



Transition, A Journey

Many have heard the adage that “A journey of a thousand miles begins with the first step.” I invite you to take an important step on your life journey here at Medicine Hat College. We offer you a new community, new friends, and boundless opportunity.

You can be sure that meeting your individual needs and goals is important to us. My colleagues and I strive for a college that is at its best every

day. We have a genuine passion for education, for seeing people’s lives changed every day. Your success is our motivation.

We believe you have every right to expect that the program in which you enroll is relevant and current. There has to be value at the end of the day, and we’re confident that we offer the programs and services you need to enter careers that make a difference personally and in the broader community, too.

Here are a few facts that you might want to consider as you think about your future.

Our graduates are happy. 94 percent say they are satisfied with the overall quality of their education experience. That’s high, even when compared to other colleges in Alberta. What’s more, 89 percent of them are finding their place in Alberta’s workforce.

Further, this college is collaborative in nature meaning you’ll encounter many opportunities to complete degrees right here, or transfer your education to other institutions. Our partnerships also give you great access to resources to support your learning.

Of course, not every moment at college should be spent in a classroom or lab. Join a club. Visit the gym. Find a comfortable chair in the library and just relax. We encourage all students to enjoy the moment, have some fun, and get the most from your time at college.

Medicine Hat College is a great college, one that can meet your needs for personal and career growth. When you think back, many years from now, you’ll discover that your time here ranks as among the best years of your life.

I hope to see you on campus in the future.

Dr. Denise Henning,
President & CEO

Welcome from your Students’ Association

Welcome students, both new and old to Medicine Hat College. The Students’ Association of Medicine Hat College (SAMHC) is here for your benefit. We are your student government and we work for you. The SAMHC is the voice of the student body on campus, in the community, as well as at the provincial level.

The SAMHC provides multiple services for students to take advantage of, including annual student handbook, to record your class schedule, track homework assignments and exam schedules, and generally just to act as a very handy guide for all things Student related. We also provide assistance with academic appeals, peer support, schedule numerous events throughout the year and maintain a student food bank for when or if the need arises. As well, if you have some spare time, and the inclination, we have a number of volunteer opportunities, and would always appreciate the help.

In addition to providing these important services, we are the voice of the student body on many different boards and committees on campus including the Board of Governors, General Academic Council, Human Rights Committee, and many more. This is your best chance to have your voice heard; come in to discuss any of your questions or concerns.

The SAMHC also offers students a place to hang out at Crave Pub. Crave offers four big screen TV’s to watch sports. Crave offers a versatile pub style menu, with some of the city’s best burgers, soups and sandwiches and is only available to the students, staff/faculty and alumni of MHC. Stop in to check out our daily food and drink specials, play some pool, hang out with friends, or check out one of the many entertainment events offered throughout the year. Look no further than Cravestock to kick things off right at the start of the year. Cravestock is our big welcome-to-school party and is presented during the first week of the Fall Semester. (Check www.samhc.ca in August for the scheduled time and date).

The SAMHC believes that the key to maximizing your experience at Medicine Hat College is to get involved. Take part in the activities and events the SAMHC puts on, volunteer and/or join a student club, or run for a Student Representative position and come and work with us. In particular, helping the SAMHC through volunteer work will allow for the further development of activities and events and will provide you with some great résumé-building experiences. The SAMHC can only continue and grow with the help of students like you. Look us up at: www.samhc.ca

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IMPORTANT NOTICE AND DISCLAIMER

The material and information in this Calendar is compiled from academic and administrative office submissions and are time-sensitive. Every reasonable effort is made to ensure it is correct and accurate at the time of publication, but inaccuracies and errors may occur. The Medicine Hat College calendar is available online at www.mhc.ab.ca and will be updated as necessary to reflect changes to programs and services.

Official Medicine Hat College policies are published online at www.mhc.ab.ca/policiesandprocedures. If there is an inconsistency or conflict between the policies published in the Medicine Hat College calendar and those published on the college website, the policies published on the college website will prevail. Questions regarding college policies may be directed to policyanalyst@mhc.ab.ca.

By the act of registration with the Medicine Hat College, each student shall be deemed to have agreed to be bound by the regulations and policies of the College and of the program in which that student is enrolled as well as any relevant policies and regulations. Students are responsible for familiarizing themselves with the general information, rules and regulations contained in the Calendar, and with the specific information, rules and regulations of the program they are registered or enrolled or seek registration or enrolment, as well as the specific requirements of each applied degree, diploma, or certificate sought. It is the student's responsibility to ensure that the courses chosen are appropriate to the program and graduation requirements.

Students should note that not every course listed in the Calendar is offered every year.

The Medicine Hat College has the responsibility and reserves the right to make changes in the information contained in the Calendar and will provide as much notice as administratively possible in effecting such change.

ACADEMIC SCHEDULE 2017-2018

July, 2017

July 1 Canada Day (College Closed)
 July 3 In Lieu of Canada Day (College Closed)

August, 2017

August 1 Fall Semester Residence Fees Due
 August 7 Heritage Day (College Closed)
 August 23 College Day (College Closed)

September, 2017

September 4 Labour Day (College Closed)
 September 5 & 6 New Student Orientation
 September 7 All Classes Begin
 September 13 Add Deadline
 September 19 Drop Deadline
 September 19 Transfer Credit and Prior Learning Assessment and Recognition Fall Deadline
 September 26 Last day to opt-out of Student Health and Dental Plan
 September 26 Last day to pay tuition and fees for Fall semester classes

October, 2017

October 9 Thanksgiving Day (College Closed)

November, 2017

November 10 In Lieu of Remembrance Day (College Closed)
 November 11 Remembrance Day (College Closed)
 November 22 Withdrawal "W" deadline

December, 2017

December 1 Winter Semester Residence Fees Due
 December 8 Last day of classes
 December 11-18 Exams for Credit Classes
 December 22-31 Christmas Break (College Closed)

January, 2018

January 1 New Year's Day (College Closed)
 January 2 College Open
 January 3 All Classes Begin
 January 10 Add Deadline
 January 16 Drop Deadline
 January 16 Transfer Credit and Prior Learning Assessment Recognition Winter Deadline
 January 23 Last day to opt-out of Student Health and Dental Plan (January Registrants Only)
 January 23 Last day to pay tuition and fees for Winter semester classes

February, 2018

February 19 Alberta Family Day (College Closed)
 February 20-23 Student Study Break (No Classes)

March, 2018

March 26 Withdraw with "W" Grade Deadline
 March 30 Good Friday (College Closed)

April, 2018

April 11 Last Day of Classes
 April 16-25 Exams for Credit Classes

May, 2017

May 1 Credit Classes Begin for Spring Session A and A/B
 May 2 Add Deadline for Spring Session A
 May 3 Drop Deadline for Spring Session A
 May 4 Add Deadline for Spring Session A/B
 May 8 Drop Deadline for Spring Session A/B
 May 21 Victoria Day (College Closed)
 May 23 Withdraw with "W" Grade Deadline - Spring Session A
 May 30 Last day of classes for Spring Session A

ACADEMIC SCHEDULE 2017-2018

June, 2018

June 1	Credit Classes Begin for Spring Session B
June 4	Add Deadline for Spring Session B
June 5	Drop Deadline for Spring Session B
June 8	Spring Convocation
June 15	Withdraw with "W" Grade Deadline for Spring Session A/B
June 22	Withdraw with "W" Grade Deadline for Spring Session B
June 29	Credit Classes End for Spring Session B & A/B

Some program start and end dates may vary from general College start/end dates. Please refer to program sites on the web for specific information for start and end dates for classes and practica.

ACADEMIC SCHEDULE 2018-2019

July, 2018

July 1 Canada Day (College Closed)
July 2 in Lieu of Canada Day (College Closed)

August, 2018

August 1 Fall Semester Residence Fees Due
August 6 Heritage Day (College Closed)
August 22 College Day (College Closed)

September, 2018

September 3 Labour Day (College Closed)
September 4 & 5 New Student Orientation
September 6 All Classes Begin
September 12 Add Deadline
September 18 Drop Deadline
September 18 Transfer Credit and Prior Learning Assessment and Recognition Fall Deadline
September 25 Last day to opt-out of Student Health and Dental Plan
September 25 Last to day to pay tuition and fees for Fall semester classes

October, 2018

October 8 Thanksgiving Day (College Closed)

November, 2018

November 11 Remembrance Day (College Closed)
November 12 in Lieu of Remembrance Day (College Closed)
November 20 Withdraw with "W" Grade Deadline

December, 2018

December 1 Winter Semester Residence Fees Due
December 7 Last Day of Classes
December 10-19 Exams for Credit Classes
December 24-31 Christmas Break (College Closed)

January, 2019

January 1 New Year's Day (College Closed)
January 2 College Open
January 3 All Classes Begin
January 9 Add Deadline
January 15 Drop Deadline
January 15 Transfer Credit and Prior Learning Assessment Recognition Winter Deadline
January 22 Last day to opt-out of Student Health and Dental Plan (January Registrants Only)
January 22 Last day to pay tuition and fees for Winter semester classes

February, 2019

February 18 Alberta Family Day (College Closed)
February 19-22 Student Study Break (No Classes)

March, 2019

March 22 Withdraw with "W" Grade Deadline

April, 2019

April 10 Last Day of Classes
April 12-25 Exams for Credit Classes
April 19 Good Friday (College Closed)

May, 2019

May 1 Credit Classes Begin for Spring Session A and Spring A/B
May 2 Add Deadline for Spring Session A
May 3 Drop Deadline for Spring Session B
May 6 Add Deadline for Spring Session A/B
May 8 Drop Deadline for Spring Session A/B
May 20 Victoria Day (College Closed)
May 24 Withdraw with "W" Grade Deadline for Spring Session A
May 30 Credit Classes End for Spring Session A

ACADEMIC SCHEDULE 2018-2019

June, 2019

June 3	Credit Classes Begin for Spring Session B
June 4	Add Deadline for Spring Session B
June 5	Drop Deadline for Spring Session B
June 14	Spring Convocation
June 18	Withdraw with "W" Grade Deadline for Spring A/B
June 24	Withdraw with "W" Grade Deadline for Spring B
June 28	Credit Classes End for Spring Session A/B & B

Some program start and end dates may vary from general College start/end dates. Please refer to program sites on the web for specific information for start and end dates for classes and practica.

ABOUT MEDICINE HAT COLLEGE

Learning Supports

Medicine Hat College is committed to the success of its learners and offers a number of supports to assist with academics and with adjustment to the college learning environment.

Academic Advising • 403.529.3819 • info@mhc.ab.ca

Academic Advising is an interactive process where advisors provide students with professional and accurate information on course selection, policies and procedures and make referrals to student support services. Advising is a shared responsibility between the student and the college in which advisors proactively engage students and encourage them to become active and responsible participants in their educational journey. Knowledge gained through advising empowers students to make educated choices regarding their academic plans. Advising can be done in person, by e-mail or by telephone.

Academic Coaching Services • 403.504.2247

Academic coaching is an interactive process focused on you and the skills required for student success. Together with an academic strategist, you can examine your learning style, habits of working, current goals and any difficulties or barriers to success. Exploring your strengths and challenges and developing the necessary skills for student success can help you reach your full academic potential. The academic strategist is available for confidential, one-to-one appointments and small group meetings. Workshops on a variety of topics and drop-in times are also available.

Academic Resources Centre • 403.529.3896

The Academic Resources Center offers help in a number of areas that are key to success. These include taking notes, preparing term papers, writing exams, coping with exam anxiety, and managing your time. Assistance is offered through mini courses, individual and peer tutoring, and distributed learning.

Accessibility Services • 403.529.3824

Students who identify themselves as having disabilities can access supports such as tutors, scribes (note takers), isolated exam rooms, adaptive technology and materials (as available), accessible residence accommodation, and referrals to funding agencies. To ensure that arrangements are in place at the beginning of the semester, you are encouraged to contact the Accessibility Services Coordinator.

Faculty

The Medicine Hat College faculty offers quality learning experiences in classroom, lab, field, practicum, clinical, and virtual settings. Regardless of their educational backgrounds -- though many are doctoral or master's prepared professionals -- our faculty are passionate about teaching and are professionals who offer students the expertise that comes with career experience in their various fields. In addition to providing quality instruction, faculty also enable students to access them for assistance, consultation, and discussion outside instructional contact hours.

Library • 403.529.3867

The Vera Bracken Library at the Medicine Hat Campus and the Brooks Campus Library offer bright, comfortable spaces to work, study, or take a break. Our skilled library staff team will help you navigate thousands of books, ebooks, journal articles, magazines, videos, curriculum materials and more, both online and in print.

We are happy to assist you in-person at the service desks, or by appointment, telephone, text message, online chat, or e-mail. Whether you need space for a group discussion or a carrel for quiet study, free wifi or access to desktop computers, laptops, and iPads, you can find it in the library.

Writing Specialist • Vera Bracken Library

Writing support is available to guide students with their academic writing. Located in the Vera Bracken Library, the Writing Specialist provides practical writing support for written assignments, essays and research projects. Assistance with formatting, thesis development, grammar, punctuation, outlines, self-editing, and the writing process in general is also provided. Support is offered through one-on-one appointments, group sessions, drop-in, and workshops.

Services and Facilities

Bookstore • 403.529.3809

In addition to college textbooks, we carry a wide selection of stationery, electronic gadgets and accessories, drafting supplies and college, Rattlers and other clothing. We also have cards and gifts for any occasion. Our store hours are 8:00 a.m. – 4:00 p.m. Monday-Friday (September to June). During July and August our hours are 9:30 a.m. to 2:30 p.m. Monday to Friday. Stop by and visit The Bookstore located just inside the main doors across from the Information Desk.

Bus Services

Medicine Hat City Transit provides regular bus service to the campus. For further information, check out the City of Medicine Hat transit website at www.medicinehat.ca.

Counselling Services • 403.529.3819

Counselling services are available Monday to Friday, for students who require additional support or referrals to community services while attending college. Services are free for students. Appointments are recommended and can be made by calling the number above.

Employment and Career Centre • 403.504.2208

Whether you are looking for part time employment while at college, summer employment, or career employment on graduation, the Employment and Career Center is the place to go. The Employment and Career Center provides a valuable bridge between employers and students or graduates. It enables employers to post positions at the College and to get assistance with short listing and interviewing and it offers students access to employer postings and opportunity to post resumes with the Employment and Career Center. The Employment and Career Center also provides assistance with job search skills (where and how to search for positions, how to set up an effective resume, what to expect in interviews) through one-on-one consultation, workshops, and written resources. The Employment and Career Center is located in Student Services.

Financial Aid Office • 403.504.3594

The Student Financial Aid Office is able to provide you with information about student loans, grants and various funding options; assist you with student loan applications and processing; provide you information regarding scholarships, awards, and bursaries; and provide you with assistance and guidance when funding is delayed or insufficient.

ABOUT MEDICINE HAT COLLEGE

Food Services

Our on-site cafeteria offers a variety of choices. Healthy salads, made to order wraps and sandwiches, hot entree, food fresh off the grill as well as hot soups and pizza.

Our coffee shop can quench your thirst with a variety of coffee selections; a latte, espresso or a delicious flavored coffee. We have regular coffee, too. Stop by, relax and enjoy.

Health and Dental Plan • 403.529.3925

The Students' Association of Medicine Hat College provides an Extended Health and Dental Care Plan (Plan) to member students. A mandatory fee for the Plan is assessed to you during the registration process. To verify whether you are enrolled in the SAMHC Health & Dental Plan, check your fee statement and look for the "Student Association Health/Dental Fee" line items. You may opt out of the Plan if you provide proof of comparable coverage for an extended health and/or dental care benefits plan and complete a waiver form before the opt out deadline. Please see the Fees section in the Calendar for further information. Students: print your prescription drug card, download claim forms & benefits guide booklets, and even opt out online (deadlines apply) at www.studentbenefits.ca.

Inclusive Post-Secondary Education • 403.504.3263 inclusiveeducation@mhc.ab.ca

Through inclusive post-secondary education, Medicine Hat College supports students with developmental disabilities to realize and achieve their educational and career goals.

Students with developmental disabilities can enrol in programs of study and attend college courses as auditing students. Instructors, students, classmates, and Inclusion Alberta facilitators work together to create inclusive learning experiences in finding meaningful employment that reflects their career goals. Inclusive Post-Secondary Education is a collaboration between Inclusion Alberta and Medicine Hat College.

Interfaith Centre • 403.581.8199

The Interfaith Centre is located in room F155. The chaplaincy is a third party organization that MHC works closely with. Chaplaincy works on campus and in the community to meet the needs of the college community, including faculty, staff, and students. Come air your troubles, just talk, ask advice, get spiritual guidance, worship, or discuss whatever's on your mind. Nothing is off limits. The Chaplain will answer e-mail, phone calls, text messages or arrange to meet over coffee. E-mail: chaplainmhc@gmail.com; text or call: 403.581.8199.

International Education and Diversity Office • 403.504.3615

The International Education and Diversity Office focuses on creating awareness of MHC programs among prospective international students, coordinating programs to support international students and facilitating international and intercultural learning opportunities for students, faculty and staff.

International Health & Dental Plan • 403.504.3615

Guard.me health insurance is provided to international students, students wishing to study abroad and faculty and staff working abroad.

International students in credit courses are automatically charged for the mandatory insurance upon registration of courses. Students must collect their health insurance card each semester from the International Education and Diversity Office. Information and claim forms regarding Guard.me health insurance can be found at the International Education and Diversity Office or at www.guard.me.

Medical Services

Health Matters Clinic is now offering their service at Medicine Hat College to provide walk-in services to students and employees. Walk-in clinic services are available to MHC students and employees. Hours vary, so please check with the clinic.

Parking

MHC enforces a year-round, pay parking policy for all vehicles parked on the Medicine Hat campus. The hours of enforcement are 7 a.m. to 5 p.m., Monday to Friday, excluding statutory holidays and days of college closure. Parking permits are available for purchase at the MHC Bookstore or from coin operated dispensers in various parking lot locations on campus (daily only). Disabled parking is available in designated locations.

While the college strives to provide as many parking spaces as possible for faculty, staff, students and visitors, there are times when demand exceeds availability. Parking is on a first come, first served basis. During times of construction and maintenance special permits are not valid in parking lots on campus.

Peer Support Centre • 403.502.8992

Need a break? Need someone to listen or to talk to? The Peer Support Centre (PSC), part of the Students' Association of Medicine Hat College, provides confidential peer-to-peer assistance to students experiencing stress, relationship issues, loss, sexual health and/or drug or alcohol related issues as well as to students who are thinking about self harm or need support with sexual orientation. Team members are trained in crisis intervention and attend ongoing professional development workshops during their term with the PSC. For those seeking knowledge, the PSC also provides informational workshops and offers a myriad of printed resources (i.e. wellness related). The PSC also runs a food bank where you can access a short-term supply of food and otherwise obtain assistance with food insecurity issues. Look for "Weekly Breadbaskets" where bread and other delicious baked goods are available to students outside of the PSC office - it's free!

Residence • 403.529.3820

Your home at Medicine Hat College is a comfortable four-bedroom fully furnished townhouse unit. The units, which are available at both Brooks and Medicine Hat campuses, come equipped with: fridge, stove, freezer, microwave, washer, dryer and internet. Bed-

ABOUT MEDICINE HAT COLLEGE

rooms have an extra-long single bed, study desk, office chair, and closet. All that you need to bring is your own linens, dishes, pots, pans, cutlery, toaster, and coffee pot.

Sport and Wellness

Alberta Sport Development Centre • 403.504.3547

The Alberta Sport Development Centre Southeast offers a variety of services and programs to emerging athletes within Medicine Hat and southeastern Alberta such as, the Athlete Enhancement Program (individual and team program), Performance Profiling and Winning Edge Seminars. The Alberta Sport Development Centre Southeast is part of the ASDC Network, a vital component towards building sport excellence in Alberta.

Be Fit for Life Centre & Campus Wellness • 403.529.3839

The MHC Be Fit for Life Centre coordinates a variety of services for college students, employees, alumni and community. Services include wellness presentations, Alberta Fitness Leadership Certification courses and exams, occupational fitness testing, fitness services and the annual Rattler Run. The Be Fit for Life Centre delivers campus & community group fitness classes and wellness initiatives. The MHC Centre is one of a network of nine Be Fit for Life Centre's in Alberta and is a leader in promoting the development of physical literacy through PLAY Medicine Hat. The Centre is a founding member of the regional collaborative, Moving & Choosing.

Campus Recreation & Intramurals • 403.529.3834

Are you interested in fitness classes, a personal fitness assessment or how about an exercise consultation. We offer all these services and programs to students and staff. Interested in intramurals? We offer a variety of fun and competitive sports for all levels. We encourage students and staff to register for volleyball, ball hockey, dodgeball, basketball and much more. Have something else in mind. Let us know.

Rattlers

Medicine Hat College competes in four sports in the Alberta College Athletic Conference (ACAC). Men's and Women's teams compete in volleyball, basketball, soccer, futsal and golf. Scholarships are available to all student-athletes who play on a Rattlers team. Whether you are an athlete or not, you can come and cheer on the teams in our gym or on the soccer pitches free of charge.

Fitness Centre • 403.529.3840

Our fitness centre (located in the G Wing) offers a large selection of cardio and weight equipment for all levels of users. Laundry and towel services are available, as well as lockers are available. Please see the equipment staff for details. Please visit the Fitness Centre for hours of operation of all our facilities.

Lifestyle

Campus Life

Campus Life Committee is a group of students, staff, and faculty dedicated to fostering a sense of community on campus through fun and congenial activities. These activities include a Student Appreciation Week in the fall and winter semesters, Spirit Days to support the Rattler teams, an annual Beach the Blues event which offers a much needed respite in the middle of winter and Hallow-

een and Christmas decorating contests. The committee organizes the annual staff, faculty Christmas party and fun events that bring the college community together.

Crave Pub

Crave is the pub that is owned and operated by the Students' Association. What this means is that all of the profits from Crave come back to the Students' Association, allowing us to help provide services to students here on campus. Crave hosts many different kinds of events, and is also a proud sponsor of the Rattlers Athletics program. Crave offers affordable menu items, with the student budget in mind, for pricing. We offer daily food and drink specials, and are conveniently located right here on campus, so stop in and shoot some pool, or watch one of our flat screen TVs. For your convenience we offer gift cards and take out orders, too. For a list of our upcoming events, and daily specials, follow us on Facebook and Twitter.

Hours of operation: Monday to Friday 11:00 am - 9:00 p.m. During event nights we have extended hours. Take-out phone number: 403.504.3540

Visit our website at SAMHC to see a copy of our menu at www.samhc.ca.

Clubs and Organizations

Clubs • 403.529.3925

If you are interested in forming a club on campus, you can obtain more information and the necessary forms from the SAMHC. Some examples of clubs are: SEUS (Science & Engineering Undergraduate Society), Social Work Students, ENACTUS, BAS (Business Ambassador Students) and Under the Rainbow.

The SAMHC office is located in the F-wing in room F113 (across from Crave Pub) and the office is open weekdays until 4 p.m.

Students' Association • 403.529.3925

The Students' Association of Medicine Hat College (SAMHC) is the voice for all students on campus and in provincial forums. Representatives from the SAMHC sit on the General Academic Council and the Medicine Hat College Board of Governors.

Elections for the Executive Council of the SAMHC are held in March of each year and the Executive Council members hold their positions, which are paid, from May 1 until April 30 of each year. The Executive Council takes direction from the Students' Association Council, a chief decision making body comprised of six or more elected student representatives. The elections for positions of the Students' Association Council takes place in September. All students are welcome to attend the meetings of the Council, which take place monthly.

The SAMHC sponsors activities, provides a Student APP, (look for SAMHC in the App store) and offers a number of services including photocopying, faxing, and locker rentals.

ABOUT MEDICINE HAT COLLEGE

International Opportunities

The global community is a vital part of Medicine Hat College. The College's international activity is guided by the philosophy that education and learning is greatly enhanced by an understanding of different cultures, languages and peoples. By incorporating a global focus in its programming, serving a diverse range of Canadian and international students, and providing opportunities for work and study abroad, the College aims to provide all learners with opportunities to develop the skills and attitudes required to function successfully in an interconnected global society, world, and economy. Medicine Hat College has a strong commitment to prepare students for the workplace of increasing cultural diversity and encourages students to participate in education programs abroad and on campus. International Education and Diversity offers several opportunities for students interested in gaining international or intercultural experience.

Faculty-led Study Abroad

This option is initiated by a faculty member to complete a program or course component in an international location.

Summer Study Abroad

Medicine Hat College partners open their campus to students who are looking to travel abroad for the summer and study for a short period, normally from 3-7 weeks.

Semester Exchange

Through an exchange agreement with a partner university or college, each institution allows selected full-time Canadian students in good academic standing to enroll at a partner institution for one or two semesters.

International Education Ambassador Program

International Education Ambassadors work closely with the International Education and Diversity Office to support international education activities and programs at Medicine Hat College. Ambassadors participate in a variety of events and activities related to the transition of international students to MHC and promotion of cultural awareness and global experiences.

International Degree Completion

Medicine Hat College is proud to facilitate relationships with international universities and colleges that offer Medicine Hat College diploma graduates the opportunity to earn an International degree. This program enables Medicine Hat College diploma to international partner institutions for credit towards a four year bachelor degree. For more details on international opportunities, contact the International Education and Diversity Office at 403.502.8448; e-mail goabroad@mhc.ab.ca; or visit our website at www.mhc.ab.ca/InternationalMobility.

International and Other Opportunities

The International Education and Diversity Office will work with students, courses and programs to facilitate international learning opportunities of value.

ADMISSIONS



ADMISSIONS

General Admission Requirements

Admission to any program found in the Academic calendar follow the academic and institutional policies of Medicine Hat College. Additional programs and education pathways are also available through Medicine Hat College's Continuing Studies Division and support additional admission pathways to the College's Academic programming.

Medicine Hat College's admission processes are transparent and equitable. Medicine Hat College encourages applications from any student or potential student that is in possession of the academic subject admission requirements at the level required for successful entry to a Medicine Hat College or collaborative program for which Medicine Hat College admits. Students not in possession of the requirements for admission should connect directly with the institution for additional pathways to their goals. Challenges to admission assessments should be sent to admissions@mhc.ab.ca where they may be escalated to the Associate Registrar for review.

Completion of a high school credential is not a requirement for entry into Medicine Hat College's programs provided students present the appropriate level of subject requirements.

Applications

Applications can be made in-person, or online. A \$60 application fee is accepted for any Medicine Hat College program found in this Academic Calendar.

Transcripts

Applicants are required to provide official transcripts for admission. Alberta high school and post-secondary transcripts will be requested by Medicine Hat College on behalf of a student once the application has been made. Students attending from outside of Alberta must consult with the official transcript authority of their province or country in order to provide official transcripts directly to the College. Post-Secondary official transcripts must be provided from the Registrar's Office of each institution attended. Transcripts noting transfer credit from a previous institution do not exempt students from providing both transcripts directly from the original post-secondary institutions. Photocopies or faxed copies of transcripts are not considered official, but may be considered for conditional admission purposes where appropriate.

Note: High school and post-secondary school official transcripts must be received by the Admissions Office prior to the start of classes. Failure to provide transcripts will result in registration and/or admission being withdrawn.

English Language Proficiency Requirements

Medicine Hat College conducts academic learning in English. If less than three full-time years of education was not completed in a country or province exempt from English Language Proficiency (ELP), students must demonstrate proficiency in the English language before being admitted.

English language proficiency for most programs can be demonstrated by any one of the following:

1. Three years of full-time study in a province or country exempt from English Language Proficiency
2. Successful completion of EAPI 099 at Medicine Hat College
3. Successful completion of an Alberta Education English Language Arts course (or Canadian equivalent) that meets the academic requirements of the applicants intended program of study
4. A TOEFL (Test of English as a Foreign Language) iBT (internet-based test) score of 79 (or equivalent)
5. An IELTS (International English Language Testing System) with an overall band score of 6.0 with no band score less than 5.5
6. Completion of an accredited diploma or degree at a Canadian post-secondary institution where English is the primary language of instruction
7. A Canadian Language Benchmark (CLB) with a minimum of 7 in each strand (for certificate or diploma programs only)
8. Equivalent English language exams (eg. Pearson Test of English) at an acceptable score (see www.mhc.ab.ca/elp)

NOTE: University transfer students should become acquainted with the English Language Proficiency requirements of the institution to which they plan to transfer. Gaining admission to Medicine Hat College does not guarantee meeting the requirements of the Universities.

Program Specific English Language Proficiency

Certain programs require higher English language proficiency to satisfy the admission requirements. These include the following:

- Paramedic – paramedic programs require an IELTS score of 7.0 with no band below 7.0 or an equivalent score in another English Language Proficiency exam.
- Nursing – nursing students follow the English Language Proficiency scores set by the University of Calgary. For more information, please consult the University of Calgary Academic calendar or connect with us directly.

Additional English Language Proficiency Requirements

Students presenting English Language Proficiency scores for admissions between the requirement of an IELTS 6.0 but below the equivalent to a IELTS 7.0, or students who have been identified during their studies as requiring additional English Language Support, may be required to complete additional English Language course requirements in addition to their program.

General English Language Proficiency

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Collaborative Programs

Medicine Hat College holds agreements with post-secondary partners to provide a variety of education pathways to students. Certain programs that are offered in collaboration with partner institutions will be subject to the admission standards and rules of the agreement or the partner institution including but not limited to:

- Academic subject requirements
- Academic subject equivalencies (eg. out of province and foreign equivalencies)
- English Language Proficiency

Students should connect with the College directly if they have questions regarding the requirements of collaborative programs and their admission requirements.

Accessibility

Medicine Hat College is committed to ensuring access to the academic environment. Students who require accommodation, should identify their required supports early in the admission process to the Accessibility Service office to allow the College to maximize the support options available. Contact the Accessibility Services office at 403.529.4865 for more information.

Admission of Home Schooled or Home Educated Students

Medicine Hat College respects the variety of pathways a student may take towards post-secondary education. If applicants have completed a Home Schooled or Home Education program they may qualify for admission by providing the relevant provincial diploma examinations; writing the Medicine Hat College Academic Assessment in the appropriate subjects or via previous work they have completed at an accredited post-secondary institution. Substitutes such as the subject SAT or ACT exams, GCSE exams, or other approved standardized exams may also be considered but should be approved in writing by emailing admissions@mhc.ab.ca.

Academic Assessment

An Academic Assessment may be used by students to determine current skill levels in English and Math. It has been designed to help students who have been out of school for four years or more, to begin at a level that will enable students to be successful in their studies. The assessment is scored to place students in an appropriate level of upgrading courses to begin their studies. To register for the Academic Assessment, students first apply to the College for admission then make an appointment to schedule a time with the Academic Resources Centre to write the essay and math assessments. An appointment time may be scheduled with an Academic Advisor two days or more after writing the exam to discuss placement recommendations and to plan an appropriate course of study.

Applications with Foreign Credentials

Academic Qualifications

Regardless of their status in Canada (citizen, permanent resident or attending on visa), applicants who present foreign credentials must meet the academic and English Language Proficiency (ELP) requirements (see ELP) for their program of choice. Prospective students may present a home country curriculum, standardized test (such as the SAT, ACT or GCE/GCE Advanced) or a complete an Academic IQAS assessment with appropriate subjects to gain admission. All submitted documents must be sent directly from the ministry or official examination body to be deemed official.

Applicants must be aware of the timelines for obtaining official documents from their home country and for having their application reviewed. Prospective students should allow adequate time to receive a Canadian Visa for studies. Individuals should carefully review the criteria for admission and check their e-mail frequently to ensure they have provided all the correct documents and data required for a decision. Students requiring a permit to study in Canada may wish to connect directly with the Government of Canada website for information on required permits and documentation – it is the student's responsibility to ensure they meet the requirements of the Government of Canada in addition to the Medicine Hat College admission requirements as the processes are separate. Typically, a student who has submitted all required, official documents will receive an admission decision from Medicine Hat College within 3 to 4 weeks of applying.

When to Apply

Applications for Canadians and Permanent Residents should be received prior to the first day of classes in order to facilitate success. NOTE: Deadlines are currently under discussion and students should connect with the College directly in order to confirm the last day to apply if they are unsure. Information is also available at www.mhc.ab.ca.

International students who would like to attend Medicine Hat College on a study permit must submit their application prior to the following dates:

- September start - June 15
- January start – November 1

Students who are applying to Medicine Hat College through the Canada Student Placement Program (SPP), should connect directly with our international office for the program deadline which may be different from the deadlines listed above.

For most programs, application processing begins:

- November 1, 2016 for Fall semester, 2017
- October 2, 2017 for Winter semester, 2018
- February 1, 2018 for Spring semester, 2018

Note: Some programs are competitive or may have limited seats. It is beneficial to apply as soon as possible.

ADMISSIONS

Admissions Schedule for Winter Intakes in Programs

Some programs offer winter intakes and include the following programs:

- Health Care Aide
- Business Administration (limited seats)
- College Preparation
- Early Learning and Child care (limited seats)
- General Studies
- University Transfer
- Some distance learning programs have continuous intakes – please check with admissions

Admission Routes

Applicants are considered for the most appropriate of three admission routes, according to their qualifications. Students do not need to disclose what route they wish to be considered for.

High School Route

High school applicants have secondary (high school) credentials only with little or no post-secondary study. Students must consult the program(s) of interest to determine which specific high school subjects are required for admission to specific program(s). If an applicant is missing the required subjects, they may qualify for other programs at Medicine Hat College or a transition program. Please contact Academic Advising at 403.529.3819 and/or Admissions at 403.529.3827 for additional information.

Transfer Student Route

Transfer applicants have post-secondary coursework or credentials through recognized university, college, or technical institutions. If students have previous coursework, coursework will be assessed for transfer credit after official transcripts are received. For information on gaining credit towards program requirements, consult the section on Recognition of Prior Learning in the calendar.

Mature Student Route

Mature applicants are those aged 21 years or older by the last day of the term in which they apply (eg. December 31st for a September start). In some programs, mature student admission requirements may differ from general admission requirements. Academic assessment may be necessary.

Combined Matriculation/University Transfer

Applicants combine high school equivalent (matriculation) courses with university courses.

Alternative Admission Pathways

Academic Transition Plan

Applying to an academic transition plan (ATP) provides an opportunity for students to receive conditional admission to select programs while completing subject requirements (see specific program admission requirements). It allows students to explore a chosen field by enrolling in at least one course in the program. Using this means of entrance into a program, students will participate in a course designed to enhance their opportunities for success in both academic and personal endeavours. Students will also benefit from the added support of the ATP advisor while they

face the challenges of attaining a college education. In order to be considered, students must complete the Medicine Hat College's Application for Admission form, submit official high school and/or post-secondary transcripts to the Registrar's Office and pay the application fee. If a student would like to amend their application from their chosen program to ATP, please connect directly with Admissions (admission@mhc.ab.ca).

Students may be required to complete an academic assessment and also must satisfy all of the following conditions:

- have approval of the program coordinator.
- have a plan of study outlining the conditions of your individual Academic Transition Plan signed by the coordinator of the program to which you are applying.
- be able to complete all necessary prerequisites within one year
- demonstrate potential and motivation to succeed in your chosen Medicine Hat College program.
- attend scheduled meetings with the ATP Advisor, once they have been conditionally accepted into the program through ATP
- successfully complete all required academic prerequisites,
 - MAST 100 (Master Student) course (or equivalent), and at least one program specific course in one calendar year.
 - comply with the conditional letter of acceptance and fulfill any additional requirements for full acceptance into the program (e.g., participate in program specific supports and activities and complete requirements such as First Aid/CPR, volunteer hours, etc).

Programs that accept ATP students:

- Addictions Counselling
- Administrative Office Professional
- Bachelor of Applied Arts (Visual Communications)
- Built Environment Engineering Technology (BEET)
- Business Administration
- Child and Youth Care Counselling
- Computer Aided Drafting and Design (CADD)
- Criminal Justice
- Early Learning and Child Care
- Environmental Reclamation Technician
- Environmental Science
- Information Technology
- Occupational Therapist Assistant/Physical Therapist Assistant
- Speech Language Pathologist Assistant

General Studies

General Studies allows students who may be undecided or not working towards a credential to obtain coursework at Medicine Hat College. Students must present a grade 12 level English Language Arts course (eg. ELA 30-1, ELA 30-2 or equivalent) and English Language Proficiency (ELP) to be eligible for this pathway. Occupational or Workplace English-levels are not accepted for this route.

Senior Citizen

Applicants in this category are 65 years and older and have the appropriate English Language Proficiency (ELP). Senior students may enroll in one 3 or 4 credit course per semester listed in the academic calendar that is not part of a quota program and have the tuition cost waived. Courses of more than 3 credits may be eligible with permission, but any additional charges must be covered by the student. When space is limited in a credit course, students

working towards a credential will be given preference. Any credit course that has insufficient enrolment of credit students will be cancelled. Senior students will not be charged an application fee, however additional costs (books, supplies) other than tuition are the student's responsibility.

Special Student

Special status allows students to obtain a single 3 or 4 credit course per semester at Medicine Hat College without any additional requirements. Applications and an application fee for special student status must be received for each term the student seeks entry. Students should be aware that not having the pre-requisites required or suitable English language skills may result in poor performance although presenting documentation is not required for this pathway. The courses available to special students are limited and may require the permission of the Dean. Special Student status is not available for College Preparation, English Language training and most quota program courses.

Visiting Student/Exchange Student

Applicants are formally admitted to the College, but as a student of another accredited institution, permitted to take courses for credit and to be recorded on a transcript by Medicine Hat College. Students may be restricted in the courses that they are eligible to take due to limited enrolments or pre-requisite requirements. Students must also:

- provide written authorization from a responsible officer of their institution upon registration (letter of permission, letter of exchange)
- formally request an official or unofficial transcript from their home institution
- be subject to all rules, regulations and fees applicable to students of Medicine Hat College
- be in good academic standing at the home institution
- meet English Language Proficiency (ELP) requirements

Offers of Admission or Acceptance

Conditional Acceptance

Students are required to meet the conditions of their offer of admission or their registration and admission status may be withdrawn.

Registration Deposit

Students accepted to a new program or returning to the college after an absence of at least one year are required to pay a registration deposit or tuition installment as per the details of their admission letter. Medicine Hat College reserves the right to request that students confirm their seat in a program if the program is in high demand or competitive within four weeks of receiving an acceptance letter.

Pre-Professional Requirements

In addition to academic requirements, students may be asked to meet additional admission requirements or provide additional documentation to determine their suitability for a professional program. This may be required prior to admission or at registration. Students should carefully read the pre-professional/pre-practicum requirements of each program in this Calendar. Example of requirements may be (but are not limited to) a record of volunteer experiences, criminal record checks, a statement of interest or health documentation (eg. immunizations).

It is the student's responsibility to ensure they are able and willing to meet the health and fitness requirements of the programs. In many cases, these requirements are necessary to complete the program. Students who require additional accessibility support to meet the pre-professional requirements of the program should connect with accessibility services.

Change of Program

Students intending to change their program should connect directly with an academic advisor to determine the consequences or benefits of a change, and to determine if they should complete a new application or consider a program major change.

Re-Admission to Medicine Hat College

Students who have previously withdrawn, either voluntarily, or upon request of the Registrar's Office from a program must submit a new application for admission. Re-admission is subject to all College regulations.

Admissions Refusal

Medicine Hat College reserves the right to reject any application for admission using reasonable grounds that may support the student, their health/well-being, their success, or the health and success of other students/persons in the Medicine Hat College community, even if other entrance requirements have been met. Refusals may be challenged by connecting directly with the Registrar's Office.

ADMISSIONS - UNIVERSITY TRANSFER

University Transfer Admission Requirements

If you are accepted to a university transfer program, please be aware that admission requirements differ from one university to another. You are responsible for making sure that you meet the high school admission requirements for the transfer university by checking the specific university calendar and contacting the academic advisors at the transfer university.

For an explanation of Admission Routes, see page 16 of the Admissions Section.

View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

Program	High School Route (Alberta High School Courses or equivalents with a minimum 60% average in the required courses)	Mature Student Route (21 years of age) The following are minimum admission requirements. Please see an advisor for additional course-specific pre-requisites.
Arts (including Journalism, Social Work)	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • ELA 30-1 • One 30-level academic subject <p><i>Note: Some majors at some universities require Math 30-1 or equivalent (i.e. U of C Social Science)</i></p>
Commerce/Management	<ul style="list-style-type: none"> • ELA 30-1 • Math 30-1 • Two 30-level academic subjects • One Grade 12 5-credit subject (excluding Special Projects) 	<ul style="list-style-type: none"> • ELA 30-1 • Math 30-1
Education	<ul style="list-style-type: none"> • ELA 30-1 • Three 30-level academic subjects • One 5-credit or two 3-credit subjects at the 30-level (Special Projects 30 excluded) <p><i>Note: Although not required for admission, it is strongly suggested that students entering Education possess MATH 30-1 or MATH 30-2.</i></p>	<ul style="list-style-type: none"> • ELA 30-1 • Pre-requisite courses required, e.g. Chem 30 required for university level Chemistry <p><i>Note: Although not required for admission, it is strongly suggested that students entering Education possess MATH 30-1 or MATH 30-2.</i></p>
Engineering	<ul style="list-style-type: none"> • ELA 30-1 • Chemistry 30 • Math 30-1 • Math 31 • Physics 30 	<ul style="list-style-type: none"> • ELA 30-1 • Chemistry 30 • Math 30-1 • Math 31 • Physics 30
Fine Arts	<ul style="list-style-type: none"> • ELA 30-1 • Three 30-level academic subjects • One Grade 12 5-credit subject (excluding Special Projects) 	<ul style="list-style-type: none"> • ELA 30-1 • One 30-level academic subject
Kinesiology	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 • One Grade 12 5-credit subject (excluding Special Projects). Physics 30 recommended <p><i>Note: Students should be aware that some universities require Physics 30</i></p>	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 <p><i>Note: Students should be aware that some universities require Physics 30</i></p>

ADMISSIONS - UNIVERSITY TRANSFER

Program	High School Route (Alberta High School Courses or equivalents with a minimum 60% average in the required courses)	Mature Student Route (21 years of age) The following are minimum admission requirements. Please see an advisor for additional course-specific pre-requisites.
Pre-Professional Programs <ul style="list-style-type: none"> • Dentistry • Medicine • Veterinary 	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 • Physics 30 	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 • Physics 30
Dental Hygiene (Pre-Professional)	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 • One 30-level academic subject 	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1
Pharmacy (Pre-Professional)	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 • One 30-level academic subject 	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1
Science (including Pre-Medical Lab Science and Pre-Nutrition)	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 • One Grade 12 5-credit subject (excluding Special Projects). Physics 30 recommended. <p><i>NOTE: Students should be aware that some majors will require Physics 30 upon transfer</i></p>	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1

If you are accepted to a university transfer program, please be aware that admission requirements differ from one university to another. You are responsible for making sure that you meet the high school admission requirements for the transfer university by checking the university calendar and contacting the academic advisors at the transfer university.

View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

ADMISSIONS - CERTIFICATE/DIPLOMA

Certificate/Diploma Admission Requirements

For an explanation of Admission Routes see page 16 of the Admissions Section.
View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

Program	High School Route (Alberta High School Courses or equivalents)	Mature Student Route (21 years of age)	Transfer Route (Post-Secondary Credentials)	Academic Transition Plan (ATP)
Addictions Counselling	<ul style="list-style-type: none"> • ELA 30-1 • Biology 30 OR Chemistry 30 • Two 30-level academic subjects • One Grade 12 5-credit subject (excluding Special Projects). 	<ul style="list-style-type: none"> • You may wish to consider this route if you have completed a high school diploma but not completed the courses required for admission; have completed a diploma but with less than an average of 60%; or have not completed high school. • You must submit a letter detailing how your experiences since secondary school contribute to your potential for success in the program, your goals for the future, and why study in this program will assist you to realize these goals. 	<p>If you present eight or more transferable courses or a two or three-year college diploma with an acceptable average you need not present high school credentials.</p>	<p>ATP available for this program. See page 16 for further information</p>
Addictions Counselling/ Social Work	<ul style="list-style-type: none"> • ELA 30-1 (min 60%) • Biology 30 OR Chemistry 30 • Two 30-level academic subjects • One Grade 12 5-credit subject (excluding Special Projects). • 18 years of age or older by the last day of the semester to which you are applying. 	<ul style="list-style-type: none"> • You must have 60% or greater in ELA 30-1 (or equivalent) or a university level English course. • You may wish to consider this route if you are 21 and have completed a high school diploma but not completed the courses required for admission; have completed a diploma but with less than an average of 60%; or have not completed high school. • You must submit a letter detailing how your experiences since secondary school contribute to your potential for success in the program, your goals for the future, and why study in this program will assist you to realize these goals. 	<ul style="list-style-type: none"> • If you have previously attended a recognized college or university, you may be accepted on the basis of your college or university level coursework. • You must have 60% or greater in ELA 30-1 (or equivalent) or a university level English course. • If you present eight or more transferable courses, or a two or three year college diploma with an acceptable average you do not need to present high school credentials. 	<p>ATP available for this program. See page 16 for further information</p>

ADMISSIONS - CERTIFICATE/DIPLOMA

For an explanation of Admission Routes see page 16 of the Admissions Section.
View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

Program	High School Route (Alberta High School Courses or equivalents)	Mature Student Route (21 years of age)	Transfer Route (Post-Secondary Credentials)	Academic Transition Plan (ATP)
Administrative Office Management	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 10C • Keyboarding speed of a minimum of 20 wpm with 90% accuracy is recommended. 	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 10C • Keyboarding speed of 20 wpm with 90% accuracy is recommended. 	Completion of a one-year Administrative Office Professional Certificate.	ATP available for this program. See page 16 for further information
Administrative Office Professional	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 10C • Keyboarding speed of 20 wpm with 90% accuracy is recommended. 	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 10C • Keyboarding speed of 20 wpm with 90% accuracy is recommended. 		ATP available for this program. See page 16 for further information
Built Environment Engineering Technology (BEET)/ Computer Aided Drafting and Design	High school diploma with <ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 30-1 or Math 30-2 • Science 30 or Physics 20 	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 30-1 or Math 30-2 • Science 30 or Physics 20 		ATP available for this program. See page 16 for further information
Business Administration	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 30-1 or Math 30-2 • Two Grade 12 5-credit subjects with 50% or better. 	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 30-1 or Math 30-2 		ATP available for this program. See page 16 for further information
Child and Youth Care Counsellor	60% or greater in each of: <ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Minimum 60% grade in ELA 30-1 or ELA 30-2 • One 30-level academic subject 	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Eight courses from an accredited post secondary institution with a minimum of a "C" grade. 	ATP available for this program. See page 16 for further information
Criminal Justice	<ul style="list-style-type: none"> • 60% in ELA 30-1 or 65% in ELA 30-2 	You will be evaluated on an individual basis and may be required to complete a skills appraisal to determine your reading and writing skills.		ATP available for this program. See page 16 for further information

ADMISSIONS - CERTIFICATE/DIPLOMA

For an explanation of Admission Routes see page 13 of the Admissions Section.
View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

Program	High School Route (Alberta High School Courses or equivalents)	Mature Student Route (21 years of age)	Transfer Route (Post-Secondary Credentials)	Academic Transition Plan (ATP)
Early Learning and Child Care	High school diploma with <ul style="list-style-type: none"> • 50% in ELA 30-1 or 65% in ELA 30-2. 	<ul style="list-style-type: none"> • You may be admitted following appropriate advising and testing. • A high school diploma is not required although you must present ELA 30-1 (50%) or ELA 30-2 (65%). 		ATP available for this program. See page 16 for further information
Education Assistant DISTRIBUTED LEARNING	High school diploma with a minimum grade of <ul style="list-style-type: none"> • 50% in ELA 30-1 or 65% in ELA 30-2. 	<ul style="list-style-type: none"> • You may be admitted following appropriate advising and testing. • A high school diploma is not required although you must present ELA 30-1 (50%) or ELA 30-2 (65%). 		
Environmental Reclamation Technician	High school diploma with <ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 (minimum 60%) A minimum of 55% in <ul style="list-style-type: none"> • Biology 20 • Chemistry 20 • Math 30-1 or Math 30-2 or equivalent • One 30-level science such as Biology 30 or Chemistry 30 	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 (minimum 60%) A minimum of 55% in <ul style="list-style-type: none"> • Biology 20 • Chemistry 20 • Math 30-1 or Math 30-2 or equivalent • One 30-level science such as Biology 30, or Chemistry 30. 		ATP available for this program. See page 16 for further information
Environmental Science <ul style="list-style-type: none"> • Environmental Assessment and Restoration • Natural Resource Compliance • Renewable Resource Management 	High school diploma with a minimum of 55% in: <ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Biology 20 • Chemistry 20 • Math 30-1 or Math 30-2 			ATP available for this program. See page 16 for further information
Health Care Aide	ELA 10 or achievement of CLB Level 7 or equivalent			

ADMISSIONS - CERTIFICATE/DIPLOMA

For an explanation of Admission Routes see page 16 of the Admissions Section.
View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

Program	High School Route (Alberta High School Courses or equivalents)	Mature Student Route (21 years of age)	Transfer Route (Post-Secondary Credentials)	Academic Transition Plan (ATP)
Information Technology	<ul style="list-style-type: none"> • 50% or higher in ELA 30-1 or a 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. 	You may meet the entrance requirements as a result of having achieved placement in Math 30 and college-level English, as determined by the Medicine Hat College Academic Assessment Test.		ATP available for this program. See page 16 for further information
Occupational Therapist Assistant/Physical Therapist Assistant	High school diploma with a minimum mark of 60% in <ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Two grade 12 subjects, one of which must be a 30-level science or Math 30-1 or Math 30-2. 	<ul style="list-style-type: none"> • Biology 30 or equivalent • ELA 30-1, or ENGL 1XX or equivalent <p><i>This route is applicable if you do not meet the minimum requirements for admission but possess other post secondary and/or work experiences that create potential for success in the program.</i></p> <p><i>This route is available to a limited number of students.</i></p>	<ul style="list-style-type: none"> • If you have previously attended a recognized college or university, you may be accepted on the basis of your college or university level coursework. You must have completed at least 15 credits of coursework with a minimum grade of C or GPA of 2.0 out of 4.0 • You must have a 60% in ELA 30-1 or equivalent or a C grade in a university level English course. • You must have a 60% in Biology 30 or equivalent of a C grade in a university level lab science course. 	ATP available for this program. See page 16 for further information
Power Engineering	High school diploma and a minimum 60% standing in: <ul style="list-style-type: none"> • ELA 30-1 • Math 30-1 or Math 30-2 • Physics 30. 	<ul style="list-style-type: none"> • ELA 30-1 • Math 30-1 or Math 30-2 • Physics 30 • Or approval of Program Coordinator or Dean. 		

