone: 403.504.3589

Email: [mdavies@mhc.ab.ca](mailto:mdavies@mhc.ab.ca)

This certificate serves as a stand-alone certificate that builds on student knowledge of accounting theory and application and/or as a bridge for students pursuing CPA designation and completion of a business degree. In addition, the certificate includes a work integrated learning course that provides students with a hands-on learning opportunity where theory and practice are integrated. The program also includes courses that build on critical thinking skills that can be applied in the field and in further study.

This certificate program will also include internship opportunities with participating employers in our region.

## Admission Requirements

Graduation from a Business Administration diploma in Accounting or equivalent at an accredited post-secondary institution with completion of the following courses (or their equivalents):

ACCT 213  
ACCT 215  
MGMT 284 & 285  
FINA 255  
MGMT 395

## Program Requirements

### Fall

ACCT 328 Management Accounting II  
ACCT 428 Introduction to Personal & Corporate Income Tax  
ACCT 431 Advanced Financial Accounting  
MGMT 440 Operations Management

### Winter

ACCT 422 Principles of Auditing  
ACCT 432 Advanced Managerial Accounting  
MGMT 326 Management Information Systems  
MGMT 433 Strategic Management

### Spring

ACCT 390 Work Placement

## Graduation Requirements

To successfully complete this program students must:

- attain a minimum cumulative GPA of 2.0
- achieve no grade lower than C-

Students should be advised that a passing grade at Medicine Hat College for non-prerequisite courses is a 50%. However, CPA Alberta requires that students earn a minimum grade of 60% (C) grade in the courses required for admission to the PEP program. For more information, please refer to CPA Alberta's website.

# Agroecology Technician Diploma

## Academic Advising Office

Phone: 403.529.3819

## Brent Smith, Program Coordinator

Phone: 403.529.3936

Email: [smith@mhc.ab.ca](mailto:smith@mhc.ab.ca)

## **\*\*NOT ACCEPTING APPLICATIONS FOR FALL 2022\*\***

The program provides you with the competencies required for producing food, forage, fiber, and fuel using sustainable methods. Courses within the program will prepare you with a range of knowledge in the three E's: environment, economics, and energy using systems theory. You will gain real-world experience in designing, monitoring and assessing sustainable agroecological systems. In addition to developing technical skills of the trade, you will learn effective communication and research skills. This program meets the knowledge, technical skills, and performance competencies required for certification with the Alberta Institute of Agrologists as a registered Technologist in Agrology (RTAg). This program also maximizes transfer opportunities to universities offering sustainable agriculture programs.

## Career Opportunities

There are many possible career opportunities with completion of the Agroecology diploma. You could start a business in sustainable agriculture or greenhouse horticulture. You can take over your family agriculture business as a crop or livestock producer. You can become an agricultural research technician, an urban agriculture designer or landscaper. You can also become a range management consultant or professional. You can also become an environmental consultant. The program would provide the background to become a registered Technologist in Agrology (RTAg).

## Admission Requirements

### High School Route

- ELA 30-1
- Biology 30
- Chemistry 30
- Math 30-1 or Math 30-2 (min 65%)

### Mature Student Route

- ELA 30-1
- Biology 30
- Chemistry 30
- Math 30-1 or Math 30-2 (min 65%)

## Program Requirements

### First Year

#### Fall

AGEC 120 Agroecology I  
BIOL 254 Plant Taxonomy  
BIOL 255 Ecology  
CADD 172 Sustainability and Systems Thinking  
SOSC 213 Soil Resources

#### Winter

AGEC 130 Introduction to Geographic Information Science  
AGEC 140 Integrated Vegetation Management  
ECON 201 Microeconomics  
EREC 230 Water Fundamentals  
TCOM 110 Technical Communications

### Year Two

#### Fall

AGEC 200 Research Methods  
AGEC 210 Range and Holistic Management  
AGEC 220 Advanced GIS and Remote Sensing for Landscape Ecology  
AGEC 230 Forage and Cropping Systems  
AGEC 240 Climate and Ecosystems

#### Winter

AGEC 250 Soil Ecology  
AGEC 260 Horticulture Methods  
AGEC 270 Wetland Ecology and Management  
AGEC 280 Agroecology II  
MGMT 161 Business Management Theory

### Additional Prerequisites for Program Graduation

Students must also complete a Permaculture Design Course (PDC) and Rainwater Harvesting course prior to taking AGECE 280 (Agroecology II: Capstone). Both courses will be offered through Medicine Hat College Continuing Studies. However, students have a range of options to complete both courses: PDC are offered for free online, and Rainwater Harvesting courses are also available online.

In order to complete the prerequisites, students must complete a 72 hour PDC from instructors recognized by the Permaculture Institute of North America. Students must also complete a rainwater harvesting course (Designer Certification) recognized by the Canadian Association for Rainwater Management (CANARM).

## Continuation Requirements

Students must receive a minimum of grade of "C-" in each course to continue in the program.

## Graduation Requirements

Students must complete all 20 courses with a minimum overall GPA of 2.0.



## Academic Advising Office

Phone: 403.529.3819

## Chad Flinn, Dean, Trades & Technology

Phone: 403.504.3579

E-mail: [cflinn@mhc.ab.ca](mailto:cflinn@mhc.ab.ca)

The following information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.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.tradesecrets.alberta.ca](http://www.tradesecrets.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 75*
- Carpenter *page 83*
- Electrician *page 99*
- Heavy Equipment Technician *page 108*
- Plumber *page 128*
- Steamfitter/Pipefitter *page 148*
- Welder *page 151*

\* Please note the 1st year of technical training for Plumber, Gasfitter, Steamfitter/Pipefitter and Sprinkler Systems Installer is a common first year. 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 can not 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.

PROGRAMS	RECOMMENDED PATH Alberta High School Diploma with:	MINIMUM REQUIREMENTS Successful Completion of:
<b>GROUP 1</b>		
Carpenter Welder	<ul style="list-style-type: none"> <li>• English 30-2</li> <li>• Math 30-3</li> <li>• Physics 20 OR Chemistry 20 OR Science 20</li> <li>• Related Career and Technology Studies courses</li> </ul>	<ul style="list-style-type: none"> <li>• English 10-2</li> <li>• Math 10-3 OR</li> <li>• A pass mark in all five Canadian (GED) tests OR</li> <li>• Entrance Exam</li> </ul>
<b>GROUP 2</b>		
Automotive Service Technician Electrician Gasfitter (1st year only) Heavy Equipment Technician Plumber Sprinkler Systems Installer (1st year only) Steamfitter-Pipefitter	<ul style="list-style-type: none"> <li>• English 30-2</li> <li>• Math 30-3</li> <li>• Physics 30 OR Chemistry 30 OR Science 30</li> <li>• Related Career and Technology Studies courses</li> </ul>	<ul style="list-style-type: none"> <li>• English 20-2</li> <li>• Math 20-3</li> <li>• Science 10 OR</li> <li>• Entrance Exam</li> </ul>

# Apprenticeship

## 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.

## Continuation Requirements

Following Alberta Apprenticeship and Industry Training (AIT) specifications (a minimum of 50% in each section of a course of studies and a minimum of 65% average in the course as a whole) 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.

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](http://www.tradesecrets.alberta.ca/mytradesecrets).

## Apprenticeship Registration and Fees

Seats are filled on a first come first served basis. A \$250 non-refundable deposit is due upon registration. The balance of tuition is due four 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.

Apprentice Fees				
Weeks	Tuition	Consumable Fee	SA Fee	Total Fees
4	\$ 479.36	\$ 82.39	\$ 28.80	\$ 590.55
8	\$ 958.72	\$ 82.39	\$ 28.80	\$ 1,116.71
12	\$ 1,438.08	\$ 82.39	\$ 28.80	\$ 1,650.07

Advancement and graduation requirements for the following apprenticeship programs:

Automotive Service Technician	Plumber
Carpenter	Steamfitter/Pipefitter
Electrician	Welder
Heavy Equipment Technician	

Please note: Books and supplies are not included and vary with each trade

## Funding

Detailed financial assistance information for apprentices can be found at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)

# Art and Design - Bachelor of Applied Arts Applied Degree

## Academic Advising Office

Phone: 403.529.3819

## Ian Richmond, Program Coordinator

Phone: 403.529.3961

Email: [irichmond@mhc.ab.ca](mailto:irichmond@mhc.ab.ca)

Medicine Hat College offers a Bachelor of Applied Arts (Art and Design - BAA (AD) degree 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, the fine arts and design are integral parts of the program. Our instructors strive to integrate the fine arts and design throughout their courses. Moreover, our instructors attempt, wherever appropriate and possible, to integrate the most recent advances in technology, especially computer technology. This combination of fine art, design, and technology will help prepare students for the contemporary workplace. Today's art and design professionals are often required to be involved in the entire creative and technical process, from concept through to 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 Art and Design 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

Our art and design 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 Post Secondary (diploma or University transfer) English

### 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 19 for further details.

## Program Requirements

### FIRST YEAR

Academic Term I

#### Fall

ARDR 241 Drawing I

ARFN 211 Digital Fundamentals

ARFN 231 2D Fundamentals I

One of

ARHI 201 World Art Before 1300 CE

ARHI 204 Introduction to Canadian Art

One of

ENGL 123 Fundamentals of Writing and Speech

Junior English

Academic Term II

#### Winter

ARDE 213 Typography I

ARDR 243 Drawing II

ARFN 233 3D Fundamentals

One of

ARHI 203 World Art Since 1300 CE

ARHI 317 Modern Art

One of

ENGL 125 Introductory Report Writing and Speech

Junior English

### SECOND YEAR

Academic Term III

#### Fall

ARDE 327 Print Production

ARDE 331 Graphic Design I

ARDE 394 Portfolio and Work Term Preparation

ARHI 309 Design History

Art Studio Elective

Art Studio Elective

Academic Term IV

#### Winter

ARDE 333 Graphic Design II

ARHI 300 Methods in Art History

Art Studio Elective

Art Studio Elective

Art Studio Elective

Academic Term V

#### Spring/Summer

ARDE 395 Applied Art and Design - Work Term I

# Art and Design - Bachelor of Applied Arts Applied Degree

## THIRD YEAR

Academic Term VI

### Fall

ARDE 396 Applied Art and Design 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

ARDE 496 Applied Art and Design II

ARDE 498 Special Projects and Exhibition I

ARDE 499 Special Projects and Exhibition II

Art Studio Elective

Art Studio Elective

Academic Term VIII

### Spring/Summer - Applied Degree Route

ARDE 495 Applied Art and Design – Work Term II

## Art Studio Elective Course List

### Visual Arts Studio

ARDE 341 Drawing III

ARDE 315 Typography II

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

Electronic & Related

AREL 329 Web Design I (Fundamentals)

AREL 338 Motion Design I

AREL 365 Video I

AREL 429 Web Design II (UI/UX)

AREL 438 Motion Design 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 Art and Design Coordinator to override your exclusion. You may consult the Art and Design Coordinator to assist you with course selection at any time.

This program may also be completed on a part-time basis. You must devise a recommended plan of study with the assistance of an Academic Advisor.

## Work Terms

The BAA (AD) program requires the completion of two, 3 to 4 month Work Terms (ARDE 395 and ARDE 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 (Art and Design)** 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 and Art and Design courses (ARDE 331, ARDE 333, ARDE 396, ARDE 496, ARDE 498 and ARDE 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 is allowed for each of the required core art and design courses (ARDE 331, ARDE 333, ARDE 396, ARDE 496, ARDE 498 and ARDE 499)

# Art and Design - Bachelor of Applied Arts Applied Degree

## Transfer and Pathways

### 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

This program has a Dual Admissions agreement with the University of Lethbridge that provides students with early access and security in their UofL transfer pathway. Please connect with your Academic Advisor for specific details and requirements to become a dual admitted student.

### 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.

# Arts (B.A.) University Studies

If you are interested in learning about the intersecting and divergent perspectives and histories of people and cultures in society; the implications of technological advances on humanity; and intellectual virtues, then an Arts BA degree program is the right pathway 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, but those you can take several courses in at MHC to prepare you for a particular major are psychology, philosophy, sociology, English, and history.