ADMISSIONS - CERTIFICATE/DIPLOMA

For an explanation of Admission Routes see page 16 of the Admissions Section.
View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

Program	High School Route (Alberta High School Courses or equivalents)	Mature Student Route (21 years of age)	Transfer Route (Post-Secondary Credentials)	Academic Transition Plan (ATP)
Practical Nurse	<ul style="list-style-type: none"> • 60 % in ELA 30-1 or 70% in ELA 30-2 • 60% in Math 20-1, or 70% in Math 20-2 • 60% in Biology 30 or Bow Valley College ANAT 1101 	<ul style="list-style-type: none"> • 60 % in ELA 30-1 or 70% in ELA 30-2 • 60% in Math 20-1, or 70 % in Math 20-1 • 60% in Biology 30 or Bow Valley College ANAT 1101 		
Social Work	<ul style="list-style-type: none"> • ELA 30-1 (minimum 60%) • Three grade 12 5-credit courses • 18 years of age or older by the last day of the semester to which you are applying. 	<ul style="list-style-type: none"> • This route is applicable if you do not meet the minimum requirements for admission but possess other post-secondary and/or work experiences that create potential for success in the program. • You must have ELA 30-1 (or equivalent) or a university level English course. 	<ul style="list-style-type: none"> • If you have previously attended a recognized college or university, you may be accepted on the basis of your college or university level coursework. • You must have a minimum of 60% in ELA 30-1 (or equivalent) or a university level English course. 	ATP available for this program. See page 16 for further information
Speech Language Pathologist Assistant	<p>High school diploma with a minimum mark of 60% in each of</p> <ul style="list-style-type: none"> • ELA 30-1 • Biology 30 • Two grade 12 subjects, one of which must be a 30-level science or Math 30-1 or Math 30-2 	<ul style="list-style-type: none"> • Biology 30 or equivalent • ELA 30-1 or ENGL 1XX or equivalent <p><i>This route is applicable if you do not meet the minimum requirements for admission but possess other post secondary and/ or work experiences that create potential for success in the program.</i></p> <p><i>This route is available to a limited number of students.</i></p>	<ul style="list-style-type: none"> • If you have previously attended a recognized college or university, you may be accepted on the basis of your college or university level coursework. You must have completed at least 15 credits of coursework with a minimum grade of C or GPA of 2.0 out of 4.0 • You must have a 60% in ELA 30-1 or equivalent or a C grade in a university level English course. • You must have a 60% in Biology 30 or equivalent of a C grade in a university level lab science course. 	ATP available for this program. See page 16 for further information

ADMISSIONS - CERTIFICATE/DIPLOMA

<p>For an explanation of Admission Routes see page 16 of the Admissions Section. View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool</p>				
Program	High School Route (Alberta High School Courses or equivalents)	Mature Student Route (21 years of age)	Transfer Route (Post-Secondary Credentials)	Academic Transition Plan (ATP)
Travel Counsellor DISTRIBUTED LEARNING	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 10C • High school diploma preferred. 	<ul style="list-style-type: none"> • ELA 30-1 or ELA 30-2 • Math 10C • High school diploma preferred. 		
Visual Communications Post Diploma Certificate & Post Degree Certificate			You may submit a portfolio to the program for assessment; however a portfolio is not required. Acceptance into the program is based on transcripts only.	

**View the Provincial High School Equivalencies on our website at
www.mhc.ab.ca/admission/applying/HighSchool**

ADMISSIONS - APPLIED DEGREE/DEGREE

Applied Degree and Degree Program Admission Requirements

For an explanation of Admission Routes see page 16 of the Admissions Section.
View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

Program	High School Route (Alberta High School Courses or equivalents)	Mature Student Route (21 years of age)	Transfer Route (Post-Secondary Credentials)	Academic Transition Plan (ATP)
Bachelor of Applied Arts • Visual Communications	ELA 30-1 or ELA 30-2, or 'C' or better in Medicine Hat College English 30 or placement in post-secondary (diploma or university transfer) English, as determined by the Medicine Hat College Academic Assessment Test.			ATP available for this program. See page 16 for further information
Bachelor of Applied Health Science • Paramedic	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)	• ELA 30-1 • Biology 30 • Math 30-1 or Math 30-2	Previous post-secondary coursework may be considered for admission. Successful completion of a PCP/ EMT or EMR program may qualify you for consideration under this admission route.	
Bachelor of Nursing	Overall average of 65% and no grade lower than 50% in: • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 or Math 30-2 • 30-level 5 credit subject	Overall average of 65% and no grade lower than 50% in: • ELA 30-1 • Biology 30 • Chemistry 30 • Math 30-1 or Math 30-2	If you have previous post-secondary education you should meet with the MHC Nursing Advisor for information on how your coursework will be considered in the admissions process.	

View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

ADMISSIONS - DEGREE PROGRAM

Degree Completion Program Admission Requirements

<p>For an explanation of Admission Routes see page 16 of the Admissions Section. View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool</p>	
Program	Transfer Route (Post-Secondary Credentials)
<p>Bachelor of Business Administration (BBA) Mt. Royal University</p>	<p>To apply to this program, applicants must meet one of two admission routes.</p> <p>Route 1</p> <ul style="list-style-type: none"> • Graduates of Medicine Hat College's Business Administration diploma program with a major in Accounting, Management, Financial Services or Marketing. Equivalent business administration diplomas from other post-secondary institutions will not be considered. • Completion of a minimum of twenty (20) required Business Administration courses and approved electives as specified in the MHC calendar. • Achievement of a minimum cumulative GPA of 2.0 in the diploma. <p>Route 2</p> <ul style="list-style-type: none"> • Completion of a twenty (20) approved university transfer courses. 12 specified and 8 electives. • Achievement of a minimum cumulative GPA of 2.0. <p>The Bachelor of Business Administration partnership program at MHC is a competitive program so that the most academically qualified students are accepted first.</p> <p>Successful applicants register in the third year of the Bachelor of Business Administration program.</p>
<p>Bachelor of Education Mt. Royal University</p>	<p>To be eligible for admissions a student must have successfully completed 60 credits of approved university course work and meet competitive GPA.</p>

View the Provincial High School Equivalencies on our website at www.mhc.ab.ca/admission/applying/HighSchool

REGISTRATION AND RECORDS



REGISTRATION AND RECORDS

New or Returning Students

A new or returning student is one who has either never attended Medicine Hat College or who is returning after an absence of one semester or more. You will need to pay a registration deposit to secure your classes and to enable you to register. If you are accepted into a quota program (for example, Nursing), you need to pay the deposit within four weeks of receiving your acceptance letter. The registration deposit, which is non-refundable, is credited towards your tuition.

Continuing Students

A continuing student is one who has had continuous registration in the same program from one semester to another. Continuing students do not need to pay a registration deposit before they can register for courses.

Selecting Your Courses

If you require academic advice to select your courses you should contact the appropriate academic advisor. Contact 403.529.3819.

If you need information about how to register or deadlines for add/drop or payment of tuition and fees contact Registration Services at 403.529.3844.

As a student, you are responsible for the accuracy and completeness of your own registration and you need to be aware of prerequisite courses and grades required for prerequisites. As a student, you are responsible for the fees for courses in which you are registered. Registration is incomplete until all fees have been paid in full and is subject to cancellation unless fees have been paid by the final deadlines for each semester.

Registering For Your Courses

How to Register

After you are accepted and have paid your registration deposit, you will receive an e-mail with instructions on how to register.

Registration begins in late April. Registrations are not accepted after the last day to add classes.

Registration Status

A registered student is one who has been entered into courses, has been assessed fees, and has paid fees by the published deadline dates.

Full-Time Student

A full-time student is registered in a minimum of nine credits per semester during the Fall and Winter terms.

During Spring and Summer sessions, a full time student is registered in one course (minimum of 3 credits) in each of the Spring Sessions.

Part-Time Student

A part-time student is registered in fewer than nine credits in Winter or Fall semesters.

Audit

You may register for audit up until the last day to add or drop courses for each semester. An *AU* is recorded on your transcript for each course that you audit. If you do not attend regularly as an audit student, you may be switched to a "W" status in the class.

Please note that an audit student is permitted to register and to attend classes on the understanding that participation in the class is at the discretion of the faculty. Not all classes are open to audit. You may not normally, for example, audit practicum or lab courses or programs where these occur, such as Drama, Dance, Criminal Justice, Early Learning and Child Care, Global Tourism and Marketing, Power Engineering, Nursing, Therapist Assistant, Visual Communications, Physical Activity Classes, Science labs, and Education courses. Where space and/or equipment is limited in a class, a credit student will have preference over an audit student and a credit course will not be offered if there are insufficient numbers of credit students.

Audit students pay half of the cost of taking the course for credit.

Course Loads

The usual course load for a full-time student during Fall and Winter terms is five courses per semester. Although some programs require you to take more than five courses per semester, normally you are not advised to take six or more courses in a semester unless your high school average in five Grade 12 matriculation subjects is 80% or higher, your grade point average at Medicine Hat College is 3.0 or higher, or you have been given consent by the appropriate Dean or Program Coordinator. It needs to be stressed, however, that heavy course loads are a common cause of poor academic performance.

In Spring and Summer sessions, you may register in a maximum of two courses per session, keeping in mind that two courses per session is extremely demanding.

Changes in Registration

If you are considering changes in registration (adding & dropping or withdrawing from a course), ask specific questions about whether the changes will affect your progress in your program or affect transferability to receiving institutions (if you are in a university transfer program). You should also note that if dropping courses or withdrawal results in a semester load of less than 60% of a course load, your eligibility for student financial aid may be affected. Please note, as well, that nonattendance at classes for which you have paid is not accepted as notice of dropping or withdrawing from a class.

Adding or Dropping a Course

To add or drop a course, submit an Add/Drop form to the Registration Desk in Student Development before or on the last day to Add or Drop, as indicated in the Academic Schedule. Failure to complete the appropriate form will affect your transcript and academic status.

If you are in a program that has **on-line** registration, you can add or drop courses online.

REGISTRATION AND RECORDS

If you **drop** a course(s) before the drop date, you will receive a refund, less any registration deposit and the course will not appear on your transcript.

Voluntary Withdrawal from a Course

You may withdraw from classes after the Drop deadline and before or on the last day for withdrawal, as indicated in the Academic Schedule. The course will appear on your transcript with a "W" beside it. The "W" is not calculated in your grade point average.

To initiate withdrawal from a course, you will need to complete a Withdrawal form (available online or from the Registration Desk) and to bring it to the Registration Desk. Documentation of reasons for the withdrawal is not necessary. No refund is given for course withdrawals.

Complete Withdrawal from the College

If you wish to withdraw from the College, you must initiate the process by completing a Withdrawal form (available at the Registration Desk or on the web site). If your withdrawal is related to compassionate reasons such as illness or domestic affliction, you may want to speak with a Medicine Hat College Counsellor. If you initiate the process after the Drop date, a "W" will be recorded on your transcript for all courses in which you were registered.

Late Withdrawal for Medical or Compassionate Reasons

If you completely withdraw after the withdrawal date for medically documented or compassionate reasons or for severe domestic affliction, you will be assigned a "W" on your transcript. Requests for late or compassionate withdrawal must be initiated by the student and must be accompanied by appropriate documentation; if requesting a late withdrawal for medical reasons, the documentation needs to include date and time of illness, general nature of the illness, and how this has affected studies.

Required Withdrawal from Courses

If you lack the required prerequisite courses or grades for a particular course, you will be withdrawn from the course.

Required Withdrawal from the College

You may be required to withdraw from the College if you have a very unsatisfactory academic standing (as outlined under Probation and Dismissal in the Academic Regulations and Policies section of the calendar); or, if you commit repeated instances of academic dishonesty; or, if you engage in seriously disruptive or disturbing behavior inside or outside the classroom.

Change in Registration for College Preparation Courses

The College reserves the right to alter your placement in College Preparation courses within the first five weeks of the fall and winter semesters, upon the recommendation of the instructor.

Student Records

In general, your file, records, and test results are maintained for internal use. They are confidential and can only be accessed by individuals and organizations external to the College under special circumstances.

With the exception of specific public information (that is, name, confirmation of attendance at the College, confirmation of graduation), information is not released to third parties. Personal information may be released with your written permission or in the case of emergency.

Relevant information may be released to appropriate government agencies upon request.

Copies of registration, change of registration, or withdrawal forms of international students may be forwarded to the local Canadian Immigration Office.

RECOGNITION OF PRIOR COURSEWORK AND LEARNING



RECOGNITION OF PRIOR COURSEWORK AND LEARNING

Recognition for previous learning is given through transfer credit and prior learning assessment and recognition (PLAR). Transfer credit recognizes learning obtained through formal coursework and enables transfer of course credit into your current program at Medicine Hat College. PLAR recognizes learning acquired through non-credit coursework, workshops, and work or other experiences. In order to be considered for transfer credit or PLAR, you need to be admitted to the College.

Obtaining Transfer Credit

Transfer credit may be granted for courses completed at accredited universities, colleges, and technical institutes. Credit may also be assessed for advanced placement or international baccalaureate courses.

You can apply for transfer credit by obtaining a Transfer Credit form from the Registrar's Office or by downloading one from the Medicine Hat College website and submitting your request to the Registrar's Office in Student Development. Official transcripts must either be on file or accompany your request. Normally, you must have a C- or better in the courses that you wish to transfer to Medicine Hat College. However, a D (passing grade) may be accepted for courses taken at institutions that have collaborative programs with Medicine Hat College where the partnering institution observes the Pan Canadian protocol.

Assessment of transfer credit is completed on an individual basis and will depend on the accreditation of the sending institution and whether the course for which transfer is sought fits with your program requirements. For courses completed in Alberta, the Alberta Transfer Guide is the basis for assessment. Medicine Hat College also has arrangements with the University of Regina and the University of Saskatchewan and uses these arrangements to guide assessments of students presenting course work from Saskatchewan. Transfer credit is approved by the Divisional Dean and Registrar and is recorded on your Medicine Hat College transcript.

Transfer Alberta

Students who are transferring to Medicine Hat College and students who wish to transfer to another institution should refer to the Alberta Transfer Guide. The Transfer Guide lists all the course and program transfer agreements in effect between post-secondary institutions in Alberta, Northwest Territories, and Nunavut. The Transfer Guide and other transfer information are available online at www.transferalberta.ca. You can also call the info line at 780.422.9021 or toll free at 310.0000.

Obtaining a Letter of Permission

If you intend to complete a course through another post-secondary institution while enrolled at Medicine Hat College that you intend to use for credit towards your program, you will need to obtain approval from your Program Coordinator or Divisional Dean and the Registrar. A Letter of Permission form is available from Student Development. After you have completed the course, it is your responsibility to ensure that your transcripts are sent to Medicine Hat College and that you initiate the process for obtaining Transfer Credit through the Registrar's Office.

Obtaining Prior Learning Assessment and Recognition (PLAR)

Prior Learning can be gained through experiences other than formal post-secondary courses such as through work, self-directed study, community work, non-credit courses, on-the-job training, corporate training programs, or other life experiences.

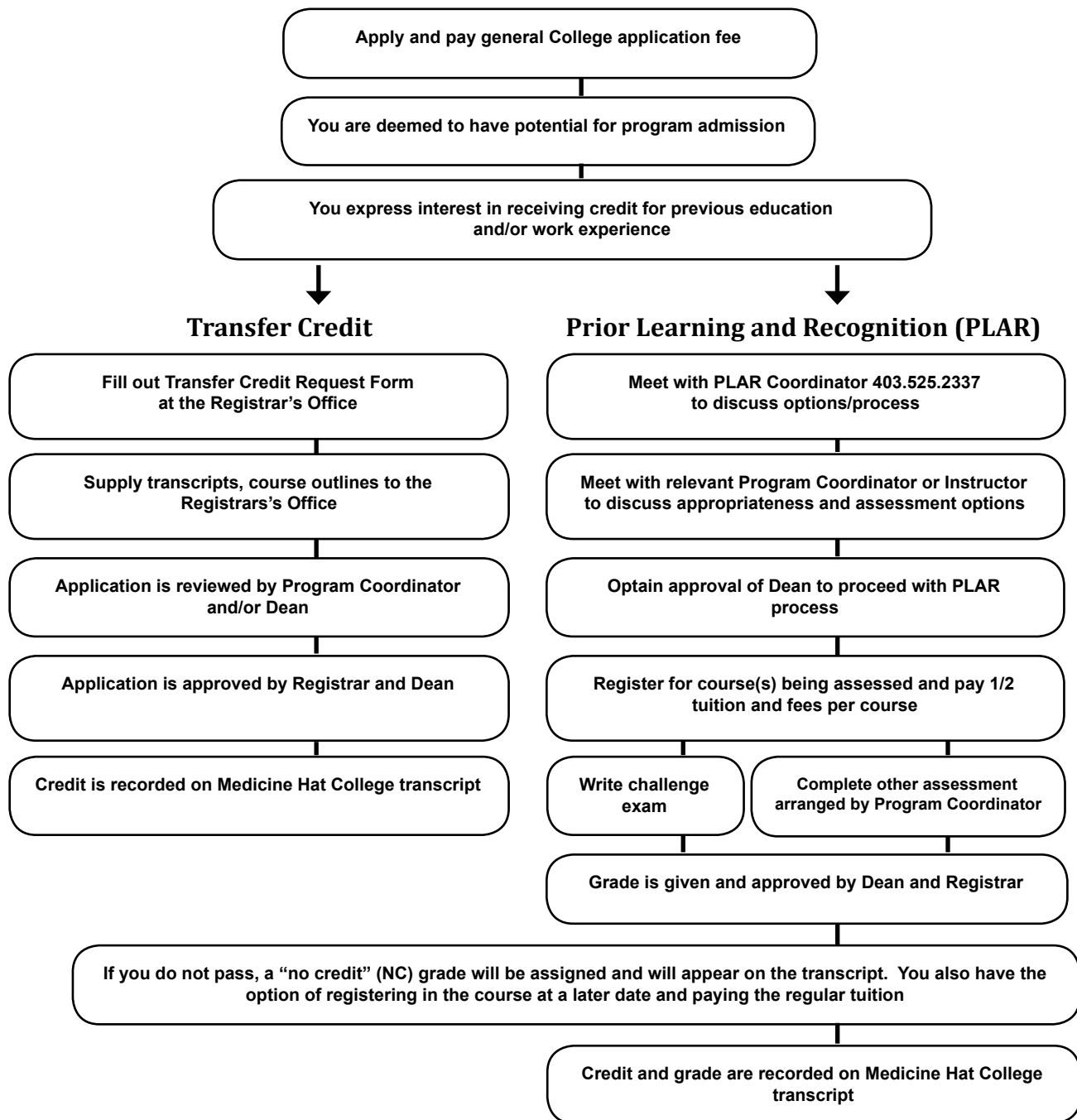
Prior Learning Assessment and Recognition determines what you have learned and whether that learning equals or exceeds the knowledge, skills, and competencies defined in the learning outcomes of courses at Medicine Hat College. Prior Learning may take the form of, but not be limited to, any of the following, as required:

- **Evidence Files:** written summary of learning gained from informal and/or non-formal learning experiences.
- **Challenge exams:** Tests that may be used to assess theoretical or applied knowledge relevant to the Medicine Hat College curricula being reviewed for credit.
- **Performance Tests/Practical Demonstrations:** A demonstration of skills within a prescribed environment. For example, assessment done in a laboratory or practicum setting for the expressed purpose of assessing an individual's ability to meet learning outcome skills of a Medicine Hat College course or program.
- **Structured Oral Test or Interview:** Candidates respond to predetermined questions in order to directly assess specific knowledge or skills.
- **Essay or Project:** A written assignment completed according to criteria determined by the PLAR assessor.

The Prior Learning Assessment and Recognition (PLAR) Process

- Check with the Registrar's Office 403.525.2337 to determine which option (transfer credit or PLAR) is best for you.
- If PLAR is the best option, you will be requested to forward an application form as well as required documentation. Form can be obtained from the Registrar's Office.
- Discuss the appropriateness of your request and assessment options with the Program Coordinator or relevant instructor.
- The Program Coordinator or instructor obtains the approval of the Divisional Dean, which is recorded on the PLAR application.
- Register in the course for which you are requesting PLAR and pay half the tuition for the course.
- Complete the assessment options that have been agreed upon with the Program Coordinator/instructor. Once you have completed the assessment process, a grade is assigned to you, with the approval of the Registrar. The grade is entered on your transcript. An unsuccessful attempt at PLAR earns a NC (No Credit) grade that is not counted in the grade point average. If you earn a NC, you have the option of registering in the course at a later date and paying the regular tuition.

RECOGNITION OF PRIOR COURSEWORK AND LEARNING



Transferring to Other Institutions

Medicine Hat College makes every effort to ensure your smooth transfer to Alberta universities. This is facilitated through the activities of the Alberta Council of Admissions and Transfer, which coordinates transfer between colleges and universities and publishes the Alberta Transfer Guide each year which is available on the web at www.transferalberta.ca. If you have questions about the transfer of courses, please consult an academic advisor on either the Medicine Hat or Brooks campuses. If you have questions about the suitability of courses for the program and the institution to which you are intending to transfer, you should contact an advisor at that institution to discuss your course selections. It is important to note that transfer of courses may be affected if you achieve less than the overall GPA or course grade required for transfer. Further, if you change majors or programs or institutions to which you intend transfer, these types of changes may affect the number of courses for which you receive transfer.

Grades Required for Transfer of Courses

Receiving colleges and universities may accept transfer credit for only those courses in which you have achieved a C- or better.

Admission as a Transfer Student to Other Institutions

To be eligible for admission as a transfer student, you will need to complete a minimum number of university transfer courses. If you present the minimum number of university transfer courses, you will be admitted on your GPA from the transferable, post-secondary courses. As a Medicine Hat College student, you do not have a guaranteed place in quota programs or high demand programs at Alberta universities. Selection for quota and high demand programs is based on academic performance regardless of institutional origins. The most academically qualified students are selected for limited enrolment and high demand programs and therefore, the minimum GPA required for admission may not be sufficient for admission. For further information, consult an Academic Advisor.

University of Alberta

You will be considered for admission if you present at least 24 units (eight semester courses) of course weight transferable to the University of Alberta. Admission will be based on the calculation of the admissions GPA of these eight courses.

University of Calgary

Provisional admission is granted if you have completed at least 10 university transfer semester courses. Admission is based upon the GPA average of these 10 courses.

University of Lethbridge

If you are completing eight or more transferable courses, you will be considered for admission based on your GPA from your transferable post-secondary courses.

University of Regina

If you are interested in pursuing transfer to the University of Regina, please consult with a Medicine Hat College Academic Advisor, and a University of Regina Academic Advisor.

University of Saskatchewan

If you are interested in pursuing transfer to the University of Saskatchewan, please consult with a Medicine Hat College Academic Advisor, and a University of Saskatchewan Academic Advisor.

NOTE: It is the responsibility of each student to ensure that their courses meet any prerequisite, scheduling or other requirements for programs at Medicine Hat College. Information regarding transfer and transfer credit for enrolment at other institutions is subject to change without notification and is also the responsibility of the student. Please refer to the latest edition of the Alberta Transfer Guide for the most current information at www.transferalberta.ca.

After You Have Transferred

Medicine Hat College is available to support your transfer even after you are no longer attending classes. Course outlines, transcripts, information and advocacy services (in support of transfer issues) are available in Student Development. Please consult the Articulation and PLAR Coordinator at 403.525.2337 for additional information.

TUITION AND FEES



TUITION AND FEES

Tuition and fees are approved by the Medicine Hat College Board of Governors and are set in accordance with Tuition Fee guidelines established by the Alberta Government.

Base tuition and fees are determined by locating a class's credit value on the chart below. The Students' Association fee is designated 85% for operating costs and 15% for building fund.

Canadian, Permanent Resident and Refugee Status Students

2017/2018				
Credits	Tuition	Non-Instructional Service Fee	Student Association Fee	Total Fees
1.0	\$ 117.00	\$ 5.20	\$ 6.20	\$ 128.40
1.5	\$ 175.50	\$ 7.80	\$ 9.30	\$ 192.60
2.0	\$ 234.00	\$ 10.40	\$ 12.40	\$ 256.80
2.5	\$ 292.50	\$ 13.00	\$ 15.50	\$ 321.00
3.0	\$ 351.00	\$ 15.60	\$ 18.60	\$ 385.20
3.5	\$ 409.50	\$ 18.20	\$ 21.70	\$ 449.40
4.0	\$ 468.00	\$ 20.80	\$ 24.80	\$ 513.60
4.5	\$ 526.50	\$ 23.40	\$ 27.90	\$ 577.80
5.0	\$ 585.00	\$ 26.00	\$ 31.00	\$ 642.00
5.5	\$ 643.50	\$ 28.60	\$ 34.10	\$ 706.20
6.0	\$ 702.00	\$ 31.20	\$ 37.20	\$ 770.40
6.5	\$ 760.50	\$ 33.80	\$ 40.30	\$ 834.60
7.0	\$ 819.00	\$ 36.40	\$ 43.40	\$ 898.80
7.5	\$ 877.50	\$ 39.00	\$ 46.50	\$ 963.00
8.0	\$ 936.00	\$ 41.60	\$ 49.60	\$1,027.20
8.5	\$ 994.50	\$ 44.20	\$ 52.70	\$1,091.40
9.0	\$1,053.00	\$ 46.80	\$ 55.80	\$1,155.60
9.5	\$1,111.50	\$ 49.40	\$ 58.90	\$1,219.80
10.0	\$1,170.00	\$ 52.00	\$ 62.00	\$1,284.00
10.5	\$1,228.50	\$ 54.60	\$ 65.10	\$1,348.20
11.0	\$1,287.00	\$ 57.20	\$ 68.20	\$1,412.40
11.5	\$1,345.50	\$ 59.80	\$ 71.30	\$1,476.60
12.0	\$1,404.00	\$ 62.40	\$ 74.40	\$1,540.80
12.5	\$1,462.50	\$ 65.00	\$ 77.50	\$1,605.00
13.0	\$1,521.00	\$ 67.60	\$ 80.60	\$1,669.20
13.5	\$1,579.50	\$ 70.20	\$ 83.70	\$1,733.40
14.0	\$1,638.00	\$ 72.80	\$ 86.80	\$1,797.60
14.5	\$1,696.50	\$ 75.40	\$ 89.90	\$1,861.80
15.0	\$1,755.00	\$ 78.00	\$ 93.00	\$1,926.00
15.5	\$1,813.50	\$ 80.60	\$ 96.10	\$1,990.20
16.0	\$1,872.00	\$ 83.20	\$ 99.20	\$2,054.40
16.5	\$1,930.50	\$ 85.80	\$102.30	\$2,118.60
17.0	\$1,989.00	\$ 88.40	\$105.40	\$2,182.80
17.5	\$2,047.50	\$ 91.00	\$108.50	\$2,247.00
18.0	\$2,106.00	\$ 93.60	\$111.60	\$2,311.20
18.5	\$2,164.50	\$ 96.20	\$114.70	\$2,375.40
19.0	\$2,223.00	\$ 98.80	\$117.80	\$2,439.60
19.5	\$2,281.50	\$101.40	\$120.90	\$2,503.80
20.0	\$2,340.00	\$104.00	\$124.00	\$2,568.00

TUITION AND FEES

Base tuition and fees are determined by locating a class's credit value on the chart below. The Students' Association fee is designated 85% for operating costs and 15% for building fund.

Visa Students

2017/2018				
Credits	Tuition	Non-Instructional Service Fee	Student Association Fee	Total Fees
1.0	\$ 321.75	\$ 5.20	\$ 6.20	\$ 333.15
1.5	\$ 482.63	\$ 7.80	\$ 9.30	\$ 499.73
2.0	\$ 643.50	\$ 10.40	\$ 12.40	\$ 666.30
2.5	\$ 804.38	\$ 13.00	\$ 15.50	\$ 832.88
3.0	\$ 965.25	\$ 15.60	\$ 18.60	\$ 999.45
3.5	\$1,126.13	\$ 18.20	\$ 21.70	\$1,166.03
4.0	\$1,287.00	\$ 20.80	\$ 24.80	\$1,332.60
4.5	\$1,447.88	\$ 23.40	\$ 27.90	\$1,499.18
5.0	\$1,608.75	\$ 26.00	\$ 31.00	\$1,665.75
5.5	\$1,769.63	\$ 28.60	\$ 34.10	\$1,832.33
6.0	\$1,930.50	\$ 31.20	\$ 37.20	\$1,998.90
6.5	\$2,091.38	\$ 33.80	\$ 40.30	\$2,165.48
7.0	\$2,252.25	\$ 36.40	\$ 43.40	\$2,332.05
7.5	\$2,413.13	\$ 39.00	\$ 46.50	\$2,498.63
8.0	\$2,574.00	\$ 41.60	\$ 49.60	\$2,665.20
8.5	\$2,734.88	\$ 44.20	\$ 52.70	\$2,831.78
9.0	\$2,895.75	\$ 46.80	\$ 55.80	\$2,998.35
9.5	\$3,056.63	\$ 49.40	\$ 58.90	\$3,164.93
10.0	\$3,217.50	\$ 52.00	\$ 62.00	\$3,331.50
10.5	\$3,378.38	\$ 54.60	\$ 65.10	\$3,498.08
11.0	\$3,539.25	\$ 57.20	\$ 68.20	\$3,664.65
11.5	\$3,700.13	\$ 59.80	\$ 71.30	\$3,831.23
12.0	\$3,861.00	\$ 62.40	\$ 74.40	\$3,997.80
12.5	\$4,021.88	\$ 65.00	\$ 77.50	\$4,164.38
13.0	\$4,182.75	\$ 67.60	\$ 80.60	\$4,330.95
13.5	\$4,343.63	\$ 70.20	\$ 83.70	\$4,497.53
14.0	\$4,504.50	\$ 72.80	\$ 86.80	\$4,664.10
14.5	\$4,665.38	\$ 75.40	\$ 89.90	\$4,830.68
15.0	\$4,826.25	\$ 78.00	\$ 93.00	\$4,997.25
15.5	\$4,987.13	\$ 80.60	\$ 96.10	\$5,163.83
16.0	\$5,148.00	\$ 83.20	\$ 99.20	\$5,330.40
16.5	\$5,308.88	\$ 85.80	\$102.30	\$5,496.98
17.0	\$5,469.75	\$ 88.40	\$105.40	\$5,663.55
17.5	\$5,630.63	\$ 91.00	\$108.50	\$5,830.13
18.0	\$5,791.50	\$ 93.60	\$111.60	\$5,996.70
18.5	\$5,952.38	\$ 96.20	\$114.70	\$6,163.28
19.0	\$6,113.25	\$ 98.80	\$117.80	\$6,329.85
19.5	\$6,274.13	\$101.40	\$120.90	\$6,496.43
20.0	\$6,435.00	\$104.00	\$124.00	\$6,663.00

TUITION AND FEES

Mount Royal University Degree Partnership Tuition and Fees for Years Three & Four

Canadian, Permanent Resident & Refugee Status Students

2017/2018				
Credits	Tuition	Non-Instructional Service Fee	Student Association Fee	Total Fees
1.0	\$164.75	\$5.20	\$6.20	\$176.15
3.0	\$494.25	\$15.60	\$18.60	\$528.45

Visa Students

2017/2018				
Credits	Tuition	Non-Instructional Service Fee	Student Association Fee	Total Fees
1.0	\$ 453.06	\$5.20	\$6.20	\$ 464.46
3.0	\$1,359.18	\$15.60	\$18.60	\$1,393.38

Projected Tuition and Fees

The schedule of fees for the years 2018/2019 through to 2020/2021 is a forecast only. Actual fees will be based on future budgets, provincial funding and legislation in effect at the time.

Canadian, Permanent Resident & Refugee Status Students

Projected Student Fees - Canadian, Permanent Resident & Refugee Status Students (Excluding Student Association Fees)			
Fees per 3-credit course	2018/2019	2019/2020	2020/2021
Tuition	\$358.02	\$365.18	\$372.48
Non-Instruction Service Fee	\$ 15.91	\$ 16.23	\$ 16.56
Total	\$373.93	\$381.41	\$389.04

Visa Students

Projected Student Fees - International Students (Excluding Student Association Fees)			
Fees per 3-credit course	2018/2019	2019/2020	2020/2021
Tuition	\$984.56	\$1,004.25	\$1,024.34
Non-Instructional Service Fee	\$ 15.91	\$ 16.23	\$ 16.56
Total	\$1,000.47	\$1,020.48	\$1,040.90

TUITION AND FEES

Description of Fees

Application Fee

A \$60 application fee is required if you are applying to Medicine Hat College.

Grade Reappraisal Fee

If an Academic Appeals Committee is established as part of a formal grade appeal to reappraise your mark, you will need to pay \$25 in advance. This fee will be returned to you if the appeal is successful.

Library Fines

Library fines are assessed on overdue materials, multi media equipment, and items with holds.

The college restricts the accounts of students with overdue material or outstanding fines. Students with restricted accounts cannot register in classes or request transcripts.

Non Instructional Services Fee (NISF)

A NISF fee is levied for each credit taken. This fee enables access to campus athletic facilities, campus recreation programming, and to health and wellness services such as personal counselling.

Parchment Replacement Fee

If you have previously received a certificate, diploma, applied degree or degree parchment from Medicine Hat College and require replacement because of loss or a legal name change, you will need to submit \$25 and a formal, written request for replacement.

Prior Learning Assessment and Recognition (PLAR) Fee

If you wish to challenge a course, you will need to pay 50% of the course tuition and fees, after obtaining the approval of the instructor, the Dean and the Registrar.

Registration Deposit or First tuition installment

A non-refundable first tuition installment or deposit is due upon receiving your offer of admission. You should review your letter of offer carefully and meet the requirements and deadlines to accept your seat. Deposits and installments are directly applied to first semester tuition.

Student ID Card Replacement Fee

You will need a photo student ID card to access the Library, the Athletics facilities, the computer labs, and the Crave Pub. Replacement cards are \$5 each. Cards are issued at the Library.

Tuition Fees

Tuition fees are based on the credit value of courses. Course credits are determined by the number of instructional hours in a course. For further information, consult the course descriptions and the fee schedule in this calendar.

Additional Student Fees

Some specific programs may have additional costs (for example, for certifications). This amount may vary depending on individual needs. When applying for a student loan, the required additional costs are calculated in the estimates for student loan expenses.

Books

The cost of required textbooks varies from course to course. The price of required textbooks is available at the Bookstore.

Breakage

There will be a fee assessed for damage to furniture, apparatus, books, etc. Such charges must be paid before you may register for a new semester.

International Health and Dental Plan

Guard.me health insurance is provided to international students, students wishing to study abroad and faculty and staff working abroad.

International students in credit courses are automatically charged for the mandatory insurance upon registration of courses. Students are charged \$180 per semester for each of the Fall 2017, Winter 2018 and Spring 2018 terms. Students not enrolled in full time courses during the Spring semesters are not automatically enrolled for coverage. Students wishing to maintain coverage over the Spring and Summer semesters must apply for continued coverage with the International Education Office. Students must collect their health insurance card each semester from the International Education office. Information and claim forms regarding Guard.me health insurance can be found at the International Education office or at www.guard.me

Students' Association Fees

These fees are authorized by student referendum and the Board of Governors. They are collected by the College on behalf of the Students' Association in accordance with the Post Secondary Learning Act. Students' Association Membership Fees are assessed on a per credit basis. The fee for the 2017-2018 academic year is \$6.20 per credit.

Extended Health and Dental Plan

The Students' Association of Medicine Hat College provides an Extended Health and Dental Plan to member students. A mandatory fee for the Plan is assessed to you during the registration process; to verify if you are enrolled in the SAMHC Health & Dental Plan, check your fee statement and look for the "Student Association Health/Dental Fee" line items. The Plan provides coverage for expenses such as most prescription drugs, paramedical services and dental care. This Plan supplements provincial health coverage, it does not replace it. One must have coverage with a provincial health insurance plan to be an eligible member of the Plan.

Students who begin their studies in September will be charged the full amount for the health and dental coverage. This amount will cover students for the period from September 1 to August 31. New students who begin their studies after September will be charged a pro-rated amount for health coverage (there is no fee pro-ratio for dental coverage).

Students who already have an equivalent extended health and dental plan may opt out of the SAMHC Health and/or Dental plan by providing Proof of Coverage (POC) information and by completing a waiver form before the opt out deadline. Students can also enroll their spouse and/or dependants by completing an enrolment process and paying an additional fee, over and above the mandatory fee (deadlines apply).

TUITION AND FEES

The SAMHC Extended Health and Dental Plan is not available to students who are registered only in the Spring/Summer sessions. The Plan fees for 2017-2018 academic year will be \$400 (\$185 dental, \$215 health). For further information such as Plan details, POC details or to opt out online (deadlines apply) please visit www.samhc.ca.

Payment of Fees

You are responsible for your own financial arrangements. If you need assistance with financial arrangements, you are encouraged to contact the Student Financial Aid Office in Student Development.

When to Pay

Fall/Winter

All tuition and fees are due by the end of working hours on September 26, 2017 for Fall and January 23, 2018 for Winter.

Spring/Summer

All tuition and fees are due by the end of working hours on May 7, 2018 for Spring A and A/B and June 7, 2018 for Spring B.

Fee Deferral

If you are encountering difficulty in paying tuition and fees, you are encouraged to contact Enrolment Services in Student Development, before the deadlines for payment of tuition and fees, to discuss options for payment and funding.

If you are being funded by a sponsoring agency (for example, WCB, an aboriginal funding agency, employer), Medicine Hat College requires a letter from your funding agency outlining the costs that they will be covering. This letter must be received by Medicine Hat College by the last day to drop. The letter can be faxed or dropped off at Student Financial Aid, or mailed to Student Financial Aid.

How to Pay

Payment Options

Internet or Telephone Banking

All major banks and credit unions offer internet and telephone banking where you can pay your fees 24 hours a day.

- Register with your bank to make online bill payment
- Once you have registered with your bank, your 9-digit student ID number is the account number required to make payment.

Allow two to three business days for processing.

Online (through Plastiq [www.plastiq.com])

- Acceptable forms of payment include Visa or Master Card.
- Plastiq charges a platform fee to your credit card.

Plastiq is an independent third party service provider that you can use to pay your tuition. Ensure that you understand Plastiq's Terms of Service before using their services.

ATTENTION: Disputes regarding Plastiq's services must be resolved between Plastiq and the student. Medicine Hat College does not guarantee Plastiq's services. Using Plastiq may result in delays in Medicine Hat College receiving payment. Students remain responsible for any payment which Plastiq fails to make on their behalf. **Due to processing time, allow two to three business days for your payment to appear on mymhc account.**

In Person

Acceptable forms of payment include cash, debit card and cheque.

By Mail

Cheque and money order (made payable to Medicine Hat College) are the only acceptable forms of payment by mail.

Payments should be mailed to:

Medicine Hat College
Student Development
299 College Dr. SE
Medicine Hat, AB T1A 3Y6

Cancellation of Registration due to Nonpayment of Tuition and Fees

Failure to pay or to make suitable arrangements for payment by established deadlines will result in your being withdrawn from classes and from the official class lists. If you are not on the official class list, you will not be permitted to attend classes or to write examinations and the Registrar's Office will not accept your final grades. Student's wishing to return in semester's following will need to re-apply and pay the application fee.

Loss of Privileges for Registration

If you have a history of late payments, you may lose your registration privileges or may be required to pay all tuition and fees in full at time of registration.

Refunds

If you completely withdraw after you have registered but before or on the last day to Drop classes, you will be issued a full refund of tuition. You will not, however, be refunded your registration deposit.

If you drop courses anytime after the last day to Drop classes, you will not be issued a refund.

If you have registered for a semester but are subsequently required to withdraw for unsatisfactory performance in the previous semester, you will receive a full tuition and fee refund.

Outstanding Accounts

Certificate, diploma, and degree parchments are withheld if there are outstanding fees or other accounts with Medicine Hat College. In addition, official transcripts will not be released until accounts have been paid in full. If you present student loan forms to the Student Financial Aid Office, outstanding fees will be automatically deducted from the loan.

TUITION AND FEES

For most students, attending college provides new opportunities. It also brings new expenses such as tuition, books, special supplies, additional costs related to practicum, work terms and certifications as well as accommodations, transportation, food and day to day living costs. The goal of Medicine Hat College is to assist you to plan realistically for these expenses and to make you aware of various funding options so that these expenses do not become barriers to your academic success and career goals. Our Student Financial Aid Office is committed to assist you by providing awareness of the options and alternative programs available to finance your education (finaidinfo@mhc.ab.ca) or 403.504.3594.

Plan Ahead

When you are considering entering a program at Medicine Hat College, it is important to plan ahead, as many potential sources of financial support require application processes that take six to eight weeks from the time you first apply until you actually have money in your bank account. These processes often require that you provide detailed information about school, living expenses, sources of income support and personal resources.

FUNDING YOUR EDUCATION



FUNDING YOUR EDUCATION

Funding Sources

While it is not always possible, it is preferable to find ways of funding your education without accumulating debt. When starting with this as a goal, it is critical to explore all funding possibilities.

Personal Resources

Personal resources include working income, savings or assets that you can liquidate. It is important to note that many students work while attending classes; however, this potential source of income must be realistically balanced with the academic demands of your program and the amount of studying you need to do to be successful.

Contributions of Friends and Family

Friends and family may be resources to assist you. It is important to note that provinces generally consider you to be dependent on your parents and ask you to include financial information on government student loan applications unless you are (individual provinces may differ slightly):

- Out of high school for four years (or)
- Available to the full-time work force for two consecutive 12 month periods.
- A parent
- Married

Employer Plans

Employers may have a plan that supports or subsidizes higher education for their employees or the children of employees.

Student Loans

If government student loans are your choice:

- Make no assumptions about eligibility. Many students are misinformed and fail to take advantage of loans when they are indeed eligible.
- Apply early to ensure funding is in place by September. Contact Student Financial Aid regarding application open date for current year.
- Funds are not actually transferred to your account until after classes have begun so ensure you have a plan in place to pay for textbooks.

If your loan funding is likely to be late, speak to us in Student Financial Aid about options available to you. If you apply late (after August 1st for Alberta and July 15th for most other provinces) the time from application to actually receiving funds is longer because of the volume of applications being processed by governments later in their cycle.

We strongly suggest you put interim or short term financing in place until your government loan funding arrives. We may be able to provide a deferral of your tuition costs. We are unable, however, to provide for the larger expenses such as accommodation, living and book costs.

Provincial Government Student Loan Websites

Alberta studentaid.alberta.ca
British Columbia studentaidbc.ca
Saskatchewan student-loans.sk.ca
Manitoba studentaid.gov.mb.ca
Ontario osap.gov.on.ca
Quebec afe.gouv.qc.ca

New Brunswick studentaid.gnb.ca
Newfoundland aes.gov.nf.ca/studentaid/
Northwest Territories ece.gov.nt.ca
Nova Scotia studentloans.ednet.ns.ca
Nunavut Territory edu.gov.nu.ca
Prince Edward Island studentloan.pe.ca
Yukon education.gov.yk.ca

Government Grants

For some programs, non-repayable funding is available. This funding, typically, is available to upgrading, apprenticeship programs and ESL. If you think you may be eligible for this type of funding, contact the Learner Income Support Office in Edmonton at 780.427.3722 or toll free at 1.800.282.6485.

Apprentices please contact the Student Financial Aid Office for further information on government grants at 403.504.3594.

Chartered Banks

A student line of credit may be available from your chartered bank. You will need to contact your bank directly for information regarding its services and options.

Scholarship and Bursary Resources

Alberta Provincial Scholarships

The Alberta Heritage Scholarship Fund has a number of scholarships they award each year. Some require a direct application from you as a student and others are done on the recommendation of the College. Those requiring our recommendation/nomination will be done directly according to the criteria and deadlines set by Alberta Heritage. We suggest you visit their website as some of the application deadlines and amounts awarded change from year to year (www.alis.gov.ab.ca/scholarships).

Internet Resources

We suggest you invest some time to search through the Internet for scholarships, awards and bursaries. There is a vast amount of potential funding available to students. It does however require that you invest some of your time and creativity. Many of these funds are not awarded each year because the individuals and organizations do not receive applications from individuals.

The sites listed are typical of commercial scholarship sites and are primarily intended for your awareness.

Scholarship Websites

- schoolfinder.com
- canlearn.ca
- studentawards.com
- alis.alberta.ca

FUNDING YOUR EDUCATION

Medicine Hat College Scholarships, Awards, and Bursaries

The Medicine Hat College Foundation, together with our alumni and supporters, has developed and administers a number of scholarships, awards and bursaries to assist you with funding your education at Medicine Hat College. These awards reflect the tremendous generosity and commitment to higher education of these individuals, associations, corporations, and the Medicine Hat College Board of Governors. Each year these funds are distributed according to the criteria stipulated by the donors.

How to Apply

Our scholarships, awards and bursaries applications are available through an on-line process on the Medicine Hat College website. To find the application, go to www.mhc.ab.ca/scholarships. The application deadlines are posted on the scholarship information page for your convenience. When you apply online, your application automatically enters you for every award you may be eligible for based on donor criteria.

Most scholarships, awards and bursary criteria require that you be registered as a full time credit student (taking at least nine credits each semester) at the college for the year the funds are given. Scholarship, awards and bursaries donors stipulate the criteria according to which the funds will be distributed. These criteria include excellence in a number of areas, such as academics and volunteerism; demographic criteria, including ethnicity, home city/county and schools attended; and clubs and associations involvement, including Big Brothers and Sisters, Kiwanis and 4-H, among others. When completing the application, be sure to include all the requested information, as it may increase your chances of receiving a scholarship, award, or bursary.

Athletic Scholarships

Three types of athletic scholarships are available to student-athletes:

1. Jimmie Condon Scholarship which is funded by the Government of Alberta,
2. College scholarships which are funded by the college,
3. Private scholarships which are funded by various donors.

Regardless of the funding source, athletic scholarships are awarded on a semester basis and adhere to the rules of the Alberta Government's scholarship program. All Rattlers scholarships are administered through the Student Financial Aid office. Information on the scholarship program can be found on request through the Student Financial Aid office at 403.504.2299.

ACADEMIC REGULATIONS AND POLICIES



ACADEMIC REGULATIONS AND POLICIES

Course Outline

At the beginning of each course, you will be given a course outline that specifies course aims, objectives, course topics, the evaluation to be used, weighting and distribution of marks, penalties for late assignments (if used), and assigned readings. If substantial changes to the course outline, including the weighting and distribution of marks, are necessary, you will receive written notice.

Attendance

All Medicine Hat College students are strongly encouraged to attend all scheduled classes, labs, tutorials, seminars, and practicum placements in each academic term. Where specified in the course outlines, learners are expected to conform to the particular attendance requirements of a class or program as failure to do so may be reflected in the learner's grade impacting acceptable progress.

Alberta Human Services (AHS) funded full-time learners are also required to meet conditions of acceptable attendance to maintain funding.

A learner may not be absent from classes for more than three consecutive weeks for any reason unless approved by an AHS Learner Specialist. An AHS Learner Specialist can be reached by calling 1.877.644.9992.

Examination Policy

Final exams must be scheduled by Student Development except for take-home exams, final projects, or lab exams. When the final exam schedule is issued, you are asked to report any errors, omissions, or conflicts to Student Development as soon as possible. A conflict is three exams in the same day or two exams at the same time.

You are expected to complete final exams and to be available for examinations up to the last day of examinations, as specified in the Academic Schedule.

Examination Guidelines

- Unless approved prior to an examination by the instructor concerned, you may not take any notes, books, calculators, or related material into an examination. Jackets and purses should be placed at the back or the side of an examination room.
- Laptop computers may not be used to write examinations unless approved by the instructor or Dean.
- You may not enter an exam room after half an hour has elapsed from the start of the exam and may not leave until a half an hour has elapsed from the start of the examination.
- Should you become ill or receive word of a domestic affliction during the course of an examination, immediately report this to the supervisor, hand in the unfinished paper, and request that it be cancelled. If illness is the cause, you will need to supply medical documentation within 72 hours to the instructor.

- If you write an exam, hand in the paper for grading, and later ask for the exam to be cancelled due to illness or other extenuating circumstances, the request will be denied.
- Once you leave an examination, you may not return to the examination room. Cigarette breaks or coffee breaks are not permitted unless approved in advance by the instructor. If you must use the washroom facilities, permission must be granted by an instructor. Two students may not be in the washroom at the same time during the exam. An instructor reserves the right to accompany you.
- If you are a student with accessibility considerations make any necessary arrangements well in advance of the day of an examination.
- Please respect the quiet atmosphere of an exam room, particularly when you leave the exam room (you are not permitted to talk during an examination or as you exit the room).

Deferral of Examinations

Deferral of examinations and assignments are only allowed when you cannot comply with the established dates and times, for a valid reason. Valid reasons for deferral include:

- Bereavement
- Personal illness or injury
- Religious observances
- Domestic affliction
- Disability

Deferral of a *final* examination must go to the Dean with supporting documentation. In the event of illness or hospitalization, a medical statement must indicate the specific date and time you required medical attention and the nature of the illness, and how the illness affected your capacity to write the examination. In the event of religious observances, disability, or exam conflicts, the request must go to the Dean at least two weeks prior to the scheduled exam. The authority to grant or to deny the deferral of a final exam is vested with the Dean, who may deny the deferral if just cause is not shown.

If you are absent from an examination due to unforeseen reasons, you must notify the course instructor or the Dean within 48 hours of the missed examination.

Deferral of term work or assignments may be granted by the course instructor for reasons similar to those considered valid for final exams. The request for a deferral, accompanied by written documentation, must be submitted to the instructor prior to the date of the examination.

ACADEMIC REGULATIONS AND POLICIES

Academic Standing Grading System

Grade	Value	Point Description
A+	4.0	Outstanding.
A	4.0	Excellent. Superior performance, showing comprehensive understanding of subject matter
A-	3.7	
B+	3.3	
B	3.0	Good. Clearly above average performance with knowledge of subject matter generally complete
B-	2.7	
C+	2.3	
C	2.0	Satisfactory. Basic understanding of the subject matter.
C-	1.7	Minimum grade to proceed to the next level of the same subject (may not be sufficient for promotion or graduation in some programs)
D+	1.3	
D	1.0	Minimal pass. Marginal performance, generally insufficient preparation for subsequent courses in the same subject.
F	0.0	Fail. Unsatisfactory performance or failure to meet the course requirements.

Summary of Symbols

W	Withdrawal
IC	Incomplete
CR	Credit Awarded (Pass)
NC	No Credit Awarded (Failure) No grade point value assigned.
RD	Report Delayed
IP	In Progress (currently taking)

Withdrawal Grade

You will receive a "W" grade following the drop deadline until the withdrawal deadline.

Incomplete Grades

An incomplete "IC" grade may be assigned if in the event of extenuating circumstances such as sickness or severe domestic affliction, you are unable to complete the course requirements. All incomplete "IC" grades must be cleared with the Divisional Dean. An incomplete "IC" grade is valid for 30 days after the final exam date to enable you to complete the course requirements. All incomplete grades must be resolved within 30 days. If the Registrar's office does not receive a letter grade within the 30 day period an "F" grade may be assigned.

Credit/No Credit Awarded Grading

If a course is graded on a CR/NC basis this is indicated in the course descriptions. A course that has no indications to grading is assumed to be a graded course.

Special Grading Conditions

The number of D and D+ grades acceptable for credit is subject to specific program policy. All conversion of course evaluations to letter grades must be clearly defined in the course outlines as percentage grades to letter grades. Various sections of the same course will have common, course-specific objectives and evaluation standards which must be defined in the course outline. When calculating grade point averages, all courses will be included except those courses to which a "W", "IC", "CR", "NC", "RD", "IP" grades have been assigned.

Honour Roll

President's Honour Roll

If you have earned a minimum grade point average (GPA) of 3.87 on all courses taken during each semester, you will be placed on the President's Honour Roll. A minimum of 15 credits per semester must be completed and none can be incomplete "IC" grades. All classes taken will be included into the GPA calculations. The GPAs will be calculated to two decimal points and will not be rounded up.