A Bachelor of Arts offers many avenues into community and industry leadership and management roles through its focus on citizenship, community, and understanding an array of perspectives. It can also be used as a pathway into professional, graduate, or post-degree programs in the major studied or other professional fields such as Law, Medicine, or Education, among others. Students intending to pursue professional programs can complete pre-professional requirements within the University Studies 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

Editorial and Publishing Careers	Government and Post-Secondary Sectors	Non-Profit and Community Development Jobs
Professional and/or Technical Writer Research Professional	Public Relations	Public Relations Consultant

## Career Opportunities through Further Study

Human Resources	Journalism	Law
Library Studies	Marketing	Medicine (select programs)
Project Management and Coordination		

## Transfer Opportunities

Medicine Hat College has transfer agreements with Albertan universities, please refer here for more details:  
[transferalberta.alberta.ca/how-to-transfer/how-transfer-credit-works/](http://transferalberta.alberta.ca/how-to-transfer/how-transfer-credit-works/)

Students can also look to transfer to another university. Students should look at program listings at these universities and consult with an advisor as they make these decisions

## Admission Requirements

Refer to Admissions Chart on page 21

The University Studies 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 Quality Council. 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 Studies 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 Studies students are encouraged to choose a university and program of study they wish to pursue. Students are responsible for making informed course choices as part of their academic degree planning. Students should consult the University's Academic Calendar to determine admission and course requirements and use the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents. A Medicine Hat College Academic Advisor or the University's Academic Advisor can help students interpret and apply these requirements.

# Automotive Service Technician Apprenticeship

## **Darren Fischer, Program Coordinator**

Phone: 403.525-2357

E-mail: [dfischer@mhc.ab.ca](mailto:dfischer@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](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 69.

The term of apprenticeship for an automotive service technician 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.

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](http://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](http://www.tradesecrets.alberta.ca)**



# Aviation Management Certificate

## Academic Advising Office

Phone: 403.529.3819

## Felix Playda, Program Coordinator

Phone: 403.504.3676

Email: [fplayda@mhc.ab.ca](mailto:fplayda@mhc.ab.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).

## Admission Requirements

### High school route

High school diploma with:

- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Science 30 or Physics 20

### Mature Route

- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Science 30 or Physics 20

## Program Requirements

### Fall

ADAE 200 Advanced Aeronautics  
COMM 140 Communication in the Workplace  
GEOG 201 The Physical Environment  
MATH 150 Technical Math  
MGMT 161 Management Theory

### Winter

AMET 200 Advanced Meteorology  
COMM 252 Advanced Business Communications  
GEOG 332 Map and Air Photo Interpretation  
KNES 247 Intro to Wellness, Fitness and Nutrition  
MICO 191 Introduction to Microcomputers

## Graduation Requirements

To successfully complete this program students must:

- attain a minimum cumulative GPA of 2.0
- achieve no grade lower than C-



# Built Environment Engineering Technology (BEET) Diploma

**Academic Advising**  
Phone: 403.529.3819

**Felix Playda, Program Coordinator**  
Phone: 403.504.3676  
Email: [fplayda@mhc.ab.ca](mailto:fplayda@mhc.ab.ca)

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 architectural 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 architectural technology 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](http://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 19 for further details.

## Program Requirements

### First Year

#### Fall

CADD 101 Drafting I  
CADD 121 CADD Applications I  
CADD 122 CADD Applications II  
CADD 172 Sustainability & Systems Thinking I  
CADD 174 CADD Labs  
MATH 150 Technical Math

#### Winter

CADD 102 Drafting II  
CADD 132 Mechanical Design I - Applied Physics  
CADD 151 Technical Communications  
CADD 161 Civil Design I - Civil Design Fundamentals  
CADD 173 Construction Methods  
CADD 182 Building Design I – Building Systems

### 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 Capstone  
BEET 282 Building Design III

# Built Environment Engineering Technology (BEET) Diploma

## 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

### Time Limits for Program Completion

You are allowed up to five years to complete the diploma route.

## 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 with a 2.7 GPA may be admitted and receive 60 credits into NAIT's Bachelor of Technology in Technology Management (BTech Mgmt) program. Students should contact NAIT for further information.

# Business Administration Diploma

**Academic Advising**  
Phone: 403.529.3819

**Miranda Davies, Program Coordinator**  
Phone: 403.504.3589  
E-Mail: mdavies@mhc.ab.ca

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
- Hospitality & Tourism
- Marketing
- Management
- 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, depending on their major selection.

## Career Opportunities

Graduates with an **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 **Hospitality & Tourism Major** are prepared to find work as a(n):

- Hotel and Resort Manager
- Food and Beverage Manager
- Destination Marketer
- Event Planner
- Small Business Entrepreneur

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 19 for further details.

## Program Requirements

### First Year

#### Fall

ACCT 111	Introductory Accounting I
COMM 140	Communication in the Workplace
ECON 201	Principles of Microeconomics
MGMT 161	Management Theory
MGMT 193	Business Problems Software Applications

#### Winter

ACCT 113	Introductory Accounting II
COMM 252	Advanced Business Communications
ECON 203	Principles of Macroeconomics
MGMT 243	Human Resources Management
MKTG 171	Marketing

# Business Administration Diploma

## Accounting Major

### Second Year

#### Fall

ACCT 211	Intermediate Accounting I
ACCT 276	Advanced Computerized Accounting
MGMT 263	Organizational Behaviour
MGMT 284	Business Statistics I
MGMT 395	Business Law

#### Winter

ACCT 213	Intermediate Accounting II
ACCT 215	Managerial Accounting
FINA 255	Finance
MGMT 268	Business Integration
MGMT 285	Business Statistics II

## Financial Services Major

### Second Year

#### Fall

ACCT 219	Taxation
MGMT 263	Organizational Behaviour
FNSV 200	Canadian Investment Funds
MGMT 284	Business Statistics I
MGMT 395	Business Law

#### Winter

FINA 255	Finance
FNSV 210	Personal Investing
MGMT 268	Business Integration
MKTG 345	Managing Marketing Relationships
One of:	
ACCT 276	Advanced Computerized Accounting
COMM 250	Oral Communications
ENTR 211	Introduction to Entrepreneurship
MGMT 285	Business Statistics II

## Hospitality & Tourism Major

### Second Year

#### Fall

FINA 255	Finance
MGMT 250	Hotel & Resort Management
MGMT 284	Business Statistics I
MKTG 315	Science of Persuasion

#### One of:

ACCT 276	Advanced Computerized Accounting
MKTG 325	Evidence-based Marketing
MGMT 270	The Entrepreneurial Experience

#### Winter

MGMT 252	Food & Beverage Management
MGMT 254	Tourism Marketing
MGMT 268	Business Integration
MGMT 263	Organizational Behaviour
MGMT 395	Business Law

## Management Major

### Second Year

#### Fall

FINA 255	Finance
MGMT 263	Organizational Behaviour
MGMT 270	The Entrepreneurial Experience
MGMT 284	Business Statistics I
Elective	

#### Winter

COMM 253	Human Relations in the Workplace
MGMT 267	Leadership Development
MGMT 268	Business Integration
MGMT 395	Business Law
One of:	
ACCT 276	Advanced Computerized Accounting
COMM 250	Oral Communications
ENTR 211	Introduction to Entrepreneurship
MGMT 285	Business Statistics II
Business Elective	

#### Business Electives for Management Majors

ACCT 211, ACCT 215, ACCT 219, ACCT 276
COMM 250
FNSV 200, FNSV 210
MGMT 285, MGMT 326
MKTG 251, MKTG 315, MKTG 325, MKTG 345, MKTG 355

## Marketing Major

### Second Year

#### Fall

FINA 255	Finance
MKTG 315	Science of Persuasion
MKTG 325	Evidence-Based Marketing
MGMT 284	Business Statistics I
MGMT 395	Business Law

#### Winter

MGMT 263	Organizational Behaviour
MGMT 268	Business Integration
MKTG 251	Digital Design for Marketing
MKTG 345	Managing Marketing Relationships
MKTG 355	Creating Brand Intelligence

# Business Administration Diploma

## International Experience Elective

The Business Administration program offers INBU 330 as an elective course. Students interested in an international experience see the Business Administration Coordinator for a course outline.

## 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 65)

## 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

### 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 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.

Students should be advised that a passing grade at Medicine Hat College for non-prerequisite courses is a 50%. However, CPA Alberta requires that students earn a minimum grade of 60% (C) grade in the courses required for admission to the PEP program. For more information, please refer to CPA Alberta's website.

## Graduation Requirements

To successfully complete the **Business Administration diploma in Accounting, Financial Services, Hospitality & Tourism, 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, Hospitality & Tourism, 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

#### Athabasca University

Graduates are eligible for transfer credit into AU's Bachelor of Commerce, Bachelor of Management and Bachelor of Professional Arts (Communication Studies) degree programs. Students should consult Transfer Alberta or further information regarding transfer credit; for program information please consult with an AU Academic Advisor.

#### College of the Rockies

Graduates of the Business Administration diploma majoring in Accounting, Financial Services, Management, or Marketing are eligible for block transfer of course work into the third year of the Bachelor of Business in Sustainable Business Practices degree. Students must have successfully completed all coursework with a cumulative GPA of 2.3 (C+) with a minimum grade of C on transferred courses. For further information, contact an MHC Academic Advisor or an Academic Advisor at the College of the Rockies.

# Business Administration Diploma

## **Okanagan College**

Graduates of the Business Administration diploma majoring in Accounting, Financial Services, Management, or Marketing are eligible to apply for admission to the third year of the Bachelor of Business Administration program at Okanagan College. Students must present a minimum average of 67%; please contact Okanagan College for further information regarding this agreement.

## **Royal Roads**

Graduates of the Business Administration diploma majoring in Accounting, Financial Services, Management, or Marketing are eligible to enter into the third year of the Bachelor of Business Administration in Business and Sustainability program or the Bachelor of Commerce in Entrepreneurial Management program. Students must present a minimum cumulative GPA of 3.0 and meet all other admission criteria. Students should contact an Academic Advisor for further information.

## **University of Lethbridge**

Graduates of the Business Administration Diploma are eligible to apply into the post-diploma Bachelor of Management program at the U of L, subject to qualifying restrictions. Please contact an MHC Academic Advisor or contact the U of L for further information.

## **University of Regina**

Graduates of the Business Administration Diploma are eligible to apply into the post-diploma Bachelor of Management program at the U of R, subject to qualifying restrictions. Please contact an MHC Academic Advisor or contact the U of R for further information.

## **International Transfer Opportunities**

### **Griffith University, Australia**

Graduates of the Business Administration diploma are eligible to receive advanced standing toward the Bachelor of Business program or Bachelor of Commerce program. Students should contact an Academic Advisor for further information.

# Carpenter Apprenticeship

## **Paul Schaan, Program Coordinator**

Phone: 403.529.3978

E-mail: [pschaan@mhc.ab.ca](mailto:pschaan@mhc.ab.ca)

Medicine Hat College offers seven apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 69.

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](http://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](http://www.tradesecrets.alberta.ca)**



# Child & Youth Care Counsellor Diploma

**Academic Advising Office**  
Phone: 403.529.3819

**Dean Milne, Program Coordinator**  
Phone: 403.504.3610  
E-Mail: [dmilne@mhc.ab.ca](mailto:dmilne@mhc.ab.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 19 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 are no longer students of record in the CYCC program may apply for readmission to the program. Students may repeat courses only at the discretion and with the permission of the Child and Youth Care Counsellor Program Coordinator.

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 may be eligible to apply to the third year of the Bachelor of Child and Youth Care program. Students must present a minimum cumulative GPA of 2.0 on the 4.0 scale.

### Thompson Rivers University

Graduates are eligible to receive advanced credit toward the Bachelor of Health Science or the Bachelor of General Studies program. Students should contact an Academic Advisor at TRU for further information.

### University of Calgary

Graduates are eligible to apply to the two-year post-diploma Bachelor of Community Rehabilitation (BCR) program. Students should contact an Academic Advisor for further information.

### University of Victoria

Graduates are eligible to apply to the School of Child and Youth Care for completion of the Bachelor in Child and Youth Care program. Students should contact an Academic Advisor for further information.

### Vancouver Island University

Graduates of the Child and Youth Care Counsellor program are eligible to apply to the Bachelor of Arts in Child and Youth Care program. Students should contact an Academic Advisor for further information.

## International Transfer Opportunities

### Griffith University, Australia

Graduates of the Child and Youth Care Counsellor program are eligible to receive advanced standing toward the Bachelor of Human Services degree. Students should contact an Academic Advisor for further information.

# Commerce/Management (B.Comm; B.Mgmt; BBA) University Studies

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 invites you to start taking your degree courses with us before transferring to your University of choice.

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

Accountant	Economic Development Officer	Human Resources Professional
Advertising and Account Executive	Financial Analyst	Marketing Manager
Banking and Investing Manager	General Manager	

## Admission Requirements

Refer to Admissions Chart on page 21

The University Studies 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 Studies 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 Studies 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

*E-mail:* [bcominfo@ualberta.ca](mailto:bcominfo@ualberta.ca)  
*Website:* [www.ualberta.ca/business](http://www.ualberta.ca/business)

Bachelor of Commerce, with majors in:

Accounting	Entrepreneurship and Innovation	Marketing
Business Economics & Law	Finance	Operations Management and Organization
Business Studies	Human Resources Management	
Business Technology Management	International Business	

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 Studies

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.

# Commerce/Management (B.Comm; B.Mgmt; BBA) University Studies

## Athabasca University, Faculty of Business

*E-mail:* [business-support@athabascau.ca](mailto:business-support@athabascau.ca)

*Website:* [business.athabascau.ca](http://business.athabascau.ca)

Bachelor of Commerce, with majors in:

Accounting	General
Business Technology Management	Human Resource Management
Finance	Indigenous Business
	Marketing

Bachelor of Management, with majors in:

General (90 credit)

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 79.

### University Studies

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

*E-mail:* [undergraduate@haskayne.ucalgary.ca](mailto:undergraduate@haskayne.ucalgary.ca)

*Website:* [haskayne.ucalgary.ca](http://haskayne.ucalgary.ca)

Bachelor of Commerce, with concentrations in:

Accounting	Finance	Personal Financial Planning
Business	International Business Strategy	Real Estate Studies
Business Analytics	Marketing	Risk Management and Insurance
Business Technology Management	Operations Management	Risk Management Insurance and Finance
Energy and Professional Land Management	Organizational Behavior and Human Resources	Supply Chain Management
Entrepreneurship and Innovation		

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 Studies

Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or an 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.

# Commerce/Management (B.Comm; B.Mgmt; BBA) University Studies

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

E-mail: [dhillon.advising@uleth.ca](mailto:dhillon.advising@uleth.ca)

Website: [www.uleth.ca/dhillon](http://www.uleth.ca/dhillon)

Bachelor of Management, with majors in:

Accounting	Finance	International Management*
Agriculture Enterprise Management*	General Management	Marketing
Computer Science*	Human Resources Management and Labor Relations	Political Science
Economics*	Indigenous Governance and Business 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 Agriculture Enterprise Management, Computer Science, Economics and Political Science).

For further information, please refer to the Business Administration diploma in the Medicine Hat College calendar on page 79.

### University Studies

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.

## Mount Royal University, Bissett School of Business

E-mail: [businessadvising@mtroyal.ca](mailto:businessadvising@mtroyal.ca)

Website: [www.mtroyal.ca](http://www.mtroyal.ca)

Bachelor of Business Administration degree with majors in:

Accounting	Human Resources	Marketing
Finance	International Business	Supply Chain Management
General Management		

Students who have completed four or more Post-Secondary courses by December 31 and will have completed at least eight postsecondary courses by June 30 for the Fall Semester will be considered as a Post-Secondary applicant. Post-Secondary applicants must meet minimum high school requirements. Admission is competitive.

### University Studies

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.

# Computer Aided Drafting & Design Certificate

## Academic Advising Office

Phone: 403.529.3819

## Felix Playda, Program Coordinator

Phone: 403.504.3676

Email: [fplayda@mhc.ab.ca](mailto:fplayda@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 architectural 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 architectural 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 architectural 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 19 for further details.

## Program Requirements

### Fall

CADD 101 Drafting I  
CADD 121 CADD Applications I  
CADD 122 CADD Applications II  
CADD 172 Sustainability & Systems Thinking I  
CADD 174 CADD Labs  
MATH 150 Technical Math

### Winter

CADD 102 Drafting II  
CADD 132 Mechanical Design I - Applied Physics  
CADD 151 Technical Communications  
CADD 161 Civil Design I - Civil Design Fundamentals  
CADD 173 Construction Methods  
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

## Time Limits for Program Completion

You are allowed up to four years to complete the Computer Aided Drafting & Design Certificate.

## 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.

# Criminal Justice Diploma

**Academic Advising Office**  
Phone: 403.529.3819

**Jim Groom, Program Coordinator**  
Phone: 403.529.3987  
E-Mail: [jgroom@mhc.ab.ca](mailto:jgroom@mhc.ab.ca)

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.

## 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.

This 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, Alberta Sheriffs, 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	Community Peace 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 19 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.

## 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

## Transfer

### Athabasca University

Graduates of the Criminal Justice Diploma program are eligible to receive up to 60 credits towards the Bachelor of Professional Arts (Criminal Justice), Bachelor of Professional Arts (Governance, Law and Management), or the Bachelor of Professional Arts (Human Services) programs. Students should contact an AU Academic Advisor for further information.

### Justice Institute of British Columbia

Graduates of the Criminal Justice Diploma program with a minimum overall grade point average of 72% and successful completion of a post-secondary English with a minimum grade of 72% will be granted admission into the third year of the Bachelor of Law Enforcement Studies (BLES) program. Students must complete JIBC's RESM-2100 Research Methods prior to being officially admitted to the BLES program (available online through JIBC). Students must meet English language requirements. Please contact an Academic Advisor for further information.

### Lethbridge College

Graduates with a minimum cumulative GPA of 2.0 are eligible for admission and for block transfer into the third year of the Bachelor of Applied Arts in Justice Studies. Students should contact an Academic Advisor for further information.

### Royal Roads University

Graduates are eligible to transfer into the third year of the Bachelor of Arts in Justice Studies program. Students must present a minimum cumulative GPA of 3.0 and meet all other admission criteria.

### Seneca College of Applied Arts and Technology

Graduates of the Criminal Justice Diploma program are eligible to receive a block transfer of 15 specific courses within the Honours Bachelor of Crime and Intelligence Analysis Degree program. Students should contact an Academic Advisor for further information.

## International Transfer Opportunities

### Griffith University

Graduates are eligible to receive advanced standing toward the Bachelor of Criminology and Criminal Justice program. Students should contact an Academic Advisor for further information.

# Early Learning and Child Care Certificate and Diploma

## Academic Advising Office

Phone: 403.529.3819

## Pamela MacDougall, Program Coordinator

Phone: 403.504.3506

E-Mail: [pmacdougall@mhc.ab.ca](mailto: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

### Transfer Route

• Successful completion of an Early Learning and Child Care certificate from an accredited Alberta college with a GPA of not less than 2.3, and with no final course grade of less than C

### 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 19 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 Health 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	Foundations for Children with Developmental Delays
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



# Early Learning and Child Care Certificate and Diploma

## 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.

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 are eligible to transfer into the Bachelor of Professional Arts (Human Services) program. Students are required to present an additional 15 university level credits prior to admittance into the Bachelor of Professional Arts program. Student should consult with an AU Academic 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 are eligible to apply to the two-year post-diploma Bachelor of Community Rehabilitation (BCR) program.

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

### University of Victoria

Students who have completed a human services professional academic program at an accredited institution with an overall GPA of B or higher may be eligible to receive block credit upon admission to the School of Child and Youth Care (15 units for a one-year certificate and 30 units for a two-year diploma). This does not include vocational or continuing studies certificates or diploma. The School of Child and Youth Care is a member of the BC Child and Youth Care Education Consortium. Students should contact the University of Victoria for further information.

## International Transfer Opportunities

### Griffith University, Australia

Graduates are eligible to receive advanced standing toward the Bachelor of Child and Family Studies program. Students should contact an Academic Advisor for further information.

# 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](mailto: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 2200 – Special Topics in Education
- EDUC 2375 – Effective Assessment – Measurement and Evaluation
- EDUC 3010 – Practicum I
- EDUC 3103 – Program of Studies and Curriculum Instruction in Teaching English Language Arts
- EDUC 3104 – Arts Integration in Elementary Education
- 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
- EDUC 4107 – Program of Studies and Curriculum Instruction in Teaching Social Studies
- EDUC 4201 – Integrating Ideas, Values and Praxis
- 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 middle school.

# 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. Should the Chair of Education, and/or Program Coordinator judge with faculty, that there is a evidence that a student is professionally unsuitable or a risk to clients, the student may be prohibited from attending or completing a practicum.

## 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 Studies

## Career Opportunities

Classroom Teacher K-12  
Counsellor

## Admission Requirements

Refer to Admissions Chart on page 21

## University of Calgary, Faculty of Education

Phone: 403.220.6794 (*Werklund School of Education*)  
E-mail: [upe@ucalgary.ca](mailto:upe@ucalgary.ca)  
Website: [www.werklund.ucalgary.ca](http://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 (BA/BEd, BFA/BEd, BMus/BEd, BSc/BEd, BKin/BEd) (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](mailto:edu.sps@uleth.ca)  
Website: [www.uleth.ca/education](http://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
  - Pre-Post-Diploma B.Mgt./B.Ed.
  - Pre-Post-Diploma B.F.A-Art/B.Ed.
  - Pre-Post-Diploma B.F.A-Dramatic Arts/B.Ed.
  - Pre-Post-Diploma B.Mus./B.Ed.
- 2 year after degree (for holders of an approved degree)

# Education (B.Ed.) University Studies

**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

Students must consult the University of Lethbridge Academic calendar and program planning guides 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 96 and on the MHC website at [www.mhc.ab.ca](http://www.mhc.ab.ca).

## Mount Royal University, Faculty of Education

*Phone:* 403.440.7729 (Department of Education)

*E-mail:* [education@mtroyal.ca](mailto:education@mtroyal.ca)

*Website:* [www.mtroyal.ca/bed/](http://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, Health & Physical Education, History, Humanities, Indigenous Studies, Linguistics, Mathematics for Elementary Education, Social Studies, Spanish).

**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.

# Education (B.Ed.) University Studies

## University of Regina, Faculty of Education

Phone: 306.585.4537 (Student Program Centre)

E-mail: [education.counselling@uregina.ca](mailto:education.counselling@uregina.ca)

Website: [www.uregina.ca/education/index.html](http://www.uregina.ca/education/index.html)

### 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 Education Française
- Arts Education
- Music Education

### Major/minor choices:

- Variety of areas available

### Admission to the Faculty of Education:

- 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, College of Education

Phone: 306.966.7654 (College of Education Programs Office)

E-mail: [advising.education@usask.ca](mailto:advising.education@usask.ca)

Website: [www.education.usask.ca](http://www.education.usask.ca)

### Types of degrees offered:

- Early/Middle Years
- Secondary
- Language Teacher Education Program
- Indigenous Education

### 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

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.

# Electrician Apprenticeship

## **Amanda Hennessey, Program Coordinator**

Phone: 403.525.2355

E-Mail: [ahennessey@mhc.ab.ca](mailto:ahennessey@mhc.ab.ca)

Medicine Hat College offers seven apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 69.

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 1560 hours of on-the-job training, 8 weeks of technical training in each of the first three years, and a minimum of 1440 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)

### **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.

### **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.

The above information was copied from the [tradesecrets](http://www.tradesecrets.alberta.ca) website. For complete information on being an Electrician check the website at [www.tradesecrets.alberta.ca](http://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](http://www.tradesecrets.alberta.ca)



# 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](mailto: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. The ESLC program also integrates language based technology to engage students and enhance their language development.