College Honour Roll

If you have earned a minimum grade point average (GPA) of 3.5 on all courses taken during each semester, you will be placed on the College Honour Roll. A minimum of nine credits per semester must be completed and none can be incomplete "IC" grades. All classes taken will be included into the GPA calculations. The GPA's will be calculated to two decimal points and will not be rounded up.

Release of Final Grades

After the examination papers have been marked at the end of each semester and the final results computed, they must be reviewed and recorded in the College's permanent records before an official transcript can be released. Grade statements and unofficial transcripts are available on-line. Any errors should be reported to Student Records within two weeks of the grade being posted.

Repetition of Courses

You are allowed three attempts to successfully obtain a passing grade in any Medicine Hat College course. If a failing grade is assessed in each of your three attempts, you will not be permitted to attempt the course a fourth time unless the Dean (or designate) grants permission. Normally, you will be asked to wait at least one academic year before permission will be granted for a fourth attempt to pass a course. Please note that some Medicine Hat College programs may outline program specific policy detailing how many times you may attempt a course. Additionally, some institutions to which courses may transfer may have a specific policy detailing how many times you may attempt a course. Such policies supersede this policy.

ACADEMIC REGULATIONS AND POLICIES

Probation and Dismissal

- You will be placed on academic probation if your grade point average is less than 1.7 on six or more credits at the end of a regular semester.
- If you are on probation, you will be sent a letter from the Registrar outlining the possibility of dismissal at the end of the next regular semester, or the next semester in which you attend the College. You will be encouraged to contact an Academic Advisor, Counsellor, or to seek assistance at the Open Learning Centre to improve your academic performance.
- If at the end of the next regular semester, or the following semester in which you attend, your grade point average is still less than 1.7 on six or more credits, you shall be dismissed for one academic year.
- If you wish to appeal your academic dismissal, you must meet with an Academic Advisor and the Registrar to explore possible reinstatement opportunities and conditions.

If you are dismissed and wish to return to Medicine Hat College after one year, you must re-apply for admission. Medicine Hat College reserves the right to deny readmission or to implement certain conditions of admission, which if violated, may result in immediate dismissal.

Fraudulent Transcripts and Admission Documentation

You will be dismissed if it is discovered that your admission was obtained due to a fraudulent document.

Program Policies Governing Probation and Dismissal

You may be governed by somewhat different probation and dismissal policies depending on your program. These policies are clearly stated in the program sections of this Calendar.

Academic Dishonesty

You will be dismissed for subsequent occurrence of academic dishonesty or unsatisfactory behavior in academic matters. (see section on Student Academic Misconduct).

Academic Standing and Athletic Playing Eligibility

Eligibility

Eligibility to participate as a student athlete will follow the regulations of the relevant national and provincial governing bodies. For detailed rules on eligibility, student-athletes should refer to the most recent version of the relevant national and provincial governing body's operating codes. A copy can be found on-line or in the Rattler's Athletics office.

Athletic Probation & Dismissal

The probation and/or dismissal of student-athletes is governed by college policy administered by the Registrar. Information on probation and dismissal can be found in the college's academic calendar and from the Registrar's Office in Student Development.

Grade Reappraisals

General Considerations

- Faculty has the right and responsibility to provide course outlines, careful evaluation and timely assignment of appropriate grades.
- There is a presumption that grades assigned are correct. Should you choose to appeal a grade, it is your responsibility to demonstrate otherwise.
- In the absence of compelling reasons, such as instructor or clerical error, prejudice, or capriciousness, the grade assigned by the instructor is to be considered final.
- It is recognized that in many courses there are no right or wrong responses and there are often multiple points of view and interpretations among students, faculty, authors and recognized experts.
- Faculty and students must maintain respect for the dignity of the other party. In instances where this does not occur, those involved should consult the College's Harassment Policy.
- A grade may only be changed by the instructor who issued it or by the Vice President Academic based on the outcome of a formal appeal.

Four Grounds for Academic Appeal

- 1) Unforeseen Extenuating Circumstances - If you believe unforeseen extenuating circumstances interfered with your academic performance, you can appeal your grade. Documentation will be needed to support your claims.
- 2) Merit of Work - If you think that your course/work was credited for less than it was worth; you can appeal.
- 3) Procedural Irregularity - If you think that your problems were due to the way that the course was administered, or if the course outline was not properly followed, you can appeal.
- 4) Discrimination - If you think that your grade was based on considerations other than on the merit of your work, you can appeal.

ACADEMIC REGULATIONS AND POLICIES

Grade Appeal Process

Informal Grade Appeal Process

- 1) You receive an assignment, examination, or final grade that you wish to dispute. You must contact your instructor for clarification within 10 working days of receiving the grade. You are responsible for monitoring posted final grades.
- 2) If you are not satisfied with the clarification provided by the instructor, or if you have made verifiable attempts through the division office to meet with the instructor without success, you may contact the dean.
- 3) Put your concerns in writing to the dean responsible for the course within 20 working days of receiving the assignment or grade. You may ask the Students' Association to help you with the appeal process.
- 4) The dean will meet individually with you and the instructor (and a Students' Association representative and a Faculty Association representative, if applicable), to review all relevant graded work, and documentation, and the pertinent calculations that have contributed to the assigned grade. The dean will respond to you within five working days of the meeting and indicate whether or not consensus has been achieved in relation to the grade assignment.

Most appeals are resolved at this level.



Formal Grade Appeal Process

- 1) Should you feel the matter has not been resolved, you may continue the appeal by submitting the grade appeal form (available at the Registrar's Office) within 10 working days of the date of the dean's response to you. A fee of \$25.00 will be charged. (This fee will be refunded if the appeal is successful).
- 2) The Registrar will forward the appeal form and all other written documentation, to the office of the Vice-President, Academic.
- 3) The Vice President, Academic or designate will form an Appeal Committee composed of a student representative from another program recommended by the Students' Association of MHC, one faculty member from another division recommended by the Faculty Association of MHC and the Vice President, Academic or designate, who will have final approval of the nominees from the respective associations and chair the committee.
- 4) The Appeal Committee will review the written documentation and hear from all parties concerned in the matter, including the instructor and the student. The committee shall make a decision within 20 working days from the date the student filed the appeal with the Registrar. The decision of the committee is final.

ACADEMIC REGULATIONS AND POLICIES

Student Conduct and Discipline

As a Medicine Hat College student, you are expected to conduct yourself with truth, honesty, and maturity which are fundamental in the search for knowledge and learning at Medicine Hat College. Unsatisfactory behavior and academic dishonesty such as plagiarism, lying, cheating by copying or bringing written or electronic answers into the examination setting, or stealing examinations and altering grades, will result in disciplinary action.

Medicine Hat College expects students to exercise responsible social conduct that reflects favorably upon themselves and the college. This requires conduct that is consistent with the laws and the generally accepted social behavior of our community and society. Students are expected to abide by college policies regarding Respectful Work and Learning Environment; Discrimination and Harassment Prevention, and Student Non-Academic Misconduct.

For further information, including confidential discussion regarding a potential discrimination or harassment complaint, please contact the HumanRightsAdvisor@mhc.ab.ca.

Student Academic Misconduct

Responsibility of the Instructor

- The instructor is obligated to exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.
- The instructor is obligated to clearly communicate the requirements for assignments, tests, and examinations, including but not limited to such requirements as source citation format in written assignments and materials authorized for use in tests and examinations.
- The instructor is responsible for the proctoring of all tests and examinations. The use of substitute proctors is allowable only with the approval of the dean.

Responsibility of the Student

The student is obligated to refrain from all forms of intellectual dishonesty. Each of the following actions constitutes intellectual dishonesty. These actions, however, do not necessarily exhaust the forms that intellectual dishonesty may take.

Plagiarism

Plagiarism is the submitting or presenting of work in a course as if it were the student's own work done expressly for that particular course. Plagiarism is an extremely serious academic offense. Most commonly plagiarism exists when:

1. The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work.
2. Parts of the work were taken from another source without reference to that source.
3. The whole work (e.g. an essay) was copied from another source.
4. The work submitted or presented in one course was also submitted, in whole or in part, in another course without properly referencing the original submission and without the prior agreement of the instructors involved.

Cheating

Cheating is an extremely serious offence. In an academic context, cheating most commonly occurs in tests or examinations when a student:

1. Uses unauthorized materials (e.g., textbooks, notes) or communicates unauthorized information by whatever means (e.g., cell phones, calculators and other electronic devices).
2. Copies the work of another person.
3. Leaves answer papers exposed or otherwise enables other students to inappropriately access learning materials.
4. Consults any person or materials outside the confines of the examination room without permission to do so.

Other Academic Misconduct

Other academic misconduct includes, but is not limited to:

1. Falsifying or fabricating the results of investigations or laboratory experiments.
2. Tampering with, destroying, stealing or making inaccessible library or other academic resource materials, including computer programs and files.
3. Altering marks on an assignment, tests, examination, or list.
4. Acquiring, attempting acquisition, possessing or distributing examination materials or information not authorized by the instructor.
5. Impersonating another student in an examination or class assignment.
6. Recording lectures or classes without authorization.

Academic misconduct also includes the helping of another person to commit an act of academic dishonesty (e.g., the completion of a part or the whole of any assignment for another student).

Moreover, as a responsible member of the academic community of Medicine Hat College, all students are expected to take an active role in encouraging other members to respect the basic standards of intellectual integrity. If a student suspects a violation of intellectual integrity by another student, the suspicion should be made known to the instructor. If a student suspects a violation of academic integrity by the instructor, the suspicion should be made known to the Dean.

Consequences of Intellectual Dishonesty

The penalty for an act of intellectual dishonesty shall ordinarily be determined at the reasonable discretion of the instructor, and may be the reduction of the grade on the assignment, test, or examination. The penalty shall normally be a zero grade on the assignment, test or examination. **Ordinarily the matter will be concluded at this stage.** The student may appeal the instructor's decision in writing to the dean within 10 working days of receiving the grade.

Should the instructor deem the offense to warrant a stronger penalty, the matter shall be referred to the dean whereupon the penalty may result in an F grade for the course or courses, expulsion from the course or courses, expulsion from the program, or expulsion from the college.

ACADEMIC REGULATIONS AND POLICIES

In cases referred to the dean by an instructor or appealed by the student, the process shall be as follows:

1. The instructor shall formally notify the student and the appropriate dean in writing outlining the details and context of the academic dishonesty. The student appealing an instructor's decision must do so in writing within 10 working days of receiving the grade.
2. The Dean will meet separately with the instructor and the student (and a Students' Association representative and a Faculty Association representative, if applicable) to review all work and documents related to the matter;
3. The Dean shall review the matter and recommend an outcome to the Registrar and the Vice President, Academic. The Registrar shall inform the student of the outcome.

Appeal of Disciplinary Action for Academic Misconduct

The student can appeal the decision by notifying in writing the office of the Vice President, Academic within 20 working days from the date of the dean's decision.

1. The Vice President, Academic or designate will form an Appeal Committee composed of a student representative from another program recommended by the Students' Association of MHC, one faculty member from another division recommended by the Faculty Association of MHC and the Vice-President, Academic or designate, who will have final approval of the nominees from the respective associations and chair the committee.
2. The Appeal Committee will review the written documentation and hear from all parties concerned in the matter, including the instructor and the student. The committee shall make a decision within 20 working days from the date the student filed the appeal with the office of the Vice President Academic. The decision of the committee is final.

Student Non-Academic Misconduct

Medicine Hat College's Student Non-Academic Misconduct Policy and Procedure address behavior on Medicine Hat College premises that violate explicitly stated rules, regulations and policies. This includes, but is not limited to, acts of violence, theft, discrimination, harassment, sexual harassment/violence, and possession of illegal substances or weapons. Acts that are criminal in nature will be turned over to the appropriate authorities. Violations of the Student Non-Academic Misconduct Policy may lead to penalties and sanctions, up to and including dismissal or expulsion from Medicine Hat College.

The full policy and procedure can be found on Medicine Hat College's website at www.mhc.ab.ca/aboutmhc/collegeprofile/policiesand-publications/policiesandprocedures.

CONVOCATION



CONVOCATION

Medicine Hat College offers Convocation Ceremonies annually in June

Application to Receive Your Parchment(s)

Congratulations on nearing the end of your program. You must formally apply to receive your academic credentials by completing a Graduation, Convocation and Alumni application form.

The graduation application form is online through the Student Dashboard (accessed through MyMHC).

Plan to Attend the Convocation Ceremony

If you plan to attend the convocation ceremony, you must also complete the gown order portion of the Graduation, Convocation and Alumni application form. A gown will not be reserved for you unless you complete this step.

Graduation Dates

Spring Convocation

June 8, 2018

For more information about Convocation, check the website at www.mhc.ab.ca.

Deadline to submit Application Form

March 16, 2018

General Graduation Requirements

Residency Requirements For Diplomas And Certificates

In order to receive a Medicine Hat College certificate or diploma, you must complete 40 percent of the course content at Medicine Hat College.

Diplomas

Medicine Hat College offers certificates, diplomas, applied degrees and Associate of Arts Diplomas. In order to earn a particular diploma from Medicine Hat College, you must have successfully completed the specific courses and program requirements outlined in this calendar. You must satisfy all the program requirements to receive a diploma, and you must complete the Graduation, Convocation, and Alumni application form to receive your parchment.

High School Equivalency Diploma

Medicine Hat College offers a High School Equivalency Diploma based on the successful completion of five courses as outlined.

Students may use a combination of Alberta Education credit courses and Medicine Hat College high school equivalency courses to obtain the High School Equivalency Diploma.

Possession of a High School Equivalency Diploma does not grant nor guarantee admission to a post-secondary institution. Students who intend to enter any post-secondary institution must check the calendar of that institution for the applicable admission requirements.

High School Equivalency Diploma Requirements

- 1) English 030 or 033 (English 30-1 or 30-2)
- 2) One 30-level course from Group A.
- 3) Three additional courses from Group B that have not already been used in Group A.

Note: If the 030 level course is chosen from Group A, the 020 level course cannot be chosen from Group B. Only two 010 level courses can be used from the list below. Science 010 cannot be used if any other science course is chosen. Some of the courses in Group B are not offered at Medicine Hat College but may be used for the two courses allowed from outside institutions.

Group A

- Math 30 or Math 030FN (Math 30-1 or Math 30-2)
- Math 031
- Social Studies 030 or Social Studies 033 (Social Studies 30-1 or Social Studies 30-2)
- Biology 030
- Chemistry 030
- Physics 030
- Science 030

Group B

- Social Studies 020 or Social Studies 030 or Social Studies 033 (Social Studies 20-1 or Social Studies 30-1 or Social Studies 30-2)
- World Geography 30
- Biology 020 or 030
- Chemistry 020 or 030
- Physics 020 or 030
- One of the following Math courses:
Math 010 or 010FN (Math 10C) or Math 020 or Math 020FN (Math 20-1 or 20-2) or Math 030 or Math 030FN (Math 30-1 or Math 30-2)
- Math 031
- Computers 010 or MICO 191
- Science 010
- Any 30-level language other than English
- Any 20 or 30 level Psychology course or Psychology 205
- Sociology 201
- One course or a combination of courses to total three credits in PEAC (Physical Activity) and/or ETOL (Ecotourism and Outdoor Leadership)

Matriculation Equivalency Diploma Requirements

- 1) English 030
- 2) Any four subjects from Biology 030, Chemistry 030, Math 030, Math 031, Physics 030, Social Studies 030, a language at the 030 level or higher. (e.g. French 030, French 202)

Qualifying Conditions for Diplomas

In order to earn either of the High School Equivalency Diplomas from Medicine Hat College, the following are required:

- a) A minimum of five one semester credit courses must be completed with at least a grade of C- in each with an overall cumulative GPA of 2.0 in the five courses.
- b) At least two of the five courses (40%) must be completed at Medicine Hat College.

CONVOCATION

Associate of Arts Diploma

Medicine Hat College recognizes the academic achievement of students in its University Studies and General Studies programs. You will be eligible to receive an Associate of Arts Diploma if you meet all four of the following:

- successful completion of 20 courses
- have no more than two D or D+ grades
- complete 60 Credits
- have a cumulative GPA of 2.0

Associate of Arts Diploma - University Transfer

You must have successfully completed 20 university transfer courses in a specific university transfer program.

Associate of Arts Diploma - General Studies

You must have successfully completed 20 college level courses.

STUDENT RIGHTS AND RESPONSIBILITIES



STUDENT RIGHTS AND RESPONSIBILITIES

This Statement of Student Rights and Responsibilities is intended to constitute a guideline to be observed by the Board of Governors, students, faculty, staff, and administrators of Medicine Hat College. It does not constitute a legal contract between the students and the College, and it cannot override any collective agreement or other legally enforceable contract where there is conflict. The statement is not intended to create a foundation for civil proceedings in the Courts of the Province of Alberta.

The purpose of the statement is to identify a set of rights and responsibilities of the students enrolled in the credit programs of Medicine Hat College. In the event of a perceived or alleged breach of the statement, a student, students, or the Students' Association may seek resolution through established College procedures.

As a student enrolled in a credit program at Medicine Hat College, you should have rights and assume responsibility in accordance with applicable college policies and procedures, as set out in this section of the Calendar. All of the rights and responsibilities apply to full-time students and all, except items 8, 9, and 10 apply to part-time students.

1. Right

To have your rights respected by fellow students, faculty, staff, administrators and other persons associated with the College.

Responsibility

To respect the rights of fellow students, faculty, staff, administrators, and other persons associated with the College.

2. Right

To a College environment that complies with institutional and relevant government regulations, policies, and procedures.

Responsibility

To observe College and relevant government regulations, policies, and procedures intended to protect the environment of the College.

3. Right

To participate and to be represented in the affairs of the College through the Medicine Hat College Students' Association, an organization dedicated to being responsible and responsive to the student body at large.

Responsibility

To be an active member in good standing of the Students' Association, and to participate, when feasible, in the democratic processes of the Association.

4. Right

To have access to current information published in the College Calendar or, when such publication is not timely, posted in Student Development regarding academic regulations, policies, and procedures, including admission and registration requirements and procedures, program and graduation requirements, final examination policy and regulations, and transfer arrangements as outlined in the Alberta Transfer Guide. This information may also be accessed on our website.

Responsibility

To familiarize yourself with current information regarding academic regulations, policies, and procedures, and to follow those regulations, policies, and procedures to the extent that such regulations, policies, and procedures are printed in the College Calendar or posted in Student Development

5. Right

To have appeal and grievance procedures established by the College and printed in the College Calendar or, when such publication is not timely, posted in Student Development.

Responsibility

To make yourself aware of appeal and grievance procedures.

6. Right

To the confidentiality of transcripts and of the grade assigned for each course, except by express written permission. (The College reserves the right to confirm or deny questions concerning students' registration and/or completion of a program. The College reserves the right to make transcripts available for authorized purposes within the College without student permission for such purposes as scholarship and financial aid eligibility, program advising).

Responsibility

To respect the confidentiality of the academic records of fellow students.

STUDENT RIGHTS AND RESPONSIBILITIES

7. Right

To view, in the Office of the Registrar, the College's official student record as contained in your permanent file.

Responsibility

To respect College regulations regarding the viewing of the official student record.

8. Right

To have access to a place in each required course of the program in which you are registered at least once during the normal length of the program for full-time students.

Responsibility

To take each required course of the program in which you are registered as soon as a place becomes available after the prerequisites for those courses have been met.

9. Right

To have the graduation requirements of the program in which you are registered remain unchanged from those in effect when you first registered in that program, if you do not interrupt your program. If the requirements are changed, students registered in that program will be given the choice of which curriculum to follow, if possible, except where the change is dictated by external agencies or where specific courses required for graduation are no longer available, in which case, the Dean (or designate) may specify alternatives.

Responsibility

To endeavor to complete the program under the curriculum best suited to your personal circumstances in view of the reasons for the change.

10. Right

To have the length of the program in which you are registered remain unchanged from the length of the program when you first registered in that program. If the length of a program is changed, students registered in that program and who have not interrupted their program, will be, if possible, given the choice of which curriculum to follow except in cases where the length of the program is dictated by external agencies.

Responsibility

To endeavor to complete the program under the curriculum best suited to your personal circumstances in view of the reasons for the change.

11. Right

To have the opportunity to complete, within its normal duration, the program in which you are registered as a full-time student if and when that program is discontinued by the College.

Responsibility

To select alternative solutions if enrollment or funding factors limit completion opportunities.

12. Right

To be given a written outline at the beginning of the courses in which you are registered, stating the objectives of the course, the evaluation system to be used, the requirements regarding class attendance and punctuality, the format and due dates of major assignments, as well as penalties if they are to be employed. In the event that circumstances beyond the control of the instructor compel substantial changes to course content and/or classroom procedures, rules, and regulations, you will be given written notice of such changes.

Responsibility

To make yourself aware of and follow the requirements of the written course outline even when you are absent from a particular class.

13. Right

To the availability of course instructors for assistance and consultation outside of scheduled class periods, at mutually agreeable times.

Responsibility

To monitor your own academic progress and to seek help to resolve academic or career choice difficulties. In the case of academic difficulties, you shall first discuss such matters with your course instructor before enlisting other advice and assistance. In the case of program concerns, you should consult first with the Coordinator and/or Dean.

STUDENT RIGHTS AND RESPONSIBILITIES

14. Right

To have course times, as scheduled in the College timetable at the time of registration, remain unchanged except in exceptional circumstances as determined by the College and to have classes start and end at the scheduled times.

Responsibility

To arrive on time for your classes and to remain for the duration of those classes, except in exceptional circumstances. To attend classes regularly and to obtain handouts and notes when absence is necessary.

15. Right

To be notified, whenever possible of class cancellations in advance of the class meeting.

Responsibility

To accept exceptional circumstances and to be prepared to spend the time on other useful endeavors.

16. Right

To the assurance that various sections of the same course have common course-specific objectives and comparable requirements and evaluation standards, and to have these described in the course outline.

Responsibility

To respect the faculty member's rights to determine the course content, instructional methodology, and evaluation procedures within the guidelines set for the course.

17. Right

To have access to a review with the instructor of in-course tests, examinations, and course assignments within 10 working days of return of the grade and to have supervised access to final examinations, in the divisional office and without benefit of a review with the instructor or other College employee, within 15 working days of the release of final grades by Student Development.

Responsibility

To request a review or access to test, examinations, or course assignments, if you wish such review or access, within the time period appropriate to the grade (i.e., in-course or final).

18. Right

To have your views taken into consideration in College-sponsored evaluations of instruction and student-oriented services, and to be assured that your individual contributions will be kept confidential.

Responsibility

To participate in such evaluations when requested.

19. Right

To have graded work returned in a timely manner throughout the semester and specifically, to have an indication of your level of performance in a course prior to the last day to voluntarily withdraw from courses.

Responsibility

To submit work in a timely fashion, in accordance with deadlines in the course outline; to know the add, drop and withdrawal dates posted in the calendar; to seek feedback from the instructor and from various academic resources as strategies to improve performance; to make informed choices about your course registrations in response to feedback about your performance.

PROGRAMS



Addictions Counselling Diploma

Academic Advising Office

Phone: 403.529.3819

Colleen Hillock, Coordinator

Phone: 403.529.3813

E-mail: chillock@mhc.ab.ca

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

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

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

Career Opportunities

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

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

Admission Requirements

High School Route

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

Mature Student Route

- You may wish to consider this route if you have completed a high school diploma but not completed the courses required for admission; have completed a diploma with less than an average of 60%; or have not completed high school.
- You must submit a letter detailing how your experiences since secondary school contribute to your potential for success in the program, your goals for the future, and why study in this program will assist you to realize these goals.
- You must also submit all high school and post secondary transcripts with your application.

Transfer Route

If you present eight or more transferable courses, or a two or three-year college diploma with an acceptable average you need not present high school credentials.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Other admission considerations

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

Program Requirements

First Year

Fall

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

Winter

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

Addictions Counselling Diploma

Second Year

Fall

HLSC 320	Counselling II (Individuals and Groups)
HLSC 340	Assessment of Addictions
HLSC 365	Health Education and Promotion
Elective	
<i>One of:</i>	
SOCI 203	Current Social Issues
SOCI 325	Deviant Group Behaviour

Winter

HLSC 350	Internship in Addictions Counselling
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Internship/Practicum

While every effort is made to accommodate your needs and preferences, you will likely travel out of Medicine Hat during the fieldwork semesters. Costs may be associated with travel and relocation and you are reminded to keep these in mind when calculating program costs. Placement decisions are based on your needs, placement/agency needs, and the outcome of placement interviews with agencies. You may be required to present a Police Information Check and/or Child Welfare Check prior to acceptance from internship site placements. Costs associated with the police information check and child welfare check are your responsibility. You are obligated to inform the Program Coordinator immediately of any change in the status of your criminal record.

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

Field Placement Requirements

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

Continuation Requirements

Continuation in the Program

To be in good standing, you must:

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

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

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

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

Required Withdrawal

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

Graduation Requirements

Diploma

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

Notes

Time Limits for Program Completion

You are allowed four years to complete the Diploma, following the completion of the first addictions course. All requirements for the baccalaureate degree must be completed within seven years of the first Health Sciences course used for credit toward the degree.

Addictions Counselling Diploma

Transfer

Excellent transfer opportunities have been developed with:

Athabasca University

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

University of Calgary

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

University of Lethbridge

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

Lethbridge College

Graduates are eligible to apply for block transfer to Lethbridge College's Bachelor's Applied Arts in Justice Studies (BAAJS).

Thompson Rivers University

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

Addictions Counselling/Social Work Combined Diploma

Academic Advising Office

Phone: 403.529.3819

Colleen Hillock, Coordinator

Phone: 403.529.3813

E-mail: chillock@mhc.ab.ca

Linda Boksteyn, Coordinator

Phone: 403.504.3678

E-mail: lboksteyn@mhc.ab.ca

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

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

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

Career Opportunities

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

Admission Requirements

High School

- ELA 30-1 (minimum 60%)
- Biology 30 or Chemistry 30
- Two 30-level academic subjects
- One grade 12 5-credit subject (excluding Special Projects)
- 18 years of age or older by the last day of the semester to which you are applying.

Mature Student

- You must have 60% or greater in ELA 30-1 (or equivalent) or a university level English course.
- You may wish to consider this route if you are 21 years of age or older and have completed a high school diploma but not completed the courses required for admission; or have completed a diploma with less than an average of 60% or have not completed high school.

- You must submit a letter detailing how your experiences since secondary school contribute to your potential for success in the program, your goals for the future and why study in this program will assist you to realize these goals.
- You must submit all high school and post secondary transcripts with your application.

Transfer Route

- If you have previously attended a recognized college or university, you may be accepted on the basis of your college or university level coursework.
- You must have 60% or greater in ELA 30-1 (or equivalent) or a university level English course.
- If you present eight or more transferable courses, or a two or three year college diploma with an acceptable average you do not need to present high school credentials.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Other Admission considerations

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

Program Requirements

First Year

Fall

ENGL 2xx
HLSC 200
IDST 100

Junior English
Introduction to Addictions Studies
Introductory Communications for Helping Professions
Principles of Psychology
Introduction to Social Work

PSYC 205
SLWK 100

Winter

HLSC 220
HLSC 230
PSYC 351
SLWK 101
SOCI 201

Introduction to Counselling
Physiology and Processes of Addictions
Developmental Psychology
Social Work Theories and Practice
Introductory Sociology

Second Year

Fall

ANTH 213
HLSC 320
HLSC 340
HLSC 365
SLWK 102

Contemporary Aboriginal Issues
Counselling II (Individuals and Groups)
Assessment of Addictions
Health Education and Promotion
Social Problems and Policies

Addictions Counselling/Social Work Combined Diploma

Winter

PSYC 357	Human Development
SLWK 209	Social Work with Communities
SLWK 211	Social Work with Mental Illness, Trauma and Addictions

One of:

SOCI 203	Current Social Issues
SOCI 325	Deviant Group Behaviours

Third Year

Fall

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

Winter

SLWK 213	Practicum II
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Practicum/Internship

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

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

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

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

Continuation Requirements

You must achieve a minimum of a "C" grade in all required courses. In HLSC 220, HLSC 320 and HLSC 340 you must achieve a minimum of a C level in both the theoretical and clinical components in order to pass these courses.

As a student in the Addictions Counselling/Social Work combined diplomas program you are expected to exercise responsible conduct that reflects favourably on you as a developing professional, the program, and Medicine Hat College. Failure to do so could result in your dismissal from the program. Please refer to the Social Guidelines for further details.

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

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

Repetition of Courses

You may only repeat SLWK and HLSC courses once.

Time Limits for Program Completion

You are allowed up to six years to complete the combined diplomas route.

Graduation Requirements

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

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

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

Transfer

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

Administrative Office Management Diploma

Academic Advising Office

Phone: 403.529.3819

Marla Middleton Freitag, Coordinator

Phone: 403.529.3988

E-mail: mfreitag@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.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 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

Spring

APRO 190	Work Experience II
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Second Year (Administrative Office Management) Fall

MGMT 161	Management Theory
MGMT 193	Business Problems Software Applications
MGMT 263	Organizational Behavior
OMGT 235	Work Experience III
Elective*	

Winter

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

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

*Electives

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

** 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 OMGT 235 and OMGT 237.

Transfer

Athabasca University

30 credits from the Administrative Office Management diploma transfers to Athabasca University's Bachelor of Professional Arts (Communication Studies) degree.

Administrative Office Professional Certificate

Academic Advising Office
Phone: 403.529.3819

Marla Middleton Freitag, Coordinator
Phone: 403.529.3988
E-mail: mfreitag@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

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 14 for further details.

Program Requirements

Fall

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

Winter

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

Spring

APRO 190	Work Experience II
----------	--------------------

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

Continuation Requirements

Must have a minimum of a "C" grade in all courses.

Graduation Requirements

To successfully complete this program you must:

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

Administrative Office Professional Certificate

Transfer

Grande Prairie Regional College

Graduates of the Administrative Office Professional certificate are eligible for admission in year two of Grande Prairie Regional College's Office Administration diploma program.

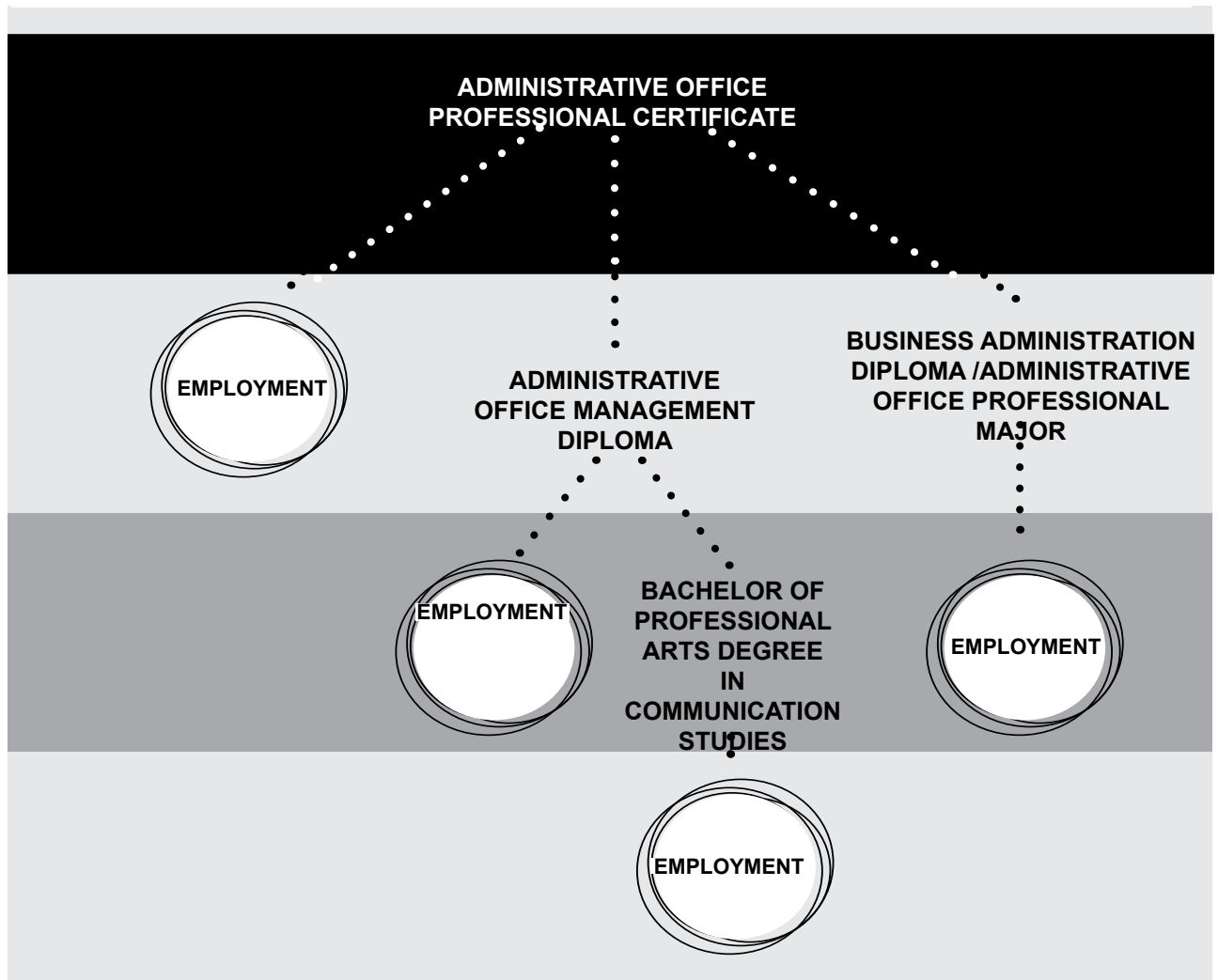
Keyano College

Graduates of the Administrative Office Professional certificate are eligible for admission in year two of Keyano College's Office Administration diploma program.

Red Deer College

Graduates of the Administrative Office Professional certificate are eligible for admission in year two of Red Deer College's Office Administration diploma program.

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



Adult Development

Academic Advising Office

Phone: 403.529.3819

Betty Koch, Coordinator

Phone: 403.504.3627

E-Mail: bkoch@mhc.ab.ca

This program is offered at both Medicine Hat and Brooks Campus

Adult Basic Education

What is it?

Classes in basic reading, writing and math, up to and including a Grade 9 level.

Who is it for?

- Adults who don't read and write as well as they want to or need to.
- Adults who need to upgrade their math skills
- Students wanting to go on to College Preparation classes.

College Preparation

College Preparation refers to all programs from Grade 10 to Grade 12. It is designed to meet your needs should you wish to upgrade your academic education, to complete your high school equivalency, or to meet the entrance requirements of other programs. Most College Preparation classes are offered in the following formats: traditional classroom, Open Learning, Distributed (Distance) Learning, and/or On-line Learning.

High School Equivalency

As an adult, this program consists of a series of high school equivalent courses should you wish to upgrade your academic education to a level that will allow you to enter apprenticeship, technical, business, college or university programs.

Combined Upgrading/University Transfer

If you are lacking specific subjects or the required average for the university program you wish to pursue, this program is for you. You can complete your admission requirements and start university courses at the same time. You will be permitted to register in as many matriculation courses as needed to complete requirements for admission to university transfer. You may apply for a matriculation diploma when you successfully complete your matriculation requirements by taking courses at the college. Should you be admitted to a combined program, you may not take 300 level university transfer courses until your matriculation deficiency is cleared. When you are in a Combined Upgrading - University Transfer program and you withdraw from prerequisite College Preparation courses, you will also be required to withdraw from all of the University Transfer courses.

Admission Requirements

1. You must be 18 years or older.
2. An interview with an Academic Advisor is recommended.
3. If you have been away from school for four years or more, you may be asked to take the Medicine Hat College Math, Science and/or English Locator (Assessment). Contact a Medicine Hat College Academic Advisor at 403.529.3819.

Further Information Related to College Preparation Studies

Plan your program taking into account outside activities and demands at home.

Instructors may move you up or down a level in a subject during the first month of classes if it is found that you are incorrectly placed.

If you are in University Transfer/Combined Upgrading, you are expected to complete necessary prerequisite courses during your first year at Medicine Hat College for the university program selected.

Program Requirements

There are a number of levels of courses in this program. Those numbered 010 or 013 are beginning courses at the high school level in a particular discipline.

The 020 or 023 courses are designed for people who have some previous knowledge in a particular discipline. In some cases, they are beginning courses where only one course is required prior to the Grade 12 equivalent course.

The 030 and 033 courses are Grade 12 or equivalent courses.

Equivalency Courses

Biology 020, 030
Chemistry 020, 030
Computers 010
English 010, 013, 020, 023, 030*, 033
Master Student 100
Physics 020, 030
Science 009, 010
Social Studies 010, 020, 030, 033
Math 010R, 010FN, 010, 020FN, 020, 030FN, 030*, 031

*English 030 is accepted in place of Alberta Education's ELA 30-1 and MATH 030 is accepted in place of Alberta Education's Math 30-1 by Alberta's colleges, universities, and technical institutes as per the Alberta Transfer Guide.

NOTE: These are equivalent to high school courses but cannot be used for the completion of a Department of Education high school diploma. However, they may be used towards a high school equivalency diploma awarded by Medicine Hat College.

Open Learning Centre

The Open Learning Centre provides you with an alternative to traditional in-class delivery. Open Learning is a combination of instruction, self-study and tutorial support. Open Learning courses are designed to meet your needs as the upgrading student who is unable to attend regular classes, requires flexible start dates, or requires courses that are not being offered in the traditional classroom format. You are expected to spend a minimum of five hours per week per course working in the Open Learning Centre. Students in Open Learning courses need to set goals, work independently and seek help from staff in order to do well. Instructors and tutors are available to work with you to ensure success.

Apprenticeship

Dennis Beaudoin, Director, Trades & Technologies

Phone: 403.504.3579

E-mail: dbeaudoin@mhc.ab.ca

The following information is drawn from 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

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 82*
- Carpenter *page 90*
- Electrician *page 112*
- Heavy Equipment Technician *page 126*
- Plumber *page 150*
- Rig Technician *page 156*
- Steamfitter-Pipefitter *page 169*
- Welder *page 177*

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.

What is RAP?

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

PROGRAMS	RECOMMENDED PATH Alberta High School Diploma with:	MINIMUM REQUIREMENTS Successful Completion of:
GROUP 1 Carpenter Welder	<ul style="list-style-type: none"> • English 30-2 • Math 30-3 • Physics 20 OR Chemistry 20 OR Science 20 • Related Career and Technology Studies courses 	<ul style="list-style-type: none"> • English 10-2 • Math 10-3 OR • A pass mark in all five Canadian (GED) tests OR • Entrance Exam
GROUP 2 Automotive Service Technician Electrician Heavy Equipment Technician Plumber Steamfitter-Pipefitter	<ul style="list-style-type: none"> • English 30-2 • Math 30-3 • Physics 30 OR Chemistry 30 OR Science 30 • Related Career and Technology Studies courses 	<ul style="list-style-type: none"> • English 20-2 • Math 20-3 • Science 10 OR • Entrance Exam
GROUP 3 Rig Technician	See Group 1	*No minimum entrance requirements

Apprenticeship

How long is an apprenticeship training program?

Apprenticeship programs vary with each trade. The longest program runs for four periods of training (about four years). A period of training for each trade usually consists of two components – a specific number of hours of on-the-job training and a set amount of formal instruction. The formal instruction ranges from three to 12 weeks per period.

How much does an apprentice earn?

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

Advancing through the Apprenticeship process.

To progress from one period of training to the next, an apprentice must:

- Successfully complete the formal instruction
- Have the required hours of on-the-job training and a satisfactory report from the supervisor.
- Pass the apprenticeship examination for the period of training (70%).
- Have the record book stamped by the nearest Career Development Centre, Alberta Advanced Education – Apprenticeship and Industry Training (AIT).

The employer will:

- Update the apprentice's record book, recording the on-the-job training provided, hours worked, type of work performed and evaluating the apprentice.
- Forward the record book to the nearest Career Development Centre, AIT for stamping.

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

An Alberta Journeyman Certificate is granted to an apprentice who:

- Completes the required hours of on-the-job training and receives a satisfactory report from the supervisor.
- Successfully completes the formal instruction
- Passes all required examinations
- Has forwarded his/her record book to the Career Development Centre, AIT for completion

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

Where can the Journeyman work?

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

Funding

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

Tuition Fees and Expenses

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

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

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

Continuation/Graduation Requirements

Advancement and graduation requirements for the following apprenticeship programs:

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

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

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

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

Career Opportunities

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

A Bachelor of Arts Degree may also provide preparation for further study such as Law, Master's or After Degree Programs.

Admission Requirements

Refer to Admissions Chart on page 18

First Year Course Selection

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

University of Alberta, Faculty of Arts

Phone: 780.492.4295
E-mail: arts.undergrad@ualberta.ca
Website: www.ualberta.ca/arts

Bachelor of Arts degrees offered in the areas of:

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

Bachelor of Arts students at the University of Alberta are required to complete a major subject of concentration in addition to the Common Core Requirements.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Arts (B.A.) University Transfer

Athabasca University, Faculty of Humanities & Social Sciences

Website: www.fhss.athabascau.ca/

Bachelor of Arts degrees offered in the areas of:

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

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

Website: www.fhss.athabascau.ca/

The Bachelor of General Studies degree is one of the most popular programs at Athabasca University. It provides a framework of individualized study within an Arts and Science or Applied Studies designation that offers students the freedom to choose courses to meet career and educational goals. Unlike other degrees offered by Athabasca University, the Bachelor of General Studies does not have a residency requirement, which means students may take the entire program through Medicine Hat College or through other educational institutions.

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Calgary, Faculty of Arts

Phone: 403.220.3580
E-mail: ascarts@ucalgary.ca
Website: www.arts.ucalgary.ca

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

Ancient & Medieval History	French & Italian	Linguistics & Language
Archaeology	French & Spanish	Music
Canadian Studies	Geography	Philosophy
Communication & Culture	German	Political Science
Communications Studies	Greek & Roman Studies	Psychology
Dance	History	Religious Studies
		Religious Studies & Applied Ethics

Arts (B.A.) University Transfer

Development Studies	International Indigenous Studies	Russian
East Asian Language Studies	International Relations	Science, Technology & Society
East Asian Studies	Italian Studies	Social & Cultural Anthropology
Economics	Italian & Spanish	Sociology
English	Latin American Studies	Spanish
Film Studies	Law & Society	Urban Studies
French	Linguistics	Women's Studies

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Arts and Science

Phone: 403.329.5106
E-mail: artsci.advising@uleth.ca
Website: www.uleth.ca/artsci

Degrees offered in the areas including:

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Lethbridge Academic Advisor, and the University of Lethbridge calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

MacEwan University, Faculty of Arts and Science

Phone: 780.497.4505
E-mail: artsandscience@macewan.ca
Website: www.macewan.ca/wcm/SchoolsFaculties/ArtsScience/index.htm

Degrees offered in areas including:

Anthropology	History	Psychology
Economics	Philosophy	Sociology
English	Political Science	

Bachelor of Arts students at MacEwan University are required complete a major and a minor, a double major or a major with a double minor in addition to the breadth requirements. A list of eligible minors is available at <http://www.macewan.ca/wcm/SchoolsFaculties/ArtsScience/Programs/BachelorofArts/ProgramofStudy/index.htm>.

Arts (B.A.)

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a MacEwan University Academic Advisor, and the MacEwan University calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Mount Royal University, Faculty of Arts

Phone: 403.440.5000 (option 6)
E-mail: advising@mtroyal.ca
Website: www.mtroyal.ca/programscourses/facultieschoolscentres/arts/index.htm

Degrees offered in areas including:

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a Mount Royal University Academic Advisor, and the Mount Royal University calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Regina, Faculty of Arts

Phone: 306.585.4137
E-mail: arts.studentservices@uregina.ca
Website: www.uregina.ca/arts/

Degrees offered in areas including:

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Regina Academic Advisor, and the University of Regina calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. The University of Regina has a Database of Transfer Credit Course Equivalents available here: www.uregina.ca/student/registrar/transfer-credit/transfer-credit-course-equivalents.html.

Arts (B.A.) University Transfer

University of Saskatchewan, College of Arts and Science

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

Degrees offered in areas including:

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Saskatchewan Academic Advisor, and the University of Saskatchewan calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Saskatchewan Transfer Credit Database to determine Medicine Hat College course equivalents: <http://explore.usask.ca/admissions/transfer/index.php> .

Automotive Service Technician Apprenticeship

Lee Eiserman, Coordinator

Phone: 403.504.3577

E-mail: leiserman@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 75.

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

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

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

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

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

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

Working Conditions

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

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

Skills and Abilities

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

To be successful in the trade, automotive service technicians need:

- good hearing, eyesight, and manual dexterity
- mechanical aptitude and interest
- the ability to use proper lifting techniques for items up to 25 kilograms
- the ability to keep up to date with changing technology;
- a working knowledge of electricity, electronics, and computers

The above information was copied from the tradesecrets website.

For complete information on being an Automotive Service Technician check the website at tradesecrets.alberta.ca.

**Alberta Apprenticeship &
Training Regional Office**
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100
www.tradesecrets.alberta.ca

Bachelor of Business Administration Mount Royal University

Academic Advising
Phone: 403.529.3819

Darren Howes, Coordinator
Phone: 403.504.3644
E-mail: dhowes@mhc.ab.ca

Mount Royal University and Medicine Hat College offer a degree completion program that enables graduates of Medicine Hat College's Business Administration Diploma and University Transfer (UT) Commerce program to complete Mount Royal's Bachelor of Business Administration (BBA) – General Management Major.

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

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

Admission Requirements

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

Route 1

Graduates of Medicine Hat College's Business Administration diploma program with a major in Accounting, Management, Financial Services or Marketing. Equivalent business administration diplomas from other post-secondary institutions will not be considered.

- Completion of a minimum of twenty (20) required Business Administration courses and approved electives as specified in the MHC calendar
- Achievement of a minimum cumulative GPA of 2.0 in the diploma

Route 2

- Completion of twenty (20) approved university transfer courses. 12 specific and 8 electives
- Achievement of a minimum cumulative GPA of 2.0.

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

Program Requirements

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

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

Bachelor of Business Administration – General Management Major

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

Core Business Course Requirements

Over the total program of study of diploma courses and degree courses, students are required to complete seventeen (17) core business courses to achieve the BBA – General Management Major. The core courses are as follows:

ACCT 113	Introduction to Accounting II
ACCT 215 or ACCT3224	Managerial Accounting I
COMM 252	Advanced Business Communications
ECON 201	Principles of Microeconomics
ECON 203	Principles of Macroeconomics
ENTR 4433	Business Plan Development
FINA 255	Finance
INBU 3301	Global Business Environment
LSCM 3403	Operations Management
MGMT 161	Management Theory
MGMT 243	Human Resources Management
MGMT 263	Organizational Behaviour
MGMT 284	Business Statistics I
MGMT 395	Business Law
MGMT 5333	Strategic Management
MKTG 171	Marketing

General Education Requirements

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

Bachelor of Business Administration

Mount Royal University

Numeracy and Scientific Literacy

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

Values, Beliefs and Identity

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

Community and Society

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

Communication

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

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

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

Students are reminded to seek advising from MHC's student advisor for the MRU BBA for program direction and cluster selection. Failure to follow the individual student program outlined will result in not meeting graduation requirements.

Management Options

The degree has ten (10) available general management electives. Please see an academic advisor for course selection.

Electives

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

Continuation Requirements

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

Graduation Requirements

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

- Complete a minimum of twenty (20) required courses
- Have a cumulative GPA of at least 2.0 based on all the courses required for graduation.

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

Built Environment Engineering Technology (BEET) Diploma

Academic Advising
Phone: 403.529.3819

Peter Kelly, Coordinator
Phone: 403.502.8479
E-Mail: pkelly@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 building design technology. This program focusses on the fundamental theories and concepts in these core disciplines while learning and applying current technology so that graduates are prepared to enter a professional career as an engineering technician.

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

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

Career Opportunities

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

Admission Requirements

High School Route

High school diploma with

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

Academic Transition Plan

For students that do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is an individualized program to meet these needs. See page 16 for further details.

Program Requirements

First Year

Fall

CADD 101 Drafting I
CADD 121 CADD Applications I
CADD 132 Mechanical Design I – Applied Physics
CADD 151 Technical Communication
CADD 161 Civil Design I – Civil Design Fundamentals
CADD 172 Sustainability & Systems Thinking

Winter

CADD 102 Drafting II
CADD 122 CADD Applications II
CADD 173 Construction Methods
CADD 174 CADD Labs
CADD 182 Building Design I – Building Systems
MATH 150 Technical Math

Second Year

Fall

BEET 201 Digital Design/Presentation
BEET 231 Mechanical Design II
BEET 261 Civil Design II
BEET 271 Design Strategies
BEET 281 Building Design II

Winter

BEET 232 Mechanical Design III
BEET 242 Piping & Control Systems
BEET 262 Civil Design III
BEET 272 Technical Design – Capstone
BEET 282 Building Design III

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.

Transfer

Athabasca University (UNDER REVIEW)

Graduates of the diploma in Built Environment Engineering Technology are eligible to receive two years of block transfer towards a Bachelor of Professional Arts degree in Communication Studies.

Business Administration Diploma

Academic Advising
Phone: 403.529.3819

Darren Howes, Coordinator
Phone: 403.504.3644
E-Mail: dhowes@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
- Marketing
- Management
- Business/Administrative Office Professional

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

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

Career Opportunities

Graduates with 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 **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

Academic Transition Plan (ATP)

Students that do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Program Requirements

First Year

Fall

ACCT 111	Introductory Accounting I
COMM 140	Communication in the Workplace
GNEB 230	Citizenship Without Borders
MGMT 161	Management Theory
MGMT 193	Business Problems Software Applications

Winter

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

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

Accounting Major

Second Year

Fall

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

Business Administration Diploma

Winter

ACCT 213	Intermediate Accounting II
ACCT 215	Managerial Accounting
ECON 203*	Principles of Macroeconomics
FINA 255	Finance
MGMT 268	Business Integration

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

Financial Services Major

Second Year

Fall

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

Winter

ECON 203*	Principles of Macroeconomics
FINA 255	Finance
FNSV 210	Personal Investing
MGMT 268	Business Integration
MKTG 345	Managing Marketing Relationships

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

Management Major

Second Year

Fall

ECON 203*	Principles of Macroeconomics
MGMT 263	Organizational Behaviour
MGMT 270	The Entrepreneurial Experience
MGMT 284	Business Statistics I
MGMT 395	Business Law

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

Winter

COMM 253	Human Relations in the Workplace
FINA 255	Finance
MGMT 267	Leadership Development
MGMT 268	Business Integration
Business Elective	

Business Electives for Management Majors

ACCT 211, ACCT 215, ACCT 219, ACCT 276
FNSV 200, FNSV 210,
MGMT 326
MKTG 280, MKTG 315, MKTG 325, MKTG 345, MKTG 355
STAT 217

Marketing Major

Second Year

Fall

ECON 203*	Principles of Macroeconomics
MGMT 263	Organizational Behaviour
MGMT 284	Business Statistics I
MKTG 315	Science of Persuasion
MKTG 325	Evidence-Based Marketing

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

Winter

FINA 255	Finance
MGMT 268	Business Integration
MGMT 395	Business Law
MKTG 345	Managing Marketing Relationships
MKTG 355	Creating Brand Intelligence

International Experience Elective

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

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 70)

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
GNET 230	Citizenship Without Borders
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	
<i>One of</i>	
ECON 201	Introduction to Microeconomics
ECON 203	Introduction to Macroeconomics

Administrative Office Professional Business Electives*

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

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

Business Administration Diploma

Continuation Requirements

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

Graduation Requirements

To successfully complete the **Business Administration diploma in Accounting, Financial Services, Management or Marketing**, students must:

- Complete a minimum of 20 required Business Administration courses and approved electives
- Complete a minimum cumulative GPA of 2.0 (C grade)

To successfully complete a second diploma within the **Business Administration diploma in Accounting, Financial Services, Management or Marketing**, students must meet the MHC residency requirement and

- Complete 4 major specific courses
- Complete 4 additional courses approved by the department

To successfully complete the **Business Administration Administrative Office Professional** major, students must:

- Complete a minimum of 22 required Administrative Office Professional and Business Administration courses
- Complete a minimum cumulative GPA of 2.0
- Obtain at least a C grade (2.0) in Administrative Office Professional, and Administrative Office Management courses

Transfer

Degree & Post Diploma Programs

Mount Royal University

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

Athabasca University

The Business Administration diploma transfers to Athabasca University's Bachelor of Commerce, Bachelor of Management, and Bachelor of Professional Arts (Communication Studies) degrees. For more information consult with a MHC Business Academic Advisor.

Royal Roads

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

University of Lethbridge

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

International Transfer Opportunities

Griffith University, Australia

Graduates are eligible to receive advance standing toward a Bachelor of Business or Bachelor of Commerce. For more information consult with a MHC Academic Advisor.

Montana State University - Northern

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

Carpenter Apprenticeship

Paul Schaan

Phone: 403.529.3978

E-mail: pschaan@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 75.

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 doing the layout including selecting materials, planning sequences and methods of work, and measuring and marking materials to avoid costly mistakes or omissions
- cutting and shaping materials and joining them with nails, screws, bolts or glue
- checking completed units to be sure they are level, square, plumb and the right size, shape and location

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

Working Conditions

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

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

Skills and Abilities

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

To be successful in the trade, carpenters need

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

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

**Alberta Apprenticeship &
Training Regional Office
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100
www.tradesecrets.alberta.ca**

Child & Youth Care Counsellor Diploma

Academic Advising Office

Phone: 403.529.3819

Dean Milne, Coordinator

Phone: 403.504.3610

E-Mail: dmilne@mhc.ab.ca

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.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 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

Second Year

Fall

CYCC 230*	Practicum II
CYCC 233	Legal and Cultural Issues Regarding Children and Youth
CYCC 235	Counselling Theories and Practice
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 in Elkwater. An additional cost of \$100.00 is incurred.

Child and Youth Care Counsellor Diploma

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 60 credits to Athabasca University's Bachelor of Professional Arts (Human Services) degree.

Grant MacEwan University

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

Mount Royal University

Students are eligible to receive some advanced credit towards the Bachelor of Child Studies degree offered at Mount Royal University.

Thompson Rivers University

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

University of Calgary

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

University of Victoria

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

University College of the Fraser Valley

Graduates of the CYCC program are eligible to apply to the Bachelor of Arts in Child and Youth Care degree through the University College of the Fraser Valley in Abbotsford.

Vancouver Island University

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

International Transfer Opportunities

Griffith University, Australia

Graduates with a diploma in Child and Youth Care Counsellor are eligible to receive advance standing toward a Bachelor of Human Services degree at Griffith University in Australia. For more information, consult with a MHC Academic Advisor.

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

Career Opportunities

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

Admission Requirements

Refer to Admissions Chart on page 18

First Year Course Selection

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

University of Alberta, Alberta School of Business

Phone: 780.492.5773
E-mail: bcominfo@ualberta.ca
Website: www.business.ualberta.ca/bcom

Bachelor of Commerce, with majors in:

Accounting	Finance	Marketing
Business Economics & Law	Human Resource Management	Natural Resources, Energy & the Environment
Business Studies	International Business	Operations Management
East Asian studies	Latin American Studies	Retailing and Services
Entrepreneurship and Family Enterprise	Management Information Systems	
European Studies	Management and Organization	

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Athabasca University, Faculty of Business

E-mail: business-support@athabascau.ca
Website: business.athabasca.au.ca

Bachelor of Commerce, with majors in:

Accounting
E-Commerce
Finance
General

Bachelor of Management, with majors in:

General
Human Resource Management
Indigenous Nations and Organizations
Marketing

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

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

Post-diploma admission to these degrees are available. For further information, please refer to the Business Administration Diploma information in the Medicine Hat College calendar on page 86.

We encourage students to consult with a Medicine Hat College Academic Advisor, an Athabasca University Advisor, and the Athabasca University calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Calgary, Haskayne School of Business

Phone: 403.220.6593
E-mail: undergraduate@haskayne.ucalgary.ca
Website: haskayne.ucalgary.ca

Bachelor of Commerce, with concentrations in:

Accounting	Organizational Behavior and Human Resources	Risk Management Insurance and Finance
Business Process Management	International Business	
Business Technology Management	Marketing	Supply Chain Management
Energy Management	Operations Management	Tourism Management
Entrepreneurship & Innovation	Personal Financial Planning	Tourism Management and Marketing
Finance	Petroleum Land Management	
General	Risk Management and Insurance	

Admission to the Haskayne School of Business Bachelor of Commerce program at the University of Calgary occurs after completion of 6-prescribed pre-commerce courses, and four optional electives. Admission is competitive.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Management

Phone: 403.329.2153
E-mail: undergrad.management@uleth.ca
Website: www.uleth.ca/management

Bachelor of Management, with majors in:

Accounting	First Nation's Governance	Marketing
Computer Science	General Management	Political Science
Economics	Human Resources and Labour Relations	
Finance	International Management	

Admission to the Faculty of Management at the University of Lethbridge is competitive. The admission average for Transfer applicants presenting five or more transferable courses is calculated on all completed, transferable, post-secondary courses. For Transfer applicants presenting three to four courses, the admission average is a weighted average of the high school admission average and the post-secondary admission average.

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

Post-diploma admission to this degree is available (for all major other than Computer Science, Economics and Political Science). For further information, please refer to the Business Administration diploma in the Medicine Hat College calendar on page 84.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Lethbridge Advisor, and the University of Lethbridge calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

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

Phone: 403-529-3819
E-mail: info@mhc.ab.ca
Website: mhc.ab.ca

Mount Royal University and Medicine Hat College offer a degree completion program for Mount Royal's Bachelor of Business Administration - General Management Major (BBA) on-site at Medicine Hat College. The BBA is a four-year degree; however, students are not admitted to the program until year three. Students must first complete the MHC Business Administration diploma or 20 prescribed courses in the University Transfer: Commerce/Management program. Further information is available on page 78.

Mount Royal University, Bissett School of Business

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

Bachelor of Business Administration degree with majors in:
Accounting
General Management
Human Resources
Marketing

Students that 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 or eight post-secondary courses by August 31 for the Winter Semester, will be considered as a post-secondary applicant. Post-secondary applicants are normally required to have a minimum 2.00 Grade Point Average (GPA) on their eight most recently completed post-secondary courses (minimum 24 credit hours). Admission is competitive.

We encourage students to consult with a Medicine Hat College Academic Advisor, a Mount Royal University Advisor, and the Mount Royal University calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Communication Studies (BPA) Degree Completion at Medicine Hat College

Bachelor of Professional Arts - Communication Studies

Website: athabasca.ca/programs/undergraduate.php

The Bachelor of Professional Arts - Communication Studies degree allows students to apply your communications knowledge, skills and experience within national and international contexts of mass media and communication.

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

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

- Administrative Office Management (30 credits)
- Business Administration
- Built Environment Engineering Technology (BEET) (UNDER REVIEW)
- CADD/Technical Illustrator
- Global Tourism and Marketing

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

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

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

Computer Aided Drafting and Design Certificate

Academic Advising
Phone: 403.529.3819

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

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

Career Opportunities

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

Admission Requirements

High School Route

High school diploma with

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

Mature Student Route

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

Academic Transition Plan (ATP)

For students that do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is an individualized program to meet these needs. See page 16 for further details.

Program Requirements

Fall

CADD 101	Drafting I
CADD 121	CADD Applications I
CADD 132	Mechanical Design I - Applied Physics
CADD 151	Technical Communication
CADD 161	Civil Design I - Civil Design Fundamentals
CADD 172	Sustainability & Systems Thinking

Winter

CADD 102	Drafting II
CADD 122	CADD Applications II
CADD 173	Construction Methods
CADD 174	CADD Labs
CADD 182	Building Design I - Building Systems
MATH 150	Technical Math

Continuation Requirements

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

Graduation Requirements

To successfully complete this program students must:

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

Transfer

Athabasca University

Graduates may be awarded 30 credits toward the Bachelor of Professional Arts Communications Studies. For more information contact a Medicine Hat College Academic Advisor.

Criminal Justice Diploma

Academic Advising Office
Phone: 403.529.3819

Jim Groom, Coordinator
Phone: 403.529.3987
E-Mail: 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. Graduates will receive a Criminal Justice Diploma.

Aims of the Criminal Justice Program

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

Direction of the Criminal Justice Program

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

The challenging and rewarding two-year program gives students the skills that future leaders in the 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.

Federal Corrections anticipates a need for 3,000 additional staff over the next five years. Customs, Immigration, and other specialized federal enforcement bodies continue to hire as demand warrants.

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

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

Potential Career Positions

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

Admission Requirements

High School Route

60% in ELA 30-1 OR 65% in ELA 30-2 or equivalent

Mature Student Route

Mature students will be evaluated on an individual basis and may be required to complete a skills appraisal to determine reading and writing skills.

Academic Transition Plan (ATP)

If a student does not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet a student's needs. See page 16 for further details.

Criminal Justice Diploma

Program Requirements

First Year

Fall

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

Winter

CJLS 126	Criminal Code, Offence Elements and the Charter
CJLS 131	Interviewing and Statements
CJLS 216	Criminal Law, Federal Statutes and Regulatory Law
CJLS 220	Lifestyles and Career Orientation
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 147	Mental Health
CJLS 241	Major Criminal Investigations
CJLS 246	Federal and Provincial Statutes
CJLS 257	Leadership and Development
SOCI 321	Youth Crime
<i>One of</i>	
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 are eligible to transfer 60 credits toward the Bachelor of Professional Arts - Criminal Justice.

Lethbridge College

The Bachelor of Applied Justice Studies is a degree program offered at Lethbridge College that recognizes the MHC Criminal Justice Program as suitable for a two years of block transfer. All Lethbridge Justice Studies courses are available on-line or through Lethbridge Campus.

Royal Roads University

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

International Transfer Opportunities

Griffith University

Graduates with a diploma in Criminal Justice are eligible to receive advance standing toward a Bachelor of Criminology and Criminal Justice degree at Griffith University in Australia. For more information consult with a MHC Academic Advisor.

Criminal Justice (BPA) Degree Completion at Medicine Hat College

Bachelor of Professional Arts (Criminal Justice)

Website: athabasca.ca/programs/undergraduate.php

The Bachelor of Professional Arts (Criminal Justice) degree offers students the practical administrative skills and advanced education in areas such as community policing, white collar crime, civil liberties and law that are increasingly required for employment and advancement in the criminal justice field.

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor regarding admission requirements and course selection.

Dental Hygiene (Pre-Professional) University Transfer

Dental hygienists have strong employment and earning opportunities throughout Canada, and the field is expected to continue growing over the next decade. Focusing on preventative care, dental hygienists play an important role in the health care field. They perform tasks such as dental cleaning, fluoride treatments, and administering x-rays. You can begin your studies in dental hygiene at Medicine Hat College and then apply to transfer to the University of Alberta to complete your studies.

Career Opportunities

Private Dental Practices
Health Care Institutions

Research
Health Promotion Agencies

Admission Requirements

Refer to Admissions Chart on page 19

Admission to quota professional programs is not guaranteed and so all pre-professional students should have a back-up plan for an alternate degree program in case they are not admitted to the program of their choice.

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university science degrees and is made possible based on 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. It is essential that all University Transfer students seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution.

First Year Course Selection

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

University of Alberta, Faculty of Medicine and Dentistry

Phone: 780.492.1319
E-mail: admissions@dentistry.ualberta.ca
Website: www.ualberta.ca/schools-of-dentistry/programs-and-admissions/dental-hygiene

The minimum requirement for admission to the Dental Hygiene program is the satisfactory completion of 30 transferable credits and required courses. As part of the admission process, competitive applicants will be interviewed by an admissions team to determine if they possess the personal qualities necessary for the profession. The Dental Hygiene program at the University of Alberta is a quota program and all applicants are in open competition for any given year.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Dentistry (Pre-Professional) University Transfer

Dentistry is the treatment and care of the teeth and associated oral structures. Dentistry is mainly concerned with tooth decay; disease of the supportive structures, such as the gums; and faulty positioning of the teeth. Like medicine and surgery, it is practiced in specialized fields: oral surgery, orthodontics (corrective dentistry), periodontics (disease of the gums), prosthodontics (partial or total tooth replacement), endodontics (treatment of dental pulp chamber and canals), and pedodontics (dental problems of children).

You can begin your studies in dentistry at Medicine Hat College to prepare you to apply for admission into a Doctor of Dental Surgery or Dental Medicine at the university of your choice.

Career Opportunities

Private Practice
Practice Specializations

Research
Teacher/Professor Private Practice

Admission Requirements

Refer to Admissions Chart on page 19

Admission to quota professional programs is not guaranteed and so all pre-professional students should have a back-up plan for an alternate degree program in case they are not admitted to the program of their choice.

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university science degrees and is made possible based on 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. It is essential that all University Transfer students seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution. Students who are seeking an undergraduate science degree as a learning pathway to a professional program should consult with both the Medicine Hat College academic advisor and a representative from the institution they wish to attend, to ensure that they meet both the minimum requirements for admission and the competitive requirements.

First Year Course Selection

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

University of Alberta, Faculty of Medicine and Dentistry

Phone: 780.492.1319
E-mail: admissions@dentistry.ualberta.ca
Website: www.ualberta.ca/school-of-dentistry/

Admission to the University of Alberta Doctor of Dental Surgery (DDS) program requires the successful completion of a minimum of 60 credits, of which 30 credits must be taken during the Fall/Winter (September to April inclusive), and the required courses.

Although scholarship is a prime criterion, admission cannot be guaranteed on the basis of academic standing alone. As part of the admission process, students may be interviewed by a team to determine if they possess the personal qualities necessary for the profession. Students are also required to write the Dental Aptitude Test (DAT).

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Dentistry (Pre-Professional) University Transfer

University of Saskatchewan, College of Dentistry

Phone: 306.966.5117
E-mail: dentistry.admissions@usask.ca
Website: www.usask.ca/dentistry/

Admission to the University of Saskatchewan Doctor of Dental Medicine (DMD) program requires the successful completion of a minimum of 90 credits, of which 30 credits must be taken during each Fall/Winter academic year (September to April inclusive), and the required courses.

Although scholarship is a prime criterion, admission cannot be guaranteed on the basis of academic standing alone. As part of the admission process, students may be interviewed by a team to determine if they possess the personal qualities necessary for the profession. Students are also required to write the Dental Aptitude Test (DAT).

Note: Students can only take up to 2 years (20 courses) at Medicine Hat College. To get the required 90 credits completed for admission to the University of Saskatchewan Doctor of Dental Medicine (DMD) program, students will have to transfer to the University of Saskatchewan after their second year.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Saskatchewan Academic Advisor, and the University of Saskatchewan calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Dental Aptitude Test (DAT)

Students will be required to take the Dental Aptitude Test (Canadian), an important component in the selection process. It is offered twice a year. The DAT brochure and application are available on the web at www.cda-adc.ca.

Early Learning and Child Care Certificate and Diploma

Academic Advising Office

Phone: 403.529.3819

Pamela MacDougall, Coordinator

Phone: 403.504.3506

E-Mail: pmacdougall@mhc.ab.ca

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

Career Opportunities

Students will be prepared to work as primary staff in settings that include:

- Pre-schools
- Child Care Centres
- Family Day Homes
- Assistants in Kindergarten programs
- Out of school care programs

The one-year certificate program provides an Alberta Family and Social Services Level II day care worker qualification. The two-year diploma provides an Alberta Family and Social Services Level III day care worker qualification, which is required by all program directors in Alberta day 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

Mature students may be admitted following appropriate advising and testing. A high school diploma is not required although you must present

- 50% in ELA 30-1 or 65% in ELA 30-2.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 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*	Child Development II: An Introduction to Children with Special Needs
CHPC 124	Language and Literacy
ELCC 101*	Introduction to Early Learning and Child Care
ELCC 112	Development through Play II
ELCC 113	Music and Movement
ELCC 115	Practicum II

Second Year (Diploma)

Fall

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

Winter

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

* Also offered through Distributed Learning

Continuation Requirements

Admission to the second year of the Early Learning and Child Care diploma normally requires students to have successfully completed the Early Learning and Child Care certificate program from Medicine Hat College or from another accredited Alberta college with a GPA of not less than 2.3, and with no final course grade of less than C.

Early Learning and Child Care Certificate and Diploma

The successful completion of courses at an accredited institution outside Alberta that are equivalent to the one year certificate in Early Learning and Child Care from Medicine Hat College, may also be considered. Students must have attained a GPA of not less than 2.3 with no final course grade of less than C.

Graduation Requirements

To successfully complete the **certificate** program you must:

- Earn C grades (2.0) in ELCC 105 and ELCC 115.
- Attain an overall GPA of at least C (2.0)
- Complete all courses with no grades below C- .

To successfully complete the **diploma** program you must:

- Earn C grades (2.0) in ELCC 205 and ELCC 215.
- Attain an overall GPA of at least C (2.0)
- Complete all courses with no grades below C- .

Transfer

Athabasca University

Graduates of the Early Learning and Child Care diploma are eligible to transfer 60 credits towards the Bachelor of Professional Arts - Human Services.

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.

Mount Royal University

Students who have completed the Early Learning and Child Care Diploma are eligible to receive some advanced credit towards the Bachelor of Child Studies degree offered at Mount Royal University.

Red Deer College*

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

University of Calgary

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

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

International Transfer Opportunities

Griffith University, Australia

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

Bachelor of Education (B.Ed.)

Mount Royal University

Academic Advising Office

Phone: 403.529.3819

Lorelei Boschman, Program Coordinator

Phone: 403.529.3962

E-mail: lboschman@mhc.ab.ca

Mount Royal University Bachelor of Education program in partnership with Medicine Hat College, offers the four years of study for degree completion and teacher certification with a focus in elementary education with a minor in the Humanities. To be eligible for admission a student must successfully complete 60 credits of approved university transfer course work, and meet the competitive GPA. Students seeking admission to this MRU degree completion program require a minimum grade of "B" in EDTS 232 and EDTS 234. Please note that there is not an after degree admission route.

During the program, students will prepare to teach children in the elementary years (kindergarten through grade six). Students will study curriculum and teaching methods appropriate for this age group, classroom management, psychology and learning, philosophy, assessment, FNMI foundational knowledge, policy and social issues relevant for elementary school teachers.

The program includes two practicum experiences. The first experience will be for five weeks during the Fall term of the third year. The second experience will be for ten weeks in the Winter term of the fourth year. Placements for both practicums will be in Medicine Hat and South Eastern Alberta area schools, in classes ranging from kindergarten through grade six.

Practicum

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

Career Opportunities

Classroom Teacher K-12
Counsellor

Admission Requirements

Refer to Admissions Chart on page 18

Practicum

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

First Year Course Selection

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

University of Alberta, Faculty of Education

Phone: 780.492.4530
E-mail: education.recruitment@ualberta.ca
Website: www.education.ualberta.ca

Types of degrees offered:

- 4 year B.Ed. (40 course degree) direct entry or post secondary transfer
- 2 year after degree (for holders of an approved degree)
- 5 year combined degrees (Native Studies, Music, Drama, Physical Education, Science, Math, Human Ecology)

Level of teaching that can be pursued:

- Elementary education (Kindergarten to Grade 6)
- 'Middle Years' (Grades 4 – 9) minor – Red Deer College collaboration
- Teacher Education North Program – Grande Prairie College collaboration
- Secondary education (Grades 7 – 12)

Major/Minor choices:

- Elementary – generalist major
- Secondary – major and minor are chosen from a list of teachable areas

Admission to the Faculty of Education:

Competitive Admission: GPA will be calculated on most recent 24 credits.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Education (B.Ed.) University Transfer

University of Calgary, Faculty of Education

Phone: 403.220.6794
E-mail: educsso@ucalgary.ca
Website: www.werklund.ucalgary.ca

Types of degrees offered:

- 4 year Bachelor of Education (40 course degree) direct entry
- 4 year Community Based B.Ed. Pathway
- 2 year after degree (for holders of an approved degree)
- 5 year concurrent degree in which students will receive two degrees in five year (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 Arts or
- Mathematics or
- Science or
- Social Studies or
- Second languages

Major/minor choices:

- Elementary - major chosen from list of teachable subjects
- Secondary - major and chosen from list of teachable areas

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Education

Phone: 403.329.2254
E-mail: edu.sps@uleth.ca
Website: www.uleth.ca/education

Types of degrees offered:

- 5 year combined degrees
 - BFA/B.Ed
 - BA/B.Ed
 - BMus/B.Ed
 - BSc/B.Ed
 - BMgmt/B.Ed
- Post-diploma degrees
 - Art
 - Music
 - Health Sciences
 - Drama
 - General Management
 - Science
- 2 year after degree (for holders of an approved degree)

Level of teaching that can be pursued:

- Kindergarten to Grade 12

Major choices:

- Single discipline major
- General major

Minor choices:

- Optional from a list of teachable subjects
- Specialization: Optional from a list of Specializations

Education (B.Ed.) University Transfer

Admission to the Faculty of Education:

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Lethbridge Academic Advisor, and the University of Lethbridge calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer 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 105 and on the MHC website at www.mhc.ab.ca.

Mount Royal University, Faculty of Education

Phone: 403.440.7729

E-mail: education@mtroyal.ca

Website: www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/HealthCommunityEducation/index.htm

Types of degrees offered:

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

Level of teaching that can be pursued:

- Elementary (Kindergarten to Grade 6)

Major/minor choices:

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

Admission to the Faculty of Education:

- Direct entry from high school, grades will be calculated on the required courses for admissions into Education from the Grade 12 courses.

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.

We encourage students to consult with a Medicine Hat College Academic Advisor, a Mount Royal University Academic Advisor, and the Mount Royal University calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Education (B.Ed.) University Transfer

University of Regina, Faculty of Education

Phone: 306.585.4537
E-mail: education.counselling@uregina.ca
Website: www.education.uregina.ca/

Types of degrees offered:

- 4 year degree (BEd) Direct Entry
- 2 year after degree (for holders of an approved degree)
- 5 year combined degree BEd/BKin and BEd/BSc Joint Degree with a Math Major

Programs offered:

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

Major/minor choices:

- Variety of areas available

Admission to the Faculty of Education:

- Admission GPA calculated on all transferable courses
- Relevant Experience/References and a Personal Statement/Diversity
- Typically, only one year of pre-Education courses can be completed at MHC

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Regina Academic Advisor, and the University of Regina calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Saskatchewan, Faculty of Education

Phone: 306.966.7654
E-mail: advising.education@usask.ca
Website: www.usask.ca/education/

Types of degrees offered:

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

Level of teaching that can be pursued:

- Elementary/Middle Years sequential B.Ed
- Secondary sequential B.Ed

Major/minor choices:

- Teaching Area I/Teaching Area II (chosen from a list of teachable areas)

Admission to the Faculty of Education:

- Admission GPA calculated on most recent 20 Arts/Science (pre-Education) courses
- Typically, only one year of pre-Education courses can be completed at MHC
- On-line interview
- 35-40 hours of experience working with children (paid or unpaid).

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Saskatchewan Academic Advisor, and the University of Saskatchewan calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Education Assistant Certificate

Academic Advising Office
Phone: 403.529.3819

This program is offered through Distributed Learning.

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

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

Career Opportunities

Graduates will be prepared to find work as Teacher Assistants.

Admission Requirements

High School Route

High school diploma with a minimum average of 50% in ELA 30-1 or 65% in ELA 30-2

Mature Student Route

Students may be admitted following appropriate advising and testing. A high school diploma is not required although you must present ELA 30-1 (50%) or ELA 30-2 (65%).

Practicum

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

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

Distributed Learning

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

Program Requirements

Students enrolled in this program are expected to develop a program plan of study with the academic advisor prior to taking any courses.

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

Practicums with Red Deer College

EDAS 181	Field Practice and Seminar
EDAS 114	Field Experience

Graduation Requirements

To successfully complete this program you must:

- Attain an overall GPA of at least 2.0.
- Complete all courses with no grades below C-.

Electrician Apprenticeship

Joe Grove, Coordinator
Phone: 403.504.3655
E-Mail: jgrove@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 75.

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

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

Electricians:

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

Some electricians specialize in

- residential (housing developments)
- commercial (office buildings)
- institutional (hospitals)
- industrial (plants, factories)

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.

**Alberta Apprenticeship &
Training Regional Office**
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100
www.tradesecrets.alberta.ca

Career Opportunities

Planning

Design

Construction

Management

Civil engineers: Design bridges, roads, airports, pipelines, dams, ships, buildings, transportation systems, and urban systems

Mechanical engineers: Involved in energy production and use, combustion processes, vehicle design, and propulsion systems design.

Chemical engineers: Deal with chemical processes, design and analyze systems involving organic materials, nuclear fuels, and food processing

Electrical engineers: Work with communication, navigation, controls, electronics, power, and instrumentation systems.

Computer engineers: Design computer systems and applications

Admission Requirements

Refer to Admissions Chart on page 18

University of Alberta, Faculty of Engineering

Phone: 780.492.3320

E-mail: info@engineering.ualberta.ca

Website: www.engineering.ualberta.ca

In cooperation with the Faculty of Engineering, University of Alberta, Medicine Hat College offers one year of engineering which, if successfully completed, allows you to transfer into second year at the University of Alberta and to complete a degree in four years or in five years (if completing a Cooperative program). All Engineering students follow a common curriculum in their first year and take courses in Chemistry, Mathematics, Physics, Computing, Humanities, Engineering Mechanics, and Introduction to the Engineering profession.

The Faculty of Engineering at the University of Alberta offers undergraduate programs leading to BSc degrees in Chemical Engineering, Chemical Engineering - Biomedical Option, Chemical Engineering – Computer Process Control Option, Civil Engineering, Civil Engineering – Biomedical Option, Civil Engineering – Environmental Option, Computer Engineering, Computer Engineering – Software Option, Computer Engineering - Nanoscale System Design Option, Electrical Engineering, Electrical Engineering – Biomedical Option, Electrical Engineering – Nanoengineering Option, Engineering Physics, Engineering Physics - Nanoengineering Option, Materials Engineering, Materials Engineering – Nano and Functional Materials Option, Mechanical Engineering, Mechanical Engineering – Biomedical Option, Mining Engineering, and Petroleum Engineering.

Enrollment in all Engineering programs at the University of Alberta is limited. However, provided the students meet the minimum GPA and course requirements, when they have completed the first year engineering transfer program at Medicine Hat College they will be considered for admission to second year at the University of Alberta on an equal basis with those who complete first year engineering at the University of Alberta.

Program Requirements

Fall

AMAT 217

CHEM 201

ENGG 205

ENGG 215

PHYS 269

Winter

AMAT 219

CHEM 203

ENGG 233

ENGG 349

MATH 221

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admissions requirements and course selections. It is important that students make correct course choices as part of your Bachelor's degree.

Engineering (B.Sc.) University Transfer

University of Calgary, Schulich School of Engineering

Phone: 403.220.5732
E-mail: engginfo@ucalgary.ca
Website: www.schulich.ucalgary.ca

Medicine Hat College does not offer a complete transfer program to the University of Calgary. Students completing the one year program at MHC with a suitable GPA may be admitted to the Schulich School of Engineering at the University of Calgary. In the first year at the University of Calgary, students would complete their first-year requirements and make substantial progress on second-year requirements. Students would normally be eligible for placement in a specific program after one year at the University of Calgary.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admissions requirements and course selections. It is important that students make correct course choices as part of your Bachelor's degree.

English as a Second Language for New Canadians

Academic Advising Office

Phone: 403.529.3819

Shalla Shaharyar, Administrator

Phone: 403.504.3622

E-Mail: sshaharyar@mhc.ab.ca

This program is offered at both Medicine Hat and Brooks Campus

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

Our ESLC program focuses on:

- Reading Skills
- Writing Skills
- Oral Communication Skills
- Listening Skills

What does our ESLC program offer?

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

Admission Requirements

- Priority will be given to those applicants who complete all registration requirements early.
- Meet with the ESL Administrator to complete an assessment to ensure placement in classes, before meeting with an Academic Advisor.

English for Academic Purposes - International

International Education Office

Phone: 403.504.3615

Michael Mackenzie, Coordinator

Phone: 403.502.8487

E-Mail: mmackenzie@mhc.ab.ca

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

What does our EAP-I program offer?

- Several levels of instruction to meet your needs and abilities.
- 3,13 week semesters per year
- Flexible intakes
- 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

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

EAP-I Course Offerings

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

Notes

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

Environmental Reclamation Technician Diploma

Academic Advising Office

Phone: 403.529.3819

Cathy Linowski, Coordinator

Phone: 403.502.8484

E-mail: clinowski@mhc.ab.ca

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

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

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

Career Opportunities

The Alberta Wage and Salary Survey reports that the environmental industry related jobs are paying between \$44,800 and \$136,000 per year with an average salary of \$87,600. Past graduates of the MHC Environmental Reclamation program have an 89.2% employment rate with an average starting income of \$57,972. (MHC Graduate Survey 2010). 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 20
- Math 30-1 or Math 30-2 or equivalent
- One 30-level science such as Biology 30 or Chemistry 30

Mature Student Route

- ELA 30-1 or ELA 30-2 (minimum 60%)

A minimum of 55% in:

- Biology 20
- Chemistry 20
- Math 30-1 or Math 30-2 or equivalent
- One 30-level science such as Biology 30 or Chemistry 30

Transfer Student Route

- students with a completed, recognized Bachelor of Science degree are exempt from the high school requirements.

NOTE: Due to a strict quota limit of 20 students, not all applicants who meet the requirements for admission may be accepted. Apply early as applications will be admitted on "first qualified-first admitted" basis.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 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
EREC 230	Water Fundamentals

Winter

ENGL 155	Scientific & Technical Writing
EREC 115	Introduction to CAD and Surveying for Environmental Reclamation Technicians
EREC 160	Integrated Vegetation Management
SOSC 213	Soil Resources
STAT 251	Introduction to Applied Statistics

Second Year

Fall

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

Winter

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

Spring

EREC 280	Career Work Experience
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Practicum/Career Work Experience

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

Field Trips

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

Continuation Requirements

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

Graduation Requirements

To complete this program:

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

Transfer

University of Saskatchewan

Environmental Reclamation Technician graduates have the opportunity to apply their diploma towards two years of either the Bachelor of Science in Agriculture (Environmental Science or Soil Science majors) or the Bachelor of Science in Renewable Resource Management (Resource Science). Students may have to upgrade their admission requirements prior to seeking admission to the University of Saskatchewan and should consult with a University of Saskatchewan Academic Advisor for more information.

University of Lethbridge

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

International Transfer Opportunities

Griffith University

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

Environmental Sciences Diploma

Academic Advising Office
Phone: 403.529.3819

Ron Linowski, Coordinator
Phone: 403.502.8440
E-Mail: envirosci@mhc.ab.ca

Medicine Hat College offers the first year of Environmental Science diploma programs in Renewable Resource Management, Environmental Assessment & Restoration and Natural Resource Compliance.

Environmental Assessment and Restoration

In Year One of the Environmental Assessment and Restoration program, students complete the core of ten courses during the Fall and Winter semesters at Medicine Hat College. After successfully completing the second year at Lethbridge College, they will be awarded a diploma in Environmental Assessment and Restoration.

The two-year diploma appeals to those interested in a technically-oriented career with well-balanced components of field and laboratory work. The emphasis will be on soil and water resources and their ecological relationships to other renewable resources. This program is intended to prepare technicians in fields such as: reclamation of disturbed lands, water management and monitoring, soil survey and analysis, water monitoring; resource inventory and contaminant management.

Natural Resource Compliance

In the first year of the Natural Resource Compliance program, students complete the core of ten courses during the Fall and Winter semesters at Medicine Hat College. After successfully completing the program at Lethbridge College, they will be awarded a diploma in Natural Resource Compliance.

The Natural Resource Compliance diploma integrates the principles of renewable resource management and law enforcement techniques to provide students with the knowledge and skills required for employment in natural resource law enforcement, environmental protection, and industrial compliance with environmental legislation. With this diploma students may ladder directly into the Bachelor of Applied Conservation Enforcement degree at Lethbridge College.

Renewable Resource Management

In the first year of the Renewable Resource Management Program, students complete the core of ten courses during the Fall and Winter semesters at Medicine Hat College. The second year is completed at Lethbridge College.

Proper management of renewable natural resources is vital to the sustainability of resource use and is based on the knowledge that resources are interrelated and that a change in one usually affects the others. Students gain an understanding of the principles of ecosystem management and their application to integrated natural resources management. A broad range of technical skills are developed appropriate to the needs of employers in the fields of natural resource management.

Career Opportunities

Employment opportunities exist in provincial and federal government conservation, enforcement and resource management agencies such as Parks, Fish and Wildlife, Environment, Forest and Fisheries. Graduation from the Environmental Assessment & Restoration and Renewable Resource Management programs also prepare students for jobs in the environmental sciences field with both government and non-government employers, including environmental consulting firms, resource development companies and private conservation organizations.

Admission Requirements

High School Route

Alberta high school diploma or equivalent including a minimum 55% in:

- ELA 30-1 or ELA 30-2
- Biology 20
- Chemistry 20
- Math 30-1 or Math 30-2

Due to a quota limit of 15 students, all applicants who meet the requirements may not be accepted. Apply early as applications will be admitted on "first qualified-first admitted" basis. Many courses require computer competency to complete assignments. Students are advised to enroll in MICO 191 if you lack these skills.

Academic Transition Plan

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Pre-Program Requirements

Employers may require students to hold a valid Standard First Aid or Wilderness First Aid certificate and/or a CPR certificate to be eligible for seasonal and/or permanent employment. Students are encouraged to obtain these certificates either prior to entering the program or during the first term. A Police Information Check may be required to compete for jobs as Conservation Enforcement Officers in Canada.

Program Requirements

Environmental Assessment and Restoration

First Year

Fall

BIOL 254	Plant Taxonomy
BOTA 205	Introduction to Botany
EREC 140	Environmental Chemistry
EREC 230	Water Fundamentals
GEOG 201	The Physical Environment

Environmental Sciences Diploma

Winter

BIOL 255	Ecology
ENGL 155	Scientific & Technical Writing
GEOG 332	Map and Air Photo Interpretation
SOSC 213	Soil Resources
STAT 251	Introduction to Applied Statistics

Natural Resource Compliance

First Year

Fall

BOTA 205	Introduction to Botany
BIOL 255	Ecology
CJLS 166	Introduction to Natural Resource Law
ETOL 340	Parks & Protect Area Management
STAT 251	Introduction to Applied Statistics

Winter

BIOL 258	Zoology
ENGL 155	Scientific & Technical Writing
GEOG 332	Map and Air Photo Interpretation
PHIL 330	Professional Ethics
STAT 333	Statistics for the Life Sciences

Renewable Resource Management

First Year

Fall

BIOL 254	Plant Taxonomy
BIOL 255	Ecology
BOTA 205	Introduction to Botany
EREC 230	Water Fundamentals
GEOG 201	The Physical Environment

Winter

BIOL 258	Zoology
ENGL 155	Scientific & Technical Writing
GEOG 332	Map and Air Photo Interpretation
SOSC 213	Soil Resources
STAT 251	Introduction to Applied Statistics

Transfer

Environmental Assessment & Restoration

On completion of the Environmental Assessment & Restoration diploma students have the opportunity to transfer to:

Athabasca University

Receive 30 credits toward a Bachelor of Science (Post-Diploma) degree.

Renewable Resource Management

Graduation from the Renewable Resource Management Diploma Program you have the opportunity to transfer to:

Athabasca University

Receive up to 30 credits toward a Bachelor of Science (Post-diploma) degree.

Additional opportunities available on the completion of the Lethbridge College diploma.

Notes

BIOL 254, BIOL 255 and BIOL 259 have required field components in September. Students enrolled in these courses, will be expected to provide their own equipment and supplies. This may include sleeping tent (may be shared with other students), warm sleeping bag, sleeping mat, packsack, adequate clothing for cold/wet weather, hiking boots, cooking and eating utensils (may be shared), binoculars, food, field notebook, compass, and hip or chest waders.

In the second year during the months of September and April, students will be off the Lethbridge College campus completing field courses. It is therefore extremely difficult to take year one and year two courses at the same time. Students are advised to complete all year one courses before proceeding to year two.

Fine Arts (B.F.A.) University Transfer

Career Opportunities

Performance
Studio Work

Commercial advertising
Gallery Director

Curator

Admission Requirements

Refer to Admissions Chart on page 18

First Year Course Selection

To facilitate course selection and transferability from Medicine Hat College, University Transfer Arts students are encouraged to choose a University and a 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 Arts

Phone: 780.492.4295
E-mail: arts.undergrad@ualberta.ca
Website: www.ualberta.ca/arts

Bachelor of Fine Arts degrees offered in the areas of:

Art and Design

Drama

Design

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Calgary, Faculty of Fine Arts

Phone: 403.220.3580
E-mail: ascarts@ucalgary.ca
Website: www.arts.ucalgary.ca

Degrees offered in the areas of:

Dance

Drama

Music

Visual Studies

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Fine Arts (B.F.A.) University Transfer

University of Lethbridge, Faculty of Fine Arts

Phone: 403.330.1864
E-mail: finearts.admissions@uleth.ca
Website: www.uleth.ca/finearts/

Degrees offered in the areas of:

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Lethbridge Academic Advisor, and the University of Lethbridge calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Fine Arts: Dual Admission

Phone: 403.330.1864
E-mail: finearts.admissions@uleth.ca
Website: www.uleth.ca/finearts/

Degrees offered in the areas of:

New Media

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

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

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Lethbridge Academic Advisor, and the University of Lethbridge calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Fine Arts (B.F.A.) University Transfer

University of Regina, Faculty of Fine Arts

Phone: 306.585.5570
E-mail: media.art.performance@uregina.ca
Website: www.uregina.ca/mediaartperformance/

Degrees offered in the areas of:

Art History	Indian Art History	Visual Arts
Creative Technologies	Music	
Cultures of Display	Pop Culture	
Film Studies	Theatre and Performance	
Film Production	Theatre and Performance - Acting	
Indian Art	Theatre and Performance - Design/Stage Management	

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Regina Academic Advisor, and the University of Regina calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Regina Transfer Credit Course Equivalents Database to determine Medicine Hat College course equivalents: <http://www.uregina.ca/student/registrar/transfer-credit/transfer-credit-course-equivalents>.

University of Saskatchewan, College of Arts and Science

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

Degrees offered in the areas of:

Art History	Drama - Design	Studio Art
Drama - Acting	Music	

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Saskatchewan Academic Advisor, and the University of Saskatchewan calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Saskatchewan Transfer Credit Database to determine Medicine Hat College course equivalents: <http://explore.usask.ca/admissions/transfer/index.php>

Health Care Aide Certificate

Academic Advising Office

Phone: 403.529.3819

Susan Sexsmith, Coordinator

Phone: 403.502.8436

E-mail: ssexsmith@mhc.ab.ca

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

Full-Time versus Part-Time Program

The full-time program is equivalent to 20 weeks of instruction. Students that choose to complete the program on a part-time basis will join full-time students in class. Students attending on a part-time basis must complete the program within 2 years from commencing the program.

Prior Learning Assessment

Individuals with related work experience as a Health Care Aide may be evaluated through Prior Learning Assessment. Students must provide information from their employer(s) to confirm their learning and will also be required to complete a written and skills evaluation.

Application Deadline

Applications are accepted up to the beginning of both Fall and Winter intakes contingent on availability of seats. Distributed Learning applications will be accepted at any time, with start dates to be determined on an individual basis.

Career Opportunities

Upon graduation, students will be eagerly sought by prospective employers and may find employment in home, agency, and institutional settings where personal care is delivered. Follow-up of graduates indicates that 100 percent of those seeking employment are employed. This career is very satisfying if you enjoy working with people. The work demands a high level of physical and emotional well-being.

Admission Requirements

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

Pre-Professional Requirements

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

- Standard First Aid Certificate
- CPR - Level C Certificate
- Health Form indicating that you are physically able to perform the duties of a Health Care Aide
- Police Information Check (including vulnerable sectors check)
- Immunization records (deficiencies must be addressed or in the process of being addressed prior to clinical/practicum placement)

Program Requirements

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

HCAP 120	Safety
HCAP 121	Caring for the Client
HCAP 122	Medication Delivery and Dementia
HCAP 130	Foundations and Communication
HCAP 131	The Body and The Mind
HCAP 132	Knowledge and Skills I
HCAP 133	Knowledge and Skills II
HCAP 134	Practicum

Continuation/Graduation Requirements

To complete this program:

- Attain a satisfactory in classroom/lab/clinical and practicum evaluations.
- Attain a minimum mark of 80% on midterm and final exams.*
- Successfully complete all post-tests, lab performance evaluations, and program assignments by the identified date.
- Successfully complete all practicum experiences (a minimum of three (3) placements in varied settings).
- Meet attendance requirements as stated in the Health Care Aide program handbook.

* Should you fail to achieve these outcomes you will be required to withdraw from the program.

Notes

- Each course contains a number of modules. Following the review of each module, students are required to achieve 80% on the written module post-test.
- It is expected that students will maintain the required level of competency in each skill throughout the program. Students may be required to withdraw at any time should their performance in relation to the delivery of safe care and/or maintenance of program standards be questionable.
- Students that have been unsuccessful after two (2) attempts at completing any course, they will be required to repeat the entire program at your own expense.

Health Care Aide Update Certificate

Susan Sexsmith, Coordinator

Phone: 403.502.8436

E-mail: ssexsmith@mhc.ab.ca

In January 2003, Health Care Aide certificate programs were revised based on new provincial guidelines.

Participation in this certificate update program is open to graduates of a recognized program prior to January 2003 (to be determined on an individual basis by the Program Coordinator). The program consists of three 21-hour courses: medication administration, psychomotor skills and dementia care.

Since the program has been in evolution, some of the potential participants may have already completed one or more of the components. The Program Coordinator will evaluate deficiencies in current certificates on an individual basis or through Prior Learning Assessment and Recognition (PLAR).

Admission Requirements

Students must be a graduate of a recognized certificate program as determined by the Program Coordinator on an individual basis.

Program Requirements

To attain full certification, you must successfully complete one or more of the offered components, based on the deficiencies of your current certificate. (As evaluated on an individual basis by the Program Coordinator).

HCAP 104	Medication Administration
HCAP 105	Psychomotor Skills
HCAP 106	Dementia Care

Graduation Requirements

- Successfully complete all module post tests, and lab performance evaluations by the identified date.
- Meet attendance requirements as stated in the Health Care Aide program handbook.

Heavy Equipment Technician Apprenticeship

Chad Schulz, Coordinator

Phone: 403.529.3966

E-mail: cschulz@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 75.

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 Automotive Service Technician check out the website at www.tradesecrets.alberta.ca.

**Alberta Apprenticeship &
Training Regional Office**
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100

www.tradesecrets.alberta.ca

Human Services (BPA) Degree Completion at Medicine Hat College

Bachelor of Professional Arts (Human Services)

Website: athabasca.ca/programs/undergraduate.php

The Bachelor of Professional Arts (Human Services) degree responds to the career and professional needs of career practitioners in the human services fields of early childhood education, child and youth care, rehabilitation services, and other closely related fields such as teacher assistants and counsellors.

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

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

- Addictions Counselling
- Child and Youth Care Counsellor
- Criminal Justice
- Early Learning and Child Care
- Social Work
- Occupational Therapist Assistant/Physical Therapist Assistant
- Speech Language Pathologist Assistant.

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

We encourage students to consult with a Medicine Hat College Academic Advisor regarding admission requirements and course selections. It is important that students make correct course choices as part of your degree.

Information Technology Diploma

Academic Advising Office
Phone: 403.529.3819

Larry Slack, Coordinator
Phone: 403.529.3997
E-mail: slack@mhc.ab.ca

Steve Letkeman, Coordinator
Phone: 403.504.2257
E-mail: sletkeman@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) **Technology Support (two years)**

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

Co-op Program Option

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

Industry Certification

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

Career Opportunities

Information Technology - Software and Internet Development Major

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

Information Technology - Technology Support Major

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

Information Technology Certificate

You are eligible to receive a certificate if you choose to exit the diploma program after one year. This route is appropriate for students that are looking for a strong background in computer fundamentals, are looking for retraining, or have graduated from

other areas and wish to update their computer skills. Graduates with a one-year certificate could expect to find employment in retail sales or computer support or as a microcomputer operator in business, government, or industry.

Admission Requirements

High School Route

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

Mature Student Route

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

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Prior Learning Assessment and Transfer Credit

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

Co-op Program Admission

Admission to the co-op program will occur at the end of the first semester and will be based on:

- Academic standing
- Evaluation of the two written communications assignments in ITEC 100
- Work term availability
- Approval of the IT faculty

Program Requirements

Software and Internet Development Major

First Year

Fall

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

Winter

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

Information Technology Diploma

Second Year

Fall

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

Winter

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

Technology Support Major

First Year

Fall

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

Winter

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

Second Year

Fall

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

Winter

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

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

Notes

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

Graduation Requirements

To successfully complete the **ITEC Diploma** in either major students must:

- Complete a minimum of 10, 100-level approved courses.
- Obtain no more than one D (D or D+) grade in 100-level courses.
- Complete a minimum of 10, 200-level or higher approved courses.
- Obtain no D (D or D+) grade in 200-level or higher courses.
- Attain a minimum GPA of 2.0.

To successfully complete the **ITEC Diploma Co-op** in either major students must:

- Complete a minimum of ten 100-level approved courses.
- Obtain no more than one D (D or D+) grade in 100-level courses.
- Complete a minimum of twelve, 200-level or higher approved courses.
- Obtain no D (D or D+) grade in 200-level or higher courses.
- Attain a minimum GPA of 2.0.

To successfully complete the **IT Certificate** students must:

- Complete a minimum of 10 approved courses.
- Obtain no more than one D (D or D+) grade.
- Attain a minimum GPA of 2.0.

Transfer

Graduation from the diploma program provides eligibility to:

Athabasca University

Graduates of the Information Technology Diploma (both majors) are eligible to receive 42 credits towards the Post-Diploma Bachelor of Science in Computer and Information Technology.

University of Lethbridge

Graduates of the Information Technology Diploma (Software & Internet Development major) are eligible to receive 60 credits toward the post diploma Bachelor of Science - Computer Science. Open to graduates who have received a diploma GPA of 2.50 or higher (on a 4.0 scale). Exposure to C++ programming is advised. See Note 2.

International Transfer Opportunities

Griffith University, Australia

Graduates with a diploma in Information Technology are eligible to receive advance standing toward a Bachelor of Information Technology degree at Griffith University in Australia. For more information, consult with a MHC Academic Advisor.

Journalism (B.A.) University Transfer

Career Opportunities

Documentary maker
Editor

Producer
Reporter (Newspaper, magazine or broadcast)

Admission Requirements

Refer to Admissions Chart on page 18

University of Regina, Faculty of Arts

Phone: 306.585.4420
E-mail: journalism@uregina.ca
Website: www.uregina.ca/arts/journalism

Degrees offered in areas including:

- Bachelor of Arts in Journalism

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

Pre-journalism Requirements

Completion of 60 credit hours of specified pre-journalism courses, with a minimum program grade point average (PGPA) of 70%. For a listing of required classes, please consult the University of Regina Official Undergraduate Calendar available here: <https://www.uregina.ca/student/registrar/publications/>, or a Medicine Hat College Academic Advisor.

Additional requirements for admission:

- Completed application form
- Cover Letter
- Resume
- Supporting Documents (articles that have been written for publication, unpublished writing samples or relevant supporting material)
- Entrance examination that includes an essay, an English proficiency test, critical thinking, and knowledge of current events.
- Selection Board interview

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Regina Academic Advisor, and the University of Regina calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Regina Transfer Credit Course Equivalents Database to determine Medicine Hat College course equivalents: www.uregina.ca/student/registrar/transfer-credit/transfer-credit-course-equivalents.

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

Career Opportunities

Elementary and/or Secondary Schools
Colleges and/or 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 18

First Year Course Selection

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

University of Alberta, Faculty of Physical Education and Recreation

Phone: 780.492.5604
E-mail: per.info@ualberta.ca
Website: www.physedandrec.ualberta.ca

Degrees offered in the areas of:

- Bachelor of Kinesiology with majors in:
 - o Adapted Physical Activity
 - o Physical Activity and Health
 - o Sport Performance
 - o Sport Coaching
 - o Individualized Major
- Bachelor of Science in Kinesiology
- Bachelor of Kinesiology/Bachelor of Education (combined degree)

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Calgary, Faculty of Kinesiology

Phone: 403.220-7018 or 403.220.3407
E-mail: knesinfo@ucalgary.ca
Website: www.ucalgary.ca/knes

B.Kin or B.Sc. degrees offered in the areas of:

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

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree plan. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

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

University of Lethbridge, Faculty of Arts and Science

Phone: 403.329.5106
E-mail: artsci.advising@uleth.ca
Website: www.uleth.ca/artsci/kinesiology

Degrees offered in the areas of:

- Bachelor of Arts in Kinesiology
- Bachelor of Science in Kinesiology

Combined Degrees with Education and Management:

- BA/BEd Kin
- BSc/BEd Kin
- BA/BMgt Kin
- BSc/BMgt Kin

The General Liberal Education Requirement (GLER) is a requirement of all University of Lethbridge degree programs. The GLER involves satisfactory completion of Arts and Science courses from three distinct lists: List 1 – Fine Arts & Humanities; List 2 – Social Sciences; List 3 – Science.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Lethbridge Academic Advisor, and the University of Lethbridge calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Medical Lab Science and Health Science (Pre-Professional) University Transfer

With a degree in Medical Lab Science or Health Science you can expect excellent job opportunities. Graduates have transferable skills that make them employable not only as medical technologists, but also as research, environmental, and food technologists, as well as biotechnologists. Graduates can also proceed to post-graduate and other studies that require a four-year degree.

You can begin your studies in Medical Lab Science (University of Alberta) or Health Science (University of Calgary) at Medicine Hat College and then apply to transfer to the respective university to complete your degree.

Career Opportunities

Agricultural or Industrial Labs
Government or Private Labs
Hospital Labs
Pharmaceutical Labs

Public Health
Post Secondary Institutions
Veterinary Research Clinic

Admission Requirements

Refer to Admissions Chart on page 19

Admission to quota professional programs is not guaranteed and so all pre-professional students should have a back-up plan for an alternate degree program in case they are not admitted to the program of their choice.