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, Program Coordinator

Phone: 403.502.8496

E-Mail: [ktopp@mhc.ab.ca](mailto:ktopp@mhc.ab.ca)

## Admission Requirements

- Completion of high school
- IELTS 4.0, TOEFL 31, TOEFL PBT 400, TOEIC 470 or equivalent evidence of English language proficiency as determined by the EAP program coordinator

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
- 24 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 24 hours of classroom instruction per week comprised of the following classes:

- Reading/Literature
- Writing/Essay
- Vocabulary
- Listening
- Conversation
- Grammar
- Film Studies

The EAP-I program is designed to develop students' English language skills to meet Medicine Hat College English Language Proficiency admission requirements. Please see the Admissions English Language Proficiency section for details.

## EAP-I Course Offerings

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](http://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

## Brent Smith, Program Coordinator

Phone: 403.529.3936

E-mail: [bsmith@mhc.ab.ca](mailto:bsmith@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 the programs Capstone Project in the final term.

## 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 19 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

## 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
GEOG 201	The Physical Environment

#### Winter

EREC 160	Integrated Vegetation Management
EREC 230	Water Fundamentals
EVSC 238	Introduction to Geographic Information Science
STAT 251	Introduction to Applied Statistics
TCOM 110	Technical Communications

### Second Year

#### Fall

BIOL 254	Plant Taxonomy
BIOL 255	Ecology
EREC 210	Agrology and Agro-Ecology for Environmental Technologists
EREC 220	Environmental Sampling and Monitoring
SOSC 213	Soil Resources

#### Winter

EREC 240	Environmental Assessment
EREC 260	Land Reclamation and Revegetation
EREC 263	Land Reclamation Legislation
EREC 285	Capstone Project
GEOG 332	Map and Air Photo Interpretation

### 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

## Transfer

### Lakeland College

Graduates are eligible for admission into the third year of the Bachelor of Applied Science: Environmental Management (BAppSc) program. Students are required to complete additional bridging coursework for full admission into the third year; students should contact an Academic Advisor for further information.

### University of Lethbridge

Graduates may apply to the post-diploma Bachelor of Science (Environmental Science) program. Students must present a cumulative diploma GPA of 2.75 (on a 4.0 scale); students should contact an Academic Advisor for further information.

### University of Saskatchewan

Graduates may transfer into the Bachelor of Science in Agriculture with a major in Environmental Science or Soil Science, or the Bachelor of Science in Renewable Resource Management with a major in Resource Science and receive up to 57 credits. Students should contact an Academic Advisor for further information.

## International Transfer Opportunities

### Griffith University

Graduates are eligible to receive advanced standing toward the Bachelor of Environmental Science degree. Students should contact an Academic Advisor for further information.

# Environmental Science (B.Sc.) University Studies

If you are interested in how the world works and what makes up the earth, a degree in environmental 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.

## Career Opportunities

Agricultural Companies  
Environmental Consultant  
Production/Manufacturing

Agrologist  
Industrial Laboratories  
Soil Scientist

Analyst  
Land Reclamation Specialist  
Research & Development

## Admission Requirements

Refer to Admissions Chart on page 22

The University Studies 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. University Studies 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 Studies 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 Agriculture, Life and Environmental Sciences

Phone: 780.492.4933 (Faculty of Agriculture, Life & Environmental Sciences, Student Services)

Email: [questions.ales@ualberta.ca](mailto:questions.ales@ualberta.ca)

Website: [www.ualberta.ca/agriculture-life-environment-sciences/](http://www.ualberta.ca/agriculture-life-environment-sciences/)

Bachelor of Science degree offered in the area of Environmental and Conservation Sciences.

### University Studies

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 Alberta, Faculty of Science

Phone: 780.492.4758 (Faculty of Science, Student Services)

E-mail: [advisor.science@ualberta.ca](mailto:advisor.science@ualberta.ca)

Website: [www.ualberta.ca/science](http://www.ualberta.ca/science)

The Faculty of Science offers 3 types of science degrees - honours, specialization, and general. Bachelor of Science degree offered in area of: Environmental Earth Sciences.

### University Studies

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.

# Environmental Science (B.Sc.) University Studies

## University of Calgary, Faculty of Science

Phone: 403.220.8600 (Undergraduate Science Centre)

E-mail: [science.advising@ucalgary](mailto:science.advising@ucalgary)

Website: [www.science.ucalgary.ca](http://www.science.ucalgary.ca)

Bachelor of Science degree offered in the area of Environmental Science.

### University Studies

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 & Science

Phone: 403.329.5106 (Academic Advising)

E-mail: [artsci.advising@uleth.ca](mailto:artsci.advising@uleth.ca)

Website: [www.uleth.ca/artsci](http://www.uleth.ca/artsci)

Bachelor of Science degree offered in the area of Environmental Science.

Medicine Hat College students can transfer directly into the third year of University of Lethbridge's Bachelor of Science in Environmental Science after completing the Environmental Reclamation Technician Diploma program. Students interested in this pathway should apply directly to Medicine Hat College's Environmental Reclamation Technician Diploma program. Students should meet with a Medicine Hat College Academic Advisor to ensure they understand all admission and transfer requirements.

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).

This program offers a dual admission. This program has a Dual Admissions agreement with the University of Lethbridge that provides students with early access and security in their UofL transfer pathway. Please connect with your Academic Advisor for specific details and requirements to become a dual admitted student.

### University Studies

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.

# Fine Arts (B.F.A.) University Studies

Over four years, the Bachelor of Fine Arts (Visual Arts) degree develops creativity and competency in a variety of media. Students focus on contemporary studio practices in painting, drawing, printmaking, photography, and mixed media. Studio courses are supported by academic studies in traditional and contemporary art history. Students who begin the university studies pathway may either transfer to a BFA program at a university or transfer to the Art and Design program at Medicine Hat College.

## Career Opportunities

Artist-in-residence	Conservator	Freelance artist	Painter
Art therapist	Corporate art consultant	Gallery manager	Photographer
Cartoonist	Curator	Graphic designer	Printmaker
Community arts centre director	Exhibition designer	Illustrator	Sculptor
Community arts worker	Fine artist	Mural artist	Web Designer

## Transfer Opportunities

Medicine Hat College has transfer agreements with Albertan universities, please refer here for more details:  
[transferalberta.alberta.ca/how-to-transfer/how-transfer-credit-works/](http://transferalberta.alberta.ca/how-to-transfer/how-transfer-credit-works/)

Students can also look to transfer to another university. Students should look at program listings at these universities and consult with an advisor as they make these decisions.

## Admission Requirements

Refer to Admissions Chart on page 21

The University Studies 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 Studies 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 Studies students are encouraged to choose a university and program of study they wish to pursue. Students are responsible for making informed course choices as part of their academic degree planning. Students should consult the University's Academic Calendar to determine admission and course requirements and use the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents. A Medicine Hat College Academic Advisor or the University's Academic Advisor can help students interpret and apply these requirements.

While students can continue their studies at a university, they can also transfer into our Art and Design program here at MHC.



# Health Care Aide Certificate

## Academic Advising Office

Phone: 403.529.3819

## Karol Bojorquez, Program Coordinator

Phone: 403.504-2246

Email: [kbojorquez@mhc.ab.ca](mailto:kbojorquez@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 offers the Provincial Health Care Aide curriculum. This 8-month program offers students instruction in the classroom, laboratory, and clinical placements in Continuing Care, Assisted Living, and Community Agencies. The program is offered according to demand and is delivered in a full-time format.

## Prior Learning Assessment

Individuals with related prior learning obtained during employment as a Health Care Aide 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 September (both campuses) and January start dates (Distributed Learning).

## Distributed Learning (DL)

Our distributed learning program will be on-line, but in a synchronous format. Theory portions of the courses will occur on line and students should have access to a computer with a reliable internet for the courses. Lab portions of these courses will occur on weekends or times that are set ahead and only occur at the Brooks Campus or Main Campus of Medicine Hat College.

## Career Opportunities

Upon graduation, students may find employment in home care 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

- ELA 20-2, with a minimum mark of 60%; or
- ELA 20-1, with a minimum mark of 60%; or
- ELA 30-1 or 30-2 with a minimum mark of 55%

\* please refer to the ELP section (pg.17) of the Admissions portion of the calendar.

## Pre-Professional Requirements

The following documentation must be submitted one month prior to the first day of classes:

- CPR - Basic Life Support (BLS) Level
- N95 Mask Fit Testing
- 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)
- Candidates must possess knowledge of computer/technology tools to be successful in the program. Candidates must:
  - be able to communicate, research and understand information
  - know how to use computer to surf web, email
  - be able to critically evaluate and understand how technology can affect one's behavior
  - be able to create, produce content and effectively communicate using email, media, internet

## Program Requirements

The MHC program consists of nine courses in two 16-week semesters:

### Semester 1 (16 weeks)

HCAP 140	Health Care Aide Role & Responsibility
HCAP 141	The Human Body, Health & Chronic Illness
HCAP 142	Communication & Documentation in the Health Care Environment
HCAP 143	Providing Person-Centered Care & Comfort
HCAP 144	Clinical Placement I

### Semester 2 (16 weeks)

HCAP 145	Meeting Complex Care Needs
HCAP 146	Special Activities for Clients with Various Health Conditions
HCAP 147	Clinical Experience II (Instructor-Led)
HCAP 148	Consolidated Clinical Placement

## 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

NOTE: Students who do not achieve a passing grade in a course will be required to repeat it, and must meet with the Department Chair, or designate, or Academic Advisor to determine a progression plan.

All HCA students must successfully complete all course work and pass the provincial comprehensive final exam in order to graduate from the program and receive a certificate. Students will be required to pass the comprehensive final exam in order to receive their program certificate.

### 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 neighboring communities for clinical and/or practicum placements. For international students: A coop work permit is required for practicum as well as your student visa, please contact our International Education Office for information (phone 403-504-3615 or [www.mhc.ab.ca/InternationalStudents](http://www.mhc.ab.ca/InternationalStudents)).

# Heavy Equipment Technician Apprenticeship

## Darren Fischer, Program Coordinator

Phone: 403.525.2357

E-mail: [dfischer@mhc.ab.ca](mailto:dfischer@mhc.ab.ca)

Medicine Hat College offers seven apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 69.

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 regarding 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 Heavy Equipment Technician check out the website at [www.tradesecrets.alberta.ca](http://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](http://www.tradesecrets.alberta.ca)

# Humanities & Social Sciences Diploma

## Academic Advising Office

Phone: 403.529.3819

## Diane Gall, Program Coordinator

Phone: 403.529.3988

E-mail: [dgall@mhc.ab.ca](mailto:dgall@mhc.ab.ca)

This diploma is designed to provide the student with the basic knowledge and skills that every citizen requires to begin a process of discovery and individual development that will enable the student to understand what it means to be human in a world that is constantly changing. The humanities are the very expression of who and what we are. The social sciences investigate how what we think and what we do creates the social and political environment in which we live. This two-year program allows the student to pursue an investigation of individual interests and personal goals unique to them while at the same time preparing them for further study in the humanities, social sciences, or the professions. The program can supplement and compliment any number of other programs and will begin a process of development of the student's understanding of the world and themselves.