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university science degrees and is made possible based on 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. It is essential that all University Transfer students seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution. Students who are seeking an undergraduate science degree as a learning pathway to a professional program should consult with both the Medicine Hat College academic advisor and a representative from the institution they wish to attend, to ensure that they meet both the minimum requirements for admission and the competitive requirements.

First Year Course Selection

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

Medical Lab Science, University of Alberta, Faculty of Medicine

Phone: 780.492.6601
E-mail: medlabsc@ualberta.ca
Website: www.ualberta.ca/medicine/programs/mls

The Faculty of Medicine and Dentistry at the University of Alberta offers a four-year degree in Medical Laboratory Science. As there is no direct entry from high school to the program, students may complete their pre-professional requirements at Medicine Hat College and apply to the University of Alberta for second year admission into the program. Admission to the program at the University of Alberta is granted largely on the basis of academic standing, but personal qualities are also evaluated through a letter of intent. The University of Alberta Bachelor of Science in Medical Lab Science is a quota program with a limited number of spaces available each year. As a Medicine Hat College student, you are considered on a competitive basis with other outstanding applicants.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Medical Lab Science and Health Science (Pre-Professional) University Transfer

Health Science, University of Calgary, Faculty of Medicine

Phone: 403.210.9730
E-mail: bhscrecp@ucalgary.ca
Website: cumming.ucalgary.ca/bhsc/program

The Faculty of Medicine at the University of Calgary offers a four-year Bachelor of Health Science (BHSc) degree with three different major choices: 1) Biomedical Sciences, 2) Bioinformatics, and 3) Health and Society. Students can complete the first year of each major at Medicine Hat College and then apply to the University of Calgary as a transfer student. Admission to the University of Calgary's degree is granted largely on the basis of competitive academic standing, but personal qualities are also evaluated through supplementary application information.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Medicine (Pre-Professional) Diploma

If you care deeply about other people, their problems, and their pain; enjoy helping people with your skills and knowledge; and always dig deeper into a subject than is required, you may have the personality traits necessary to achieve success in medicine.

You can begin your studies in medicine at Medicine Hat College and then apply to transfer to a university to complete your degree.

Career Opportunities

Community Public Health
Health Administration
Medical Officers
Medical Research

Military Service
Occupational Medicine
Overseas Services

Practice Specialization
Private Practice
Regional Health Authorities

Admission Requirements

Refer to Admissions Chart on page 19

Admission to quota professional programs is not guaranteed and so all pre-professional students should have a back-up plan for an alternate degree program in case they are not admitted to the program of their choice.

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university science degrees and is made possible based on 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. It is essential that all University Transfer students seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution. Students who are seeking an undergraduate science degree as a learning pathway to a professional program should consult with both the Medicine Hat College academic advisor and a representative from the institution they wish to attend, to ensure that they meet both the minimum requirements for admission and the competitive requirements.

First Year Course Selection

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

University of Alberta, Faculty of Medicine

Phone: 780.492-6350
E-mail: ume.general@ualberta.ca
Website: www.ualberta.ca/medicine/programs/md

All applicants to the University of Alberta Doctor of Medicine (MD) program must be registered in or have completed a degree program. The minimum requirement for admission to the program is the successful completion of at least two full years of transferable post-secondary work, which should include the recommended courses.

Completion of the recommended courses does not guarantee admission to medical school. Courses taken should also satisfy your undergraduate program. We encourage students to have an alternative career in mind, as the number of well-qualified applicants for medical school is far greater than the number of spaces available.

Students are encouraged to obtain a baccalaureate degree prior to admission, but may apply after two or three years in a degree program. To be considered for early selection, students must have exceptional academic and personal qualifications. Other factors considered by the University of Alberta in determining admissibility are MCAT results, personal activities, reference letters and an interview.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Medicine (Pre-Professional) University Transfer

University of Calgary, Cumming School of Medicine

Phone: 403.220.4262
E-mail: ucmedapp@ucalgary.ca
Website: www.ucalgary.ca/mdprogram/

All applicants to the University of Calgary Doctor of Medicine (MD) program must be registered in or have completed a degree program. The minimum requirement for admission to the program is the successful completion of at least two years of full-time university work, which should include the recommended courses.

No specific courses are required for admission to the University of Calgary Doctor of Medicine (MD) program. The admissions committee recommends that applicants take courses to prepare for the MCAT. Completion of the recommended courses does not guarantee admission to medical school. Courses taken should also satisfy your undergraduate program. We encourage students to have an alternative career in mind, as the number of well-qualified applicants for medical school is far greater than the number of spaces available.

Factors considered by the University of Calgary in determining admissibility are MCAT results, extra-curricular activities, employment, letters of reference, academic history, and interviews. Further details are available in the applicant manual which can be found at www.ucalgary.ca/mdprogram/admissions.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Saskatchewan, College of Medicine

Phone: 306.966.4030
E-mail: med.admissions@usask.ca
Website: www.medicine.usask.ca/

All applicants to the University of Saskatchewan Doctor of Medicine (MD) program must have completed, or be in their final year of completing, a four-year baccalaureate degree. Students are required to take the Medical College Admissions Test (MCAT). Other factors considered by the University of Saskatchewan in determining admissibility are academic performance, interviews, and references.

Complete information regarding admission requirements and application deadlines for the University of Saskatchewan's Doctor of Medicine (MD) program is posted on their website at www.medicine.usask.ca/admissions. Students are responsible for familiarizing themselves with all information provided on the website.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Saskatchewan Academic Advisor, and the University of Saskatchewan calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Medical College Admissions Test (MCAT)

Students are required to take the Medical College Admissions Test (MCAT), an important component in the selection process. Information about the MCAT and application is available on the web at www.aamc.org/mcat.

Nursing

University of Calgary Bachelor of Nursing at Medicine Hat College

Academic Advising
Phone: 403.529.3819

Tanis Robinson, Program Coordinator
Phone: 403.504.3609
E-mail: trobinson@mhc.ab.ca

Overview of Curriculum

The University of Calgary (U of C) 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 collaborative program will prepare you to write the national nursing examination, a prerequisite for working as a registered nurse. The program meets the knowledge, skills and practice competencies as outlined by the College and Association of Registered Nurses of Alberta (CARNA) for a Registered Nurse and has been approved by the provincially based Nursing Education Program Approval Board.

Curriculum Design and Intent

The curriculum design is what is referred to as “*context relevant*” and is guided by a population health perspective. It seeks to provide highly current and deep teaching/learning drawing on the scientific research and addresses the most important health issues in Canada today. The curriculum seeks to avoid covering breadth of content in a superficial way, to avoid content saturation, and to achieve “*integrative*” learning for students. That is, in all learning environments including theory courses, on site practice, and off-site practice, the focus is on nursing practice learning. The curriculum design seeks to minimize the gaps between abstract classroom teaching and practice, and between theory and practice. The curriculum emphasizes the full scope of Registered Nurse practice, critical practice, evidence-based practice and interprofessional practice. In our teaching the goal is to continuously model how to utilize theory and knowledge in practice. The courses in our program are not “blocked” in the traditional way and they are not organized around traditional nursing/medical specialties. Students in the same practice course may be placed in different types of settings (e.g., surgery and psychiatry). The advantages of this type of curricular design are: content is de-emphasized that allows for a focus on deep vs. surface learning; context relevant learning fosters learning about the most pressing health needs of populations and people, critical thinking, questioning and clinical reasoning are emphasized; and there is a de-emphasis of the artificial boundaries that result from setting-based instruction. Hours in practice learning are enhanced and include off-site and on-site practice learning. The practice courses are designed with ends in view that students will have a “seamless” experience between their work in practice and the concurrent practice driven learning activities that happen on campus. Practice learning is guided by a semester team of faculty comprised of Nursing Practice and theory instructors. Our teaching teams and team processes are key elements to achieve integrative learning for our students. Practice learning includes varied experiences such as learning in practice settings, home visits, faculty guided seminars and practice, low and high fidelity simulation, and student directed practice learning, among others.

Program Structure

Semesters 1 & 2 are comprised of a combination of required and option courses or program prerequisites, and degree/required credits for those entering with some university preparation. Semesters 1 & 2 do not contain nursing courses. Semesters 3,4,5, and 6 have identical course designs. There are four courses per semester: The Profession & Discipline, The Science of Health, Supporting Health, and Nursing Practice. However, the foci of the semesters differ:

- Semester 3: Issues and Experiences of Community and Population Health
- Semester 4: Issues and Experiences of Family Health
- Semester 5: Issues and Experiences of Life Threat and Acuity
- Semester 6: Issues and Experiences of Chronic Illness
- Semester 7: Includes streams of defined choices and learning supported with two related/aligned senior nursing option courses designed to promote theoretic depth of and facility with practice knowledge in a focus area, as well as the final Profession & Discipline course.
- Semester 8: Preceptored Practicum

Curriculum/Course Themes

The discipline of nursing: Nursing as a practice discipline has a unique place, work, goals, roles and contributions to a society in promoting, maintaining, supporting and restoring health, bearing witness, alleviating distress and achieving optimum quality of life for the members of the society; nursing contributes through enacting it's full scope of professional practice.

Developing the student as a professional: Students are prepared for the discipline and profession of nursing and its commitment to an ethical/social justice perspective and, by way of this education program, develop particular skills, dispositions, and competencies to meet the standards of professional practice. Skills of scholarship, inquiry, analysis, critical thinking and research-mindedness are seen as essential if effective, long term change is to be made in the health of a society and, therefore, form essential foundations in the education of the student in this program.

Understanding the client as individual, family, group, community and population: The curriculum acknowledges the complexity of the client, seen as diversity of circumstance, culture, health values, goals, and context, and the complexity of health challenges; whether in achieving wellness or dealing with illness mark every health situation and nurse-patient/client interaction.

Managing complex health challenges: The clients of nursing are faced with health challenges contextualized with complex environments that create and influence multiple determinants of health; health challenges are seen within and affected by transitions of many kinds across the lifespan; these transitions can pose points of vulnerability that may cause disruption to health and wellness; knowledge of specific health challenges to individuals, families, groups, communities and populations are known and addressed by nurses in the Alberta and Canadian contexts.

Nursing (B.N.)

University of Calgary Bachelor of Nursing at Medicine Hat College

Population health, health promotion, primary health care: The broad constructs of population health, primary health care, health promotion and primary, secondary and tertiary prevention are seen as the means to make meaningful differences in optimizing health of the clients of nursing and advancing health and wellness in a society.

Leadership and systems of care: Students are knowledgeable concerning the role health service design plays as a determinant of health. The foundational quality client care is based on health care that emphasizes safety and knowledge of factors and practices that protect client safety. Quality client care emerges from practice learning that emphasizes collaborative practice models and interprofessional learning. Registered nurses are prepared to, and expect, to play leadership roles in clinical practice.

University of Calgary at Medicine Hat College

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 requirements. Students take the remainder of the program as a University of Calgary student, but remain on the Medicine Hat College campus. Nursing is a competitive program so the most academically qualified applicants are accepted first. We accept applications and will admit students until all seats are filled.

Career Opportunities

Employment opportunities for registered nurses are steady and are expected to increase when the aging nursing workforce retires. Baccalaureate prepared nurses can also pursue graduate studies so they can have more advanced roles in practice and in nursing research.

Admission Requirements

We offer a September intake only. The Nursing Program is a full time program. Applicants must apply to Medicine Hat College for admission to year one and must satisfy the admission criteria established by the University of Calgary. The criteria can be found in the "Degree Program Admission Requirements" table in the "Admissions" section of the Medicine Hat College calendar. You will be a Medicine Hat College student during the first two years and then a University of Calgary student for the remainder of the program. You will apply to the University of Calgary in the third semester of the program and will be offered automatic acceptance, as long as they have maintained an adequate GPA. Further instructions will be given regarding application to the University of Calgary at that time.

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

1. Students will receive an immunizations checklist that must be completed. In some cases, a chest x-ray may be required.
2. Students must present a current Police Information Check. Having a positive police check may not necessarily preclude students from being in the program, but they will need to discuss this with the Dean of Health Studies. Students are obligated to inform the Dean and Program Coordinator immediately of any change in the status of their criminal record.

Before starting Semester Three (your second year), proof of current CPR certification with one of the following must be provided:

- Heart & Stroke Basic Life Support (BLS) for Health Care Providers.
- Canadian Red Cross Level HCP.
- St. John Ambulance CPR for Health Care Providers.

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 252	Introductory Composition
Statistics	(STAT 333 recommended)
Junior Arts Option	(PSYC 205 or SOCI 201 recommended)
Junior Philosophy Option	(PHIL 313 recommended)
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

BNUR 285	The Discipline and Profession of Nursing I: Foundational Professional Concepts
BNUR 287	The Science of Health I: Communities and Populations
BNUR 288	Supporting Health I: Communities and Populations
BNUR 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

BNUR 385	The Discipline and Profession of Nursing II: Interprofessional Practice and Professional Accountability
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University of Calgary Bachelor of Nursing at Medicine Hat College

BNUR 387	The Science of Health II: Families in Transition
BNUR 388	Supporting Health II: Families in Transition
BNUR 389	Integrating Nursing Roles and Practices II: Learning, Praxis and Scholarship in the Practicum Setting

Third Year (Register with U of C)

Semester 5 - Issues and Experiences of Life Threatening Health Challenges

BNUR 485	The Discipline and Profession of Nursing III: Further Inquiry and Scholarship in Nursing
BNUR 487	The Science of Health III: People Experience Life Threatening Health Challenges
BNUR 488	Supporting Health III: People with Life Threatening Health Challenges
BNUR 489	Integrating Nursing Roles and Practices III: Learning, Praxis and Scholarship in the Practicum Setting

Semester 6 - Issues and Experiences of Chronic Health Challenges

BNUR 495	The Discipline and Profession of Nursing IV: Understanding the Challenges of Leadership and Systems of Care
BNUR 497	The Science of Health IV: People Experiencing Chronic Health Challenges
BNUR 498	Supporting Health IV: People With Chronic Health Challenges
BNUR 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

BNUR 585	The Discipline and Profession of Nursing V: Challenges of Leadership and Systems of Care: Nursing and Health Care Systems, Policy, Ethics and Politics
BNUR 589	Integrating Nursing Roles and Practices V: Learning, Praxis and Scholarship in the Practicum Setting

Senior Nursing Option I

BNUR 503.46	Older Adult Nursing
BNUR 503.47	Perinatal Nursing Care: Emerging Trends and Issues
BNUR 503.41	Rural Health

Senior Nursing Option II

BNUR 503.43	Quality Care Practices Systems and Patient Safety
BNUR 503.50	Promoting Health in Vulnerable Populations
BNUR 517	Philosophy and Practice in Palliative Care

Semester 8 - Transition to Practice: Senior Clinical Practicum

BNUR 599	Integrating Nursing Roles and Practices VI: Transition to Nursing Practice
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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:

- Obtain a CREDIT (CR) in the nursing practice courses. In these courses, students are not assigned a letter grade, but are evaluated against College and Association of Registered Nurses Entry to Practice Standards explained by the instructors. If students meet those standards they will obtain CR and if students do not, they will receive 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. Students are usually permitted to repeat any required course only once while in the nursing program.
- Students must attain a minimum grade of 'C+' in all nursing theory courses to maintain a satisfactory standing in the Nursing Program.
- Students who do not achieve a minimum grade of C+ grade in a nursing theory course will be required to repeat it, along with all corequisite nursing theory and practice courses and must meet with the Nursing Program Coordinator or designate to determine a progression plan.
- Students who receive a grade of "F" in a nursing practice course will be required to repeat it and the corequisite nursing theory courses. 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 Nursing Program Coordinator or designate to determine a progression plan.
- Complete all courses in one term before continuing to the next term.
- Maintain a GPA of 2.0 as a MHC student in each semester and an annual GPA of 2.5 as a U of C student.
- All non-nursing courses (Semester 1 and Semester 2) require a minimum grade of C-.
- All nursing practice experiences are mandatory. Students who miss one or more lab/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 Nursing Program Coordinator or designate to determine a progression plan.

Students that do not meet the above requirements, will be given an academic warning within the nursing program. If they do not meet the requirements a second time, they will be dismissed from the nursing program and not be able to reapply to the Nursing Program. (Please note that an "academic warning" within the nursing program is different than being put on "academic probation" by the College or by the University. Consult the Medicine Hat College calendar and the University of Calgary calendar for circumstances indicating academic probation.) Students dismissed from the nurs-

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ing program, are not necessarily dismissed from the college and could possibly continue in other college programs. Students 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. Students can re-apply to the program only once.

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

Clinical Experiences

Students clinical experiences may be at sites outside of Medicine Hat and may be scheduled at various hours, including evenings, nights, 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. Evaluations by instructors are largely based on the students day-to-day performance. Should the 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 faculty members at the UofC.
- Students may be required to produce a medical clearance to continue after an injury, illness, or surgery.
- When budgeting for studies, remember that students will need to buy uniforms, appropriate shoes, lab supplies in both nursing and non-nursing courses, a watch with a sweep hand, a stethoscope, pay for CPR re-certifications, and pay travel and accommodation costs during the clinical course and preceptorship. Students may also need another recent criminal check for some experiences. Access to a personal vehicle is required for experiences in the community.

Duration of Program

Except with special permission of the Associate Dean (Undergraduate Programs) at the UofC, the BN degree must be completed within seven calendar years from the date of initial registration in the program.

Faculty Regulations

In the 1st and 2nd years, students follow the program regulations found in the MHC calendar. In the 3rd and 4th years, students follow the faculty regulations found in the UofC calendar.

Student Appeals

For student appeals in the 1st and 2nd year, follow the process outlined in the MHC calendar and for appeals in the 3rd and 4th year, follow the process outlined in the UofC calendar.

Nutrition (Pre-Professional) University Transfer

Admission Requirements

Refer to Admissions Chart on page 19

University of Alberta, Faculty of Agriculture, Life and Environmental Sciences

Phone: 780.492.4933
E-mail: new2ales@ualberta.ca
Website: www.ales.ualberta.ca/prospectivestudents

Types of degrees offered:

Bachelor of Science in Nutrition and Food Science, with majors in:

- o Food Science and Technology
- o Nutrition (Dietetics option) (see note below)
- o Nutrition and Food, with minors in:
 - Physical Activity
 - Human Ecology
 - Food Marketing
 - Food Policy

Students interested in Dietetics will apply to the Dietetic Specialization after at least one year of pre-professional studies. If students want to apply after just one year, they have to apply directly to University of Alberta for their first year.

Please consult www.ales.ualberta.ca/prospectivestudents for the most up to date information on admission grade point average into the Nutrition and Food Science program as well as course requirements for the program.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning.

University of Saskatchewan, College of Pharmacy and Nutrition

Phone: 306.966.6327
E-mail: Undergrad-Pharmacy-Nutrition@usask.ca
Website: www.usask.ca/pharmacy-nutrition/

The University of Saskatchewan offers a Bachelor of Science in Nutrition (B.Sc. [Nutr]) degree program, which consists of a one-year pre-professional requirement, usually in a Science program, followed by four years in the College of Pharmacy and Nutrition. To be considered for admission to the B.Sc.Nutr. program, you must have successfully completed a pre-nutrition program which must include the following courses.

Students must have successfully completed a pre-nutrition program which must include the following courses:

- BIOL 231 & BIOL 233
- CHEM 201
- CHEM 250
- *Two of:* ENGL 202, ENGL 203, ENGL 231, ENGL 235, ENGL 237 **or** FREN 219 & FREN 221
- PSYC 205 & a 300-level PSYC **or** SOCI 201 & SOCI 203
- Elective [unrestricted] (6 credits)

These prerequisite courses must be completed prior to April 30 of the year of application, in order to be considered for admission, and applicants must have a minimum average of 70%. In addition to completing the above academic requirements, applicants must also complete the College of Pharmacy and Nutrition's "Test of Critical Skills" and "Personal Profile" in order to be considered for admission. For more information about these requirements, please see the University of Saskatchewan, College of Pharmacy and Nutrition website. Please note that limited spaces are available for out-of-province applicants. Students are responsible for making informed course choices as part of their academic degree planning.

Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

Academic Advising Office

Phone: 403.529.3819

Grace Torrance, Program Coordinator

Phone: 403.529.3949

E-mail: gtorrance@mhc.ab.ca

Leeanne Sadowsky, Program Coordinator

Phone: 403.504.3698

E-mail: lsadowsky@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. As an OTA/PTA, you will work under the direction of Occupational Therapists (OT) to help clients successfully perform daily activities related to self-care, leisure, and work, school or play. You will also work under the direction of Physiotherapists (PT) to help provide treatment to help patients recover from illness or injury to improve patient mobility, relieve pain, and prevent or lessen physical limitations. You are 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, you will learn how to use a variety of interventions to help your clients. The activities could range from games or crafts; group activities; exercise for strength, flexibility, balance and coordination; use of assistive devices, and various electrotherapy and physical modalities. Your clients might 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 to the OT or PT.

This program is flexible in that the first 10 courses are common to both the OTA/PTA and SLP 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 experience practicum training with potential employers in hospitals, private clinics, home care settings, schools, and community programs.

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

Program Accreditation

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

Distributed Learning (DL)

- Students enrolled in the Distributed Learning component of the program are expected to develop a program plan of study with the academic advisor prior to taking any courses.
- Students enrolled in the Distributed Learning component are expected to participate in experiential learning opportunities that are group or individually based. Students should be prepared to travel to pre-arranged sites for lab workshops in OPTA 212, OCTA 215, OCTA 216, PHTA 215, and PHTA 216.
- Students normally complete all courses in each group prior to beginning courses in subsequent groups. Programs completed otherwise will require submission of Prerequisite Waiver forms and approved by 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 (eg. September, November, January and March)

Prior Learning

Students that have been employed in the field prior to entering this program, may be eligible for prior learning assessment. Please contact the Coordinator(s) 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
- 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 grade 12 subjects, one of which must be a 30-level science or math (applied or pure) or Math 30-1 or Math 30-2.

Mature Student Route

- Biology 30 and ELA 30-1 or ENGL 1XX or equivalent are required.

This route is applicable for students that do not meet the minimum requirements for admission but possess other post secondary and/or work experiences that create potential for success in the program. This route is available to a limited number of students.

Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

Transfer Student Route

- Applicants that have previously attended a recognized college or university, may be accepted on the basis of their college or university level course work. They must have completed at least 15 credits of coursework with a minimum grade of or GPA of 2.0 out of 4.0.
- 60% in ENGL 30-1 or ENGL 1XX of a C grade in a university level English course.
- 60% in Biology 30 or equivalent of a C grade in a university level lab science course.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Pre-Program Requirements

Once students are successful in gaining admission and have received the program package, 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: CPR for Health Care Providers
- Provide proof of current Standard First Aid Certification.
- Provide a current Police Information Check with Vulnerable Sector Check. (Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record.)

Program Requirements

First Year

Fall/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/Group 2 DL

KNES 265	Functional Anatomy
Junior SOCI** (SOCI 203 recommended)	
TAPC 111	Rehabilitation Process
TAPC 112	Human Disorders & (Dis)Abilities
TAPC 113	Growth and Development for Rehabilitation Service Providers

Spring/Group 3 DL

OPTA 212	Principles and Techniques of Client Contact
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Second Year

Fall/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/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 distributed learning at Medicine Hat College but are available in a distributed learning format through other post-secondary institutions. Contact Academic Advising for more information.
- ** These university transfer courses are not offered by distributed learning at Medicine Hat College. They are available in a distributed learning format through other post-secondary institutions. Contact the coordinator for more information.
- + This course is offered On-Site

Fieldwork

Fieldwork Requirements

- All program requirements must be completed appropriately and satisfactorily prior to commencing fieldwork. (TAPC 111, TAPC 112, TAPC 113, OPTA 212, OCTA 215, OCTA 216, PHTA 215, and PHTA 216).
- 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 placement out of Medicine Hat (fieldwork courses are OCTA 217, OPTA 217, PHTA 217, TAPC 110).
- 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 in OCTA 217, OPTA 217, and PHTA 217 are full-time placements unless otherwise approved by the coordinator and fieldwork sites.

Continuation Specific to Fieldwork

- Immunizations required by the program must be up to date prior to commencing job shadowing and fieldwork placement(s).
- 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 requirements as specified.
- Participation in all activities related to fieldwork is mandatory.
- Should a student receive an unsatisfactory evaluation on a fieldwork placement, they will be required to discuss this situation with the Medicine Hat College faculty. This evaluation may result in having to repeat the placement.

Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

- 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 course.

International Transfer

The University of Northampton (UK)

Graduates of the Occupational Therapist Assistant/Physical Therapist Assistant diploma are eligible to apply to the Bachelor of Science (Hons) - Occupational Therapy. For more information, please consult with an Academic Advisor.

Continuation Requirements

- Students must adhere to the professional commitment as outlined in the Therapist Assistant Programs Student Handbook.
- Failure to do so may result in dismissal from the program.
- Students must complete the program within five years of registration in TAPC 110.
- All OCTA, OPTA, PHTA, TAPC, KNES, and IDST 100 courses must be completed with grades of C or better.
- Students must earn a grade of at least C- all other courses.
- In order to be able 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 Therapist Assistant course (OCTA, OPTA, PHTA, TAPC) only once.
- Students are normally expected to complete courses in the sequence outlined in the calendar (including deferring courses into other terms) may compromise your standing in the program as lab and fieldwork is done in advance of courses starting.

Graduation Requirements

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

Transfer

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

Athabasca University

Graduates of the Occupational Therapist Assistant/Physical Therapist Assistant diploma are eligible to transfer 60 credits to the Bachelor of Professional Arts (Human Services) degree.

University of Calgary

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

Thompson Rivers University

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

Paramedic - Bachelor of Applied Health Sciences Diploma and Applied Degree

Academic Advising Office
Phone: 403.529.3819

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

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

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

Prior Learning/Transfer Credit

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

Career Opportunities

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

Admission Requirements

High School Route

Overall average of at least 60% and a minimum mark of 50% in

- ELA 30-1
- Biology 30
- Math 30-1 or Math 30-2
- Grade 12 five credit subject (Chemistry 30 is recommended)

Transfer Route

Previous post-secondary coursework may be considered for admission. Successful completion of a PCP/EMT or EMR program may qualify you for consideration under this admission route.

English Language Proficiency Requirement

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

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

Pre-Professional Requirements

After being admitted into the program, but before the first day of classes, the following must be provided

- Proof of current CPR with the Heart & Stroke Heartsaver AED (C) CPR certificates.
- 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.

Post Diploma Degree Completion

The Bachelor of Applied Health Science Paramedic degree entry is open to Practicing Paramedics (ACP) with pre-existing credentials and exists to meet the emerging needs of patients, practitioners, and employers. As a result of practitioner and industry demand, the Bachelor of Applied Health Science (Paramedic) degree option is open to all graduate Advanced Care Paramedics via a distance learning format.

The Bachelor of Applied Health Science - Paramedic (BHSc-Paramedic) is designed to build on the previous knowledge and experience of practicing paramedics. Qualified candidates are able to obtain the BHSc-Paramedic by completing the nine courses offered in the program.

Paramedic - Bachelor of Applied Health Studies Diploma and Applied Degree

Entry Requirements:

- ELA 30-1
- Advanced Care Paramedic Credential
- Current Advanced Care Paramedic license in the province the student is located preferred
- Continued employment as an Advanced Care Paramedic is also preferred

Program Requirements

First Year

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/Post Diploma Entry Point)

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

NOTES:

** EMT/PCP from a CMA accredited program and completed within the previous three calendar years may apply for transfer credit for PARA 120, PARA 125, PARA 130, PARA 145 and PARA 150. Awarding of credit is also dependent on work experience since the time of EMT/PCP program completion. Program specific guidelines for awarding of transfer credit are available from the Program Coordinator.

++ for students that did not complete the Medicine Hat College diploma

Practicum

Students may be required to complete clinical and field experiences at sites throughout Alberta. Clinical and field experiences may be scheduled days, evenings, nights, and weekends. 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).
- 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 medical-trauma evaluation scenario and written exam prior 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).

Paramedic - Bachelor of Applied Health Sciences Diploma and Applied Degree

ACP Registration Exams

At various points within the program, students will be required to write Alberta College of Paramedics (ACP) registration examinations. Students will be notified regarding the cost and date for each examination. Students unsuccessful at the initial examination, may apply to write only once more. All costs related to registration, travel, accommodation, and meals are the students responsibility. Further information is available on the ACP website.

Fitness Requirements

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

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

Professional Driving Improvement Course Requirements

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

Uniforms

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

Electronic Charting

Students are required to purchase a wifi enabled device for completing patient care reports and competency tracking during practicum.

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. Please refer to social guidelines for further details related to dismissal.

Graduation Requirements

- Students must obtain a minimum of B grade in all PARA courses.
- 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.

Today's pharmacists strive to work with their patients to determine what their needs are and what care should be provided in order to best meet these needs. Identifying, resolving, and preventing medication-related problems is at the core of a pharmacist's work.

You can begin your studies in pharmacy at Medicine Hat College and then apply to transfer to a university to complete your degree.

Pharmacy (Pre-Professional) University Transfer

Career Opportunities

Pharmacies

Hospitals and Care Homes

Pharmaceutical Companies

Admission Requirements

Refer to Admissions Chart on page 19

Admission to quota professional programs is not guaranteed and so all pre-professional students should have a back-up plan for an alternate degree program in case they are not admitted to the program of their choice.

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university science degrees and is made possible based on 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. It is essential that all University Transfer students seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution. Students who are seeking an undergraduate science degree as a learning pathway to a professional program should consult with both the Medicine Hat College academic advisor and a representative from the institution they wish to attend, to ensure that they meet both the minimum requirements for admission and the competitive requirements.

First Year Course Selection

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

University of Alberta, Faculty of Pharmacy

Phone: 780.492.3362
E-mail: studentservices-pharmacy@ualberta.ca
Website: www.ualberta.ca/pharmacy/

The University of Alberta offers a Doctor of Pharmacy (PharmD) program which is a four-year program consisting of coursework and practice experiences. The PharmD academic credential is an undergraduate professional degree. To be considered for admission, students must successfully complete 60 credits of pre-professional studies.

Other factors considered by the University of Alberta in determining admissibility are competitive GPA, letter of intent, interview, and completion of the Pharmacist Consultation Form. Further details about the application process and admissions can be found on the University of Alberta's Faculty of Pharmacy and Pharmaceutical Sciences website.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Pharmacy (Pre-Professional) University Transfer

University of Saskatchewan, College of Pharmacy and Nutrition

Phone: 306.966.6327
E-mail: Undergrad-Pharmacy-Nutrition@usask.ca
Website: www.usask.ca/pharmacy-nutrition

The College of Pharmacy and Nutrition at the University of Saskatchewan offers a Doctor of Pharmacy (PharmD) program, which is a four-year program consisting of coursework and practice experiences. To be considered for admission students must complete 60 credits of pre-professional studies. Other factors considered by the University of Saskatchewan in determining admissibility are competitive GPA, test of critical skills, and a personal video interview. Further details about the application process and admissions can be found on the University of Saskatchewan's College of Pharmacy & Nutrition website.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Saskatchewan Academic Advisor, and the University of Saskatchewan calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Plumber Apprenticeship

Scott Stickel, Coordinator

Phone: 403.504.3587

E-mail: sstickel@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 75.

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

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.

**Alberta Apprenticeship &
Training Regional Office
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100
www.tradesecrets.alberta.ca**

Power Engineering Technology Diploma

Academic Advising Office

Phone: 403.529.3819

Rakesh Kaushish, Coordinator

Phone: 403.504.3567

E-mail: rkaushish@mhc.ab.ca

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

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

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

NOTE: By current ABSA regulations: Students may acquire a 4th class certificate after passing the 4th class theory, completing college arranged field placement, and passing the ABSA 4th class exams.

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

or approval of Program Coordinator or Dean

Even though a high school diploma is not required for program admission, some employers may require it.

Program Requirements

First Year

Block 1 (September - mid November)

PLAB 116	First Lab
PLAC 111*	Field Placement
POWE 141	Introductory Mechanics & Thermodynamics
POWE 142	Safety
POWE 143	Introduction to Boilers

Block 2 (mid November - January)

PLAB 117	Second Lab
POWE 146	Introductory Prime Movers & Types of Plants
POWE 147	Introductory Electricity & Instrumentation
POWE 148	Refrigeration & Air Conditioning

Block 3 (February - mid 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

Block 5 (January - May)

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.

Power Engineering Technology Diploma

Graduation Requirements

To successfully complete this program you must:

- Obtain a minimum grade of C- in all POWE and PLAB courses.
- Achieve mandatory 80% attendance of all Power Engineering (POWE) courses to write or pass the course final exams, regardless of the grade.
- Achieve mandatory 100% attendance in all lab courses (PLAB).

Transfer

Athabasca University

Graduates of the Power Engineering Technology diploma are eligible to transfer 60 credits toward the Post-Diploma Bachelor of Science.

Practical Nurse Diploma

Academic Advising Office

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

Marie Hasper, Program Coordinator

Phone: 403.362.1482 (Brooks Campus)
E-mail: mhasper@mhc.ab.ca

This program is at Brooks Campus

The Practical Nurse program is a two-year diploma program that prepares you to become a professional Licensed Practical Nurse (LPN) and, therefore, teaches the knowledge, skills and practical competencies required by the College and of Licensed Practical Nurses of Alberta (CLPNA). The program, prepares graduates to work as valued members of the health care team.

Practical Nurses utilize the nursing process, which includes providing 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, and maintain a safe, comfortable environment for the client.

Learning involves a variety of teaching methods including online, classroom and laboratory activities, 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 parts of the region for clinical and practical learning experiences.

Graduates of the program are eligible for licensure through the College of Licensed Practical Nurses upon payment of a fee 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 BV ANPH 150 (eCampusAlberta)

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 BV ANPH 150 (eCampusAlberta)

Program Requirements Before Starting the Program

1. Provide proof of current certification in the following
 - Standard First Aid
 - CPR at a Health Care Provider level
2. Once accepted students will receive a health questionnaire and immunizations checklist that must be completed. A chest x-ray may be required.
3. Students must present a current Police Information Check. Having a positive police check may not necessarily preclude the student from being in the program, but they will need to discuss this with the Practical Nursing Program Coordinator. Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record.

After being admitted to the program students must provide annual renewal of CPR at a Health Care Provider level.

Program Requirements

First Year

Fall

BIOL 152	Anatomy and Physiology for Practical Nurses
COMM154	Interpersonal Communications for Practical Nurses
HLSC 151	Personal Health and Wellness
PRNU 156	Nursing Theory I & Nursing Science Lab I
PSYC 153	Growth and Development for Practical Nurses
Junior ENGL	

Winter

PHSL 200	Pathophysiology
PRNU 158	Clinical Experience I - Continuing Care
PRNU 160	Adult Health Assessment
PRNU 162	Applied Pharmacology & Medication Admin Lab
PRNU 166	Nursing Theory II & Nursing Science Lab II

Spring

PRNU 168	Clinical Experience II - Continuing & Acute Care
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Second Year

Fall

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

Practical Nurse Diploma

Winter

PRNU 208	Transition to Practical Nursing Graduate
PRNU 209	Community Nursing
PRNU 215	Final Practicum
SOCI 201	Introductory Sociology

Clinical and Practica

The Practical Nurse program is an intensive program involving full classroom/laboratory days and clinical days. Clinical experiences, in particular, may be scheduled at various hours, including evenings, nights, and weekends and it is expected that students will make accommodation for commitments outside the program to accommodate this scheduling.

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 coat, lab kits, a watch with a sweep hand, practical nurse registration exams (\$600 – subject to change), and travel/accommodation for clinical and practicum placements.

Continuation Requirements

- Maintain a C+ in all PRNU graded courses
- Maintain a C- in all non-PRNU 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: You must complete the program within five (5) years of admission to the initial Practical Nurse program.

Final Grades

The final grade in the 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 clinical courses will be derived from clinical performance and assignments. Clinical objectives must be met in order to achieve a passing grade in Nursing Practice clinical courses.

Failure to meet performance objectives or learning outcomes

Throughout the program, instructors will give verbal and written feedback on your performance and progress. If your performance is inconsistent and is not meeting learning course objectives or learning outcomes, you may be placed on 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

Former students may apply for re-entry to the program. To qualify for recognition of previous successful semesters or courses, you MUST:

- Meet the re-entry program recommendation requirements as agreed upon by you and the Division of Science and Health, MHC.
- Indicate your intention to re-enter within twelve (12) months of leaving the program to the program coordinator

You will only be allowed to re-enter the program once. In addition, it is important to note that re-entry will depend on the seat availability of programs.

Graduation

You must successfully complete all required courses.

NOTE: The Medicine Hat College Practical Nursing program is approved by the College of Licensed Practical Nurses of Alberta (CLPNA).

Transfer

Thompson Rivers University

Graduates are eligible to receive advanced credit towards the Bachelor of Health Science or Bachelor of General Studies.

Pre-Employment Programs Apprenticeship

Continuing Studies

Program Administrator, Medicine Hat Campus

Phone: 403.502.8975

Program Administrator, Brooks Campus

Phone: 403.362.1675

Pre-employment trades programs are designed to help you become more marketable when seeking employment in the trades. The pre-employment program covers the same material as our traditional apprenticeship program, but students do not have to be employed/indentured to be accepted to this training. Students who successfully complete and pass the program will have skills equivalent to a first year trades apprentice and will be eligible to write the Alberta Apprenticeship & Industry Training First Period Theory Exam for the trade. In addition to the course content offered in the first year apprenticeship program, our pre-employment program includes many additional hours of hands-on practice and safety training. Our pre-employment programs may be offered on a full-time (12 week), or part-time (6 month) basis.

Pre-employment programs are student loan eligible. Please contact the Financial Aid Office for more information at 403.504.3594.

For more information on pre-employment programs and when they are offered contact Continuing Studies or visit their website at www.mhc.ab.ca/continuingstudies.

Rig Technician Apprenticeship

Cal Jobling, Coordinator
E-mail: cjobling@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For information about the apprenticeship program see page 75.

The Alberta Rig Technician trade is specific to the drilling rig industry, not, the rig servicing industry.

Rig technicians operate oil and gas drilling rigs. A Rig Technician 3 journeyman certification confirms the journeyman can also perform the tasks of a Rig Technician 2 and a Rig Technician 1 credential. Job tasks commonly associated with each of the three levels are motorhand (Level 1), derrickhand (Level 2), and driller (Level 3).

Motorhands (Level 1)

- regularly maintaining drilling rig engines, transmissions, heating systems, diesel electric generators and motors, hydraulic systems, and other mechanical equipment
- maintaining equipment logs and preventative maintenance records as required
- monitoring inventories of fuels, oil filters, lube oils, greases, and other service items
- working under the direction of the Derrickhand and driller
- supervising, training, and working with floorhands and labourers, ensuring they work safely and efficiently
- participating in rig mobilization and demobilization

Derrickhands (Level 2)

- operating and maintaining drilling fluid systems and pumps during drilling
- mixed fluid chemicals and additives as required by the program
- handling sections of drill string assembly from a platform on the rig derrick during tripping operations
- monitoring and recording mud flows and volumes and fluid properties (i.e. mud weight)
- working under the direction of the Driller and assisting the Driller with crew supervision, ensuring the crew works safely and efficiently
- participating in rig mobilization and de-mobilization (rig-up and tear-out).

Drillers (Level 3)

- operating the draw-works, rotary equipment, and pumps and supervise the assembly of drill string
- ensuring that safety and support equipment is functioning properly
- monitoring the progress of the drilling operation and communicate with well-site supervisors
- keeping a current record of drilling progress
- training crew members
- introducing procedures which may help the crew to work more safely and effectively
- participating in the supervision of rig mobilization and demobilization (rig-up and tear-out)

Drillers are all responsible for the supervision of rig crews, ensuring they work safely and efficiently, and the operation of drilling equipment. They report directly to drilling rig managers and are responsible for the crew.

Normally an apprentice will spend at least a year in each position.

A drilling rig consists of a derrick, draw-works and other surface equipment that provide the forces needed for drill pipe to bore a hole into the earth. The drilling rig drills the initial hole for the oil or gas well. After the drilling rig reaches the layer of earth that contains oil or gas, the rig is removed from the site.

Other equipment, such as service rigs and pump jack, operated by skilled works from the oil field service industry, are used to complete the well construction and to access the oil and gas.

Working Conditions

Working conditions vary with the tasks performed, rig locations and weather conditions. People in these occupations often work outdoors in remote locations. They are often exposed to extremes in weather as well as to the dirt, dust, noise and fumes that often exist around a rig. They may be required to lift items weighing in excess of 25 kilograms. Employees are often responsible for their own transportation to the work site and may travel widely throughout the province. Employment in these occupations may be seasonal. Winter is the busiest season for drilling activity.

The rig technician trade has minimal entry-level requirements, generous wages, attractive work and time-off schedules, and opportunities for rapid advancement. It can be a stepping stone to a variety of other employment opportunities in the oil and gas industry.

Skills and Abilities

To be successful in their trade, rig technicians need:

- the ability to get along well with co-workers
- leadership and management skills
- good communication skills
- good organizational skills
- physical strength and stamina
- emotional stability
- mechanical aptitude
- manual dexterity
- the ability to judge distances and spatial relationships

Rig Technicians should enjoy working with equipment and machinery, working in a team environment and compiling information and maintaining records. The above information was copied from the tradesecrets website. For complete information on being a Rig Technician check out the website at tradesecrets.alberta.ca.

**Alberta Apprenticeship &
Training Regional Office**
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100

www.tradesecrets.alberta.ca

Science (B.Sc.) University Transfer

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 is designed to prepare you to transfer to another institution after you have completed a maximum of two years at Medicine Hat College. The remaining years of your Bachelor of Science may be in a range of disciplines such as cell biology, immunology and infection, physiology, pharmacology, physics, or zoology. Alternatively, you can pursue a professional program such as chiropractic, dentistry, medicine, optometry, pharmacy, or veterinary medicine. Students wanting to pursue a professional program through University Transfer Science are encouraged to speak with a Medicine Hat College Academic Advisor. You can begin your studies in science at Medicine Hat College and then apply to transfer to a university to complete your degree.

Career Opportunities

Animal Biology (Zoology)	Industrial Laboratories	Pharmaceutical
Chiropractor	Meteorologist	
Provincial and Federal Government		
Consulting	Optometrist	Public Service
Geophysicist	Petrochemical	Research and Development

Admission Requirements

Refer to Admissions Chart on page 19

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university science degrees and is made possible based on 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. It is essential that all University Transfer students seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution. Students who are seeking an undergraduate science degree as a learning pathway to a professional program should consult with both the Medicine Hat College academic advisor and a representative from the institution they wish to attend, to ensure that they meet both the minimum requirements for admission and the competitive requirements.

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

University of Alberta, Faculty of Science

Phone: 780.492.4758 or toll-free: 1.800.358.8314
E-mail: advisor.science@ualberta.ca
Website: www.ualberta.ca/science

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

Animal Biology	Ecology	Microbiology
Applied Mathematics	Environmental Earth Sciences	Molecular Genetics
Astrophysics	Evolutionary Biology	Neuroscience
Atmospheric Sciences	Geology	Paleontology
Biochemistry	Geophysics	Pharmacology
Bioinformatics	Immunology & Infection	Physiology
Biological Sciences	Marine Science	Physics
Cell Biology	Mathematical Physics	Plant Biology
Chemistry	Mathematics	Psychology
Computing Science	Mathematics and Economics	

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Science (B.Sc.) University Transfer

University of Calgary, Faculty of Science

Phone: 403.220.5516 or 403.220.8600 (Undergraduate Science Centre)
E-mail: usc@ucalgary.ca
Website: www.ucalgary.ca/science

The Faculty of Science offers degrees in the following areas:

Anthropology	Chemistry	Psychology
Astrophysics	Computer Science	Pure Mathematics
Applied Chemistry	Earth Science	Nanoscience
Applied Environmental Geology	Ecology	Natural Sciences
Applied Mathematics	Environmental Science	Neuroscience
Archaeology	General Mathematics	
Science, Technology & Society		
Biochemistry	Geography	Transportation
Biological Sciences	Geology	Zoology
Cellular, Molecular & Microbial Biology	Geoscience	
Chemical Physics	Physics	

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Lethbridge, Faculty of Arts and Science

Phone: 403.329.5101 or 403.329.5106
E-mail: artsci.advising@uleth.ca
Website: www.uleth.ca/artsci

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

Agricultural Biotechnology	Chemistry	Kinesiology
Agricultural Studies	Computer Science	Mathematics
Anthropology	Computer Science & GIS	Neuroscience
Applied Statistics	Environmental Science	Physics
Archaeology and Geography	General Major in Science	
Psychology	Biochemistry	Geography
Remote Sensing	Biological Sciences	

All University of Lethbridge degree programs have a General Liberal Education Requirement (GLER). The GLER involves satisfactory completion of 12 Arts and Science courses, chosen from three distinct lists (List 1 – Fine Arts & Humanities; List 2 – Social Sciences; List 3 – Science).

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Lethbridge Academic Advisor, and the University of Lethbridge calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Science (B.Sc.) University Transfer

MacEwan University, Faculty of Arts & Science

Phone: 780.497.4505
E-mail: artsandscience@macewan.ca
Website: www.macewan.ca/science

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

Biological Sciences	Physical Sciences
Computer Science	Psychology
Mathematical Sciences	

In mathematical sciences students focus on two of the following areas of concentration: mathematics, statistics, or computer science. Similarly, in physical sciences students focus on two of the following areas of concentration: physics, chemistry/earth, or atmospheric sciences.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a MacEwan University Academic Advisor, and the MacEwan University calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Mount Royal University, Faculty of Science & Technology

Phone: 403.440.5000
E-mail: advising@mtroyal.ca
Website: www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/ScienceTechnology

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

Cellular & Molecular Biology	Geology
Environmental Science	Health Science
General Science	

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a Mount Royal University Academic Advisor, and the Mount Royal University calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Social Work Diploma

Academic Advising Office

Phone: 403.529.3819

Linda Boksteyn

Phone: 403.504.3678

E-mail: lboksteyn@mhc.ab.ca

This two year program combines knowledge of the humanities and behavioural sciences, an understanding of social work theory and philosophy, and the development of practical skills through academic classroom study and fieldwork settings. This program is designed to meet the knowledge, skills and practice competencies as defined by the Alberta College of Social Work.

Career Opportunities

At graduation students are prepared for employment in a broad range of private health, social, and welfare agencies as well as in provincial and municipal social service, health, and welfare agencies. The program prepares students to do social work with individuals, families, groups, and communities. Upon graduation students are eligible to be registered with the Alberta College of Social Workers. In Alberta, students educated in Social Work and work within the scope of Social Work Practice must be registered.

Admission Requirements

For all routes, applicants must first apply to Medicine Hat College indicating your interest in the Social Work Diploma program. Applicants will then receive an application package specific to the Social Work program that outlines details of the pre-program requirements. Please note that the information provided on the personal profile, and that provided by references, will be considered during admission screening to ensure you meet basic standards and have reasonable chance for success in the program and in the profession.

High School Route

- ELA 30-1 (minimum 60%)
- Three grade 12 5-credit courses
- 18 years of age or older by the last day of the semester to which you are applying

Mature Student Route

- 60% or greater in ELA 30-1 (or equivalent) or a university level English

This route is applicable if applicants do not meet the minimum requirements for admission but possess other post-secondary and/or work experiences that create potential for success in the program.

Transfer Route

Having previously attended a recognized college or university, applicants will be accepted on the basis of your college or university level coursework. Applicants must have 60% or greater in ELA 30-1 (or equivalent) or a university level English course.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Pre-Program Requirements

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

Program Requirements

First Year

Fall

ANTH 213	Contemporary Aboriginal Issues in Canada
IDST 100	Introductory Communications for Helping Professionals
PSYC 205	Principles of Psychology
SLWK 100	Introduction to Social Work Practice
SLWK 102	Social Problems & Policies

Winter

PSYC 351	Developmental Psychology
SLWK 101	Social Work Theories & Practice
SLWK 103	Social Work with Individuals
SLWK 105	Social Work with Groups
Elective	

Spring*

Junior ENGL	
Elective	

Second Year

Fall

PSYC 357	Human Development
SLWK 206	Social Work Research & Leadership in Human Services
SLWK 208	Social Work with Families
SLWK 212	Social Work Practicum I
SLWK 219*	International Social Work (optional)

Winter

SLWK 209	Social Work with Communities
SLWK 211	Social Work with Mental Health, Trauma and Addictions
SLWK 213	Social Work Practicum II
Elective	

Spring (Optional)

SLWK 220*	International Social Work Practicum
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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)

** Please note in order to take these courses you will require permission from that departments program coordinator.

Practicum

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

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

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

International Practicum

Different opportunities may arise for students to participate in an international practicum. Social Work students from Medicine Hat College may be invited to participate in international practicum placements with other institutions or Medicine Hat College Social Work program may offer this opportunity by itself. In both situations students must go through an application process and suitability for participation will be evaluated on a case by case basis. Students will be expected to complete all prerequisite requirements before departure.

Continuation Requirements

- Achieve a minimum of a "C" grade in all required courses.
- SLWK courses can only be repeated once

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

Graduation Requirements

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

- Minimum of a "C" grade in all required courses in order to be eligible to graduate.
- One D grade allowed in non Social Work courses.

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

Transfer

Athabasca University

Graduates of the Social Work diploma program are eligible to transfer 60 credits toward the Bachelor of Professional Arts - Human Services program.

Thompson Rivers University

Graduates of the Social Work diploma program are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.

University of Calgary

Graduates are eligible to apply to the two-year post diploma BCR program, the Learning Circles Social Work Program or the post diploma BSW program.

University of Regina

Graduates of the Social Work diploma program are eligible to receive up to 60 credits towards the Bachelor of Social Work degree.

International Transfer Opportunities

Griffith University

Graduates are eligible to receive advance standing toward a Bachelor of Human Services in Child and Family Studies or a Bachelor of Social Work degree at Griffith University in Australia. For more information, visit the Medicine Hat College website.

Social Work (Learning Circles) (BSW) University Transfer

University of Calgary, Faculty of Social Work (BSW Learning Circles)

Phone: 403.329.2794 Toll free: 1.866.329.2794
Fax: 403.329.2787
E-mail: fswar@ucalgary.ca
Website: www.ucalgary.ca/fswsouth

Medicine Hat College is hosting the University of Calgary's Bachelor of Social Work Learning Circles Program. Combining virtual education formats with on site block and weekend programming, the Learning Circles program is accessible to students living in and near host communities and to those maintaining employment while pursuing undergraduate education. The Learning Circles program offers an innovative and fully accredited variation of the University of Calgary BSW Program. It offers the same quality as the university's on-campus BSW programs, with several unique features, including:

- A redesigned curriculum to ensure cultural and geographic relevance to communities outside urban areas.
- Convenient scheduling of courses with local practicum placements.
- Alternative, flexible and widely accessible program delivery that combines the best distance education technology with face-to-face educational opportunities.

Program Overview

Core social work content for the Learning Circles program is themed into four areas:

- generalist practice
- communications & information
- diversity and oppression, and
- social work methods. Through portfolio courses, students apply their learning to their developing professional identity. Option courses allow students to study specialized topics such as mental health, intergenerational trauma, or child welfare.