## Admission Requirements

### High School Route

- ELA 30-1
- MATH 30-1 or Math 30-2 or a 30-level second language
- Two 30-level academic subjects
- One Grade 12 5-credit subject (excluding Special Projects)

### Mature Student Route

- ELA 30-1
- One 30-level academic subject

## Program Requirements

### First Year

#### Communications

Two of

COMM Any 200 level  
CPSC Any 200 level  
DRAM Any 200 level  
ECON Any 200 level  
ENGL Any 200 level  
FREN Any 200 level  
GNED 220  
ITEC Any 200 level

#### Qualitative Reasoning and Scientific Method

Two of

ANTH Any 200 level  
ARKY Any 200 level  
BIOL Any 200 level  
BOTA 205  
CHEM Any 200 level  
ECON Any 200 level  
EREC Any 200 level  
GEOG 201  
GNED 210  
KNES Any 200 level  
PSYC 205  
STAT Any 200 level

MATH Any 200 level

PHIL 275, 279

PHYS Any 200 level

#### Critical Inquiry and Aesthetic Analysis

Two of

ARHI Any 200 level  
BIOL 255  
ECON Any 200 level  
ENGL Any 200 level  
GNED 220, 221  
PHIL Any 200 level  
POLI Any 200 level  
RELI Any 200 level  
SOC1 225

#### Historical and Political Analysis

Two of

ANTH Any 200 level  
HIST Any 200 level  
POLI Any 200 level  
SOC1 Any 200 level

#### Cultural, Social, and Behavioural Analysis

Two of

ANTH Any 200 level  
ARKY Any 200 level  
ECON Any 200 level  
GEOG 203  
GNED 230, 234  
KNES Any 200 level  
POLI Any 200 level  
PSYC 205  
SOC1 Any 200 level

### Second Year

#### Communication Skills

One of

DRAM Any 300 level  
ENGL Any 300 level  
FREN Any 300 level  
GEOG Any 300 level  
PHIL Any 300 level

#### Cultural Foundations

One of

ANTH Any 300 level  
ARHI Any 300 level  
ARKY Any 300 level  
HIST Any 300 level  
GEOG Any 300 level  
GNST 300

#### Social and Behavioural Sciences

One of

ANTH Any 300 level  
ARKY Any 300 level  
PSYC Any 300 level  
SOC1 Any 300 level

# Humanities & Social Sciences Diploma

## Humanities

### Three of

DRAM Any 300 or 400 level

ENGL Any 300 level

HIST Any 300 level

PHIL Any 300 level

## Electives

### Four of

Any of the other 300 or 400 level University Studies courses listed above

## Work Placement

HSSW 300 Work Placement

**NB: No single course can satisfy more than one of the above requirements.**

## Continuation Requirements

Generally, prerequisite grades must be "C-" or higher; however, some classes require a higher grade. Check course descriptions for individual courses.

## Graduation Requirements

To successfully complete the Humanities and Social Sciences Diploma, you must:

- attain a minimum pass mark of C- in all courses
- attain a grade of CR in HSSW 300
- attain a minimum cumulative GPA of 2.0

## Transfer

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

# Information Technology Diploma

## Academic Advising Office

Phone: 403.529.3819

## Derek Maki, Program Coordinator

Phone: 403.529.3997

E-mail: [dmaki@mhc.ab.ca](mailto:dmaki@mhc.ab.ca)

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) Network and System Administration (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 year 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 September 1 of your second year.

### 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 - Network and System Administration Major

Graduation with a two year Network and Systems Administration 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

### 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 19 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 155	IT Systems Support
ITEC 170	Networking Fundamentals
ITEC 190	Web Development I

#### 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

# Information Technology Diploma

## Winter

ITEC 240	Web Server Administration
ITEC 275	Database Management II
ITEC 281	Business and Accounting Principles
PROG 245	Dynamic Web Application Development
PROG 280	Advanced Programming

## Network and Systems Administration 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 155	IT Systems Support
ITEC 170	Networking Fundamentals
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 240	Web Server Administration
ITEC 265	Applied Technical Support II
ITEC 281	Business and Accounting Principles
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

### Athabasca University

Graduates of the Information Technology Diploma (both majors) are eligible to receive block transfer of 30 credits toward the post-diploma Bachelor of Science in Computing and Information Systems (BSc (PD)) program. Students may receive up to 30 additional credits on a course-by-course basis, provided courses in the diploma fulfill requirements of AU's BSc (PD) programs. Students should contact an Academic Advisor for further information.

### University of Lethbridge

Graduates of the Information Technology Diploma (Software and Internet Development major) are eligible to receive 60 credits toward the post-diploma Bachelor of Science-Computer Science. This transfer option is open to graduates who have achieved a cumulative diploma GPA of 2.50 or higher (on a 4.0 scale). Students should contact an Academic Advisor for further information.

### NAIT

Graduates of the Information Technology Diploma Software and Internet Development major with a cumulative 2.3 GPA are eligible to enter into the Bachelor of Information Systems Technology Information Systems major. Students should contact an Academic Advisor for further information.

Graduates of the Information Technology Diploma Network and System Administration major with a cumulative 2.3 GPA are eligible to enter into the Bachelor of Information Systems Program Network Management major. Students should contact an Academic Advisor for further information.

## International Transfer Opportunities

### Griffith University, Australia

Graduates of the Information Technology Diploma (both majors) are eligible to receive advanced standing toward the Bachelor of Information Technology degree program. Students should contact an Academic Advisor for further information.



# Intercultural Awareness Certificate

## International Education Office

Phone: 403.529.3812

## School of Arts, Science and Education

Phone: 403.529.3885

The Certificate in Intercultural Awareness program recognizes intercultural awareness 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.

The required learning outcomes are:

- understand the role of culture in shaping values, beliefs, behaviors and perceptions
- gain intercultural experience
- utilize learned tools to develop and reflect upon one's own intercultural awareness and skills
- appreciate and value diverse ideas, systems and ways of life

## 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 Office.

## Program and Graduation Requirements

1. Complete six 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

One additional course from this list:

- ANTH 203 Introduction to Social and Cultural Anthropology
- ANTH 213 Contemporary Aboriginal Issues in Canada
- EDUC 4351 Indigenous Perspectives in Education (enrolment restricted by program)
- EDUC 4325 The Impact of Social Issues in Education and Schooling (enrolment restricted by program)
- ELCC 213 Inclusive Care and Education (enrolment restricted by program)
- ENGL 353/ENGL 3353 North American Indigenous Literature
- GNED 230/GNED 1301 Citizenship Without Borders
- GNED 234/GNED 1304 Communities and Societies
- RELI 205 The Nature of Religion
- MGMT 391 Global Sustainable Business
- MKTG 280 International Business and Culture
- SLWK 220 International Social Work Practicum (enrolment restricted by program)

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

2. Complete intercultural development training and a documented intercultural or study abroad experience, facilitated by MHC International Education, to include:
  - online Intercultural Development Training program, offered by International Education
  - intercultural experience facilitated by International Education to include an IDI assessment and debrief, reflection exercises and interviews, as well as:
  - a formal education abroad experience of two weeks or more
  - a documented intercultural experience of 15 hours or more



# Intermediate Accounting Post-Diploma Certificate

## Academic Advising Office

Phone: 403.529.3819

## Miranda Davies, Program Coordinator

Phone: 403.504.3589

E-mail: mdavies@mhc.ab.ca

### \*Pending Government Approval

This certificate serves as a stand-alone certificate that builds student knowledge of accounting theory and application and/or as a bridge for students pursuing CPA designation and completion of a business degree. In addition, the certificate includes a work integrated learning course that provides students with a hands-on learning opportunity where theory and practice are integrated. The program also includes courses that build on critical thinking skills that can be applied in the field and in further study.

## Admission Requirements

Graduation from a Business Administration degree, diploma or equivalent at an accredited post-secondary institution with completion of the following courses (or their equivalents):

ACCT 113 or ACCT 321

## Program Requirements

### Fall

ACCT 211 Intermediate Accounting

ACCT 219 Taxation

ACCT 276 Advanced Computerized Accounting

MGMT 284 Business Statistics I

MGMT 395 Business Law

### Winter

ACCT 213 Intermediate Accounting

ACCT 215 Introduction to Managerial Accounting

COMM 252 Advanced Business Communications

FINA 255 Finance

MGMT 285 Business Statistics II

### Spring

ACCT 290 Work Placement

## Graduation Requirements

To successfully graduate from this program students must complete the courses listed above or equivalent substitutes:

To successfully complete this program students must:

- attain a minimum cumulative GPA of 2.0
- achieve no grade lower than C-
- achieve a grade of CR in ACCT 290

# Kinesiology (B.A., B. Kin., B.P.E., B.Sc.) University Studies

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  
Colleges/Universities  
Community Centres/Sports and Fitness Centres

Municipal Recreation Departments  
Comprehensive Health Care Facilities  
Hospitals/Primary Health Care Settings

## Admission Requirements

Refer to Admissions Chart on page 21

The University Studies 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 Studies 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 Studies 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 Kinesiology, Sport and Recreation

*Phone:* 780.492.5604 (Faculty of Kinesiology, Sport, and Recreation Undergraduate Studies Office)  
*E-mail:* [ksr.info@ualberta.ca](mailto:ksr.info@ualberta.ca)  
*Website:* [www.ualberta.ca/kinesiology-sport-recreation/](http://www.ualberta.ca/kinesiology-sport-recreation/)

Bachelor of Kinesiology (B.Kin) degrees offered in the areas of:  
Adaptive Physical Activity                      Sport Performance  
Physical Activity and Health                      Individualized Major

The University of Alberta also offers a Bachelor of Science (B.Sc.) in Kinesiology and a combined five-year Bachelor of Kinesiology/Bachelor of Education.

## University Studies

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.

# Kinesiology (B.A., B.Kin., B.P.E., B.Sc.) University Studies

## 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](mailto:knesinfo@ucalgary.ca)  
*Website:* [www.ucalgary.ca/knes](http://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)	Leadership and Coaching (BKin)
Exercise & Health Physiology (BSc)	Mind Sciences in Kinesiology (BKin or BSc)
General (BKin or BSc)	

### University Studies

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](mailto:artsci.advising@uleth.ca) or [kinesiology@uleth.ca](mailto:kinesiology@uleth.ca)  
*Website:* [www.uleth.ca/artsci/kinesiology](http://www.uleth.ca/artsci/kinesiology)

The University of Lethbridge offers a Bachelor of Arts (BA) in Kinesiology and a Bachelor of Science (BSc) in Kinesiology. The University of Lethbridge also offers combined degrees with Education and Management in the areas of:

Bachelor of Arts/Bachelor of Education in Kinesiology (BA/BE Kin)  
Bachelor of Science/Bachelor of Education in Kinesiology (BSc/BE 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.

This program offers a dual admission. This program has a Dual Admissions agreement with the University of Lethbridge that provides students with early access and security in their UofL transfer pathway. Please connect with your Academic Advisor for specific details and requirements to become a dual admitted student.

### University Studies

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 Studies

## Mount Royal University, Faculty of Health, Community & Education

*Phone:* 403.440.6500 (Department of Health and Physical Education Academic Advisors)  
*E-mail:* [physedinfo@mtroyal.ca](mailto:physedinfo@mtroyal.ca)  
*Website:* [www.mru.ca/bhpe](http://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 Studies

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:* [kin\\_advisor@usask.ca](mailto:kin_advisor@usask.ca)  
*Website:* [www.kinesiology.usask.ca](http://www.kinesiology.usask.ca)

Bachelor of Science in Kinesiology degrees offered in the areas of:  
Exercise and Sport Studies (BSc)  
Combined Bachelor of Science in Kinesiology/Bachelor of Education (BSc/BEEd)

### University Studies

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.

## University of Regina, Faculty of Kinesiology and Health Studies

*Phone:* 306.585.4360 (Faculty of Kinesiology)  
*E-mail:* [kinesiology@uregina.ca](mailto:kinesiology@uregina.ca)  
*Website:* [www.uregina.ca/kinesiology/](http://www.uregina.ca/kinesiology/)

Bachelor of Kinesiology degrees offered in the areas of:  
Human Kinetics  
Health Promotion  
Gerontology

### University Studies

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.

# Nursing

## University of Calgary Bachelor of Nursing at Medicine Hat College

**Academic Advising**  
Phone: 403.529.3819

**JoDee Wentzel, Program Coordinator**  
Phone: 403.502.8477  
E-mail: [jwentzel@mhc.ab.ca](mailto:jwentzel@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:

- Canadian Nurses Association Code of Ethics for Registered Nurses (2017): [cna-aic.ca/html/en/Code-of-Ethics-2017-Edition/files/assets/basic-html/page-1.html](http://cna-aic.ca/html/en/Code-of-Ethics-2017-Edition/files/assets/basic-html/page-1.html)
- CARNA Practice Standards for Regulated Members (2013): [www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/PracticeStandards\\_Jan2013.pdf](http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/PracticeStandards_Jan2013.pdf)
- CARNA Requisite Skills and Abilities for Becoming a Registered Nurse in Alberta (2011): [www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/RN\\_RequisiteSkills\\_May2011.pdf](http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/RN_RequisiteSkills_May2011.pdf)

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.

# Nursing (B.N.)

## University of Calgary Bachelor of Nursing at Medicine Hat College

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 complete a series of immunizations and diagnostic tests as outlined on the Student Immunization Form. Documented proof of completion must be provided to the Faculty of Nursing prior to commencement of the program. Throughout the BN program, students are required to ensure that immunizations are current and must provide proof of updates to the Faculty of Nursing. 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 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. 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 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. Students will be responsible for obtaining course training and certification. Without this documentation, students will be 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

BIOL 275	Basic Human Anatomy and Physiology I
BIOL 277	Basic Human Anatomy and Physiology II
ENGL 2XX	Any 200 level English
Statistics	(STAT 333 recommended)
Junior Arts Option	(PSYC 205 or SOCI 201 recommended)
Junior Philosophy Option	
Junior Open Option	(CMMB 250 or Science option recommended)
Junior Open Option	(IDST 100 recommended)
Junior Open Option	
Junior Open Option	

*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 Health Challenges

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

## 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: Inter-Professional 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: [www.ucalgary.ca/pubs/calendar/current/nursing](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 III: 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 corequisite nursing theory courses in that same term. Students will be required to withdraw from the corequisite 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 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.

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



# Nursing (B.N.)

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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. Due to the integrated curriculum and the alignment of theory and clinical courses, students in the program are required to engage in full time studies.

# Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

## Academic Advising Office

Phone: 403.529.3819

## Preston Sloan, Interim Program Coordinator

Phone: 403.504.2284

E-mail: [psloan@mhc.ab.ca](mailto:psloan@mhc.ab.ca)

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 and supervision 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 and supervision of Physiotherapists (PT) to help provide treatment to help patients recover from illness or injury to improve patient mobility, relieve pain, and prevent and/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 may include 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 On site (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](http://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.
- 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, 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.
- 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.

# Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

- 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:
  - o Heart & Stroke Foundation: Basic Life Support (BLS)
  - o Canadian Red Cross: Level Health Care Provider (HCP)
  - o St. John Ambulance: Health Care Providers (HCP)

- 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)
- provide proof of current N-95 Mask Fit test

## 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
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### 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 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.

# Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

- 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 three years of registration in OPTA 212.
- 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. 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 are eligible to receive up to 60 credits into the Bachelor of Professional Arts (Human Services major). Students should consult with an AU Academic Advisor for further information.

### Thompson Rivers University

Graduates are eligible to receive advanced credit toward the Bachelor of Health Science or the Bachelor of General Studies. Students should contact an Academic Advisor at TRU for further information.

### University of Calgary

Graduates are eligible to apply to the two-year post-diploma Bachelor of Community Rehabilitation (BCR) program. Students should be sure to consult Transfer Alberta when choosing option/elective courses when considering transfer to the U of C, access to higher level courses may be restricted if proper planning is not employed. Students should contact an Academic Advisor for further information.

### Humber College Institute of Technology and Advanced Learning

Graduates with an overall GPA of 65% may be eligible to receive advanced standing into the second year of the Bachelor of Health Sciences, Workplace Health and Wellness. Applicants must possess the equivalent to Grade 12 English (ENG4U) with a minimum 65% and the equivalent to Grade 12 Biology (SBI4U). Students should contact an Academic Advisor for further information.

## International Transfer

### The University of Northampton, United Kingdom

Graduates are eligible to apply to the Bachelor of Science (Hons)-Occupational Therapy. Students should contact an Academic Advisor for further information.

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

## Academic Advising Office

Phone: 403.529.3819

## Scott Mullin, Program Co-Coordinator

Phone: 403.529.3908

E-mail: [smullin@mhc.ab.ca](mailto:smullin@mhc.ab.ca)

## Duane Delaurier, Program Co-Coordinator

Phone: 403.504.3514

E-mail: [ddelaurier@mhc.ab.ca](mailto:ddelaurier@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 provincially approved program for Primary Care Paramedic and Advanced Care Paramedic within The Alberta College of Paramedics. The program prepares practitioners in accordance with the Paramedic Association of Canada's National Occupational Competency Profile for Paramedics and equips the student to write the Canadian Organization of Paramedic Regulators (COPR) 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.

As the curriculum bridges the student through the PCP scope towards the ACP, the program at MHC does not have a standalone PCP section, however students may exit the program following the completion of all PCP didactic theory, competencies, and practicums. Student transcripts will reflect the completion of the PCP criterion so students can challenge the registration exam. (Please note: the PCP completion point occurs after year one when practicums are completed between July and end of August. Students may need to return in early September of year 2 to attain any deficient competencies. Please refer to program coordinator for more information). Students will exit the program in year 3 with the ACP diploma following all didactic theory, practicums, and attainment of all competencies. The fourth year (Applied Degree section) is available to students following graduation at a time of their choosing via distance learning and not face-to-face at Medicine Hat College.

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 certificate, from an Accreditation Canada or Alberta College of Paramedics approved program, may receive credit for experience and education through Medicine Hat College's Prior Learning/Transfer Credit assessments. Prior Learning and/or Transfer Credit for 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

Admission to the program is competitive, meaning students with higher grades will be considered first.

### 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 (CHEM 30 is recommended)

### Mature Student Route

Overall average of 60% and no grade lower than 50% in:

- ELA 30-1
- Biology 30
- Math 30-1 or Math 30-2

### Transfer Route

Previous post-secondary coursework may be considered for admission. If you have previous post-secondary education, you should meet with the MHC Paramedic Advisor for information on how your coursework will be considered in the admission process.

### Additional Selection Criteria – NEW

Fall 2022 – As part of the selection process, applicants will have to complete the Health Occupation Aptitude Exam (HOAE) within three weeks of being identified as meeting the basic entrance requirements (test arrangement and cost is the responsibility of the student).

Starting in Fall 2023, all applicants to Medicine Hat College's Bachelor of Applied Health Science (Paramedic) program meeting the minimum admission requirements will be required to complete a computer-based online assessment (CASPer Test), in addition to meeting academic requirements. The CASPer Test is a specific situational judgement test that assesses non-cognitive skills and interpersonal characteristics that are important for successful students and graduates of the Paramedic program.



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

Successful completion of CASPer is mandatory in order to maintain admission eligibility and an applicant's score is a selection factor that is considered in the admission decision process. The dates available for the CASPer test for the current admission cycle will be communicated to applicants that meet the minimum admission requirements. (The CASPer test can only be written once within an admission cycle and test results are only valid for one admission cycle. Applicants who have already taken the test in previous years will therefore be expected to re-take the test).

## 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 documentation deadline outlined in the application letter, the following must be provided:

- proof of current CPR with the Heart & Stroke Heart saver 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

## Program Requirements

### First Year

#### Fall

BIOL 231	Introduction to Biology I
BIOL 275	Basic Human Anatomy and Physiology I
IDST 100	Introductory Communications for Helping Professionals.
KNES 247	Introduction to Wellness, Fitness and Nutrition
PARA 100	Foundations of Paramedic Practice I

#### Winter

BIOL 277	Basic Human Anatomy and Physiology II
PARA 115	Professional Communications for Paramedics
PARA 120	Foundations of Paramedic Practice II
PARA 125	Assessment and Diagnostics
PARA 130	Introduction to Paramedic Management of Emergency Situations

### Spring

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

### Second Year

#### Fall

PARA 200	Introduction to Advanced Care
PARA 215	Pharmacology for the Prehospital Professional
PARA 220	Paramedic Management of Trauma and Environmental Conditions
PHSL 200	Pathophysiology
PSYC 205	Principles of Psychology

#### 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
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### Third Year

#### Fall

PARA 300	Advanced Care Paramedic Practice I
PARA 305	Advanced Paramedic Care

#### Winter (Diploma Exit Only)

PARA 310	Advanced Care Paramedic Practice II**
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### Fourth Year (Applied Degree Completion via distance learning - online)

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

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

## 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 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)
- 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).

### Registration Exams

For employment purposes, students may elect to challenge the Canadian Organization of Paramedic Regulators (COPR) registration examinations for both PCP (second year) or ACP (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 student's responsibility. Further information is available on the COPR 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 Studies 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. For employment purposes, students will be required to successfully attain a Class 4 drivers license and therefore it is recommended that students remove any Graduated Driver's License early and preferred in advance of acceptance into 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



# Plumber Apprenticeship

## Scott Stickel, Program Coordinator

Phone: 403.504.3587

E-mail: [sstickel@mhc.ab.ca](mailto:ssstickel@mhc.ab.ca)

Medicine Hat College offers seven apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 69.

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
  - use proper lifting techniques for heavy pipes weighing in excess of 25 kilograms
  - be on your feet for long periods
  - 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](http://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](http://www.tradesecrets.alberta.ca)**

# Power Engineering Diploma

## Academic Advising Office

Phone: 403.529.3819

## Jamie Weatherhead, Program Coordinator

Phone: 403.502.8475

E-mail: [jweatherhead@mhc.ab.ca](mailto:jweatherhead@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 certified Power Engineers operate large energy systems. 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.

Industry-experienced instructors guide students through the 4th, 3rd, and 2nd class part A theory. 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, teamwork, 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 & labs, completing college arranged field placement, and passing the ABSA 4th class exams. Safety courses required for the field placement are WHMIS and First Aid with CPR.*

Students are required to independently find three months of "Steam Time", complete the 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)

PLAB 116	First Lab
PLAC 111*	Work Practicum
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

# Power Engineering Diploma

## 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)

### Time Limits for Program Completion

You are allowed up to five years to complete the diploma route.

## Transfer

### Athabasca University

Graduates are eligible to receive block transfer of 30 credits toward the post-diploma Bachelor of Science (General Science), post-diploma Bachelor of Science (Human Science major), post-diploma Bachelor of Science (Applied Mathematics major), or the Bachelor of Science (Computer and Information Systems major) (BSc (PD)) programs. Students may receive up to 30 additional credits on a course-by-course basis, provided courses in the diploma fulfill requirements of AU's BSc (PD) programs. Students should contact an AU Academic Advisor for further information.

# Practical Nurse Diploma

## Academic Advising Office

Phone: 403.362.1682 (Brooks Campus)  
or 403.529.3819 (Medicine Hat Campus)

## Kate Squires, Program Coordinator

Phone: 403.362.1482 (Brooks Campus)  
E-mail: [ksquires@mhc.ab.ca](mailto:ksquires@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, School of Health and Community Services, 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, School of Health and Community Service 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. 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.

# Practical Nurse Diploma

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](http://mhc.ab.ca/InternationalStudents)).

## Program Requirements

### First Year

#### Fall

BIOL 152	Anatomy and Physiology for Practical Nurses
COMM 154	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 Theory and Lab
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
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### Second Year

#### Fall

PRNU 200	Nursing Theory III & Nursing Science Lab III
PRNU 201	Maternal & Newborn and Lab
PRNU 203	Mental Health and Addiction
PRNU 204	Clinical Experience III - Acute Care
PRNU 205	Pediatric Nursing

#### Winter

PRNU 208	Transition to Practical Nursing Graduate
PRNU 209	Community Health Theory and Lab
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.

# Practical Nurse Diploma

## **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.

## **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 the Bachelor of General Studies. Students should contact an Academic Advisor for further information

# Practical Nurse Refresher Certificate

**Academic Advising Office**  
403.529.3819 (Medicine Hat Campus)

The Practical Nurse Refresher program is a one-year (3 semester) certificate program that prepares you to renew your professional certification as a Licensed Practical Nurse (LPN). Students will gain the knowledge, skills and practical competencies required by the College of Licensed Practical Nurses of Alberta (CLPNA) to practice as an LPN. The PN Refresher graduate will use previously learned skills as well as a wide range of new knowledge and 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 with a wider range of knowledge and skills.

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 on 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.

The program consists of online theory courses, in-person labs at the Medicine Hat Campus, and clinical practicum at a site within Alberta and geographically relevant for the student.

Graduates of this program are eligible for re-licensure through the College of Licensed Practical Nurses of Alberta upon successful completion of the program.