The social work practicum is an integral part of the BSW program. Learning Circle students complete field placements during the Spring term following completion of the core social work curriculum. Post diploma students complete 400 hours in practicum and university transfer students complete 720 hours in practicum. Field education offers you opportunities to integrate theory and practice under the supervision of qualified social workers. Through seminars that accompany practicum courses, students will discuss learning experiences and challenges.

Admission Requirements

To be eligible for the Learning Circles program, applicants must:

- be admissible to the University of Calgary (admission information is available in the current University of Calgary calendar or visit the website at fsw.ucalgary.ca.) Admission requires a minimum GPA of 2.3 on a 4.0 scale as calculated on 10 most recent non-social work courses; for Post Diploma holders, the diploma GPA is used for the admission GPA.
- Hold a diploma in Social Work from a recognized Alberta college or have at least 19 university transferable half-course equivalents plus SOWK 201 or equivalent (Alberta Transfer on-line at acat.gov.ab.ca)

Once deemed admissible to the University, students are competitively evaluated by the Faculty's admission committee based on academic achievement (social work and non-social work courses considered), previous experience, entry essay and references.

Deadlines

Application deadline: March 1: Submit - (1) The University of Calgary application online (available at ucalgary.ca); (2) Pay the application fee; (3) Submit the BSW application (available at www.ucalgary.ca/fswsouth) with supporting documents; and (4) Submit an official transcript indicating final Fall grades and Winter course registration. The BSW application includes the application form, resume, essay and reference letters. A full description of the application process is included on the form.

For Regular Admission

- **By March 1:** Submit the University of Calgary application online (available at ucalgary.ca) and pay the application fee
- **By March 1:** Submit the BSW application (available at fsw.ucalgary.ca) by mail, with supporting documents, to the Lethbridge office of the Faculty of Social Work (address on application). The BSW application includes the application form, resume, essay and reference letters. A full description of the application is included on the form.
- **By June 30:** Official transcripts must be received by the University of Calgary. To expedite the admission process, you are encouraged to submit transcripts as early as possible.

Social Work (BSW) University Transfer

Career Opportunities

Health agencies
Social and Welfare Agencies
Private Practice

Admission Requirements

Refer to Admissions Chart on page 18

First Year Course Selection

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

University of Calgary, Faculty of Social Work

Lethbridge

Phone: 403.329.2794 **Toll Free:** 1.866.329.2794
FAX: 403.329.2787
E-mail: fswsar@ucalgary.ca
Website: www.fsw.ucalgary.ca/southern-alberta

Calgary

Phone: 403.220.5942 **Toll Free:** 1.877.282.0667
FAX: 403.282.7269
E-mail: socialwk@ucalgary.ca or bswinfo@ucalgary.ca
Website: www.fsw.ucalgary.ca/

Edmonton

Phone: 780.492.3888
FAX: 780.492.5774
E-mail: fswcnar@ucalgary.ca
Website: www.fsw.ucalgary.ca/central-and-northern-alberta

Degrees offered in the areas of:

Bachelor of Social Work (Calgary Location)	Bachelor of Social Work (Virtual Learning Circle)
Bachelor of Social Work (Edmonton Location)	Bachelor of Social Work (Community Based Learning Circle)
Bachelor of Social Work (Lethbridge Location)	

If you complete the MHC Social Work Diploma, you will be given block transfer credit towards the University of Calgary Bachelor of Social Work degree program. The University of Calgary, Faculty of Social Work admits students into the third year of a four year Bachelor of Social Work degree.

University Transfer Requirements

Completion of 60 university-level units or an undergraduate degree in another discipline from a recognized institution with a minimum grade point average of 2.3 and must include:

- SOWK 201 (MHC SLWK 100)

Additional supporting documents required for admission:

- Resume
- 2 References, one of which must be from an academic source
- Essay

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Social Work (BSW) University Transfer

MacEwan University, Faculty Health & Community Studies

Phone: 780.497.5154
E-mail: bsw.@macewan.ca
Website: www.macewan.ca/bsw

Degrees offered in the areas of:

- Bachelor of Social Work

If you complete the MHC Social Work Diploma, you will be given block transfer credit towards MacEwan University Bachelor of Social Work degree program. MacEwan University Faculty of Health & Community Studies admits students into the third year of a four year Bachelor of Social Work degree.

University Transfer Requirements

Completion of 60 university-level credits with a minimum admission grade point average (AGPA) of 2.5 and must include:

- ENGL 102 (With a minimum grade of C-) (MHC ENGL 252)
- ENGL 103 (With a minimum grade of C-) (MHC ENGL 202 or 203)
- SOWK 240 (With a minimum grade of C-) (MHC Introductory Social Work)

Additional supporting documents required for admission:

- Resume
- Three letters of reference
- Personal/professional profile

We encourage students to consult with a Medicine Hat College Academic Advisor, a MacEwan University Academic Advisor, and the MacEwan University calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

University of Regina, Faculty of Social Work

Regina

Phone: 306.585.4554
FAX: 306.585.4872
E-mail: sw.studentservices@uregina.ca
Website: www.uregina.ca/socialwork

Saskatoon

Phone: 306.664.7370
FAX: 306.664.7131
E-mail: sw.studentservices@uregina.ca
Website: www.uregina.ca/socialwork

Degrees offered in the areas of:

- Bachelor of Social Work (Regina location)
- Bachelor of Social Work (Saskatoon location)

If you complete the MHC Social Work Diploma, you will be given transfer credit towards the University of Regina Bachelor of Social Work degree program. University of Regina Faculty of Social Work admits students into the second or third year of a four year Bachelor of Social Work degree.

Social Work (BSW) University Transfer

University Transfer Requirements

Completion of a minimum of 30 credit hours of university credit, with a minimum program grade point average (PGPA) of 65% including:

- ENGL 100 *Mandatory* (MHC ENGL 202 or ENGL 252)
- ENGL 110 (MHC ENGL 203 or ENGL 237)
- INDG 100 *Mandatory* (MHC ANTH 213)
- PSYC 101 *Mandatory* (MHC PSYC 205 & 300 level PSYC)
- SOC 100 *Mandatory* (MHC SOCI 201)
- SW 100 (MHC SLWK 100)
- SOCI 200 level or higher (MHC SOCI 203, 225, 321, 325 or 371)
- SOC 200 level or high (MHC SOCI 203, 225, 321, 325, or 371)

Additional supporting documents required for admission:

- Work experience in a helping role
- Volunteer experience in a helping role
- Personal Statement

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Regina Academic Advisor, and the University of Regina calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Regina Transfer Credit Course Equivalents Database to determine Medicine Hat College course equivalents:

www.uregina.ca/student/registrar/transfer-credit/transfer-credit-course-equivalents

Speech Language Pathologist Assistant Diploma

Academic Advising Office:

Phone: 403.529.3819

Grace Torrance, Program Coordinator

Phone: 403.529.3949

E-mail: gtorrance@mhc.ab.ca

Leeanne Sadowsky, Program Coordinator

Phone: 403.504.3698

E-mail: lsadowsky@mhc.ab.ca

As a Speech-Language Pathologist Assistant (SLPA), students will find a rewarding career supporting Speech-Language Pathologists (SLPs) in their assessment and treatment of people with communication difficulties. Students 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, and 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 with children and adults in schools and clinics to improve communication skills, students will have the opportunity to make a positive difference every day in the lives of their clients. Under the supervision of a Speech-Language Pathologist, students 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 clerical duties.

This program is flexible in that the first 10 courses are common to the OTA/PTA and SLPA diplomas. This unique approach provides the student 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 (at MHC) or via distributed learning. The on-site option is a two-year (five-semester) diploma program, whereas the distributed learning (DL) option is completed over a longer period of up to five (5) years. Students may wish to continue on and complete the OTA/PTA diploma after completion of the SLPA diploma. Your diploma will also transfer to degree programs.

Distributed Learning (DL)

- Students enrolled in the Distributed Learning component of the program are expected to develop a program plan of study with the academic advisor prior to taking courses.
- Students enrolled in the Distributed Learning component, are expected to participate in experiential learning opportunities that are group or individually based. Students should be prepared to travel to pre-arranged sites for workshops in SLPA 212, SLPA 215, and SLPA 216.

- Students must normally complete the courses in each group prior to beginning courses in subsequent groups. Programs completed otherwise will require completion of prerequisite waivers and approved by the program coordinator.
- Tuition is charged on a course by course basis; textbooks and supplies are additional.
- Courses offered by DL may have additional start dates (eg. September, November, January and March).

Prior Learning

Students that have been employed in the field prior to entering this program, may be eligible for prior learning assessment. Please contact the Coordinator(s) for further information.

Part-Time Program

Students wishing to take an extended or part-time program you 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

- ELA 30-1
- Biology 30
- Two grade 12 subjects, one of which must be a 30-level science or Math 30-1 or Math 30-2

Mature Student Route

Biology 30 and ELA 30-1 or ENGL 1XX or equivalent are required.

This route is applicable to students that do not meet the minimum requirements for admission but possess other post secondary and/or work experiences that create potential for success in the program. This route is available to a limited number of students.

Transfer Student Route

- Students that have previously attended a recognized college or university, may be accepted on the basis of their college or university level course work. Students must have completed at least 15 credits of coursework with a minimum grade of a C or GPA of 2.0 out of 4.0.
- Students must have a 60% in ENGL 30-1 or ENGL 1XX or equivalent of a C grade in a university level English course.
- Students must have a 60% in Biology 30 or equivalent of a C grade in a university level lab science course.
-

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Speech Language Pathologist Assistant Diploma

Pre-Program Requirements

Once you are successful in gaining admission and have received the program package, you 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: CPR for Health Care Providers
- Provide proof of current Standard First Aid Certification.
- Provide proof of current Standard First Aid Certification
- Provide a current Police Information Check with Vulnerable Sector check. Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record.

Program Requirements

First Year

Fall/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/Group 2 DL

One of	
KNES 265	Functional Anatomy or
LING 2XX	Introductory Linguistics

Junior SOCI** (SOCI 203 recommended)

TAPC 111	Rehabilitation Process
TAPC 112	Human Disorders & (Dis)Abilities
TAPC 113	Growth and Development for Rehabilitation Service Providers

Spring/Group 3 DL

SLPA 212	Basics for the Speech-Language Pathologist Assistant
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Second Year

Fall/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 Asst.
One of	
CHPC 124	Language and Literacy
EDAS 101+	The Education Assistant in the Classroom

Winter/ 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 distributed learning at Medicine Hat College but are available in a distributed learning format through other post-secondary institutions. Contact Academic Advising for more information.

** These university transfer courses are not offered by distributed learning at Medicine Hat College. They are available in a distributed learning format through other post-secondary institutions. Contact the coordinator for more information.

+ This course is offered On-Site.

Fieldwork

Fieldwork Requirements

- All program requirements must be completed appropriately and satisfactorily prior to commencing fieldwork (TAPC 110, TAPC 111, TAPC 112, TAPC 113, SLPA 212, SLPA 215 and SLPA 216).
- 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 placement out of Medicine Hat (fieldwork courses are SLPA 206, SLPA 207, TAPC 110).
- 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 in SLPA 206 and SLPA 207 are full-time placements unless otherwise approved by the coordinator and fieldwork sites.

Continuation Specific to Fieldwork

- Immunizations required by the program must be up to date prior to commencing job shadowing and fieldwork placement(s).
- Students must successfully complete lab components of SLPA 212, SLPA 215 and SLPA 216 prior to entering fieldwork.
- All fieldwork experience must meet attendance requirements as specified.
- Participation in all activities related to fieldwork is mandatory.
- Should students receive an unsatisfactory evaluation on a fieldwork placement, they will be required to discuss this situation with the Medicine Hat College faculty. This evaluation may result in having to repeat the placement. If you receive an unsatisfactory evaluation on more than one placement, students 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 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 five years of registration in the in TAPC 110.
- All TAPC, SLPA, KNES and IDST 100 courses must be completed with grades of C or better.
- Students must earn a grade of at least C- all other courses.
- In order to be able 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 be permitted to repeat a particular Therapist Assistant 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 as lab and fieldwork is done in advance of course starting.

Graduation Requirements

Students must successfully complete 19 specific courses and meet attendance, fieldwork and grade requirements as set out in the program policies.

Transfer

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

Athabasca University

Graduates of the Speech Language Pathologist Assistant diploma are eligible to transfer 60 credits toward the Bachelor of Professional Arts - Human Services.

University of Calgary

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

Thompson Rivers University

Graduates of the Speech Language Pathologist Assistant diploma are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.

Steamfitter/Pipefitter Apprenticeship

Chad Baron, Coordinator

Phone: 403.525.2662

E-mail: cbaron@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For information about the apprenticeship program see page 75.

The term of apprenticeship for a steamfitter/pipefitter is 3 years (three 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

Steamfitters/pipefitters lay out, assemble, fabricate, maintain, and repair piping systems that carry water, steam, chemicals or fuel used in heating, cooling, lubricating, and other processes.

To install a typical piping system in a commercial building or industrial plant, steamfitter/pipefitters:

- study blueprints, drawings and specifications to determine the type of pipe and tools to use, and layout the sequence of tasks
- sometimes make detailed sketches for pipe and equipment fabrication and installation, as required
- measure, cut, thread, groove, bend, assemble and install metal, plastic and fiberglass pipes, valves, and fittings
- join pipe sections, related equipment and secure in position
- use testing equipment to check systems for leaks

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
- 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.

**Alberta Apprenticeship &
Training Regional Office
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100
www.tradesecrets.alberta.ca**

Travel Counsellor Certificate

Lori Schneider

Phone: 403.504.3591

E-mail: travel@mhc.ab.ca

Start Date: 4 intake dates per calendar year (September 1, November 1, January 1, and March 1)

Medicine Hat College offers an industry-recognized Travel Counsellor Certificate program that is done wholly through on-line distributed learning format. Distributed Learning is a flexible alternative to traditional education offered through the Medicine Hat College (Main Campus).

The curriculum for the Travel Counsellor Certificate is endorsed by the Association of Canadian Travel Agencies. Graduates qualify to write the entry-level national certification exam, the first step towards continuing professional development and certification as a Certified Travel Counsellor, CTC. For more information, visit www.acta.ca.

What is Distributed Learning?

This option provides students with a balance of structure and freedom - enough structure to keep motivated and excited about the program and enough freedom to keep a job or manage a family. Students will have the option to work on the travel courses at whatever time of day through a self-study program, with the support of an instructor who has extensive industry career experience and knowledge. It is recommended that students have a computer equipped with Microsoft Windows 2000 operating system or newer, and Microsoft Office Suite 2000 or newer, and pursue knowledge of Microsoft computer applications.

The Travel Counsellor Certificate program has four intake dates per year. They are the September 1, November 1, January 1 and March 1. Students may choose to start at any one of those dates. Students have up to four months to complete each course and a maximum of three years to complete the entire program.

Computer Reservation Experience

Computer reservation knowledge is key to a successful career in the travel and tourism industry. The Travel Counsellor Certificate Program utilizes the VIASINC link via the internet to provide practical interactive lessons, reviews and tests for the Global Distribution Systems (GDS) courses.

Career Experience

In addition to the curriculum, students will graduate with invaluable work-related experience. The equivalent of four-weeks full-time practical experience at a career-related company of your choice is required. You have four months to complete 140 hours of work experience. Placement and expenses are your responsibility. A career experience evaluation is completed by the employer and you complete a comprehensive report.

Career Opportunities

Graduates of the program enter many different fields of the travel and tourism industry. Doors will open to careers in retail travel agencies, airlines, tour companies, motorcoach companies, tourism information centers, government tourism departments, cruise lines and more. While the program offers a broad range of curriculum topics, the focus is on training to enter into a retail travel counsellor career.

Admission Requirements

- ELA 30-1, ELA 30-2 or equivalent
- Math 10C
- High school diploma preferred

Program Requirements

TRAV 103	Destination Geography I
TRAV 118	Communications for Business
TRAV 112	Travel Industry Products
TRAV 105	Destination Geography II
TRAV 115	Independent and Group Travel
TRAV 191	The Cruise Line Industry
TRAV 101	Introduction to Global Distribution Systems (GDS)
TRAV 102	Advanced Global Distribution Systems (GDS)
TRAV 129	The Airline Industry
TRAV 184	Career Experience

Graduation Requirements

- Completion of nine (9) specific Travel Counsellor Certificate courses.
- Completion of four weeks of career experience (or equivalent time).
- Minimum cumulative GPA of 1.7.
- Minimum of C- or higher in all courses.

Veterinary Medicine (Pre-Professional) University Transfer

If you have a passion for animals and are interested in their care and welfare, a challenging and rewarding career as a veterinarian may be a good fit for you. Veterinarians provide healthcare for pets, livestock, zoos, sporting and laboratory animals.

You can begin your studies in veterinary medicine at Medicine Hat College and then apply to transfer to a university to complete your degree.

Career Opportunities

Veterinarians

Researchers

Inspectors

Admission Requirements

Refer to Admissions Chart on page 19

Admission to quota professional programs is not guaranteed and so all pre-professional students should have a back-up plan for an alternate degree program in case they are not admitted to the program of their choice.

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university science degrees and is made possible based on 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. It is essential that all University Transfer students seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution. Students who are seeking an undergraduate science degree as a learning pathway to a professional program should consult with both the Medicine Hat College academic advisor and a representative from the institution they wish to attend, to ensure that they meet both the minimum requirements for admission and the competitive requirements.

First Year Course Selection

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

University of Calgary, Faculty of Veterinary Medicine

Phone: 403.210.3961
E-mail: vetmed@ucalgary.ca
Website: www.vet.ucalgary.ca

Enrolment in the Doctor of Veterinary Medicine (DVM) program in the Faculty of Veterinary Medicine at the University of Calgary is currently limited to approximately 30 applicants. The Admissions Committee selects applicants for the program on the basis of academic and non-academic factors. Applicants are assessed academically on performance in their last 4 undergraduate academic terms and completion of required courses. Selected applicants are invited for an interview day where non-academic factors are assessed. At interview day, applicants are required to complete an on-site essay and participate in a series of interviews.

There is no specific animal or veterinary-related experience required; however, demonstration and understanding of the veterinary profession and animal industries relevant to the applicant's career interests is expected. This information, along with information regarding an applicant's academic honors, work experience, extra-curricular activities, volunteer and community activities, and references will be addressed on the University of Calgary Veterinary Medicine application form.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Veterinary Medicine (Pre-Professional) University Transfer

University of Saskatchewan, Western College of Veterinary Medicine

Phone: 306.966.7413
Email: wcvm.admissions@usask.ca
Website: www.usask.ca/wcvm

The minimum requirement for admission to the University of Saskatchewan's Doctor of Veterinary Medicine (DVM) program is the successful completion of at least two years (60 credits) of full-time university work and required courses. Most applicants have more than two years of university work. However, neither the number of years of pre-professional study nor the degree(s) held are factors in selecting students for the DVM program.

Selection for the University of Saskatchewan DVM program is based upon a number of factors including mental aptitude, academic performance, motivation, maturity, experience with animals, leadership qualities, social awareness, ability to communicate, and an understanding and knowledge of the veterinary profession. Applicants without significant animal and veterinary experience are rarely successful in being admitted. The non-academic qualities mentioned above are assessed primarily by interviews.

University Transfer

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Saskatchewan Academic Advisor, and the University of Saskatchewan calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

Visual Communications- Bachelor of Applied Arts Applied Degree

Academic Advising Office
Phone: 403.529.3819

Dean Smale, Program Coordinator
Phone: 403.504.2253
Email: dsmale@mhc.ab.ca

The core program in Medicine Hat College's Visual Communications area is the Bachelor of Applied Arts (Visual Communications - BAA (VC) degree program. The BAA(VC) program, which can be completed in three years. In addition, Medicine Hat College also offers 2 one-year post-certificates: the Post-Degree Visual Communications Certificate, available if you have already completed an art, design, or related degree; and the Post-Diploma Visual Communications Certificate, if you have already completed a two-year diploma in art, design, or a related field. Medicine Hat College offers a broad range of university transfer art, art education, and design courses.

Program Philosophy

At Medicine Hat College, fine arts and design are viewed as integral parts of the total visual communications field; therefore, all our Visual Communications programs strive to integrate and interrelate the fine arts and design. Moreover, our programs attempt, wherever appropriate and possible, to integrate the most recent advances in technology, especially computer technology. This combination of fine art, design and technology help prepare you for the contemporary Visual Communications workplace. Today's visual communications professionals are often required to be involved in the entire creative and technical process, from concept through production, in media and forms that are no longer just two-dimensional, static, and print-based, but which now include virtual space, digital media, and interactivity.

VASS (Visual Arts Student Society)

VASS is an organization dedicated to the promotion and support of all visual arts students at the College. Any student taking at least one course offered by the Visual Communications program is automatically a member. VASS has an executive council, class representatives, and a faculty advisor, all elected by the VASS student membership at the beginning of each new school year. Beyond providing a strong voice in ensuring the quality of their education, VASS works to provide support, including fund-raising support, for everything from student activities (student art shows, for example) to the supply of resources (special lab equipment, for example). All visual arts students are encouraged to become involved.

Career Opportunities

In the past, Visual Communications graduates have had excellent success in securing employment, both freelance self-employment and employment within existing firms and industries. Employment opportunities are available in a variety of workplace locations, including print shops, design studios, publishing houses, film studios, television stations, theatres, museums and art galleries, and other places involved in visual and digital production.

Admission Requirements

High School Route

ELA 30-1 or ELA 30-2 or C or better in MHC English 30 or placement in post-secondary (diploma or university transfer) English as determined by the MHC Academic Assessment Test.

Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

Program Requirements

First Year

Academic Term I

Fall

ARDR 241	Drawing I
ARFN 231	2D Fundamentals I
ARVC 213	Typography I
<i>One of</i>	
ARHI 200	Introduction to Social and Historical Art
ARHI 201	Survey of Western Art I
<i>One of</i>	
ENGL 123	Fundamentals of Writing and Speech
Junior English	

Academic Term II

Winter

ARDR 243	Drawing II
ARFN 233	3D Fundamentals
ARFN 234	2D Fundamentals II
<i>One of</i>	
ARHI 203	Survey of Western Art II
ARHI 317	Modern Art
<i>One of</i>	
ENGL 125	Introductory Report Writing and Speech
Junior English	

Second Year

Academic Term III

Fall

ARHI 309	Design History
ARVC 327	Print Production
ARVC 331	Graphic Design I
Art Studio Elective	
Art Studio Elective	

Academic Term IV

Winter

ARHI 300	Critical Theory
ARVC 333	Graphic Design II
ARVC 394	Portfolio and Work Term Preparation
Art Studio Elective	
Art Studio Elective	
Art Studio Elective	

Visual Communications - Bachelor of Applied Arts Applied Degree

Academic Term V

Spring/Summer

ARVC 395 Applied Visual Communications - Work Term I

Third Year

Academic Term VI

Fall

ARVC 396 Applied Visual Communications I

Art Studio Elective

Art Studio Elective

Art Studio Elective

One of

MGMT 270 Entrepreneurship

MKTG 171 Marketing

MKTG 355 Creating Brand Intelligence

*University of Lethbridge Dual Admission Students must take an Approved Elective, please consult an Academic Advisor for a list of approved classes.

Academic Term VII

Winter

ARVC 496 Applied Visual Communications II

ARVC 498 Special Projects and Exhibition I

ARVC 499 Special Projects and Exhibition II

Art Studio Elective

Art Studio Elective

Academic Term VIII

Spring/Summer - Applied Degree Route

ARVC 495 Applied Visual Communications -
Work Term II

Art Studio Elective Course List

Visual Arts Studio

ARDR 341	Drawing III
ARDR 343	Drawing IV
ARFA 304	Sculpture I
ARFA 305	3D Design I
ARFA 351	Painting I
ARFA 353	Painting II
ARFA 357	Illustration I
ARFA 372	Relief Printmaking I
ARFA 377	Serigraphy I
ARFA 378	Serigraphy II
ARFA 379	Intaglio I
ARFA 380	Intaglio II
ARFA 407	3D Design II
ARFA 408	Sculpture II
ARFA 490	Directed Study
ARPH 335	Photography I
ARPH 337	Photography II
ARVC 315	Typography II

Electronic & Related

AREL 329	Design for Web I
AREL 338	Interactive Media I
AREL 365	Video I
AREL 429	Design for Web II
AREL 438	Interactive Media II

In the event that a required course is in timetable conflict with an elective course that you desire, the required course is your first priority and you must therefore choose it. Because of scheduling complexities, high demand, and classroom or studio space constraints, we cannot guarantee the availability of all electives. If your first choice is full or unavailable for other reasons, you must be prepared to select an alternative. If there are special circumstances that require you to have a course that is full, you may appeal to the Visual Communications Coordinator to override your exclusion. You may consult the Visual Communications Coordinator to assist you with course selection at any time.

This program can be completed on a part-time basis. You must consult with an academic advisor for a recommended plan of study.

Field Study

The BAA (VC) program requires the completion of two, 3 to 4 month Work Terms (ARVC 395 and ARVC 495). These Work Terms can only be completed after Academic Term IV and at least one of the two Work Terms must be completed prior to the last academic semester (Academic Term VI). These requirements may be adjusted in exceptional circumstances, with the permission of the Dean.

The two applied degree Work Term courses are paid work semesters designed to extend the learning process into the work environment. Medicine Hat College will make every effort to place students; however, work opportunities may fluctuate with a changing labour market. Moreover, you should be aware that work placement opportunities in Medicine Hat are limited, and that you may have to relocate to complete your work term semesters (work terms can be completed anywhere in Canada or even abroad). You should be prepared to cover your expenses for placement and should also be prepared to receive trainee or entry-level compensation at your place of employment.

You register for two Work Term semesters in addition to your academic requirements. Each Work Term is equivalent to 15 credits.

Graduation Requirements

To successfully complete the **Bachelor of Applied Arts (Visual Communications) degree** you must:

- Attain a minimum cumulative GPA of 2.0 throughout the program.
- Achieve passing grades in both Work Terms.
- Obtain no more than one D or D+ grade in the program.
- Obtain no D or D+ grades in any core design and Visual Communications courses (ARVC 331, ARVC 333, ARVC 396, ARVC 496, ARVC 498 and ARVC 499). Should you receive a D or D+ grade in any such core design or Visual Communications course, you will only have one opportunity (excluding "W" grade attempts) to repeat that course and raise its grade.
- Please note that only one "W" grade allowed for each of the required core design visual communications courses (ARVC 331, ARVC 333, ARVC 396, ARVC 496, ARVC 498 and ARVC 499).

NOTES: When selecting courses, be sure to choose your required courses first.

Visual Communications- Bachelor of Applied Arts Applied Degree

Transfer

University of Lethbridge

Graduates may be admitted to the 15 course Post-Diploma BFA (Art), 20 course Post-Diploma BFA (multidisciplinary), or 35 course Pre-Post Diploma BFA (Art) BEd.

University of Lethbridge - Dual Admission

Students may apply for dual admission to both Medicine Hat College and the University of Lethbridge for the Bachelor of Fine Arts - New Media or Pre-Bachelor of Fine Arts - New Media/ Bachelor of Education. Students must satisfy current admission standards at both institutions to be eligible. For more information, contact a Medicine Hat College Academic Advisor.

International Transfer Opportunities

Griffith University

Graduates with a diploma in Visual Communications are eligible to receive advance standing toward a Bachelor of Design or a Bachelor of Digital Media degree at Griffith University in Australia. For more information, contact a Medicine Hat College Academic Advisor.

Visual Communications

Post Diploma/Post Degree Certificate

Academic Advising Office

Phone: 403.529.3819

Dean Smale, Program Coordinator

Phone: 403.504.2253

E-mail: dsmale@mhc.ab.ca

These programs are designed to meet your needs if you have already completed either a degree or a two-year diploma in fine arts, design, or related fields. Your specific program of study will be developed in consultation with you and will be adjusted to match your needs and goals. The selection of courses must be based on extending your existing background in the chosen discipline. Prior courses taken will be considered for advanced credit up to a maximum of 22 courses (up to a full two years of transfer), depending on applicability to the particular area of study. Should you not meet the criteria for entry into either post-credential certificate program you are encouraged to apply for admittance into one of our other Visual Communications programs.

Admission Requirements

You may submit a portfolio to the program for assessment however, a portfolio is not required for admission into the Visual Communications program. Acceptance into the program is based on transcripts only.

Graduation Requirements

To successfully complete the post-diploma or post-degree certificate you must complete at least 10 specific Medicine Hat College courses with grades of "C" or better in each course.

Transfer

International Transfer Opportunities

Griffith University

Graduates with a Bachelor of Applied Arts degree (Visual Communications) are eligible to receive advance standing toward a Bachelor of Design or Bachelor of Digital Media (2017 and 2018 only) at Griffith University in Australia. For more information, contact a Medicine Hat College Academic Advisor.

Welder Apprenticeship

Jason Bonogofsky, Coordinator

Phone: 403.504.3649

E-mail: jbonogofsky@mhc.ab.ca

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from www.tradesecrets.alberta.ca. For more information about the apprenticeship program see page 75.

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](http://tradesecrets.alberta.ca) website. For complete information on being a Welder check out the website at tradesecrets.alberta.ca.

**Alberta Apprenticeship &
Training Regional Office
3021 Dunmore Rd SE
Medicine Hat AB T1B 2H2
Phone: 403.525.3100
www.tradesecrets.alberta.ca**

DISTRIBUTED LEARNING



About Distributed Learning

Distributed or distance learning (DL) at Medicine Hat College provides new opportunities for learning through the flexible delivery of courses and programs using a variety of learning methods including the Internet, print, workshops, audio and video-cassettes, classroom, seminar sessions, and home study.

Medicine Hat College recognizes the uniqueness of its distance learners by providing courses which enable students the flexibility to meet their individual needs.

What is distributed learning?

Distributed learning is a general term used to describe a multi-media method of instructional delivery. This provides learning opportunities beyond the time and place constraints of the traditional classroom. The student learns with the aid of an instructor who provides guidance and direction. This method provides convenience and flexibility for the student.

What is online learning and how does it work?

An online course is a course in which the content, whole or in part, is on the World Wide Web. At MHC, this typically involves the use of our Blackboard Learning Management System. Because courses at a distance do not require classroom attendance, students have the convenience and flexibility of balancing their studies with work, family, and other important commitments.

Is distance learning right for me?

Distance learning is an excellent choice for many people; however, not everyone is successful with such independent work. Distance learners need to be self-motivated, organized and proficient in reading. Successful distance learners are often:

1. Independent Learners
Successful distance learners do just as well, if not better, without people looking over their shoulders.
2. Self Motivated
Successful distance learners never (or at least rarely) procrastinate.
3. Good Readers
Successful distance learners have good reading comprehension skills.
4. Good Concentrators
Successful distance learners can resist constant distractions.
5. Successful distance learners feel all right about missing the social elements of traditional schools (i.e. instead of in-class discussion, they explore the issues with their peers through e-mail and message boards or discuss what they are learning with spouses or co-workers). (Littlefield, 2006)

Is online learning right for me?

If you are comfortable communicating online, and

1. interacting with others using computer conferencing
2. submitting assignments online
3. using e-mail and sending attachments
4. setting up projects online
5. downloading files, and sending attachments
6. participating in discussion boards
7. receiving and responding to instructor feedback online, and
8. conducting online research and using electronic databases to complete projects then online learning is for you!

What is Online Distance Learning Like?

Distance learning is convenient and provides flexibility to the learner. Some of the advantages of distance learning are:

Learners attend a "virtual classroom", usually in Blackboard, so that there is no need to travel to the campus. Learners attend their virtual classroom at hours that fit their own personal daily schedule. Although there are deadlines to meet, learners can work on material within those deadlines at their own pace. Learners work under the guidance of their instructors, maintaining contact with their instructors via Blackboard, e-mail, telephone, or various other technologies.

Be warned, online learning is NOT EASY; it is at least as demanding as any face-to-face course. To be successful, consider the following:

- Online learners need guaranteed, routine access to a computer, whether it is at home or in a lab with an internet connection.
- A fast internet connection is a plus, but not a requirement.
- The learner must have good reading skills.
- The learner requires discipline and organization.
- The learner must be self-motivated and responsible in his/her independent studies.
- The learner must be able to set aside blocks of time weekly to read material, do the assignments, and take part in virtual classroom discussions.
- The learner must be willing to adhere to the college policies on academic honesty.

To discover more about distance learning, visit our website "Is DL Right for Me?" (<http://www.mhc.ab.ca/programs/distributed-learning/orient.html>)

References

Littlefield, Jamie. (2006). Is Distance Learning Right for You? Retrieved September 6, 2007 from www.distancelearn.about.com/od/isitforyou/a/considering.htm

About Distance Learning (2006). www.math.ysu.edu/online_distance_learn.htm

Distributed Learning Courses

Available On-Site and Distributed Learning Format

ASTR 201	The Solar System
BIOL 020	General Biology Topics
BIOL 030	Matriculation Biology
CHEM 020	Introductory General Chemistry
CHEM 030	Matriculation Chemistry
CHPC 120	Child Development I
CHPC 121	Child Development II: An Introduction to Children with Special Needs
CHPC 124	Language and Literacy
ELCC 101	Introduction to Early Learning and Child Care
ENGL 010	Introduction to Literature and Composition
ENGL 013	Fundamental English Skills I
ENGL 020	Literature & Composition Skills
ENGL 023	Fundamental English Skills 2
ENGL 030	Matriculation English
ENGL 033	Senior English
HCAP 120	Safety
HCAP 121	Caring for the Client
HCAP 122	Medication Delivery and Dementia
HCAP 130	Foundation and Communication
HCAP 131	The Body and The Mind
HCAP 132	Knowledge and Skills I
HCAP 133	Knowledge and Skills II
HCAP 134	Practicum
IDST 100	Intro Communications for Helping Professions
KNES 265	Functional Anatomy
MATH 010	Introductory Algebra
MATH 010FN	Introductory Applied Math
MATH 010R	Preparation for MATH 010/MATH 010FN
MATH 020	Intermediate Algebra
MATH 020FN	Intermediate Applied Math
MATH 030	Algebra and Trigonometry
MATH 030FN	Senior Applied Math
MATH 031	Introduction to Calculus
MICO 191	Introduction to Microcomputers
OCTA 215	OTA Therapeutic Processes I
OCTA 216	OTA Therapeutic Processes II
OCTA 217	OTA Therapeutic Processes III
OPTA 212	Principles and Techniques of Client Contact
OPTA 217	OTA/PTA Therapeutic Processes IV
PHTA 215	PTA Therapeutic Processes I
PHTA 216	PTA Therapeutic Processes II
PHTA 217	PTA Therapeutic Processes III
PHYS 020	General Elementary Physics
PHYS 030	Matriculation Physics
SCIE 010	Introductory Science
SLPA 206	Therapeutic Processes III
SLPA 207	Therapeutic Processes IV
SLPA 212	Basics for the Speech Language Pathologist Assistant
SLPA 215	SLPA Therapeutic Processes I
SLPA 216	SLPA Therapeutic Processes II
SOST 010	Canada Today (Selected Topics)
SOST 020	The Contemporary World: Political and Social Changes
SOST 030	Perspective on Ideology
TAPC 110	Introduction to Health Care and Rehabilitation
TAPC 111	Rehabilitation Process
TAPC 112	Human Disorders & (Dis)Abilities
TAPC 113	Growth & Development for Rehabilitation Service Providers
TAPC 210	Professional Integration for the Therapist Asst.

Available in Distributed Learning Format Only

DBSS 160	Introduction to American Sign Language
DBSS 161	American Sign Language I
DBSS 260	American Sign Language II
EDAS 101	The Education Assistant in the Classroom
EDAS 102	Children with Social and Emotional Difficulties
EDAS 103	Children with Specific Learning Difficulties
EDAS 104	Children with Physical Impairments
EDAS 105	Children with Sensory Impairments
EDAS 106	Technology in Education
EDAS 108	Assisting with Numeracy
HCAP 104	Medication Administration
HCAP 105	Psychomotor Skills
HCAP 106	Dementia Care
OPTA 218	Career Preparation for the OTA/PTA
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
SLPA 218	Career Preparation for the SLP Assistant
SOST 033	Understanding of Ideologies
TRAV 101	Introduction to Global Distribution Systems (GDS)
TRAV 102	Advanced Global Distribution Systems (GDS)
TRAV 103	Destination Geography I
TRAV 105	Destination Geography II
TRAV 112	Travel Industry Products
TRAV 115	Independent and Group Travel
TRAV 118	Communications for Business
TRAV 129	The Airline Industry
TRAV 184	Career Experience
TRAV 191	The Cruise Line Industry

Directed Study Only

TAPC 209	Directed Study
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COURSE DESCRIPTIONS



Classification of Instruction

Lecture

Lecture

A scheduled period of instruction for the presentation of information, theory or ideas by means of a relatively formal discourse given by the instructor.

Interactive Lecture

A scheduled period of instruction for the presentation of information, theory or ideas by means of formal discourse and dialogue.

Tutorial

A scheduled period of instruction in which a sub-group of a lecture class meets to discuss material prepared and presented by the instructor.

Workshop

A scheduled period of instruction, usually for short intervals during a term, in which you engage in problem solving efforts by means of participation in a concentrated, intensive program with guidance from an instructor.

Directed Study

A period of instruction not scheduled in the timetable in which the instructor tutors you or a small number of students, usually in connection with a program of individualized or independent study such as directed readings.

Laboratory

Experimental Laboratory

A scheduled period of instruction involving experimentation and observation in practical application of theory. Emphasis is on your investigative under supervision, you may receive individual or group instruction. Fieldwork (i.e. work you do in the field to gain practical experience through firsthand observation) may be a component of this kind of laboratory.

Skills Development Laboratory

A scheduled period of instruction involving the presentation of information, and demonstration and practice, usually in an environment with special facilities. It is often used to build skills requiring manual or physical dexterity. Emphasis is on your practice under supervision; you may receive individual or group instruction.

Problem-Solving Laboratory

A scheduled period of instruction in which you work on problems or assignments under the supervision of an instructor. It often occurs in an environment with special facilities. It may involve demonstration and practice and may culminate in a public presentation or display. Individual and group instruction may be used.

Design Studio

A scheduled period of instruction in which you work on design assignments or projects under the direction of an instructor, occurs in an environment with special facilities. It may involve demonstration and practice and may culminate in a public presentation or display. Individual and group instruction.

Performance Studio

A scheduled period of instruction in which you practice and rehearse under the direction and demonstration of an instructor. It usually occurs in an environment with special facilities. It may involve demonstration and practice and may culminate in a public presentation or display. You receive individual and group instruction.

Activity Courses

Course consists primarily of activity. You develop basic skills and development activities. Theory may also be combined with the activity giving you an information base. These activity courses have an "A" designation.

Clinical

A scheduled period of learning within environment where services are delivered to clients/patients, under direct or indirect supervision of an instructor. The instruction occurs in small groups and the instructor assumes full responsibility for your evaluation and experientially based learning experience.

Practicum/Work Placement

Provides a learning experience in the workplace that combines theoretical and practical experiences. This on-the-job experience normally occurs off-campus and is structured and planned by the College. Direct supervision is usually primarily provided by host agency with direct and indirect supervision provided by the College. Evaluation involves both the host agency and the College, with the College maintaining final responsibility for the grade.

Field Placement

Provides an educational experience during which you perform practical work in a work setting. A wide variety of on-the-job learning experiences may be included. The workplace supervisor exercises considerable freedom in determining learning experiences. Supervision and evaluation is usually done by the host agency. Site visits from the College faculty are less frequent and for a shorter term than for practicum. Evaluation is usually credit/non-credit.

Work Term Experience

Provides a work experience in applied degree programs for which the student may be compensated. The workplace supervisor exercises considerable freedom in determining the nature of the work and supervision. Evaluation is usually done by the host agency, with consultation with the College. Site visits from the College are usually less frequent and for a shorter duration than for practica/field or work placements.

Open Learning

Uses a combination of instructor led small-group sessions, tutorial support, and self-study.

Distributed Learning

A variety of learning methods are used that utilize alternative sites, scheduling, or learning opportunities. Learning methods include print, computer based learning, video-or audio-conferencing, seminar sessions, learning circles, tutor access, and home study.

General Information about Courses in the Calendar

Finding Courses

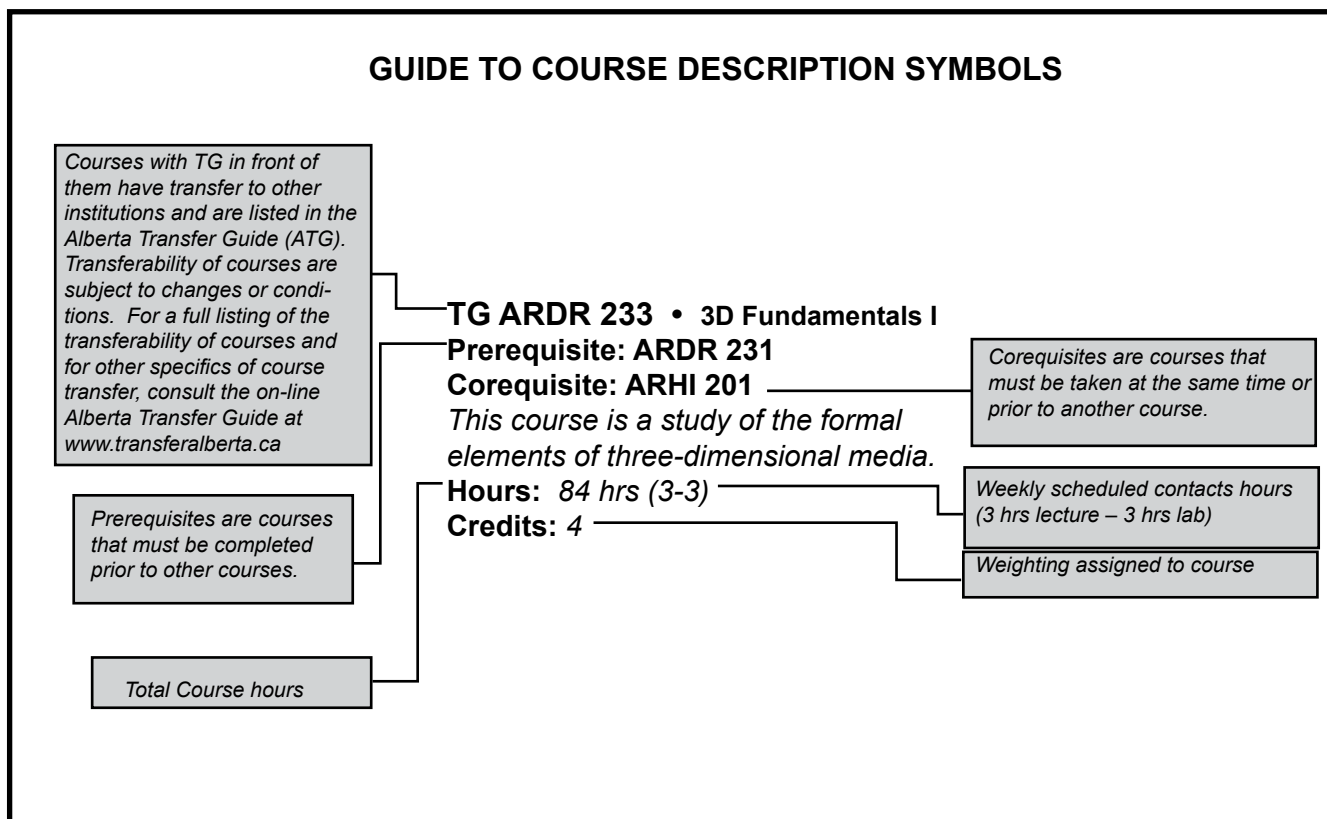
Courses are listed alphabetically in the course description section of the calendar. To determine which courses are required for your program, consult the program sections of the calendar.

Changes to Courses

The College reserves the right to modify or withdraw courses without notice. Not all courses are offered every semester.

Course Descriptions

A course calendar description provides you with general information about the content and structure of the course, as well course prerequisites or corequisites, hours/week, credit value of the course, transferability, and additional charges (certifications costs).



ACCT

ACCT (Accounting)

TG ACCT 111 • Introductory Accounting I

Introduction to the nature and purpose of financial accounting. The course focuses on the study of the bookkeeping cycle for service and merchandising businesses. Additional topics include dealing with cash transactions, schedules of receivables and payables, subsidiary ledgers, and other monthly adjustments. In the one-hour computer lab you will use spreadsheet application tools in performing accounting functions.

Hours: 56 hrs (4-0)

Credits: 3

TG ACCT 113 • Introductory Accounting II

Prerequisite: ACCT 111

Continuation of ACCT 111. Topics include accounting principles, inventories, property, plant and equipment, payroll, partnership and corporation accounting, analysis and interpretation of financial statements, and accounting for manufacturing operations. The one-hour computer lab uses a spreadsheet application and a computerized accounting package.

Hours: 56 hrs (4-0)

Credits: 3

TG ACCT 211 • Intermediate Accounting I

Prerequisite: ACCT 113 or ACCT 321

Course focuses on providing financial information for external decision making, examining both accounting theory and procedures. Topics include theoretical foundations of the financial accounting process and various forms of financial statements. The course expands on previously discussed topics as well as covering inventory valuation and investments.

Hours: 70 hrs (3-2)

Credits: 4

TG ACCT 213 • Intermediate Accounting II

Prerequisite: ACCT 211

Continuation of ACCT 211. Course studies the more complex areas of corporation accounting, long-term investments, long-term liabilities, accounting changes and estimates, analysis of financial statements, and current developments in accounting.

Hours: 70 hrs (3-2)

Credits: 4

TG ACCT 215 • Managerial Accounting

Prerequisite: ACCT 111 or ACCT 321

Introduction to the production and use of accounting data for operational planning and control; special decision making and product costing; examination of cost behaviour patterns; methods of cost accumulation, cost estimation, and other topics.

Hours: 56 hrs (4-0)

Credits: 3

TG ACCT 219 • Taxation

Prerequisite: ACCT 113 or ACCT 321

Introduction to Canadian income taxation. This course is designed to provide you with mainly an introduction to the basic concepts and procedures associated with the federal income tax system as it applies to individuals. Theoretical and practical aspects of tax will be examined and you will learn how to prepare a basic individual tax return. Some attention will be given to corporate

taxation and the federal goods and services tax. Some tax planning is discussed.

Hours: 42 hrs (3-0)

Credits: 3

TG ACCT 276 • Advanced Computerized Accounting **Prerequisite:** (ACCT 111 & MGMT 193) or (ACCT 111 & CPSC 203) or APRO 145 or ACCT 321

With advanced microcomputer accounting applications, the following modules are examined in detail: General Ledger, Accounts Receivable, and Accounts Payable. Course includes practice in setting up and using these three modules for adapting financial statements and in integrating accounting software with other applications. Use of the software's budgeting applications may also be considered.

Hours: 56 hrs (1-3)

Credits: 3

TG ACCT 321 • Introduction to Financial Accounting

Introduction to accounting for business organizations. You learn how to report financial results of operations and financial position to investors, managers, and others. Emphasis is placed on using accounting information for decision making.

Hours: 56 hrs (4-0)

Credits: 3

TG ACCT 323 • Introduction to Managerial Accounting

Prerequisite: ACCT 321

An introduction to the use of managerial accounting. Emphasis is placed on the role of accounting in managerial decision making. Case studies are an integral part of this course.

Hours: 56 hrs (4-0)

Credits: 3

TG ACCT 422 • Principles of Auditing

Prerequisite: ACCT 211

This course examines the role of the internal and external auditor in business and explores the legal and ethical environment of auditing. Emphasis is placed on methods and procedures used in auditing and reporting as they relate to specific financial statement areas such as assets, liabilities, equities, revenues, and expenses. Other topics include internal control, risk and materiality, the audit of fraud, and auditing in a computer environment. NOTE: Students cannot receive credit for both ACCT 422 and ACCT 4225.

Hours: 42 hrs (3-0)

Credits: 3

TG ACCT 428 • Introduction to Personal and Corporate Income Tax

Prerequisite: ACCT 211

This course covers Canadian income tax laws affecting individuals and corporations. Topics include the computation of individual and corporate income tax, taxable income, taxes payable, corporate distributions, taxation of capital gains, and the preparation of corporate and personal tax returns. NOTE: Students cannot receive credit for both ACCT 428 and ACCT 4280.

Hours: 42 hrs (3-0)

Credits: 3

ACCT 431 • Advanced Financial Accounting**Prerequisite: ACCT 213**

This is an advanced course in financial accounting that covers the following areas: intercompany investments, business combinations and related issues, joint ventures, foreign currency transactions, and financial reporting. ACCT 431 builds on concepts learned in introductory and intermediate accounting courses. Students can expect to develop an understanding of the concepts underlying these topics and to demonstrate an ability to complete numerical problems. Student should also be able to evaluate alternative accounting treatments and use judgement in analyzing. NOTE: Students cannot receive credit for both ACCT 431 and ACCT 4381.

Hours: 56 hrs (4-0)**Credits:** 3**TG ACCT 432 • Advanced Managerial Accounting****Prerequisite: ACCT 215 or consent of the department**

This course uses cases extensively and introduces advanced management accounting practices focused on helping managers achieve operational excellence, formulate and implement new strategies, and motivate organizational performance. The course covers current and topical management accounting practices being adopted by companies within a variety of business environments and the changing contexts therein. Management accounting is a discipline that requires analysis and interpretation of relevant information for use by management in planning and controlling the organization's activities, problem solving, decision-making, and in assuring the proper use of organizational resources. As both a provider and a user of such information, management accounts require skills grounded in cost accounting. The new role of management accounting calls for the ability to be a value-adding member of the management team combined with the ability to recognize the importance of, and use of non-financial performance measures. NOTE: Students cannot receive credit for both ACCT 432 and ACCT 4382.

Hours: 56 hrs (4-0)**Credits:** 3**TG ACCT 438 • Advanced Financial Accounting****Prerequisite: ACCT 213**

This is an advanced course in financial accounting that covers the following areas: intercompany investments, business combinations and related issues, joint ventures, foreign currency transactions, and financial reporting. ACCT 438 builds on concepts learned in introductory and intermediate accounting courses. Students can expect to develop an understanding of the concepts underlying these topics and to demonstrate an ability to complete numerical problems. Student should also be able to evaluate alternative accounting treatments and use judgement in analyzing. NOTE: Students cannot receive credit for both ACCT 438 and ACCT 4381.

Hours: 56 hrs (4-0)**Credits:** 3**ACCT 3221 • Intermediate Accounting I****Prerequisite: ACCT 113 or ACCT 321**

Course focuses on providing financial information for external decision making, examining both accounting theory and procedures. Topics include theoretical foundations of the financial accounting process and various forms of financial statements. The course expands on previously discussed topics as well as covering inventory valuation and investments. *Third and Fourth years of the BBA*

program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both ACCT 211 and ACCT 3221.

Hours: 70 hrs (3-2)**Credits:** 4**ACCT 3224 • Managerial Accounting I****Prerequisite: ACCT 111 or ACCT 321**

Introduction to the production and use of accounting data for operational planning and control; special decision making and product costing; examination of cost behaviour patterns; methods of cost accumulation, cost estimation, and other topics. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both ACCT 215 and ACCT 3224.*

Hours: 56 hrs (4-0)**Credits:** 3**ACCT 4222 • Intermediate Accounting II****Prerequisite: ACCT 211 or ACCT 3221**

Continuation of ACCT 3221. Course studies the more complex areas of corporation accounting, long-term investments, long-term liabilities, accounting changes and estimates, analysis of financial statements, and current developments in accounting. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both ACCT 213 and ACCT 4222.*

Hours: 70 hrs (3-2)**Credits:** 4**ACCT 4225 • Principles of Auditing****Prerequisite: ACCT 211 or ACCT 3221**

This course examines the role of the internal and external auditor in business and explores the legal and ethical environment of auditing. Emphasis is placed on methods and procedures used in auditing and reporting as they relate to specific financial statement areas such as assets, liabilities, equities, revenues, and expenses. Other topics include internal control, risk and materiality, the audit of fraud, and auditing in a computer environment. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)**Credits:** 3**ACCT 4280 • Introduction to Personal & Corporate Income Tax****Prerequisite: ACCT 211 or ACCT 3221**

This course covers Canadian income tax laws affecting individuals and corporations. Topics include the computation of individual and corporate income tax, taxable income, taxes payable, corporate distributions, taxation of capital gains, and the preparation of corporate and personal tax returns. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)**Credits:** 3

ACCT - ANTH



ACCT 4381 • Advanced Financial Accounting

Prerequisite: ACCT 213 or ACCT 4222

This is an advanced course in financial accounting that covers the following areas: intercompany investments, business combinations and related issues, joint ventures, foreign currency transactions, and financial reporting. ACCT 4381 builds on concepts learned in introductory and intermediate accounting courses. Students can expect to develop an understanding of the concepts underlying these topics and to demonstrate an ability to complete numerical problems. Student should also be able to evaluate alternative accounting treatments and use judgement in analyzing. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 56 hrs (4-0)

Credits: 3



ACCT 4382 • Advanced Managerial Accounting

Prerequisite: ACCT 215 or ACCT 3224

This course uses cases extensively and introduces advanced management accounting practices focused on helping managers achieve operational excellence, formulate and implement new strategies, and motivate organizational performance. The course covers current and topical management accounting practices being adopted by companies within a variety of business environments and the changing contexts therein.

Management accounting is a discipline that requires analysis and interpretation of relevant information for use by management in planning and controlling the organization's activities, problem solving, decision-making, and in assuring the proper use of organizational resources. As both a provider and a user of such information, management accounts require skills grounded in cost accounting. The new role of management accounting calls for the ability to be a value-adding member of the management team combined with the ability to recognize the importance of, and use of non-financial performance measures. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 56 hrs (4-0)

Credits: 3

AMAT (Applied Mathematics)

TG AMAT 217 • Math for Engineers I

Prerequisite: MATH 30 & MATH 31

Topics covered include the Cartesian plane, elementary functions, limits and their properties, differentiation, related rates, optimization problems, and other applications of differentiation. Integration, logarithmic functions, exponential functions, transcendental functions, inverse functions, and applications of integration.

Hours: 70 hrs (5-0)

Credits: 4

TG AMAT 219 • Math for Engineers II

Prerequisite: AMAT 217

Topics covered include integration techniques and improper integrals; infinite series, power series, Taylor's polynomials and approximations; plane curves; parametric equations and polar

coordinates; functions of several variables; multiple integration; and an introduction to differential equations.

Hours: 70 hrs (5-0)

Credits: 4

TG AMAT 311 • Differential Equations I

Prerequisite: MATH 349

Classification of ordinary differential equations, first order equations with applications, second order equations with applications, series solutions about regular points and singular points, special functions, Laplace transformation, and systems of equations are featured in this course.

Hours: 56 hrs (3-1T)

Credits: 3

ANTH (Anthropology)

TG ANTH 201 • Introduction to Primatology and Human Evolution

Introduction to evolutionary theory and processes with particular reference to the primates. Topics include primate taxonomy, distribution, reproduction, locomotion, diet, social organization and evolution, with special emphasis on the path of human evolution.

Hours: 42 hrs (3-0)

Credits: 3

TG ANTH 203 • Introduction to Social and Cultural Anthropology

This course deals with the nature of human society: its elements, its variability and its perpetuation. Conclusions will be drawn from comparisons of institutions (political, economic, religious, educational, and sexual) in both small-scale and large-scale societies.

Hours: 42 hrs (3-0)

Credits: 3

TG ANTH 213 • Contemporary Aboriginal Issues in Canada

An exploration of the history of Aboriginal/state relations, the development of Indian policy, and current efforts of Aboriginal peoples to address historical matters through the critique of the residential school system and the pursuit of self government, land claims, modern treaties and Aboriginal rights. Includes a critical examination of Canadian historical writing, popular culture, and stereotypes of Indians and will survey contemporary Aboriginal expressions of identity in the arts, literature, cultural performances, and other public contexts.

Hours: 42 hrs (3-0)

Credits: 3

TG ANTH 215 • Ecological and Cultural Issues in Indigenous Communities: Canadian and International Perspectives

Ethnological, archaeological and ecological perspectives are applied to the study of indigenous communities in Canada. Topics included are: Archaeological evidence of prehistoric and early historic native communities; sociocultural/environmental relationships of the past and present; indigenous interest in, legal rights to, and management of the land and its resources; and international perspectives on ecological and cultural issues involving indigenous peoples.

Hours: 42 hrs (3-0)

Credits: 3

TG ANTH 255 • An Ethnographic Survey of Native North Americans

Prerequisite: ANTH 203

Selected North American Indian cultures are studied in terms of the relationship between basic subsistence adaptations, social, ceremonial, and ideological structures. NOTE: Not open to students with credit in ARKY 381

Hours: 42 hrs (3-0)

Credits: 3

TG ANTH 379 • Urban Anthropology

Prerequisite: ANTH 203 or permission of the Dean.

An extensive overview of urban settlements, from their first appearance, to contemporary cities in the developing and developed world. This course explores theoretical and methodological approaches of the social sciences in understanding the development and physical structures of cities and the diversity of urban lifeways and social issues.

Hours: 42 hrs (3-0)

Credits: 3



ANTH 1101 • Introduction to Primatology and Human Evolution

This course will consider human evolution, the role of biosocial phenomena in the evolution of physical structure and social behaviour, and the origins and development of culture. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ANTH 201 and ANTH 1101.

Hours: 42 hrs (3-0)

Credits: 3

APAT (Apprenticeship - Automotive Service Technician)

APAT 100 • Automotive Service Technician

First Year

Hours: 240 hrs 8 wks

APAT 200 • Automotive Service Technician

Second Year

Hours: 240 hrs 8 wks

APAT 300 • Automotive Service Technician

Third Year

Hours: 240 hrs 8 wks

APAT 400 • Automotive Service Technician

Fourth Year

Hours: 240 hrs 8 wks

APCA (Apprenticeship – Carpenter)

APCA 100 • Apprentice Carpenter

First Year

Hours: 240 hrs 8 wks

APCA 200 • Apprentice Carpenter

Second Year

Hours: 240 hrs 8 wks

APCA 300 • Apprentice Carpenter

Third Year

Hours: 240 hrs 8 wks

APCA 400 • Apprentice Carpenter

Fourth Year

Hours: 240 hrs 8 wks

APEL (Apprenticeship - Electrician)

APEL 100 • Apprentice Electrician

First Year

Hours: 240 hrs 8 wks

APEL 200 • Apprentice Electrician

Second Year

Hours: 240 hrs 8 wks

APEL 300 • Apprentice Electrician

Third Year

Hours: 240 hrs 8 weeks

APEL 400 • Apprentice Electrician

Fourth Year

Hours: 360 hrs 12 wks

APHE (Apprenticeship - Heavy Equipment Technician)

APHE 100 • Apprentice Heavy Equipment Technician

First Year

Hours: 240 hrs 8 wks

APHE 200 • Apprentice Heavy Equipment Technician

Second Year

Hours: 240 hrs 8 wks

APHE 300 • Apprentice Heavy Equipment Technician

Third Year

Hours: 240 hrs 8 wks

APHE 400 • Apprentice Heavy Equipment Technician

Fourth Year

Hours: 240 hrs 8 wks

APPL (Apprenticeship - Plumbing)

APPL 100 • Apprentice Plumbing

First Year

Hours: 240 hrs 8 wks

APPL 200 • Apprentice Plumbing

Second Year

Hours: 240 hrs 8 wks

APPL 300 • Apprentice Plumbing

Third Year

Hours: 240 hrs 8 wks

APPL - APRT

APPL 400 • Apprentice Plumbing

Fourth Year

Hours: 240 hrs 8 wks

APRO (Administration Office Professional)

APRO 108 • Keyboarding/Desktop Publishing I

You master the touch typing technique and practice to improve speed and accuracy in keyboarding. You need 30 wpm with 90% accuracy to pass this course. You will also learn basic concepts of page layout and graphic design.

Hours: 56 hrs (0-4)

Credits: 3

TG APRO 109 • Keyboarding/Desktop Publishing II

Prerequisite: A minimum of a C grade (2.0) in APRO 108

In this course, you continue to develop speed and accuracy on timed writings. You need 45 wpm with 90% accuracy to pass this course. You will also learn the design process and skills to create dynamic layouts with the integration of texts and images.

Hours: 42 hrs (0-3)

Credits: 3

APRO 120 • Effective Speaking for the Office

You learn to speak effectively while talking on the telephone to customers and clients. You learn to speak with confidence in small groups and to larger groups.

Hours: 42 hrs (3-0)

Credits: 3

TG APRO 125 • Office Communications I

You learn communications skills needed in today's office. There is an emphasis on enhancing your grammar, formatting and proof-reading skills when writing business correspondence.

Hours: 70 hrs (5-0)

Credits: 4

APRO 131 • Office Applications I

Through this course, you acquire practical skills for today's office. You learn office skills such as file management, mail procedures, booking travel arrangements, arranging meetings, preparing minutes and how to use the photocopier and fax machine.

Using Microsoft Office, you will use skills necessary for production of professional business documents. You will learn to create, print and edit documents in Word, Excel, PowerPoint and Access.

Hours: 70 hrs (2-3)

Credits: 4

TG APRO 133 • Office Applications II

Prerequisite: A minimum of a C grade in APRO 131

You continue to use MS Office to complete projects related to the career area. In this course, you become proficient with Excel, Access and advanced Word applications related to document creation and maintenance in the office.

Hours: 70 hrs (0-5)

Credits: 4

APRO 140 • Bookkeeping I

The focus of this course is on the study of the bookkeeping cycle for journalizing transactions, preparing trial balances, worksheets and financial statements.

Hours: 42 hrs (3-0)

Credits: 3

APRO 145 • Bookkeeping II

Prerequisite: A minimum of a C grade in APRO 140 OR a minimum grade of C- in ACCT 111

As a continuation of APRO 140, you learn the procedures for cash control specialized journals and ledgers, payroll and GST. In addition you use Simply Accounting to do computerized book-keeping.

Hours: 70 hrs (3-2)

Credits: 4

TG APRO 155 • Office Communications II

Prerequisite: A minimum of a C grade in APRO 120 & APRO 125

You further advance your grammar, punctuation, business writing, and composition skills and deliver an oral presentation using a computerized presentation package. In addition, you will learn how to prepare for job interviews. In conjunction with the APRO 190 instructor, you are required to arrange a work experience contract.

Hours: 70 hrs (5-0)

Credits: 4

APRO 167 • Office Relations

In addition to learning the importance of making a positive contribution to your organization, you develop team working, problem-solving and conflict resolution skills.

Hours: 42 hrs (3-0)

Credits: 3

APRO 180 • Work Experience I

Corequisite: Minimum of C grade in each of APRO 108 & APRO 120 & APRO 125 & APRO 131 & APRO 140

During the 35 hours of work experience at the end of the semester, you apply concepts you have learned from the first semester of the Administrative Office Professional program. In order to do the work experience portion of the course, you require a minimum of a 90% attendance rate in all the first semester courses. During the work experience, you gain a better understanding of the workplace with job shadowing, observing and assisting office staff. Customer service training is included in this course.

Hours: 49 hrs (1-0) 14 wks (0-35P) 1 wk

Credits: 2

APRO 190 • Work Experience II

Prerequisite: A minimum of a C grade in APRO 109 & APRO 133 & APRO 145 & APRO 155 & APRO 167 & APRO 180

You work in an office setting obtaining practical on-the-job experience that applies the concepts you have learned from your studies in the Administrative Office Professional Program at Medicine Hat College. The work experience gives you an understanding of the importance of developing acceptable work habits, good grooming, and the need for self-discipline. You learn how to deal with others in a professional, business-like manner. You recognize the need for having a positive attitude when working with others. NOTE: Course is offered in April at the conclusion of the Winter classes.

Hours: 90 hrs (0-30P) 3 wks

Credits: 3

APRT (Apprenticeship - Rig Technician)

APRT 100 • Apprentice Rig Technician

First Year

Hours: 120 hrs 4 wks

APRT 200 • Apprentice Rig Technician

Second Year

Hours: 120 hrs 4 wks

APRT 300 • Apprentice Rig Technician

Third Year

Hours: 120 hrs 4 wks

APSP (Apprenticeship - Steamfitter/ Pipefitter)

APSP 100 • Apprentice Steamfitter/Pipefitter

First Year

Hours: 240 hrs 8 wks

APSP 200 • Apprentice Steamfitter/Pipefitter

Second Year

Hours: 240 hrs 8 wks

APSP 300 • Apprentice Steamfitter/Pipefitter

Third Year

Hours: 240 hrs 8 wks

APWE (Apprenticeship – Welding)

APWE 100 • Apprentice Welding

First Year

Hours: 240 hrs 8 wks

APWE 200 • Apprentice Welding

Second Year

Hours: 240 hrs 8 wks

APWE 300 • Apprentice Welding

Third Year

Hours: 240 hrs 8 wks

ARDR (Art Drawing)

TG ARDR 241 • Drawing I

Focus of the course is basic theory and practice of drawing, involving both perceptual and conceptual projects in a wide variety of monochromatic media.

Hours: 84 hrs (3-3)

Credits: 4

TG ARDR 243 • Drawing II

Prerequisite: ARDR 241

Course focuses on basic theory and practice of drawing, involving both perceptual and conceptual projects in monochromatic and colour media.

Hours: 84 hrs (3-3)

Credits: 4

TG ARDR 341 • Drawing III

Prerequisite: ARDR 243

This course offers theory and practice of drawing at an intermediate level involving an extended range of drawing media, with a focus primarily on the human figure.

Hours: 84 hrs (3-3)

Credits: 4

TG ARDR 343 • Drawing IV

Prerequisite: ARDR 341

Course focuses on the theory and practice of advanced drawing, emphasizing the development of personal style through mixed media drawing approaches.

Hours: 84 hrs (3-3)

Credits: 4

ARED (Art Education)

TG ARED 310 • Introductory Art Experience for Teachers I

This course focuses on both individual and group inquiry into the educational potential of visual art for young children's development. Particular attention is given to exploring media and teaching strategies with 18 hours of classroom experience. In order to ensure the safety of children in the classrooms, local school jurisdictions require that student teachers submit a current Police Information Check with Vulnerable Sector Search and an Alberta Children's Services Intervention Record Check. It is also recommended that student teachers possess a current Emergency or Standard First Aid Certificate and that Health Immunization Records are up to date. NOTE: Registration priority is given to Education students.

Hours: 84 hrs (3-3)

Credits: 4

TG ARED 311 • Introductory Art Experiences for Teachers II

Prerequisite: ARED 310

Continuation of ARED 310. In order to ensure the safety of children in the classrooms, local school jurisdictions may require that student teachers submit a current Police Information Check with Vulnerable Sector Search and an Alberta Children's Services Intervention Record Check. It is also recommended that student teachers possess a current Emergency or Standard First Aid Certificate and that Health Immunization Records are up to date.

Hours: 84 hrs (3-3)

Credits: 4

AREL (Art Electronics)

TG AREL 329 • Design for Web I

Prerequisite: ARFN 231 & ARFN 234

This course explores the fundamentals of web design. Plan, design, and produce simple web pages that function efficiently, and communicate effectively. You will be introduced to creating an online presence looking at the history of the internet and how the worldwide web works, before diving into the design process. A current markup language will be used to structure the web pages, while CSS will be used to present the pages. User experience, sketching, wire framing, style tiles, mockups and grids will all be used in the design process. Web Design I provides a foundation for emerging graphic designers.

Hours: 84 hrs (3-3)

Credits: 4

TG AREL 338 • Interactive Media I

Prerequisite: ARFN 231 & ARFN 234

This course introduces students to the concepts of interaction design for positive user experiences. Hands on projects will guide students through each stage of the design process. Students will conduct research, create visual designs, define user experience

AREL - ARFA

flow, and build prototypes. This course will examine strategies for designing for various devices, emphasizing usability and accessibility as primary factors. Emerging media and technologies will be explored, then evaluated for their effectiveness to communicate messages. Interactive Media I opens up new avenues for graphic designers and artists to explore digital technologies.

Hours: 84 hrs (3-3)

Credits: 4

TG AREL 365 • Video I

Prerequisite: ARFN 231 & ARDR 241

This course offers the student an introduction to time-based narrative and video production. The topics of study include: script, storyboard, sound recording, camera technique, lighting, and post-production in a digital environment.

Hours: 84 hrs (3-3)

Credits: 4

AREL 370 • Sound Design I

Prerequisite: ARFN 231 & ARFN 234

This course explores sound design with an emphasis on experimental practice. The course serves as an introduction to the history of sound design, experimental music, and sound technologies. Topics will include composition, arrangement, use and integration of both concrete and synthetic sound, and aspects of noise and aleatoric sound and spatialization. The course consists of two interrelated components: a lecture/theoretical component and studio practice.

Hours: 84 hrs (3-3)

Credits: 4

AREL 429 • Design for Web II

Prerequisite: AREL 329

Web II reinforces the process learned in Web Design I, then extends into deeper topics using advanced web tools. Students will have the opportunity to design, develop, and maintain their own online space with iterative updates. This course provides students with practical experience in the day-to-day maintenance of a website in conjunction with exploring current design trends. Students will be introduced to new tools and design methodologies that make their workflow easier and allow them to produce interactive web pages. Pre-production, production, and post-production will be experienced by the student for an encompassing web design experience. Web Design II is the beginning of exciting online projects.

Hours: 84 hrs (3-3)

Credits: 4

AREL 438 • Interactive Media II

Prerequisite: AREL 338

Interactive Media II advances students' knowledge in design for interactive media. This course focuses on interactive experiences that are functional and engaging for the user, as well as looking forward to emerging technologies and the future of interactive media. Students will revisit the fundamentals of interaction design, and visual design as part of the user experience. Industry recognized applications will be used as tools to produce student-led digital solutions for real-world scenarios.

Hours: 84 hrs (3-3)

Credits: 4

AREL 467 • Video II

Prerequisite: AREL 365

This course offers further studies in the theory and practice of time-based narrative and video production.

Hours: 84 hrs (3-3)

Credits: 4

TG AREL 475 • The Studio Portrait

Prerequisite: AREL 365 or ARPH 335

This course examines the photographic portrait through the means of both still images and time-based imagery. Students will benefit from an examination of both commercial studio practice and portraiture in a contemporary art context. There is an emphasis on the staged or constructed image. Students will be expected to produce a portfolio and participate in an end of semester public exhibition.

Hours: 84 hrs (3-3)

Credits: 4

ARFA (Art Fine Arts)

TG ARFA 304 • Sculpture I

Prerequisite: ARFN 233 & ARDR 241

This course explores notions of sculpture and considers a range of material. Students are introduced to the usage and application of power tools and the safety requirements of the wood shop. The practical aspects of mould construction and casting are presented in a variety of materials. Light, sound and kinetic aspects of sculpture may arise.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 305 • 3D Design I

Prerequisite: ARFN 233 or ARFA 304

This course serves as an introduction to the materials, concepts and techniques of three-dimensional design. Students learn a variety of presentation techniques while solving functional design problems. Spatial awareness, conceptual development, craft skills, innovative use of materials and basic functionality are considered in the areas of furniture, fashion and architectural design.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 351 • Painting I

Prerequisite: ARFN 231 & ARDR 241

This course is an introduction to a variety of stylistic and conceptual approaches to painting. Students are encouraged to investigate colour theory and to explore ways in which paint can be manipulated physically in relation to a surface.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 353 • Painting II

Prerequisite: ARFA 351

This course offers the student further studies in the formal practice of painting in relation to colour theory, observation/interpretation skills, manipulation of material, and compositional structure. It also introduces the student to the relationships between form, sub-

ject, and content, and how these components function in context to painting's history and contemporary visual culture.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 357 • Illustration I

Prerequisite: ARFN 231 & ARDR 241

This course offers an introduction to the concepts and processes of illustration. In this course students will develop their ability to visualize and translate three dimensional forms onto a two dimensional surface using a variety of mediums. Students will explore a variety of illustrative approaches as a means to visually convey an idea.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 372 • Relief Printmaking I

Prerequisite: ARFN 231 & ARDR 241

This course offers an introduction to the concepts, processes and techniques in relief printing. Topics include the linocut, woodcut, and wood engraving. Students will become familiar with the tools and safe practices used in conjunction with relief printmaking. In addition, students will explore composition, value, and the graphic characteristics of relief printing. Classes will consist of lecture, critiques, and studio based work. Students will also acquire an understanding of the history of relief printmaking.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 373 • Lithography I

Prerequisite: ARFN 231 & ARDR 241

This course offers an introduction to ideas and techniques in lithographic printmaking leading to an understanding and employment of stone and plate lithography.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 375 • Lithography II

Prerequisite: ARFA 373

The course offers further study of the concept and application of stone and plate lithography.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 377 • Serigraphy I

Prerequisite: ARFN 231 & ARDR 241

This course offers an introduction to the concepts, processes and techniques of screen-printing. Students will become familiar with various stencil-making techniques: such as cut out stencils, liquid block-out stencils, and photographic film stencils. Students will also be provided with the opportunity to learn systematic and creative uses of colour.

Hours: 84 hrs (3-3)

Credits: 4

ARFA 378 • Serigraphy II

Prerequisite: ARFA 377

A further study of the serigraph (silkscreen) method of printmaking. Both traditional and contemporary approaches will be taught. In addition to common established techniques, various experimental methods will also be introduced. The course work will include improvisational methods of image development, as well as exploration

of nontraditional printing surfaces in order to maximize the employment of this unique medium.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 379 • Intaglio I

Prerequisite: ARFN 231 & ARDR 241

This course offers an introduction to concepts, processes and techniques in intaglio printmaking. Students will become familiar with techniques such as dry point, etching, and aquatint, as a means to explore composition and the drawing and painterly characteristics of intaglio printmaking. Classes will consist of lectures, critiques, and studio based work. Students will also acquire an understanding of the history of intaglio printmaking.

Hours: 84 hrs (3-3)

Credits: 4

ARFA 380 • Intaglio II

Prerequisite: ARFA 379

This course offers further studies of concepts, processes and techniques in intaglio printing. In this course students will be introduced to more advanced techniques in intaglio printmaking such as the chine colle, sugar lift, and collograph. Students will be encouraged to explore areas of creative self-expression. Classes will consist of lectures, critiques, and studio based work.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 407 • 3D Design II

Prerequisite: ARFN 233 or ARFA 304

This course offers a further study of the materials, concepts and techniques of three-dimensional design. Students develop model-making skills. Design principles are applied in the areas of store display, and furniture design. An emphasis is placed on the refinement of the problem solving process and possibilities for individual expression.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFA 408 • Sculpture II

Prerequisite: ARFA 304

This course offers a further investigation of sculptural materials, concepts and techniques. Interdisciplinary projects are encouraged as students extend their sculptural explorations to develop an individual body of work.

Hours: 84 hrs (3-3)

Credits: 4

ARFA 490 • Directed Study

This course allows you an opportunity to propose and develop a body of work in a medium of your own choice. You are expected to have completed your basic studies in the area in question, and obtain the consent of the program coordinator. In order to secure that consent, you will be expected to submit a written project proposal for the semester to the coordinator for approval by the Visual Communications department as a whole. The proposal must be submitted no later than 14 days prior to the first day of classes. That proposal, if approved, will then form the basis of your work in this course and will ultimately lead, by the conclusion of the course, to a final work or works exhibited in a public context. Upon approval this proposal forms the basis of a body of work to be completed during the semester and to be accompanied by an

ARFN - ARKY

essay describing the process, development and the results of the Directed Study.

Hours: 84 hrs (3-3)

Credits: 4

ARFN (Art Fundamentals)

TG ARFN 231 • 2D Fundamentals

This course introduces students to the fundamental building blocks of visual art and design. Students focus on the formal elements of art including line, shape, value, texture and colour. A variety of techniques, concepts and materials are employed in both wet and dry media. Students gain a firm understanding of the principles of design.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFN 232 • Visual Studies

The course introduces key concepts in photographic language, time-based art, sequence and the web. Concurrently the course provides an introduction to working in a digital environment.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFN 233 • 3D Fundamentals I

An introduction to the basic tools, processes and safety practices of the sculpture studio. Students learn both traditional subtractive techniques through plaster carving as well as additive processes through clay modelling and assemblage. Other topics may include installation and performance art.

Hours: 84 hrs (3-3)

Credits: 4

TG ARFN 234 • 2D Fundamentals II

Prerequisite: ARFN 231

Further studies in the fundamental building blocks of visual art and design with an emphasis on the formal elements of art and colour theory. This course provides an in-depth study of the visual language and focuses on problem solving skills and productive work habits.

Hours: 84 hrs (3-3)

Credits: 4

ARHI (Art History)

TG ARHI 200 • Introduction to Social and Historical Art

This introductory survey course considers how art has evolved both socially and historically. The course focuses on a number of subject areas that explore the aesthetic issues of art making, media, social motivators and historical precedents.

Hours: 42 hrs (3-0)

Credits: 3

TG ARHI 201 • Survey of Western Art I

The focus of this course is a chronological survey of art and architecture from prehistory to 1300 AD, with consideration given to significant historical and cultural events.

Hours: 42 hrs (3-0)

Credits: 3

TG ARHI 203 • Survey of Western Art II

This course focuses on a chronological survey of art and architecture from 1300 AD to the 21st century, with consideration given to significant historical and cultural events.

Hours: 42 hrs (3-0)

Credits: 3

TG ARHI 300 • Critical Theory

Prerequisite: ARHI 200 or ARHI 201 or ARHI 203

This course critically analyzes visual media, such as video, current print, web and television advertising, from social, political, and philosophical points of view.

Hours: 42 hrs (3-0)

Credits: 3

TG ARHI 309 • Design History

Prerequisite: ARHI 200 or ARHI 201 or ARHI 203

Focus of course is the history of design in the 20th century.

Hours: 42 hrs (3-0)

Credits: 3

TG ARHI 317 • Modern Art

Prerequisite: ARHI 200 or ARHI 201 or ARHI 203.

Survey of painting, sculpture and architecture from the late 19th century to the mid-20th century, with consideration given to significant historical and cultural events.

Hours: 42 hrs (3-0)

Credits: 3

ARKY (Archaeology)

TG ARKY 201 • Introduction to Archaeology

The basic principles of archaeology - how archaeology remains are located, recovered and interpreted.

Hours: 84 hrs (3-3)

Credits: 4

TG ARKY 205 • Ancient Peoples and Places

An overview of Old and New World archaeology; the emergence of humans; and the development of humans and culture from hunting/gathering to agricultural and ancient urban societies.

Hours: 42 hrs (3-0)

Credits: 3

TG ARKY 303 • Archaeology of North America

Prehistoric cultural developments in North America.

Hours: 42 hrs (3-0)

Credits: 3

TG ARKY 306 • Field Course in Archaeological Techniques

Focus of the course is the practical application of modern field techniques in archaeology, including excavation, recording, and analysis of sites, artifacts and related materials. *Only offered in a Spring or Summer session.

Hours: 98 hrs (0-7)

Credits: 4

TG ARKY 307 • Field Course in Archaeological Techniques
Prerequisite: ARKY 306.

Continuation of ARKY 306. *Only offered in a Spring or Summer session.

Hours: 98 hrs (0-7)

Credits: 4

TG ARKY 319 • Alberta Archaeology

This course focuses on the archaeology of the native peoples of Alberta from the first occupation over 12,000 years ago to the mid-1800s.

Hours: 42 hrs (3-0)

Credits: 3

TG ARKY 377 • Archaeology in Canada

This course focuses on prehistoric cultural developments in all regions of Canada.

Hours: 42 hrs (3-0)

Credits: 3

TG ARKY 381 • Indians of North America

Course features a survey of cultural and linguistic areas of aboriginal North America, including a comparative and historical study of technology, social organization, economic systems, religions, arts and languages.

Hours: 42 hrs (3-0)

Credits: 3

TG ARKY 419 • Ethnography of the Great Plains

This course is a comparative study of the peoples and culture of the Great Plains, past and present.

Hours: 42 hrs (3-0)

Credits: 3

ARPH (Art Photography)

TG ARPH 235 • Introduction to Photography

Course focuses on black & white and colour photographic processes with emphasis on the potential for accuracy and realism in the photographic image. NOTE: This course is for non-Visual Communication students.

Hours: 42 hrs (3-0)

Credits: 3

TG ARPH 335 • Photography I

Prerequisite: ARFN 233 & ARFN 234

The course offers an introduction to the concepts and techniques of digital still photography.

Hours: 84 hrs (3-3)

Credits: 4

TG ARPH 337 • Photography II

Prerequisite: ARPH 335

This course offers studies exploring the means and possibilities to create, process and print digital photographic imagery.

Hours: 84 hrs (3-3)

Credits: 4

TG ARPH 435 • Photography III

Prerequisite: ARPH 337

This is a course in studio photography. Subjects include the still life, and the portrait both formal and staged. Through lecture, web video, and print media, students will be introduced to the work of contemporary Canadian artists who employ a photographic means.

Hours: 84 hrs (3-3)

Credits: 4

ARTH (Art History)



ARTH 1101 • The History of Art: Prehistory to Renaissance

This course provides a critical overview of the visual arts from the Old Stone Age to the Renaissance. Students are offered a systematic study of aesthetics and the development of art styles which will enable them to develop a basic appreciation and understanding of art and its origins. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ARHI 201 and ARTH 1101.

Hours: 42 hrs (3-0)

Credits: 3



ARTH 1103 • The History of Art: Renaissance to the Present

This course provides a critical overview of the visual arts in Western Europe from the Renaissance to contemporary times. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ARHI 203 and ARTH 1103.

Hours: 42 hrs (3-0)

Credits: 3

ARVC (Art Visual Communications)

TG ARVC 213 • Typography I

The course will provide a detailed understanding of letter, text and grids. It will enable the student to develop a typographic problem solving process.

Hours: 84 hrs (3-3)

Credits: 4

ARVC 315 • Typography II

Prerequisite: ARVC 213

The course will provide a detailed understanding of letter, text and grids. It will enable the student to develop a typographic problem solving process. The course will focus on determining hierarchies and the differentiation of information. Emphasis will be placed upon typographic grids to organize information and develop clarity of communication. Students will be encouraged to consider a fluency of typographic mark making. Adobe InDesign will be the primary software application used within this course.

Hours: 84 hrs (3-3)

Credits: 4

ARVC - ASTR

ARVC 327 • Print Production

Prerequisite: ARFN 231

This course serves as an introduction to vector based computer graphics and the preparation of files for publishing in either print or digital medium. Other topics include practices used in commercial print production, including file preparation for process colour printing.

Hours: 84 hrs (3-3)

Credits: 4

TG ARVC 331 • Graphic Design I

Prerequisite: ARVC 213 & ARFN 234 & ARDR 241

This is an introductory course in graphic design, exploring visual communications and its creative process. The course mainly focuses on utilizing basic visual elements for communication purposes. It also applies skills and knowledge acquired in its prerequisite courses (ARVC 213, ARFN 234, and ARDR 241) toward seeking graphic solutions for visual communication problems. The course is the first and most basic of four sequential courses in graphic design.

Hours: 84 hrs (3-3)

Credits: 4

TG ARVC 333 • Graphic Design II

Prerequisite: ARVC 331

Continuing studies in graphic design. Equipped with the basic skills and knowledge gained in the previous course, you will learn to apply them for the purpose of visual communications. The course is designed to foster a personal approach to conceptual problem solving while investigating the principles of design and developing a visual vocabulary through experimentation.

Hours: 84 hrs (3-3)

Credits: 4

ARVC 394 • Portfolio and Work Term Preparation

Prerequisite: ARVC 213 & ARFN 234 & ARDR 241

In this course the student develops a professional print and web portfolio. The course provides instruction in resume and cover letter preparation, interview strategies, and job search techniques.

Hours: 30 hrs (2.25-0)

Credits: 1.5

ARVC 395 • Applied Visual Communications - Work Term I

Prerequisite: ARVC 394

The field study provides the student with an opportunity to apply visual communication concepts and art and design skills within industry. The work term is designed to allow the student to develop proficiency in a work environment. *Restricted to students in the Applied Degree program. Total tuition for this course is \$760.90.

Hours: 4 mths (0-35P)

Credits: 15

TG ARVC 396 • Applied Visual Communications I

Prerequisite: ARVC 333

With studies in the theory and practice of visual communications for the professional, this course emphasizes exploration and experimentation in visual production. *Restricted to students in the Applied Degree program.

Hours: 84 hrs (3-3)

Credits: 4

TG ARVC 495 • Applied Visual Communications - Work Term II

Prerequisite: ARVC 394 & ARVC 395

This field study provides the student further opportunity to apply visual communications concepts within industry. The work term is designed to allow you to continue to develop proficiency in a work environment. *Restricted to students in the Applied Degree program. Total tuition for this course is \$760.90.

Hours: 4 mths (0-35P)

Credits: 15

TG ARVC 496 • Applied Visual Communications II

Prerequisite: ARVC 396

The course offers the student further studies in the theory and practice of applied visual communications.

Hours: 84 hrs (3-3)

Credits: 4

ARVC 498 • Special Projects and Exhibition I

Prerequisite: ARVC 396 or ARDR 343

This course offers an in-depth study of the visual communications field culminating in a body of work intended for display in the graduation exhibition. The work made for exhibition is to be accompanied by an essay.

Hours: 84 hrs (3-3)

Credits: 4

ARVC 499 • Special Projects and Exhibition II

Prerequisite: ARVC 396 or ARDR 343

In this course the student will focus on the planning, marketing and curatorial elements of a major exhibition, as well as the preparation of other elements related to the final graduation exhibition, such as the portfolio book and web portfolio.

Hours: 84 hrs (3-3)

Credits: 4

ASTR (Astronomy)

TG ASTR 201 • The Solar System

A descriptive overview of the solar system, including the historical development of the heliocentric model; the exploration of the solar system by spacecraft; the structure, atmosphere, and evolution of the planet Earth, the terrestrial and jovian planets, and their moons; asteroids and Kuiper belt objects; the structure of the Sun; and the formation of the solar system. Extrasolar planets and/or life in the universe may also be discussed.

Hours: 42 hrs (3-0)

Credits: 3

Available On-Site and in a Distributed Learning Format



ASTR 1101 • The Solar System

This is primarily a descriptive course aimed at non-science students. Conceptual understanding will be stressed over strict mathematical derivation. The topics covered in this course emphasize astronomy in our own solar neighbourhood. Topics include the Sun, the terrestrial and Jovian planets and their moons, comets, asteroids, as well as the formation of the solar system.

This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon

their guidelines. Students register through Medicine Hat College.

NOTE: Students cannot receive credit for both ASTR 201 and ASTR 1101.

Hours: 42 hrs (3-0)

Credits: 3

BCEM (Biochemistry)

TG BCEM 200 • Introduction to Biochemistry

Prerequisite: CHEM 201 & CHEM 250

Comprehensive introduction to the principles of biochemistry. Course provides a foundation of the major biomolecules and biopolymers while integrating their function to the maintenance of the living world. Topics include nucleic acids, protein structure and function, enzymes, biological membranes, and carbohydrate, lipid, and nitrogen metabolism.

Hours: 42 hrs (3-0)

Credits: 3

TG BCEM 393 • Introduction to Biochemical Molecules

Prerequisite: BIOL 311 & CHEM 250 or permission of the Dean

Lectures in this course feature the structure and function of carbohydrates, amino acids, proteins, and enzymes with an emphasis on protein sequence and conformation, and enzyme catalysis. Carbohydrate metabolism is also covered. The laboratory instructs modern biochemical techniques for analysis of biochemical molecules including carbohydrates, amino acids, proteins, and enzymes.

Hours: 70 hrs (3-4/2)

Credits: 4

BEET (Built Environment Engineering Technology)

BEET 201 • Digital Design & Presentation

Prerequisite: CADD 122 & CADD 182

This course is an introduction to the preparation of design presentation graphics using modeling and design applications. Methods and concepts of design presentation graphics at various phases of a project such as new construction and as-built drawings as part of the construction process are discussed. This course will reinforce understanding of the fundamentals of mechanical design, building design and civil design technology and detailing while providing opportunities to explore presentation skills and technical drawings.

Hours: 84 hrs (0-6)

Credits: 4

BEET 231 • Mechanical Design II

Prerequisite: CADD 102 & CADD 122 & CADD 132

Corequisite: BEET 271

This course will examine the design of mechanical systems, analysis of components and systems operation, and manufacturing materials. We will prepare drawings and models in accordance with recognized standards and regulations. Using the latest software and technology, we will simulate real world scenarios that reinforce mechanical design principles. Advanced manufacturing and emerging technologies such as 3D printing, scanning, laser cutting and CNC machining are introduced.

Hours: 84 hrs (2-4)

Credits: 4

BEET 232 • Mechanical Design III

Prerequisite: BEET 231 & BEET 271

Students will be exposed to the design and selection of various machine components and machine drive systems such as shafts, keys, gears, bearings, fasteners, bolted and welded connections and hydraulic actuators. A design project is completed utilizing calculations for the selection of machine elements, sizing of components including a set of working drawings and specifications. Advanced manufacturing and emerging technologies such as 3D printing, scanning, laser cutting and CNC machining are introduced.

Hours: 98 hrs (2-5)

Credits: 4

BEET 242 • Piping and Control Systems

Prerequisite: CADD 102 & CADD 122

This course examines process plant design relating to piping materials, valves, equipment, vessels, and locations according to governing regulations and specifications. Topics will include the components and integration of control systems for mechanical and electrical applications. Using current software and technology we will explore topics including: flow diagrams, isometric & orthographic drawings, engineered supports, and 3D virtual models.

Hours: 98 hrs (2-5)

Credits: 4

BEET 261 • Civil Design II

Prerequisite: CADD 102 & CADD 161

Students are introduced to civil engineering design concepts using various civil design software tools. Students will be introduced to the principles and applications of Geographic Information Systems (GIS) and components of GIS. Collection of data and manipulation of the data into information including how to effectively display that information with presentation and mapping tools will be explored. Civil engineering topics in the area of urban planning, and subdivision layout will be introduced. Students will have the opportunity to explore how various sources of data are collected and utilized to document and solve various civil engineering problems.

Hours: 84 hrs (2-4)

Credits: 4

BEET 262 • Civil Design III

Prerequisite: BEET 201 & BEET 261

An advanced course developin the theories and practices common in municipal engineering applications. Design and drafting projects may include surface drainage, storm sewer, sanitary sewer, basic roadway design/layout, water system layout, and GIS applications. Municipal topics such as specifications and standards are discussed with examples of Urban Planning and Transportation design to help reinforce good municipal design. Computer design software is utilized to reinforce traditional design/drafting procedures. Project management techniques specific to municipal design and supervision of construction will be reviewed for various infrastructure projects.

Hours: 98 hrs (2-5)

Credits: 4

BEET-BIOL

BEET 271 • Design Strategies

Prerequisite: CADD 132 & CADD 161 & CADD 173 & CADD182

Through case studies, hands-on projects and theoretical knowledge this course introduces the student to essential skills in the engineering design and development process. Concepts and processes such as project management, teamwork and communication are addressed as students learn about critical phases of the design and development process such as understanding the design requirements, identifying stakeholder constraints, generating alternatives, and communicating the design. Students will apply engineering theory and technology to explore, model, prototype, and present product designs for the built environment.

Hours: 84 hrs (2-4)

Credits: 4

BEET 272 • Technical Design - Capstone

Prerequisite: BEET 271

Corequisite: BEET 232 & BEET 262 & BEET 282

Students will research, prepare, and present a major technical report that will apply to one of the related disciplines of engineering technology for the built environment; building construction, mechanical engineering or civil engineering. The technical report is based on research, presentation techniques, technical content, and written style with a specific emphasis on communication.

Hours: 84 hrs (2-4)

Credits: 4

BEET 281 • Building Design II

Prerequisite: CADD 102 & CADD 182

Technology, terminology, standard building practices and technical drafting standards for residential building design and construction are addressed as students learn and practice fundamental aspects of design, planning and construction. Current 3D modeling and drafting software is utilized. Students are introduced to pertinent building codes, municipal standards, and design practices as they progress through course work. Topics include floor plan design, elevation drawings, foundation plan, building sections, schedules, structural design and construction details.

Hours: 84 hrs (2-4)

Credits: 4

BEET 282 • Building Design III

Prerequisite: BEET 201 & BEET 281

An advanced course introducing topics and theories related to commercial building design and construction. Students will build on knowledge in areas of technology, terminology and standards while advancing their knowledge of design, planning, detailing and construction processes. Advanced topics include Barrier Free design, occupant safety, communications (oral, written, and graphic), reporting and coordination as students work both individually and in team environments. Current 3D modeling and drafting software; and pertinent building codes, municipal standards, and design practices are addressed.

Hours: 98 hrs (2-5)

Credits: 4

BIOL (Biology)

BIOL 020 • General Biology Topics

Prerequisite: SCIE 010 & (ENGL 010 or ENGL 013)

BIOL 020 builds on the introductory concepts of cell structure and function, transport of matter and cell specialization from SCIE 010. The exchange of matter and energy with the environment is investigated at the cellular level in several human systems and at the population and ecosystem level. Lab work is required.

Hours: 84 hrs (4-2)

Credits: 4

Available On-Site and in a Distributed Learning Format

BIOL 030 • Matriculation Biology

Prerequisite: BIOL 020

BIOL 030 continues the investigation of human systems begun in BIOL 020 by focusing on the continuity of life, regulation and coordination of human systems, cell division, genetics and molecular biology. Dynamics of growth and change in populations and communities will be introduced. Lab work is required.

Hours: 84 hrs (4-2)

Credits: 4

Available On-Site and in a Distributed Learning Format

BIOL 152 • Anatomy and Physiology for Practical Nurses

This course offers an introduction to normal structure and function of the human body, using a body systems approach.

Hours: 90 hrs (6-0) 15 wks

Credits: 4

TG BIOL 231 • Introduction to Biology I

Prerequisite: BIOL 30 & CHEM 30 or permission of the Dean

This course is an examination of the cellular basis of life, including biochemistry and genetics. Most concepts will be related to impacts on microbial life. Further detail will provide an overview of structure, function and application in viruses, bacteria, protists and fungi. NOTE: Credit for only one of BIOL 205 or BIOL 231 will be allowed.

Hours: 84 hrs (3-3)

Credits: 4

TG BIOL 233 • Introduction to Biology II

Prerequisite: BIOL 30 & CHEM 30

This course examines the evolutionary biology, phylogeny, and organismic biology of plants and animals. In the laboratory, various taxons are introduced with a focus on the diversity, form, and function of plants and major Metazoan phyla.

Hours: 84 hrs (3-3)

Credits: 4

TG BIOL 254 • Plant Taxonomy

This course examines the major plant divisions with an emphasis on the morphology, taxonomy, ecology and reproductive biology of angiosperms and gymnosperms. Identification keys to flora of Western Canada are used during the course. You are required to submit a plant collection. Labs emphasize morphological and anatomical characteristics of major plant families. A portion of laboratory hours will be assigned to field trips.

Hours: 70 hrs (3-2)

Credits: 4

TG BIOL 255 • Ecology

This course is a study of the interactions between organisms and their environment at the individual, population, community and ecosystem levels. Labs concentrate on basic ecological principles and the collection and analysis of field data for determining the distribution and abundance of organisms in their environment. A field trip is a component of the lab.

Hours: 70 hrs (3-2)

Credits: 4

TG BIOL 258 • Zoology

Prerequisite: BIOL 30 is recommended

This course is a comparative survey of the animal kingdom, with emphasis on the classification, adaptation, morphology, and physiology of vertebrates. Laboratory studies involve the structural and functional adaptations of vertebrates, and recognition and identification of vertebrate taxa.

Hours: 70 hrs (3-2)

Credits: 4

TG BIOL 259 • Aquatic Ecology

Prerequisite: BIOL 30 is recommended

This course is a study of abiotic and biotic interactions in the fresh-water aquatic environment. This includes the physical and chemical characteristics of streams and lakes and the classification, morphology, identification, and ecology of aquatic invertebrates and vertebrates. Laboratory studies emphasize the study of aquatic organisms and their interaction. This course includes an applied field component.

Hours: 70 hrs (3-2)

Credits: 4

TG BIOL 275 • Basic Human Anatomy and Physiology I

Prerequisite: BIOL 30 is recommended

BIOL 275 and BIOL 277 are designed to give a thorough basic knowledge of the structure and function of the human body. BIOL 275 begins by examining the levels of organization (atom through organ systems) of the human body, then explores four organ systems in detail. These systems include: the skeletal and muscular systems that support and protect the body, and make movement possible; and the endocrine and nervous systems which integrates and coordinates body function. Some disorders of each systems are explored.

Hours: 84 hrs (3-3)

Credits: 4

TG BIOL 277 • Basic Human Anatomy and Physiology II

Prerequisite: BIOL 275

This course examines the organ systems not studied in BIOL 275, including the special senses, integumentary, digestive, respiratory, circulatory, lymphatic, urinary systems, and the male and female reproductive systems. Some disorders of each system will be explored.

Hours: 84 hrs (3-3)

Credits: 4

TG BIOL 305 • The Human Organism

Prerequisite: BIOL 30 or BIOL 205

Introduction to the function of the human body. The interaction of body systems with diet, pathogens and environmental agents is discussed as it relates to health and disease. New advances

in biotechnology, as they relate to the study of humans at the molecular levels, are also discussed. Topics covered include an introduction to the technology and the social aspects of organ transplants, embryo manipulation, and genetic engineering.

NOTE: Not open for credit to majors and minors of Biological Sciences.

Hours: 56 hrs (3-1T)

Credits: 3

TG BIOL 311 • Principles of Genetics

Prerequisite: BIOL 231 & BIOL 233 or permission of the Dean.

Course addresses the chromosomal and molecular basis for the transmission and function of genes through various topics: Patterns of inheritance, including Mendelian genetics, segregation and recombination, sex linkage and human genetics; the structure and function of the genetic material including complementation and regulation of gene expression; the construction of genetic and physical maps of genes; gene and chromosome mutation; molecular genetics. Many selected organisms are used in the laboratory to illustrate relevant genetic principles.

Hours: 84 hrs (3-3)

Credits: 4

TG BIOL 313 • Introduction to Ecology and Evolution

Prerequisite: BIOL 231 & BIOL 233 or permission of the Dean

An examination of evolutionary and ecological concepts that explain the interactions of organisms at the individual, population, community and ecosystem levels with their biotic and abiotic environment. Labs and field trips explore ecological principles and the collection and interpretation of data.

Hours: 84 hrs (3-3)

Credits: 4

TG BIOL 331 • Introduction to Cellular & Molecular Biology

Prerequisite: BIOL 311 and CHEM 250 or permission of the Dean.

Course addresses the principles of cellular structure and function through various topics: membrane structure and transport; intracellular compartments and communication; cytoskeleton; interaction of cells with their neighbors and their environment; the regulation and dysregulation of cell proliferation.

Hours: 56 hrs (3-1T)

Credits: 3

BMAT (Business Math)

TG BMAT 182 • Mathematics for Business I

This course teaches the application of mathematical principles and concepts used in business. Key subject areas covered include break-even analysis, mark-up pricing, simple and compound interest applications, future and present value of money, and amortization scheduling principles.

Hours: 56 hrs (4-0)

Credits: 3

BMAT-BNUR

TG BMAT 183 • Business Math and Statistics

BMAT 183 will focus on the uses of data in realistic business applications and problems. Topics include using data for decision making, using numbers, graphs and tables to describe data, probabilities, sampling distributions, and other statistical techniques applied to data and business situations.

Hours: 56 hrs (4-0)

Credits: 3

BNUR (Bachelor of Nursing)

BNUR 285 • The Discipline and Profession of Nursing I: Foundational Professional Concepts

Corequisite: BNUR 287 & BNUR 288 & BNUR 289

The study of concepts foundational to the profession and discipline of nursing. Exploration of concepts of complexity, transition, social justice, ethic of caring, health promotion and principles of population health. Emphasis on understanding the social commitments and contributions made by nursing within its professional scope of practice. And overview of the Canadian health care system.

Hours: 39 hrs (3-0)

Credits: 3

BNUR 287 • The Science of Health I: Communities and Populations

Corequisite: BNUR 285 & BNUR 288 & BNUR 289

Determinants of health, health indices, principles and methods of epidemiology, and population-based health management are emphasized. Conduct of health surveys and use of population-based health data to identify health risk are addressed. Integration of concepts of microbiology and risk elevation related to ages and stages of the lifespan. Basic tenets of the meaning of evidence-based practice will be introduced.

Hours: 39 hrs (3-0)

Credits: 3

BNUR 288 • Supporting Health I: Communities and Populations

Corequisite: BNUR 285 & BNUR 287 & BNUR 289

Focus on a broad understanding of health and the basic frameworks and principles of population health promotion, primary health care and upstream thinking. Explores how health can be created and supported in a society. Emphasis on developing communication and relationship building skills to work effectively in a group or a team. Strategies to assess protect and promote the health of groups and communities.

Hours: 39 hrs (3-0)

Credits: 3

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

Prerequisite: CPR Basic Cardiac Life Support

Corequisite: BNUR 285 & BNUR 287 & BNUR 288

Integration and application of theoretic knowledge in simulated and nursing practice settings. Develop skills and competencies in nursing of groups, communities, and populations within a collaborative practice model. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 247 hrs

Credits: 6

BNUR 385 • The Discipline and Profession of Nursing II: Inter-Professional Practice and Professional Accountability

Prerequisite: BNUR 285 & BNUR 287 & BNUR 288 & BNUR 289

Corequisites: BNUR 387 & BNUR 388 & BNUR 389

Concepts of inter-professional practice and its core competencies are introduced. Examination of the contributions of nursing and nursing sensitive outcomes. Full scope nursing roles on intra professional and interprofessional teams are explored, in particular as pertains to the complex health care needs of families in transition and at risk. Of primary focus is exploration of the scholarly and research foundations of the profession as the basis of the professional role of a Registered Nurse.

Hours: 39 hrs (3-0)

Credits: 3

BNUR 387 • The Science of Health II: Families in Transition

Prerequisite: BNUR 285 & BNUR 287 & BNUR 288 & BNUR 289

Corequisites: BNUR 385 & BNUR 388 & BNUR 389

Holistic models addressing bio/psycho/social/spiritual/cultural dimensions of family health processes are addressed. Focus on the epidemiological, physiological, pathology, and mental health knowledge that underlies the assessments of key family transitional periods. Young and senior families are highlighted.

Hours: 39 hrs (3-0)

Credits: 3

BNUR 388 • Supporting Health II: Families in Transition

Prerequisite: BNUR 285 & BNUR 287 & BNUR 288 & BNUR 289

Corequisites: BNUR 385 & BNUR 387 & BNUR 389

Focus on how health, inclusive of mental health and wellness, is created and supported in families. The study of how health can be enhanced or compromised in important transition periods across the lifespan - from young to senior families. Examination of the manner in which nursing practice and health education serve to enhance family health.