## Admission Requirements

- Applicants must be a graduate of a Practice Nurse program in Canada
- Letter of eligibility from the College of Licensed Practical Nurses of Alberta (CLPNA) or Verification of Registration for out of province applicants required

### Pre-Program Requirements

Pre-Program Requirements include immunization requirements in accordance with AHS “Standards of Immunization of Post-Secondary Health Care Students and Students in Other High-Risk Occupational Programs”, N-95 mask Fit Testing, Police Information Check and Intervention Check, and CPR-BLS. Documented proof of completion must be provided to the School of Health and Community Services prior to commencement of the program. If any of these requirements become outdated during the program, the student is required to provide proof of updates.

## Program Requirements

### Fall

PNRE 100	Fundamentals I
PNRE 101	Interpersonal Communication
PNRE 102	Fundamentals II
PNRE 103	Pharmacology
PNRE 104	Adult Health Assessment
PNRE 105	Lab I

### Winter

PNRE 120	Fundamentals III
PNRE 121	Pediatrics
PNRE 122	Maternal and Newborn
PNRE 123	Mental Health and Addiction
PNRE 124	Community Health
PNRE 125	Lab II

### Spring

PNRE 150	Final Practicum
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## Continuation Requirements

To successfully complete this program, students must:

- maintain a C+ in all PNRE courses
- attain a CR (Pass) in both lab courses and the final practicum

## Graduation Requirements

Students 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). Graduates of the PN Refresher Program are eligible to apply for reinstatement of their LPN license.



# 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, or part-time 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](http://www.mhc.ab.ca/continuingstudies).

# Science (B.Sc.) University Studies

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 Studies 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, 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  
Veterinarian

## Admission Requirements

Refer to Admissions Chart on page 22

The University Studies 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 Studies 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 Studies 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, Student Services)

*E-mail:* [advisor.science@ualberta.ca](mailto:advisor.science@ualberta.ca)

*Website:* [www.ualberta.ca/science](http://www.ualberta.ca/science)

The Faculty of Science offers 3 types of science degrees: honours, specialization and general - in the following areas:

Applied Mathematics	Immunology & Infection	Physical Sciences
Astrophysics	Integrated Physiology	Physics
Biochemistry	Mathematical Physics	Physiology
Biological Sciences	Mathematics	Psychology
Cell Biology	Molecular, Cellular & Developmental	Statistics
Chemistry	Paleontology	Neuroscience
Ecology, Evolution & Environmental Biology	Pharmacology	

Professional programs offered at the University of Alberta include Dental Hygiene, Dentistry, Medical Laboratory Science, Medicine, Pharmacy, and Radiation Therapy.

# Science (B.Sc.) University Studies

## University Studies

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:* [science.advising@ucalgary.ca](mailto:science.advising@ucalgary.ca)

*Website:* [www.science.ucalgary.ca/](http://www.science.ucalgary.ca/)

The Faculty of Science offers degrees in the following areas:

Astrophysics	Computer Science	Plant Biology
Biochemistry	Ecology	Zoology
Biological Science	Cellular, Molecular & Microbial Biology	
Chemistry	Physics	

Professional Programs offered at the University of Calgary include Medicine and Veterinary Medicine.

## University Studies

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](mailto:artsci.advising@uleth.ca)

*Website:* [www.uleth.ca/artsci](http://www.uleth.ca/artsci)

The Faculty of Arts & Science offers degrees in the following areas:

Agricultural Biotechnology	Biological Sciences	Mathematics
Agricultural Studies	Chemistry	Neuroscience
Applied Statistics	Environmental Science	Physics
Archaeology & Geography	General Major in Science	Psychology
Biochemistry	Geography	

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 Studies

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.

# Science (B.Sc.) University Studies

## MacEwan University, Faculty of Arts & Science

Phone: 780.497.4505 (Faculty of Arts & Science Program Services)  
E-mail: [artsandscience@macewan.ca](mailto:artsandscience@macewan.ca)  
Website: [www.macewan.ca/science](http://www.macewan.ca/science)

The Faculty of Arts & Sciences offers degrees in the following areas:

Biological Sciences  
Mathematics

Chemistry  
Physical Sciences

Mathematical Sciences  
Psychology

In mathematical sciences students focus on two of the following areas of concentration: mathematics, statistics, or computer science.

### University Studies

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](mailto:scitechadvising@mtroyal.ca)  
Website: [www.mtroyal.ca/science](http://www.mtroyal.ca/science)

The Faculty of Science & Technology offers degrees in the following areas:

Biology

Chemistry

General Science

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 Studies

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](mailto:advising@stmu.ca) or [admissions@stmu.ca](mailto:admissions@stmu.ca)  
Website: [www.stmu.ca/biology/](http://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 Studies

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.

# Service Dog & Canine Studies Management Diploma

## Academic Advising Office

Phone: 403.529.3819

The Service Dog and Canine Studies Management Diploma is a new and exciting opportunity to work directly with Service Dogs in training. It is an 18-month five semester program including work integrated learning. This hands-on program prepares students for a career in a wide range of related fields including service dog trainer apprentice, independent dog trainer, therapy dog trainer, kennel manager, animal shelter staff, and a variety of canine related entrepreneurial opportunities. This program explores canine physiology, care, and training. In addition, the program includes business courses to prepare you for management and entrepreneurial opportunities. The program even includes a work integrated learning opportunity with service dog organizations, shelters or kennels, or other canine related organizations that gives students valuable professional experience. The program is especially attractive to students who enjoy working with animals and helping people. Be a part of this growing industry.

## Career Opportunities

Graduates can obtain positions with a variety of organizations and industries. Prospective employment opportunities include:

- Service Dog Trainer apprentice
- Independent Dog Trainer
- Therapy Dog Trainer
- Kennel Manager
- Entrepreneurial opportunities as dog walkers, dog sitter and doggy daycares

## Admission Requirements

### High School Route

- ELA 30-1 or ELA 30-2
- Two Grade 12 5-credit subjects with 50% or better

### Mature Route (21 years of age or older)

- ELA 30-1 or ELA 30-2

## Program Requirements

### First Year

#### Fall

CNST 110	Canine Physiology & Care
CNST 111	Pup Care & Training
CNST 112	Introductory Canine Psychology and the Human/Dog Connection
COMM 140	Communication in the Workplace
MGMT 161	Management Theory

#### Winter

CNST 113	Kennel Technologies & Animal Shelters
CNST 114	Obedience Training for Public Classes
CNST 115	Intro to Canine Career Pathways
COMM 252	Advanced Business Communications
MKTG 171	Marketing

### Spring

ACCT 200	Introduction to Accounting
CNST 216	Service Dogs Roles & Training
CNST 217	Client Processing & Dog Matching
CNST 218	Human Growth, Development & Disabilities for Service Dog Providers
MGMT 263	Organizational Behaviour

### Second Year

#### Fall

CNST 219	Common Behaviour Problems, Creating Training Plans & Peer Training
CNST 220	Intro to Dog Selection, Breeding & Whelping
CNST 221	Roles of Therapy & Facility Dogs, and Introduction to Assistance Dog Laws
ENTR 211	Introduction to Entrepreneurship
MKTG 315	Science of Persuasion

#### Winter

CNST 222	Service Dog Client Placement, Processing & Follow Up
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## Continuation Requirements

- prerequisite grades must be C- or higher

## Graduation Requirements

To successfully complete this program students must:

- attain a minimum cumulative GPA of 2.0
- achieve no grade lower than C-
- achieve a grade of CR in CNST 222

## Transfer

Students are encouraged to consult Academic calendars of their intended transfer institution regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University Academic Advisor can help students interpret and apply these requirements. Students are responsible for making informed course choices as part of their program 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

## Serena Cataldo, Program Coordinator

Phone: 403.504.3612

E-mail: [scataldo@mhc.ab.ca](mailto:scataldo@mhc.ab.ca)

This two year program combines knowledge of the humanities and behavioral 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. Students who graduate from the Social Work program and work within the scope of Social Work Practice must be registered.

## Admission Requirements

Applicants who have applied to the Social Work Diploma program will receive an application package specific to the Social Work program that outlines details of the pre-program requirements. Please note that the data provided on the personal questionnaire, and that provided by references, will be considered during admission screening. It is in the applicant's best interest to apply early.

### High School Route

A minimum of 60% in each of the following:

- ELA 30-1
- Two 30-level academic subjects
- Once grade 12, 5 credit courses

### Mature Student Route

A minimum of 60% in each of the following:

- ELA 30-1 or transferable equivalent
- Two 30-level academic subjects or post-secondary transfer courses

### Pre-Program Requirements

- A personal profile questionnaire

A reference from a volunteer or workplace supervisor

- You must have a minimum of 50 hours of volunteer or work experience in a social service environment. All 50 hours must be complete before your supervisor can fill out the reference form.
- Social service agencies deliver direct services to individuals and families. Social service settings can vary widely—examples may include: child welfare agencies, local community-based youth programs, shelters for individuals or homeless families, student associations, food banks, mature living facilities, child care, accessibility services, coaching, and mentoring

- To be considered into the program, your volunteer hours need to have taken place within the past 3 years.

- To be considered into the program, your volunteer hours need to have taken place within the past 3 years.
- All Pre-Program Requirements must be completed on or before May 20th of each year. A decision on admission will not be made until all pre-program requirements have been submitted. It is therefore in the applicant's best interest to apply early and complete all pre-program requirements in a timely manner.

## 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	Evidence-based practice in Social Work: Research, Leadership & Indigenous Ways of Knowing
SLWK 208	Social Work with Families
SLWK 212	Social Work Practicum I
SLWK 219*	International Social Work ( <i>optional</i> )

#### 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
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\* 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](http://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, 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 uploading their documentation into the Student Portal and providing copies of the checks to practicum site supervisors prior to starting placements. Students are obligated to inform the Program Coordinator and the Dean of Health and Community Services 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.

If there is evidence that the student is professionally unsuitable or a risk to clients, the student may be prohibited from attending or continuing on with 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. Students will be expected to complete all prerequisite requirements before departure.

## Continuation Requirements

- SLWK courses can only be repeated once
- In order to continue in the program, a minimum cumulative grade point average of 2.0 is required at the end of each semester
  - Students that do not meet one or any of the continuation requirements [as mentioned above] will be given an academic warning within the social work program. If students do not meet the requirements for a second time, they will receive a program dismissal from the social work program, and will be required to withdraw from the social work program. Students required to withdraw from the social work program may still be eligible to attend Medicine Hat College and pursue other programs of interest by submitting an application to the program of choice and meeting the entrance and competitive requirements.
  - Students that are dismissed from the social work program once, can return to the social work program but must wait until the next offering of the term from which the student was dismissed and will have to re-apply to the program. Students can re-apply to the program only once.
  - While the college and program will endeavor to inform students of their academic status in a timely manner, students are responsible for monitoring their own academic program.

Students that have been absent from the program for one calendar year and are returning to complete a course, will be required to meet with the Program Coordinator and Academic Advisor and may be required to successfully complete a comprehensive evaluation.

## 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.

- achieve a minimum of a "C" grade in all courses required for the program (i.e. SLKW, ENGL, ANTH, IDST, PSYC)
- one "D" grade allowed in an elective course

The Code of Ethics of the Alberta College of Social Workers will be used as a measure of professional behaviour and suitability.



# Social Work Diploma

## Transfer

### **Athabasca University**

Graduates are eligible to transfer 60 credits toward the Bachelor of Professional Arts (Human Services) program.

### **MacEwan University**

Graduates with a minimum cumulative GPA of 2.5 may be eligible for entry into the Bachelor of Social Work program. Students should contact a MacEwan University Academic Advisor for further information.

### **Thompson Rivers University**

Graduates are eligible to receive advanced credit toward the Bachelor of Health Science or the Bachelor of General Studies. Students should contact an Academic Advisor for further information.

### **University of Calgary**

Graduates are eligible to apply to the two-year post-diploma Bachelor of Community Rehabilitation (BCR) program, the Learning Circles Social Work degree program or the post-diploma Bachelor of Social Work program. Students should contact an Academic Advisor at TRU for further information.

### **University of Regina**

Graduates are eligible to receive up to 60 credits towards the Bachelor of Social Work program. Students should contact an Academic Advisor at the University of Regina for further information.

## International Transfer Opportunities

### **Griffith University, Australia**

Graduates are eligible to receive advanced standing toward the Bachelor of Child and Family Studies. Students should contact an Academic Advisor for further information.

# Social Work (BSW) University Studies

If you are interested helping people gain capacity, identify societal challenges and make a difference in the lives of others then a Social Work degree might be the right path for you. A Bachelor of Social Work can be used as a pathway into professional, master's, or after degree programs such as Law, or Rehabilitation 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

Child Welfare	Disability/Rehabilitation	Mental Health Counsellor
Community-based services	Health Care	Politics & Policy
Continuing care	International and Human Rights	Private Practice
Criminal Justice System	Leadership	Research and Academia
Crisis Intervention	Non-profit Agencies	

## Transfer Opportunities

Medicine Hat College has transfer agreements with Albertan universities, please refer here for more details:  
[transferalberta.alberta.ca/how-to-transfer/how-transfer-credit-works/](http://transferalberta.alberta.ca/how-to-transfer/how-transfer-credit-works/)

Students can also look to transfer to another university. Students should look at program listings at these universities and consult with an advisor as they make these decisions.

## University of Calgary, Faculty of Social Work

*Website:* [www.socialwork.ucalgary.ca/future-students/bachelor-social-work](http://www.socialwork.ucalgary.ca/future-students/bachelor-social-work)

## MacEwan University, Faculty Health & Community Studies

*Website:* [www.macewan.ca/bsw](http://www.macewan.ca/bsw)

## Mount Royal University, Faculty of Health, Community & Education

*Website:* [www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/HealthCommunityEducation/Programs/BachelorSocialWork/index.htm](http://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/HealthCommunityEducation/Programs/BachelorSocialWork/index.htm)

## University of Regina, Faculty of Social Work

*Website:* [www.uregina.ca/socialwork/](http://www.uregina.ca/socialwork/)

## Admission Requirements

Refer to Admissions Chart on page 21

The University Studies 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 Studies 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 Studies students are encouraged to choose a university and program of study they wish to pursue. Students are responsible for making informed course choices as part of their academic degree planning. Students should consult the University's Academic Calendar to determine admission and course requirements and use the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents. A Medicine Hat College Academic Advisor or the University's Academic Advisor can help students interpret and apply these requirements.

# Speech Language Pathologist Assistant Diploma

## Academic Advising Office

Phone: 403.529.3819

## Preston Sloan, Interim Program Coordinator

Phone: 403.504.2284

E-mail: [psloan@mhc.ab.ca](mailto:psloan@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 On site (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 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, 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 N-95 Mask Fit test
- 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 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.

# Speech Language Pathologist Assistant Diploma

## 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 three years of registration in SLPA 212.
- 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.
- 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.

### Thompson Rivers University

Graduates are eligible to receive advanced credit toward the Bachelor of Health Science or the Bachelor of General Studies. Students should contact an Academic Advisor at TRU for further information.

### University of Calgary

Graduates are eligible to apply to the two-year post-diploma Bachelor of Community Rehabilitation (BCR) program. Students should contact an Academic Advisor for further information.

## 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 are eligible to receive up to 60 credits into the Bachelor of Professional Arts (Human Services). Students should consult with an AU Advisor for further information.

### Humber College Institute of Technology and Advanced Learning

Graduates with an overall GPA of 65% may be eligible to receive advanced standing into the second year of the Bachelor of Health Sciences, Workplace Health and Wellness. Applicants must possess the equivalent to Grade 12 English (ENG4U) with a minimum 65% and the equivalent to Grade 12 Biology (SBI4U). Students should contact an Academic Advisor for further information.

# Sport and Event Marketing and Management Diploma

## Academic Advising Office

Phone: 403.529.3819

The Sport and Event Marketing and Management Diploma examines the sport and event industry from behind the scenes. This innovative program has a practical and applied approach to learning through simulations and case studies. It looks at stakeholder relations, fiscal management, leadership, risk management, and problem-solving using management and marketing tools including digital media. The two-year program includes a fifth semester designed to provide students with work integrated learning opportunities providing valuable experience to help launch careers. The program is designed for the student who enjoys facing challenges, making split second decisions, seizing the initiative, interacting with the public, and being an integral member of a sport-oriented team and organization. Join the program designed to train the next generation of leaders with the skills needed to succeed in this fast-paced industry.

## Career Opportunities

Graduates can obtain positions with a variety of sport and event institutions such as amateur or professional sports teams and organizations, community sport or event agencies, sport governing bodies, sport and event management organizations, intercollegiate athletics, private facilities, and also within the sporting goods industry. Prospective positions include:

- Sports/entertainment account coordinator
- Sport/event marketing coordinator
- Sponsorship/experiential marketing coordinator
- Social media/digital marketing coordinator
- Coaching development coordinator
- Fan experience/account coordinator
- Brand ambassador
- Facility/campus recreation/athletics coordinator

## Admission Requirements

### High School Route

- ELA 30-1 or ELA 30-2
- Two Grade 12 5-credit subjects with 50% or better

### Mature Route (21 years of age or older)

- ELA 30-1 or ELA 30-2

## Program Requirements

### First Year

#### Fall

COMM 140	Communication in the Workplace
SEMM 160	Introduction to Management
SEMM 171	Introduction to Marketing
SEMM 200	Introduction to Accounting
SEMM 201	Introduction to Sport & Event Management

### Winter

COMM 252	Advanced Business Communications
SEMM 221	Sport and Event Marketing
SEMM 267	Leadership
SEMM 271	Digital Marketing
SEMM 325	Evidence Based Event Marketing

### Second Year

#### Fall

SEMM 241	Event Content, Design and Application
SEMM 251	Sport and Event Sponsorship and Fundraising
SEMM 263	Event Organization
SEMM 315	Persuasion in Event Management
SEMM 395	Events and Risk Management

#### Winter

SEMM 311	Global Marketing of Sports
SEMM 331	E-Sports Management
SEMM 351	Sport Event Media and Public Relations
SEMM 355	Brand Marketing
SEMM 371	Sport Event Management Project

#### Spring

SEMM 391	Sport and Event Marketing and Management Work-Integrated Learning
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## Continuation Requirements

- Prerequisite grades must be C- or higher

## Graduation Requirements

To successfully complete this program students must:

- attain a minimum cumulative GPA of 2.0
- achieve no grade lower than C-
- achieve a grade of CR in SEMM 391

## Transfer

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

# Steamfitter/Pipefitter Apprenticeship

## Scott Stickel, Program Coordinator

Phone: 403.504.3587

E-mail: [sstickel@mhc.ab.ca](mailto:ssstickel@mhc.ab.ca)

Medicine Hat College offers seven apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For information about the apprenticeship program see page 69.

The term of apprenticeship for a steamfitter/pipefitter is 4 years (four 12-month periods) including a minimum of 1560 hours of on-the-job training and 8 weeks (240 hours) 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.

The graduate of the Steamfitter/Pipefitter apprenticeship program is a certified journeyman who will be able to:

- install and maintain high pressure and low pressure steam and hot liquid systems, including various process and industrial
- fabricate, join and install any pipe system used for various purposes in buildings, using any type of pipe including steel, alloy, cast iron, copper or plastic, etc
- provide safe and efficient systems which function in conjunction with other systems
- comply with rules and codes governing installations
- read and interpret plans, specifications and working drawings and prepare layouts
- be proficient with the safe use of hand and power tools and equipment
- calculate material quantities and compile material lists
- install components according to specifications and assume responsibility for the end product
- relate to job situations and other trades that precede or follow
- understand the fundamental of operating a small business
- perform assigned tasks in accordance with quality and production standards required by industry
- rig and perform complex critical lifts with crane operators

Steamfitter/pipefitters also remove and replace worn components, do general maintenance work, and may work on plant shut-downs.

## Working Conditions

Steamfitter/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, steamfitter/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 and blue prints
- 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](http://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](http://www.tradesecrets.alberta.ca)**



# Sustainable Innovation Diploma

## Academic Advising Office

Phone: 403.529.3819

The Sustainable Innovation Diploma examines the key area of sustainability and the role innovation plays in the journey to achieving economic, social, and environmental sustainability. With two majors, Business and Science, this groundbreaking program provides students with the ability to explore, create, and test innovative sustainability strategies. Learn to recognize key drivers of innovation, how to leverage organizational systems, and create impactful ideas and projects that propel communities and society forward. Students acquire critical analytical skills and apply them to complex systems in our modern world. If you are interested in peeking behind the curtain, undertaking thoughtful analysis, and making a difference, this program warrants serious consideration by you. Be part of the next generation of change makers that will shape the future of our world.

## Career Opportunities

Graduates can obtain positions with a variety of organizations and industries. Prospective positions include:

### Science Majors:

- Service Representative
- Sustainable Construction Manager
- Maintenance Supervisor
- Quality Control Inspector
- Project Coordinator/Lead
- Strategic Operations Analyst
- Process Supervisor
- Implementation Consultant
- Special Projects Lead
- Facilities Specialist
- Research/Evaluation Coordinator
- Data Analyst and Modeler

### Business Majors:

- Research and Development Coordinator
- Marketing and Innovation Project Coordinator
- Product and Market Innovation Manager
- Innovation Coordinator
- Sustainable Project Coordinator
- Special Innovation Sustainable Project Leader
- Innovation Project Lead
- Sustainable Development Coordinator
- Supply Chain Coordinator
- Sustainability Consultant
- Innovation Consultant

## Admission Requirements

### High School Route

- ELA 30-1 or ELA 30-2
- Two Grade 12 5-credit subjects with 50% or better

### Mature Route (21 years of age or older)

- ELA 30-1 or ELA 30-2

## Program Requirements

### First Year

#### Fall

- SUST 201 Creativity and Changing Perspectives
- SUST 211 Introduction to Social Innovation
- SUST 221 Regenerative Design
- SUST 231 Sustainability & Systems Thinking
- TCOM 110 Technical Communications

#### Winter

- SUST 251 Sustainability & Modelling
- SUST 261 Building and Sustaining Innovative Organizations
- SUST 271 Building Community
- SUST 281 Sustainability and Corporate Social Responsibility
- SUST 291 Sustainability by Design

## Sustainable Business Innovation Major

### Second Year

#### Fall

- FINA 261 Principles of Sustainable Finance
- MKTG 241 Sustainable Marketing
- SUST 301 Design Thinking
- SUST 311 Strategic Management and Innovation
- SUST 321 Managing Innovation Initiatives

#### Winter

- MGMT 371 Sustainable Innovation and Entrepreneurship
- MGMT 381 Sustainable Operations
- MGMT 391 Global Sustainable Business
- SUST 351 Innovation and Strategic Implementation
- SUST 391 Sustainable Innovation Project

#### Spring

- SUST 399 Sustainable Innovation Work Integrated Learning

## Science and Innovation for Sustainable Development Major

### Second Year

#### Fall

- CPSC 251 Data Modelling
- GLGY 211 Principles of Geoscience
- SUST 301 Design Thinking
- SUST 311 Strategic Management and Innovation
- SUST 321 Managing Innovation Initiatives

#### Fall

- BIOL 223 Humans & the Environment
- GEOG 291 Ecosystems and Environmental Change
- PHYS 201 How Things Work
- SUST 351 Innovation and Strategic Implementation
- SUST 391 Sustainable Innovation Project

#### Spring

- SUST 399 Sustainable Innovation Work Integrated Learning

# Sustainable Innovation Diploma

## Continuation Requirements

- prerequisite grades must be C- or higher

## Graduation Requirements

To successfully complete this program students must:

- attain a minimum cumulative GPA of 2.0
- achieve no grade lower than C-
- achieve a grade of CR in SUST 399

## Transfer

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

# Welder Apprenticeship

## Jason Bonogofsky, Coordinator

Phone: 403.504.3649

E-mail: [jbonogofsky@mhc.ab.ca](mailto:jbonogofsky@mhc.ab.ca)

Medicine Hat College offers seven apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 69.

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](http://tradesecrets.alberta.ca).

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