Hours: 39 hrs (3-0)

Credits: 3

BNUR 389 • Integrating Nursing Roles and Practices II: Learning, Praxis and Scholarship in the Practicum Setting

Prerequisite: BNUR 285 & BNUR 287 & BNUR 288 & BNUR 289 & Current CPR Basic Cardiac Life Support

Corequisites: BNUR 385 & BNUR 387 & BNUR 388

Integration and application of theoretic knowledge in simulated and nursing practice settings. Develop skills and competencies in nursing families in transitional periods across the lifespan. Focus on optimizing family health and functioning while mitigating health risks to family members. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 247 hrs

Credits: 6

BNUR 485 • The Discipline and Profession of Nursing III: Furthering Inquiry and Scholarship in Nursing

Prerequisites: BNUR 385 & BNUR 387 & BNUR 388 & BNUR 389

Corequisites: BNUR 487 & BNUR 488 & BNUR 489

Focus on strategies for the development of evidence-informed nursing practice. Examination of strategies to critique and facilitate the use of evidence for practice. Introduction to basic quantitative and qualitative methods used in nursing research. *Third and Fourth Years of the Nursing program are University of Calgary*

courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.

Hours: 39 hrs (3-0)

BNUR 487 • The Science of Health III: People Experiencing Life Threatening Health Challenges

Prerequisites: BNUR 385 & BNUR 387 & BNUR 388 & BNUR 389

Corequisites: BNUR 485 & BNUR 488 & BNUR 489

Theoretic understanding of the holistic experience of acuity and life-threat for individuals and families is presented. Epidemiology, pathophysiology, diagnostic studies, complex physical and other nursing assessments relevant to common life-threatening health challenges, including mental health disorders. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 39 hrs (3-0)

BNUR 488 • Supporting Health III: People with Life-Threatening Health Challenges

Prerequisites: BNUR 385 & BNUR 387 & BNUR 388 & BNUR 389

Corequisites: BNUR 485 & BNUR 487 & BNUR 489

Addresses nursing practices in acute unstable illness, injury and disease. The study of application of nursing assessments, technological interventions and best evidence nursing practices in common major acute illnesses in individuals of all age groups, set within the context of their families and communities. Emphasis is on attaining knowledge of secondary and tertiary prevention strategies. Pharmacological applications to major acute disease conditions. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 39 hrs (3-0)

BNUR 489 • Integrating Nursing Roles and Practices III: Learning, Praxis and Scholarship in the Practicum Setting

Prerequisites: BNUR 385 & BNUR 387 & BNUR 388 & BNUR 389 & Current CPR Basic Cardiac Life Support
Corequisites: BNUR 485 & BNUR 487 & BNUR 488

Integration and application of theoretic knowledge in simulated and nursing practice settings. The focus in this course is nursing care of clients and families experiencing life-threatening health challenges. Development of skills of complex communication and relationship building, high-level assessment and clinical reasoning, and nursing care planning and implementation. Graded on a CR (Pass)/NC (Fail) basis. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 247 hrs

BNUR 495 • The Discipline and Profession of Nursing IV: Understanding the Challenges of Leadership and Systems of Care

Prerequisites: BNUR 485 & BNUR 487 & BNUR 488 & BNUR 489

Corequisites: BNUR 497 & BNUR 498 & BNUR 499

This course explores knowledge related to the current health care system, systems of care responsive to the needs of clients with chronic health disruptions, and nursing roles of leadership and delegation. Evidence examining the efficacy of systems of care and the efficacy of nursing roles, practices, and contributions are highlighted. Examination of selected approaches to nursing research. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 39 hrs (3-0)

BNUR 497 • The Science of Health IV: People Experiencing Chronic Health Challenges

Prerequisites: BNUR 485 & BNUR 487 & BNUR 488 & BNUR 489

Corequisites: BNUR 495 & BNUR 498 & BNUR 499

Experience of living with chronic health challenges, including common complications. Epidemiology, pathophysiology, diagnostic studies, complex physical and other nursing assessments relevant to common chronic health challenges, including mental health disorders. A holistic perspective is taken to examine the challenges of ongoing health management faced by populations of chronically ill individuals and their families. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 39 hrs (3-0)

BNUR 498 • Supporting Health IV: People With Chronic Health Challenges

Prerequisites: BNUR 485 & BNUR 487 & BNUR 488 & BNUR 489

Corequisites: BNUR 495 & BNUR 497 & BNUR 499

Nursing practices in caring for the chronically ill. A focus on practices to achieve healthful transitions and preservation of quality of life are emphasized. Common treatment modalities are presented including nursing therapeutics and pharmacological approaches to management of common chronic diseases. Tertiary prevention is emphasized and concepts and approaches to ongoing health assessment, health education, self-management, harm reduction, support, restoration, and palliation are addressed. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 39 hrs (3-0)

BNUR - CADD

BNUR 499 • Integrating Nursing Roles and Practices IV: Learning, Praxis and Scholarship in the Practicum Setting

Prerequisites: BNUR 485 & BNUR 487 & BNUR 488 & BNUR 489 & Current CPR Basic Cardiac Life Support
Corequisites: BNUR 495 & BNUR 497 & BNUR 498

Integration and application of theoretic knowledge in simulated and nursing practice settings. Long-term nursing care of individuals, families and populations with chronic health challenges. Implementation of effective therapeutic relationships, complex assessments, reasoned clinical decision-making, client and family health education, client self-management and collaborative practice models. Graded on a CR (Pass)/NC (Fail) basis. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 247 hrs

BNUR 503 • Selected Topics in Nursing

Prerequisites: BNUR 495 & BNUR 497 & BNUR 498 & BNUR 499

Corequisite: BNUR 585 & BNUR 589, plus two senior nursing course options

May be repeated for credit. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 39 hrs (3-0)

BNUR 517 • Philosophy and Practice in Palliative Care

Prerequisites: BNUR 495 & BNUR 497 & BNUR 498 & BNUR 499

Corequisite: BNUR 585 & BNUR 589

Examination of the philosophy of palliative/hospice care, taught by faculty from many disciplines. An important focus includes the students' self-exploration of their own beliefs, values, and attitudes about life, illness, death, and dying, and how this self-exploration shapes interactions with those we care for. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 39 hrs (3-0)

BNUR 585 • The Discipline and Profession of Nursing V: Preparing for Professional Role Transition

Prerequisites: BNUR 495 & BNUR 497 & BNUR 498 & BNUR 499

Corequisites: BNUR 589

Transitioning to Professional Practice: This course focuses on the integration of senior students into the environment of professional nursing practice with an evidence-informed emphasis on the essentials of leadership, relational and practice ethics, effective inter and intra-professional collaboration, communication and conflict management for the purpose of facilitating a healthy transition to the role of a newly graduate professional nurse within a contemporary healthcare climate. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system*

is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.

Hours: 39 hrs (3-0)

BNUR 589 • Integrating Nursing Roles and Practices V: Learning, Praxis and Scholarship in the Practicum Setting

Prerequisites: BNUR 495 & BNUR 497 & BNUR 498 & BNUR 499

Corequisites: BNUR 585 & two senior nursing course options

This focused clinical experience, supported by two corequisite substantive nursing option theory courses, is aimed at refining critical thinking and competent use of theoretical frameworks and evidence to support clinical reasoning processes including: comprehensive assessment, holistic analysis and interpretation of client data, and competence and confidence in clinical decision-making. Students will choose a focused area of nursing practice. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 247 hrs

BNUR 599 • Integrating Nursing Roles and Practices VI: Transition to Nursing Practice

Prerequisites: BNUR 585 & BNUR 589 & Current CPR Basic Cardiac Life Support

Synthesis, application and further acquisition of knowledge, skills, and attitudes in a selected nursing practice setting. Emphasis on complexity of nursing care with clients (individuals, families, and/or aggregates). Selection of focus area will be made through consultation with faculty. Graded on a CR (Pass)/NC (Fail) basis. *Third and Fourth Years of the Nursing program are University of Calgary courses. The numbering system is based upon the guidelines of this institution. You must register through the University of Calgary - fees are charged by the University of Calgary.*

Hours: 378 hrs

BOTA (Botany)

TG BOTA 205 • Introduction to Botany

An overview of the structure, function, biology and diversity of organisms included in the Plant Kingdom including algae, fungi and lichens. Emphasis is on reproduction, development, structural and functional innovations of vascular plants in their environment.

Hours: 84 hrs (3-3)

Credits: 4

CADD (Computer Aided Drafting and Design)

CADD 101 • Drafting I

In this foundational course, students are introduced to the tools and techniques of drafting and technical illustration. Sketching, freehand lettering, line work, drafting nomenclature and document layout, applying proper techniques to create and dimension single view and multi-view drawings. Using Autodesk AutoCAD®,

and/or other current drafting applications students are introduced to the drawing environment in metric and imperial units based on common drafting standards. The use of scales, line weight, dimensioning techniques and standards will be applied to all drawings, manual or digital. Other common computer applications and productivity software such as word-processing, spreadsheet and presentation applications will be introduced. File management, basic commands, editing, styles, layer creation, entity verification and printing will be used to develop drawings, documents and presentations.

Hours: 98 hrs (2-5)

Credits: 4

CADD 102 • Drafting II

Prerequisite: CADD 101

Building on the foundational skills developed in CADD 101, students will advance their manual and digital drafting, communication, and presentation skills as they continue to reinforce and expand their theoretical knowledge. Topics include isometric projections, cross-sections, multi-view drawings, drawing layout, annotation, document sharing – both hard copy and electronic.

Hours: 98 hrs (2-5)

Credits: 4

CADD 106 • Introduction to AutoCAD

Introduction to technical sketching, freehand lettering, line work, drafting nomenclature and layout design. Sketching techniques to create and dimension single view and multi-view drawings, isometrics and cross sections. In AutoCAD you will be able to setup the correct drawing environment in metric and imperial units based on acceptable drafting standards. File management, basic drawing commands, text editing and styles, layer creation, entity verification will be used to plot drawings. The use of scales, line weight, dimension techniques and drafting standards will be applied to all drawings created manually or in AutoCAD.

NOTE: Students cannot receive credit for both CADD 106 and CADD 111.

Hours: 96 hrs (3-3) 16 wks

Credits: 3

CADD 121 • CADD Applications I

Students will be introduced to various drafting, design and technical illustration software such as Autodesk Revit, Autodesk Inventor, and Adobe Photoshop. The user interface, tools, model development, workflows, file management and presentation layout will be addressed to produce basic design, working, and presentation drawings in the engineering drafting and design disciplines. Advanced manufacturing and emerging technologies such as 3D printing, scanning, laser cutting and CNC machining may be introduced.

Hours: 98 hrs (2-5)

Credits: 4

CADD 122 • CADD Applications II

Prerequisite: CADD 121

Corequisite: CADD 102

With a focus on advanced design and drafting theory and technology, students will advance their understanding of the fundamental design concepts and software to develop 3D and 2D technical drawings and models. Topics include simple parts, assemblies, machines and mechanisms. Advanced and emerging technolo-

gies such as 3D printing, scanning, laser cutting and CNC machining are introduced.

Hours: 98 hrs (2-5)

Credits: 4

CADD 132 • Mechanical Design I - Applied Physics

This course will examine statics and strength of materials.

CADD applications will be used as a tool to explore and visualize problems and solutions to mechanical and physics problems. Topics will include force vectors, force system resultants, moment of a force, equilibrium of a rigid body, frictional forces, structural analysis, simple trusses, frames and machines, center of gravity, centroid and moment of inertia, strain, stress, mechanical properties of materials and Hooke's law.

Hours: 56 hrs (2-2)

Credits: 3

CADD 151 • Technical Communication

This course prepares students for written, visual and oral communication for technology disciplines. The primary focus of this course is to develop the skills to write and format a technical report to industry accreditation standards as well as developing the use of engineering terminology correctly and accurately in written and oral communication. Particular emphasis is placed on the language, structure, content and graphic presentation required for technical reports. Students will develop research skills, becoming familiar with technical journals, and literature. Students will learn and apply word processing, spreadsheets, and other digital applications to communicate clearly and effectively.

Hours: 56 hrs (2-2)

Credits: 3

CADD 161 • Civil Design I - Civil Design Fundamentals

Prerequisite: CADD 101 & CADD 121

The theory of surveying covering the vertical and horizontal measurement of distances and angles. Open and closed traverse computations and adjustment, levelling circuits, profiles, cross sections and horizontal curves. Introduction to the land survey system of Western Canada and the relationship to topographical drafting and topographic maps. Topographical nomenclature; contour maps; interpretation of survey notes to complete Civil engineering drawings. Aerial photo interpretations, map reference, map location grids and interpretation of topographical features are discussed.

Hours: 98 hrs (2-5)

Credits: 4

CADD 171 • Descriptive Geometry with AutoCAD

Descriptive geometry construction, techniques and nomenclature will be applied to both AutoCAD and technical sketching. Applied descriptive geometry using point line and plane method will be applied to geometry problems in survey and mechanical areas. NOTE: Students cannot receive credit for both CADD 171 and CADD 111.

Hours: 64 hrs (2-2) 16 wks

Credits: 3

CADD 172 • Sustainability & Systems Thinking

Students are introduced to sustainability concepts and programs; and are given the opportunity to discuss and explore sustainability as it relates to the built environment. Systems Thinking is

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introduced as a means to think critically, understand and discuss sustainability topics.

Hours: 56 hrs (2-2)

Credits: 3

CADD 173 • Construction Methods

Prerequisite: CADD 121 & CADD 172

Corequisite: CADD 174

This course presents the functions, concepts, and drawings related to construction methods for projects in the mechanical design, civil design and building design disciplines. Students will have the opportunity to explore these topics for various components of the built environment while incorporating the appropriate codes and specifications. The essential theories of project management as they relate to the engineering environment within the confines of owner specifications and applicable codes will be explored. Students will be introduced to the project manager's role in the process of coordinating people and projects using various management methods including but not limited to: work breakdown structures, project scheduling, estimating, contract administration, management of change, quality, safety and risk management.

Hours: 56 hrs (2-2)

Credits: 4

CADD 174 • CADD Labs

This course will provide students with an interdisciplinary opportunity to work hands-on in a lab environment in order to gain practical experience related to one or more disciplines related to the engineering of the built environment. Opportunities may include one or more of visual communications, business, plumbing, electrical, welding, pipe-fitting, carpentry, automotive/heavy equipment, or other interactions with external partners. Issues and topics relating to workplace health and safety will also be addressed.

Hours: 84 hrs (0-6)

Credits: 4

CADD 182 • Building Design I - Building Systems

Corequisite: CADD 101 & CADD 121

Major building systems influence the form, function and performance of buildings as well as how people experience the spaces they work and live in. This course will introduce students to structural, building envelope, HVAC, plumbing, and electrical systems for residential and/or light commercial buildings. Students will also explore how environmental and site conditions can impact how a building functions with respect to its major systems.

Hours: 84 hrs (2-4)

Credits: 4

CHEM (Chemistry)

CHEM 020 • Introductory General Chemistry

Prerequisite: (MATH 010 or MATH 010FN [minimum grade of B]) & SCIE 010

CHEM 020 builds on the concepts of properties of matter, basic nomenclature and balancing equations covered in SCIE 010. CHEM 020 concentrates on the diversity of forms of matter, chemical bonding and the quantitative relationships in chemical reactions. Lab work is required.

Hours: 84 hrs (4-2)

Credits: 4

Available On-Site and in a Distributed Learning Format

CHEM 030 • Matriculation Chemistry

Prerequisite: CHEM 020 & (MATH 020 [highly recommended] or MATH 020FN [minimum grade of B])

CHEM 030 builds on the concepts of changes in matter and the stoichiometry of chemical reactions when dealing with thermochemical and electrochemical changes. Solution chemistry (with an emphasis on acids and bases) and chemical equilibrium (focusing on acids and bases) are major components. Organic compounds and their reactions are introduced. Lab work is required.

Hours: 84 hrs (4-2)

Credits: 4

Available On-Site and in a Distributed Learning Format

TG CHEM 201 • General Chemistry I

Prerequisite: CHEM 30 & MATH 30. MATH 31 is strongly recommended

This course features both lecture and laboratory work for instruction.

Lecture: Basic chemical concepts with an emphasis on stoichiometry; chemical bonding; atomic and molecular structure; the states of matter and phase changes; properties of solutions.

Laboratory: Experiments are designed to illustrate the lecture material and to develop skill in using basic laboratory equipment.

Hours: 98 hrs (4-3)

Credits: 4

TG CHEM 203 • General Chemistry II

Prerequisite: CHEM 201

This course features both lecture and laboratory work for instruction.

Lecture: An extension of CHEM 201 with an emphasis on acid-base and solubility equilibria; thermodynamics; oxidation-reduction concepts and electrochemistry; chemical kinetics and nuclear chemistry.

Laboratory: Experiments are designed to illustrate the lecture material and to develop skill in using basic laboratory equipment.

Hours: 98 hrs (4-3)

Credits: 4

TG CHEM 250 • Organic Chemistry I

Prerequisite: CHEM 201 or the equivalent.

This course features both lecture and laboratory work. Lectures: The study of functional groups found in the main classes of organic compounds and their molecular conformation and stereo-chemistry important to biology (e.g., amino acids, proteins, medicinals, pesticides, fats, sugars, carbohydrates, nucleic acids) as well as some molecules found in everyday life (soaps, detergents, fibres, perfumes, polymers, etc.) are discussed. Laboratory: Techniques in organic chemistry, and preparation of some organic compounds.

Hours: 98 hrs (4-3)

Credits: 4

TG CHEM 251 • Organic Chemistry II

Prerequisite: CHEM 250

Continuation of CHEM 250.

Hours: 98 hrs (4-3)

Credits: 4

TG CHEM 350 • Organic Chemistry I

Prerequisite: CHEM 203

Both lecture and laboratory work comprise the instruction for this course. Lectures: A systematic view of organic chemistry from the traditional functional group approach. It provides a comprehensive background in organic chemistry as a basis for the further study of molecular processes and events in biological, environmental and industrial systems. Emphasis is on the relationship between chemical families and their interconversions. Mechanistic concepts such as acidity, basicity, and redox reactions will be used throughout to explain and predict organic and bio-organic reactions. Bio-organic and biologically significant organic chemistry is illustrated throughout. Laboratory: Techniques in organic chemistry; and the preparation of organic and bio-organic compounds.

NOTE: Students who have obtained credit for CHEM 250 cannot take CHEM 350 for credit.

Hours: 98 hrs (4-3)

Credits: 4

TG CHEM 351 • Organic Chemistry II

Prerequisite: CHEM 350

This course is a continuation of CHEM 350. NOTE: Students who have obtained credit for CHEM 251 cannot take CHEM 351 for credit.

Hours: 98 hrs (4-3)

Credits: 4

CHPC (Childhood Professional Course)

TG CHPC 120 • Child Development I

This course presents information regarding the principles, theories, and research findings that contribute to our understanding of normative development in children from birth to early adolescence. It introduces you to information related to all aspects of the "whole" child - language, cognition, emotion, social, physical, moral and creative.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

Available On-Site and in a Distributed Learning Format

CHPC 121 • Child Development II: An Introduction to Children with Special Needs

You are introduced to child development that may not follow normative patterns. Major areas of disability are reviewed and you have opportunities to learn about the characteristics of these disabilities, and to consider the developmental implications for children. Introduction to strategies that assist in the inclusion of children with disabilities is included.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

Available On-Site and in a Distributed Learning Format

CHPC 122 • Interpersonal Relations I

This course assists you in developing effective interpersonal communication skills, and has three foci: 1) self analysis and reflection - providing opportunities to better understand yourself, your values, beliefs, attitudes, and style of communication, 2) techniques and skills that may enable you to improve your communications with children - active listening, paraphrasing and the use of non-verbal communication; and 3) techniques that enable you to work effectively in team situations.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

CHPC 123 • Health, Safety and Nutrition

Information in this course provides a foundation for developing good health and safety practices for self and others (especially young children). An examination of health and safety factors in the child's environment are included.

Hours: 28 hrs (2.5-0) 10 wks; (3-0) 1 wk

Credits: 1.5

CHPC 124 • Language and Literacy

An overview of children's literature and a discussion of not only how this literature can be presented to young children but also how children can be active participants in language activities.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

Distributed Learning Format

CJLS (Criminal Justice and Legal Studies)

CJLS 101 • Introduction to Law Enforcement Careers

The focus of this course involves the study of the philosophy and history of careers within the criminal justice profession. Topics include orientation to a broad variety of criminal justice careers including: law enforcement, correctional services, security agencies and their organizational structures. The basics of risk identification; quantification; prioritization; and the risk transfer process will be reviewed. Additionally, a component on interagency communications will be presented. Students will also gain an understanding of the importance of recording accurate and thorough professional notebooks.

Hours: 56 hrs (4-0)

Credits: 3

CJLS 102 • Effective Communications for Law Enforcement

This course focuses on the theory and practice of effective human relations. Rewarding interpersonal relationships are the foundation of both our personal and professional success. The quality of our relations with others – family, friends, colleagues, and the general public – depends on our interpersonal skills. The purpose of this course is to help students understand and master those skills. The course offerings will also address the importance of diversity in law enforcement and the need to have an appreciative understanding of other cultures, races, orientations, abilities and the need for gender equality.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 106 • Law and the Administration of Justice

This is an introductory course on the fundamental legal precepts and philosophies in the areas of criminal law in Canada. A study relating the civil court structure to criminal law is included, as well as a discussion of Canadian case law.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 111 • Investigations and Forensics

This course is an introductory investigations course focusing on the basics of forensics at a crime scene. The legal and procedural aspects of processing a crime scene are covered in detail. Investigative actions include the securing of a crime scene,

CJLS

controlling access, assessing evidence potentiality, recording the scene and the proper handling of evidence. Search techniques, report writing, incident scene drawing and measuring techniques are studied and applied.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 126 • Criminal Code, Offence Elements and the Charter

This course is a comprehensive study of various Criminal Code sections. Emphasis is placed on an in-depth analysis of selected criminal offences, the elements of crime pre-trial criminal procedures, the trial process, and the significance of the Canadian Charter of Rights. There is also an examination of the statutes and procedures related to civil and administrative tribunals.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 131 • Interviewing and Statements

This course introduces the human element into investigative procedures, including information of the frailty of human recollection and observation as well as aspects of detecting deception. Statement taking and the legal parameters of receiving a confession are covered extensively. Students also will become familiar with various surveillance techniques and utilize these techniques and methods in an applied learning environment.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 135 • Police and Security Technical Reports

This course focuses on the technical forms and report writing required in the police and security fields. This course includes the preparation of original, continuation, investigative, and exhibit reports. Students will learn the logical analysis of material and evidence as well as the proper format, structure, and presentation of material and evidence in written and oral forms. This course incorporates a computer element, and students will be required to attain keyboarding and word processing speed of 20 wpm. Students will also attain proficiency in Microsoft Word.

Hours: 56 hrs (4-0)

Credits: 3

TG CJLS 147 • Mental Health

This course examines the major mental disorders and their relationship to criminal behavior. The focus is on recognizing, understanding, and effectively responding to situations involving individuals displaying abnormal behavior.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 166 • Introduction to Natural Resource Law

This course is an introduction to the Canadian legal system and sources of environmental law. The evolution and creation of law with a direct focus on the role of resource law enforcement in resource management are examined. The fundamental principles of the Canadian judicial system, trials, sentencing, appeals and the Canadian Charter of Rights and Freedoms are also reviewed. Selected provincial and federal environmental laws that regulate air, contaminated land, waste and wildlife are addressed. Officer, directors, corporate liability, and common defenses are examined.

Hours: 56 hrs (4-0)

Credits: 3

CJLS 216 • Criminal Law, Federal Statutes and Regulatory Law

Prerequisite: CJLS 106

This course is a continuation of the study of the Criminal Code and other federal statutes. Where applicable some Alberta provincial statutes are covered. The emphasis is placed on an in-depth analysis of selected criminal offences, specifically crimes against persons, homicides, property offences, search and seizure, and related offences. There is also an examination of relevant Charter of Rights and Freedoms sections.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 220 • Lifestyles and Career Orientation

The focus of this course is to offer the students important information about lifestyle challenges specific to a law enforcement environment such as the impact of shift work and stress, the hazard of post-traumatic stress disorder, the value of physical fitness, and the need for dietary balance. The students will be introduced to concepts of healthful living and the dangers of self-medication and substance abuse. The second component of the course will involve preparations for future careers, including covering letters, resumes and undertaking a behavioral interview.

Hours: 28 hrs (2-0)

Credits: 1.5

CJLS 221 • Investigative Techniques

Prerequisite: CJLS 111 and CJLS 231

The course focuses on witness interview as well as persons of interest interview techniques. An in-depth study of various police investigative techniques, including wiretaps, use of technology, the role of social media, crime management systems, and risk management and assessment in criminal investigations will be undertaken. This course also focuses on interagency cooperation and investigations and includes a study of white-collar crime and investigation techniques. This course will also undertake a practical application of surveillance techniques as utilized by a variety of enforcement practitioners.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 231 • Forensic Science

Prerequisite: CJLS 111

This course focuses on the use of various methods of crime scene management, methods of identifying persons involved in crimes, and a study of selected criminal offences. Areas that are covered in this course include crime scene collection methods, forensic issues such as DNA, hair and fibre, fingerprinting, explosives, and other related issues. Students will become familiar with exhibit and lab reports and the use of various crime scene labs.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 233 • Legal Evidence and Trial Presentation

As a group project, students will utilize notes, statements and evidence gathering techniques to investigate a crime and then prepare a proper report, court brief and criminal charges which are presented at a mock trial. The extensive nature of this detailed reporting and procedural course demands attention to and understanding of Impaired Driving legislation from the Criminal Code and provincial legislation perspectives.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 241 • Major Criminal Investigations

Prerequisite: CJLS 111 and CJLS 216

This course focuses on criminal investigations. There is a review of crime scene management techniques and basic and advanced investigative techniques. Topics include some selected case studies and specific issues such as homicide, search and seizure, property offences and related offences. Students in a group project will investigate a major mock crime and will employ techniques and methods learned in this course to complete a full and proper investigation. Students will utilize investigative interviews and person of interest interview techniques during the mock investigation.

Hours: 56 hrs (4-0)

Credits: 3

CJLS 246 • Federal and Provincial Statutes

Prerequisite: CJLS 106

This course focuses on crimes against persons including homicides, criminal harassment, peace bonds, obstruction, perjury, and related offences. It also covers other federal statutes including the Controlled Drugs and Substances Act and the Youth Criminal Justice Act. A number of Alberta provincial statutes are covered including but not limited to: The Gaming and Liquor Act, The Police Act and Regulations, Traffic Safety Act, and other relevant statutes including municipal by-laws.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 247 • Public Safety, Emergency Planning, and Response

This course prepares the student to render assistance to the public regardless of what unforeseen natural or man-made disasters should occur when employed in the law enforcement field. Students also receive instruction in the areas of crowd control, fire hazards, fire prevention, and the identification of dangerous goods, officer safety, bomb threat, and site management.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 251 • Specialized Investigations

Course focuses on developing the analytical techniques applicable to many aspects of the criminal justice industry. The honing of critical thinking skills will include the utilization of an array of systematic processes for evaluation. The threat risk assessment process and threat mitigation will be discussed. This framework is then utilized to develop an understanding of crime analysis, criticality and impact analysis and corporate espionage.

Hours: 42 hrs (3-0)

Credits: 3

TG CJLS 257 • Leadership and Development

This course focuses on the dynamics of effective leadership. Leaders are human relations specialists. They understand themselves and others, appreciate the challenges and responsibilities of leadership, and are committed to maximizing human potential. The purpose of this course is to examine basic management concepts and leadership styles, and to arrive at a deeper understanding of the critical issues in law enforcement management today. Human relations, team-building, and oral communication skills are further developed.

Hours: 42 hrs (3-0)

Credits: 3

CJLS 261 • Intelligence, Espionage and Terrorism

This course examines the intelligence community globally and in Canada. It will include discussion and implementation of analytical techniques utilized to identify and assess a threat to national security as well as the techniques utilized in espionage and the potential impact on Canadian strategic interest. The course extensively covers the concern of modern terrorism in the context of the various international perspectives and priorities. The program will also undertake a practical application of surveillance techniques as utilized by a variety of enforcement practitioners.

Hours: 42 hrs (3-0)

Credits: 3

CMIS (Computer Management Information Systems)

TG CMIS 351 • Computers and Management Information Systems

Prerequisite: ACCT 113 & MGMT 193 or ACCT 321

This course looks at information systems from a managerial or end user perspective. The objective of this course is to understand how management can make the best use of today's powerful information systems. Specifically, the topics examined include the strategic role of information systems, development, implementation, decision-making, and control of Information Systems.

Hours: 42 hrs (3-0)

Credits: 3

CMMB (Cellular Molecular Microbiology)

TG CMMB 250 • Microbiology for Health Care Professionals

Prerequisite: BIOL 30

Recommended Background: CHEM 30

This course is intended to provide health care professionals with a working knowledge of infectious disease. Major lecture topics will be devoted to structure and function relationships in pathogenic micro-organisms and how these are expressed in host-parasite interactions. Microbial diseases of specific organ systems will be examined as will host response mechanisms. The laboratory will emphasize fundamental microbial techniques, and use them to illustrate lecture content.

Hours: 84 hrs (3-3)

Credits: 4

TG CMMB 343 • Introduction to Microbiology

Prerequisite: BIOL 231 & CHEM 250

Introductory study of the systematics, ecology, physiology, molecular biology, and role in pathogenesis of the major groups of prokaryotes.

Hours: 84 hrs (3-3)

Credits: 4

COMM (Communications)

TG COMM 140 • Communication in the Workplace

This introductory communications course provides a general foundation for quality communication in the workplace through

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written, oral, and visual representation. Its emphases are reviewing basic grammar, developing a personal style, attending to audience and purpose, and enhancing research skills. You will work individually and collaboratively on various written assignments, including a documented research report, as well as give oral/visual presentations.

Hours: 56 hrs (4-0)

Credits: 3

COMM 150 • Communications for Resource Managers

Topics for this course include principles of public speaking, audio-visual presentations, handling complaints, interacting with the media, and promotion of public awareness. Classroom and off-campus presentations are required throughout the course. If you are successful, you may receive certification in the Customer Service Staff Seminar program.

Hours: 42 hrs (3-0)

Credits: 3

COMM 154 • Interpersonal Communications for Practical Nurses

Introduction to the concept of self-awareness and the process of communication. Emphasis is on understanding the communication process and on building personal and professional communication skills. Communication techniques for working with cultural diversity and special populations are also explored.

Hours: 45 hrs (3-0) 15 wks

Credits: 3

TG COMM 250 • Oral Communications

This course helps you develop the necessary confidence and skill to present your ideas clearly and effectively to both large and small audiences. The course is designed to provide a number of different speaking and listening opportunities so that you can practice the techniques necessary to become competent oral communicators in a wide variety of social and business settings.

Hours: 42 hrs (3-0)

Credits: 3

TG COMM 252 • Advanced Business Communications

This course examines specific business communications products: memos, letters, resume and employability skills and presentations. You will develop these products within a business employment context and gain an understanding of the organizational processes that govern internal and external communications strategies.

Hours: 56 hrs (4-0)

Credits: 3

TG COMM 253 • Human Relations in the Workplace

Introductory course in interpersonal relations that focuses on specific skills, behaviours, and attitudes needed to work productively with others. By encouraging self-awareness, along with an understanding of communication dynamics, this course can help you develop the "people skills" needed to be successful in today's organizations.

Hours: 42 hrs (3-0)

Credits: 3

COMP (Computer Technology)

COMP 010 • Computer Literacy

Corequisite: ENGL 009

This is a basic introductory course for a general understanding of computers and their use. An effort has been made to coordinate and minimize content overlap with other programs and to accommodate you whether you have some or no previous computer experience.

Hours: 70 hrs (5-0)

Credits: 4



COMP 1103 • Introduction to Computers

This course provides a non-scientific introduction to the use of computers and their impact on society. Major topics in the field will be explored, ranging from the workings of computers and software, to the implications of the Internet. Students will develop a technical competency by applying foundational concepts from lecture in the lab through the use of computers for word processing, spreadsheet analysis, database management and communications. This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College. *NOTE: Students cannot receive credit for both MICO 191 and COMP 1103.*

Hours: 42 hrs (3-0)

Credits: 3

CPSC (Computer Science)

TG CPSC 203 • Introduction to Computers

An overview of computers and technology designed to examine in some detail the ever changing world of Information Technology, embedded computer technology and the impact of these technologies upon society. You learn what you will need to know about Information Technology to prosper in an increasingly technical world. You work with personal computers to gain advanced proficiency with word processing, spreadsheets, presentation software and Internet access software applications for increased productivity and security. *NOTE: CPSC 203 is not available for credit for Engineering majors.*

Hours: 84 hrs (3-3)

Credits: 4

TG CPSC 231 • Introduction to Computer Science I

Introduction to problem solving, the analysis and design of small-scale computational systems, and implementation using a procedural programming language. *NOTE: This course does not assume prior programming background but does assume a mathematical/scientific inclination.*

Hours: 84 hrs (3-1T-2)

Credits: 4

TG CPSC 233 • Introduction to Computer Science II **Prerequisite:** CPSC 231 or permission of the Dean

Emphasis is on object-oriented analysis and design of small-scale computational systems and implementation using an object oriented language. Issues of design, modularization, and programming style will be emphasized.

Hours: 84 hrs (3-1T-2)

Credits: 4

CYCC (Child and Youth Care Counsellor)

TG CYCC 111 • The Profession of Child and Youth Care

An introductory course designed to provide you with an overview of the field of Child and Youth Care Counsellor. You are challenged to explore your beliefs and values, gaining self-awareness and understanding of your personal impact when working with vulnerable children, youth and families. NOTE: CYCC 111 is a prerequisite for all subsequent CYCC courses. There is an additional charge of \$100 for a 1 1/2 day retreat in Elkwater.

Hours: 56 hrs (3-1)

Credits: 3

TG CYCC 120 • Practicum I

Prerequisite: A minimum of a C grade in CYCC 111 & IDST 100
Corequisite: CYCC 125

In this introductory practicum placement, you have the opportunity to observe a variety of residential, community, and educational programs available to children and families. In the process, you explore the diversity of treatment methods, philosophies, and approaches utilized in the field.

Hours: 112 hrs (0-2-6P)

Credits: 4.5

TG CYCC 122 • Working with Vulnerable Children, Youth and Families

Prerequisite: A minimum of a C grade in CYCC 111

The basic philosophy of this course is that specific attitudes, knowledge, skills, and proficiencies are unique to the competent child and youth care counsellor. The course explores interventions and strategies utilized when working with vulnerable children, youth and families within a variety of therapeutic environments.

Hours: 42 hrs (3-0)

Credits: 3

TG CYCC 125 • Fundamental Skills in Counselling

Prerequisite: A minimum of a C grade in CYCC 111 & IDST 100

Course emphasizes the acquisition of skills necessary to counsel individuals on a one to one basis. Your attitudes towards the helping relationship and strategies for facilitating effective relationships are also explored.

Hours: 56 hrs (1-3)

Credits: 3

TG CYCC 230 • Practicum II

Prerequisite: A minimum of a C grade in CYCC 120

You apply for placement in residential, school and community agencies to learn and practice the specific skills required to work with vulnerable children, youth, and families. You have the opportunity to integrate theory and practice through seminars and supervised experiences. *Additional Requirement: Prior to starting practicum students must receive certification in Applied Suicide Intervention Skills Training (ASIST). Opportunity for this training will be coordinated by the program but students are responsible for the cost. (Approximately \$200).* NOTE: There is an additional charge of \$100 for a 1 1/2 day retreat in Elkwater.

Hours: 238 hrs (2-15P)

Credits: 6

TG CYCC 232 • Mental Health and Substance Abuse Issues

Prerequisite: A minimum of a C grade in CYCC 111

An overview of a variety of childhood and adolescent mental health issues. You focus on the causes, symptoms and treatments of commonly diagnosed physical, social, emotional, and behavioural disorders. In addition, you become familiar with various drugs and substances that are seen in youth culture. The comorbid existence of mental disorders and substance abuse will also be explored.

Hours: 42 hrs (3-0)

Credits: 3

TG CYCC 233 • Legal and Cultural Issues Regarding Children and Youth

Prerequisite: A minimum of a C grade in CYCC 111

Course examines political, systemic, and legal issues regarding children and youth. These include the Children's Services and the Youth Criminal Justice systems, issues of delinquency, socialization, and advocacy for vulnerable children and youth. These issues, as well as professional and ethical practice, are examined with the contexts of historical, ecological, and environmental factors.

Hours: 42 hrs (3-0)

Credits: 3

TG CYCC 235 • Counselling Theories and Practice

Prerequisite: A minimum of a C grade in CYCC 125.

Explores theories and practice of counselling as to their application within a variety of counselling and therapeutic environments.

Hours: 42 hrs (3-0)

Credits: 3

TG CYCC 237 • Youth Care Practice with Families

Prerequisite: A minimum of a C grade in CYCC 111

This course examines diverse family types, focusing on assessing family needs and dynamics through system theories. You will learn intervention strategies for working with vulnerable children, youth and families.

Hours: 42 hrs (3-0)

Credits: 3

TG CYCC 240 • Practicum III

Prerequisite: A minimum of a C grade in CYCC 230

Continuation of CYCC 230.

Hours: 238 hrs (0-2-15P)

Credits: 6

TG CYCC 245 • Assessment and Intervention

Prerequisite: A minimum of a C grade in CYCC 235

Child and Youth Care professionals require an ecological perspective that enables you to work effectively and respectfully with diverse populations. This course integrates the theory and practice of previous courses in the CYCC program, providing you with the tools you need to effectively assess, evaluate and provide intervention for vulnerable children, youth and families.

Hours: 42 hrs (3-0)

Credits: 3

DANC - DRAM

DANC (Dance)

TG DANC 255 • Social Dance

Introduction to basic steps in the following ballroom dances: waltz, fox trot, cha cha, tango, rumba, jive, etc. NOTE: This is a Physical Education Activity (PEAC) Option.

Hours: 42 hrs (0-3A)

Credits: 1.5

DBSS (Deaf and Blind Support Services)

TG DBSS 160 • Introduction to American Sign Language

Introduction to American Sign Language (ASL), which is the official language of the Deaf community in Canada and United States. ASL has its own unique grammar and sentence structure. This course teaches you about Deaf culture and history while you develop basic vocabulary, fingerspelling, facial expressions, receptive and expressive skills to communicate with persons whom are Deaf. Even if you are outside the program, you are invited to take the course, subject to approval by the instructor.

Hours: 70 hrs (0-7) 10 wks

Credits: 4

Available through Distributed Learning

TG DBSS 161 • American Sign Language I

Prerequisite: DBSS 160

Course builds on DBSS 160, by developing broader vocabulary and conversational skills. You continue with ASL sentence types, time, numbers, pronominalization, classifiers, pluralization, and temporal aspects. Even if you are outside the program, you are invited to take the course, subject to approval by the instructor.

Hours: 90 hrs (0-9) 10 wks

Credits: 4

Available through Distributed Learning

DBSS 260 • American Sign Language II

Prerequisite: DBSS 161

A continuation of the DBSS 161 ASL course and builds upon previously learned ASL grammar and sentence structure, vocabulary, and Deaf culture. Even if you are outside the program, you are invited to take the course, subject to approval by the instructor. Hours: 110 hrs (0-7.8)

Credits: 4

Available through Distributed Learning

DCED (Dance Education)

TG DCED 243 • Introduction to Dance in Culture and Education

An overview of the nature and role of dance and dance forms in culture and education is the focus of this course.

Hours: 56 hrs (2-2)

Credits: 3

DEVS (Developmental Studies)

DEVS 001 • Developmental Studies

This is an introductory level course which supports students enrolled in Adult Basic Education or College Preparation courses who may be under-prepared or at risk. This course is offered

through the Open Learning Centre (OLC) ensuring maximum flexibility in scheduling and availability. Students are supported by access to both tutors and instructors. This course is focused on developing the abilities of the students to become self-directed, independent learners. Students will be encouraged to use learning strategies appropriate to their learning styles and subject demands.

Hours: 40 hrs

Credits: 3

DEVS 002 • Developmental Studies

This is an introductory level course which supports students enrolled in Adult Basic Education or College Preparation courses who may be under-prepared or at risk. This course is offered through the Open Learning Centre ensuring maximum flexibility in scheduling and availability. Students are supported by access to both tutors and instructors. This course is focused on developing the abilities of the students to become self-directed, independent learners. Students will be encouraged to use learning strategies appropriate to their learning styles and subject demands.

Hours: 90 hrs

Credits: 4

DEVS 003 • Developmental Studies

Continuation of the 002 level course at an advanced pace.

Hours: 40 hrs

Credits: 3

DEVS 004 • Developmental Studies

Continuation of the 003 level course at an advanced pace.

Hours: 90 hrs

Credits: 4

DEVS 005 • Developmental Studies

Continuation of the 004 level course at an advanced pace.

Hours: 40 hrs

Credits: 3

DEVS 006 • Developmental Studies

Continuation of the 005 level course at an advanced pace.

Hours: 90 hrs

Credits: 4

DRAM (Drama)

TG DRAM 200 • Introduction to Acting I

You gain practical experience in acting through introductory work from texts, developing skills and personal acting creativity through improvisation and performance.

Hours: 70 hrs (3-2)

Credits: 4

TG DRAM 201 • Introduction to Acting II

Prerequisite: DRAM 200 or permission of the Dean

Continued study of acting techniques which promote: freedom of emotional expression, relaxation on stage, giving and accepting constructive criticism, increasing trust between performers, controlling energy, and refining your acting process. Performance in a departmental production may be required.

Hours: 70 hrs (3-2)

Credits: 4

TG DRAM 222 • Fundamentals of Stage Production I

Technical and organizational aspects of stage production; creative approaches to design for the theatre leading to and including projects in design and construction; practical production assignments coordinated with community and college theatre productions, as applicable, are all part of what this course has to offer.

Hours: 56 hrs (2-2)

Credits: 3

TG DRAM 223 • Fundamentals of Stage Production II

Prerequisite: DRAM 222 or permission of the Dean

You increase the scope of study to include technical areas of theatre production and apply the principles learned in DRAM 222 toward practical assignments connected to the department's productions.

Hours: 56 hrs (2-2)

Credits: 3

TG DRAM 240 • Introduction to Drama I

Course in the interpretation and study of dramatic genres; and an introduction to play analysis.

Hours: 56 hrs (3-1)

Credits: 3

TG DRAM 241 • Introduction to Drama II

Prerequisite: DRAM 240 or ENGL 237 or permission of the Dean

Continued work in the interpretation and study of dramatic genres and play analysis.

Hours: 56 hrs (3-1)

Credits: 3

TG DRAM 300 • Advanced Acting I

Prerequisite: DRAM 201 or permission of the Dean

Continued examination and further refining of the actor's emotional process. If this course is not offered in classroom format, it may be available as a directed study.

Hours: 70 hrs (3-2)

Credits: 4

TG DRAM 301 • Advanced Acting II

Prerequisite: DRAM 300 or permission of the Dean

Advanced work in text preparation, vocal and physical performance skills. Participation in the department's season of plays may be required.

Hours: 70 hrs (3-2)

Credits: 4

TG DRAM 321 • Stage Management

Prerequisite: DRAM 223

You learn the principles of stage management, as well as the roles and duties of a stage manager in all levels of production from amateur to professional. Projects are related to a production of the department. If this course is not offered in classroom format, it may be available as a directed study.

Hours: 56 hrs (2-2)

Credits: 3

TG DRAM 323 • Introduction to Stage Design

Prerequisite: DRAM 223 or permission of the Dean

An extension of the principles learned in DRAM 223, this course

focuses on practical approaches to translating ideas to the stage. Mediums of communication between the designer and director are explored. You assist a faculty director in projects related to a college production. If this course is not offered in classroom format, it may be available as a directed study.

Hours: 56 hrs (2-2)

Credits: 3

TG DRAM 339 • Seminar in Drama I

Prerequisite: DRAM 241

This course is a critical examination of plays, including at least one staged by The University of Calgary Drama Department, centered upon their genres and historical settings. Other works by the same authors and their contemporaries may also be studied. This course also focuses on staging requirements for contemporary productions.

Hours: 56 hrs (4-0)

Credits: 3

TG DRAM 340 • Seminar in Drama II

Prerequisite: DRAM 339 or permission of the Dean

Continuation of DRAM 339.

Hours: 56 hrs (4-0)

Credits: 3

TG DRAM 360 • Developmental Drama I

An exploration in personal creativity; the study of the principles, theories, and application of developmental drama; as well as practical experience in creating drama. Registration priority is given to Education students.

Hours: 56 hrs (2-2)

Credits: 3

TG DRAM 361 • Developmental Drama II

Focus of this course is on studying and applying the collective creation technique to embrace drama as a means of interdisciplinary discourse. Registration priority is given to Education students.

Hours: 56 hrs (2-2)

Credits: 3

TG DRAM 390 • Performance Practicum I

Prerequisite: DRAM 201 & DRAM 223 or permission of the Dean

You gain practical knowledge of performance through preparation of a role for production. Open to students wishing to further experience in either performance or technical areas. If this course is not offered in classroom format, it may be available as a directed study.

Hours: 84 hrs (0-6P)

Credits: 3

TG DRAM 391 • Performance Practicum II

Prerequisite: DRAM 390 or permission of the Dean

Development, refining, and performance of a role in either the acting or technical areas of production under the supervision of a faculty member. If this course is not offered in classroom format, it may be available as a directed study.

Hours: 84 hrs (0-6P)

Credits: 3

DRAM - EDAS

TG DRAM 409 • Fundamentals of Directing I

Prerequisite: DRAM 201 & DRAM 223 or permission of the Dean

You learn the theories and practical techniques of directing plays in consultation with a faculty member. You may be required to observe or assist faculty directors. Studies will be coordinated with productions of the department. If this course is not offered in classroom format, it may be available as a directed study.

Hours: 56 hrs (2-2)

Credits: 3

TG DRAM 410 • Fundamentals of Directing II

Prerequisite: DRAM 409 or permission of the Dean

Coursework focuses on the application of directing technique to rehearsal with actors. If this course is not offered in classroom format, it may be available as a directed study.

Hours: 56 hrs (2-2)

Credits: 3

ECOM (E-Commerce)

ECOM 220 • Web Development II

Prerequisite: ITEC 190

Building on knowledge gained in Web Development I and Programming Fundamentals, this course examines concepts and application of server side Internet development. Topics include roles of client and server, web form fundamentals, web controls, dynamic content, state management, server side programming and database access.

Hours: 70 hrs (2-3)

Credits: 4

ECOM 245 • Dynamic Web Application Development

Prerequisite: ECOM 220

This course extends your capabilities in developing dynamic Internet applications. Topics include acquisition and display of real time data, web services, additional database techniques, and consideration of various practical advancements of emerging web development methodologies. Reflecting the industry trend of using teamwork for development of complex applications, this course also involves project teamwork in the lab component.

Hours: 70 hrs (2-3)

Credits: 4

ECOM 275 • Web Administration

This course focuses on the systems administration of Web servers and sites. Topics include the installation, configuration, monitoring, maintenance and management of at least two variations of server environments (currently Microsoft Internet Information Services (IIS) and Linux Apache). Emphasis is on practical, hands on application and configuration.

Hours: 70 hrs (2-3)

Credits: 4

ECON (Economics)

TG ECON 201 • Principles of Microeconomics

Principles of consumption, production, exchange, market and firm equilibrium under different competitive conditions are introduced. These principles are applied to various contemporary problems and issues in the economy, such as property rights, foreign owner-

ship and control, pollution, and poverty.

Hours: 56 hrs (4-0)

Credits: 3

TG ECON 203 • Principles of Macroeconomics

Course features an introduction to national income determination, monetary and banking, and elementary fiscal and monetary policies. Contemporary problems of unemployment, inflation, economic growth, business cycles and the international economy are examined.

Hours: 56 hrs (4-0)

Credits: 3

EDAS (Education Assistant)

EDAS 101 • The Education Assistant in the Classroom

Course focuses on the duties and responsibilities of the Education Assistant within the school setting. Training is provided enabling you to offer meaningful assistance and educational help to teachers. Emphasis is placed on developing an understanding of the role of the Education Assistant, which includes: Developing a personal philosophy of education; learning to create a positive and stimulating learning environment; learning to implement individual educational program plans under teacher supervision; and developing the necessary skills to provide the flexibility needed in the Education Assistant role.

Hours: 30 hrs (3-0) 10 wks

Credits: 1.5

Available in a Distributed Learning Format

EDAS 102 • Children with Social and Emotional Difficulties

Course considers the various contexts of behavioural challenges, particularly as they occur within a developmental context. Specific conditions, such as attention deficit disorder, pervasive developmental disorders, autism, fetal alcohol effects (syndrome), and fragile X syndrome, are studied. Implications for the child's development and learning are studied, as the role of the Education Assistant in working with children who are experiencing these difficulties.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

Available in a Distributed Learning Format

EDAS 103 • Children with Specific Learning Disabilities

Course focuses on assisting children with specific learning difficulties. Children with learning disabilities typically have a disorder in basic information processing essential in understanding or using language, spoken or written, which manifests itself in the child's difficulty or inability to listen, think, speak, write, spell, or to do mathematical calculations. Terms used to describe the causes of these conditions include: Perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and expressive aphasia. Children who have learning difficulties as a result of visual, hearing or physical disabilities, or who are delayed in development in other ways, are not included in this group. This course looks at the characteristics of children with specific learning disabilities, and provides opportunities for you to understand and develop strategies to assist these children in their learning and development.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

Available in a Distributed Learning Format

EDAS 104 • Children with Physical Impairments

Course provides you with an opportunity to consider the varieties of physical and orthopedic impairments, including cerebral palsy, muscular dystrophy, spina bifida, and head and spinal cord injuries. The implications of these impairments on the child's learning and development are reviewed. The roles of the Education Assistant in working with children with these impairments are a primary focus of the course.

Hours: 30 hrs (3-0) 10 wks

Credits: 1.5

Available in a Distributed Learning Format

EDAS 105 • Children with Sensory Impairments

The two areas of sensory impairment focused on in this course are vision and hearing. Children with visual impairments include those with problems that cannot be corrected, those who are reluctant or who refuse to wear corrective lenses or eye patches, and those whose visual impairments have not yet been detected. Children with hearing impairments, whether the loss is mild or severe, will be affected in areas of language and communication. This course provides an overview of the types of visual impairments and of hearing impairments. The impacts of these impairments on learning and development, and the role of the Education Assistant in using technology and instruction strategies to assist the child are discussed.

Hours: 30 hr (3-0) 10 wks

Credits: 1.5

Available in a Distributed Learning Format

EDAS 106 • Technology in Education

Course provides you with a basic understanding of the use of educational media and computer technology. Instruction is provided in the use of audio, visual and duplicating equipment, and graphic techniques used for the preparation of teaching materials. The course also provides an opportunity for you to acquire basic skills and knowledge about computers, computer software and peripherals, as you investigate how computer technology may be utilized to assist students with special needs.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

Available in a Distributed Learning Format

EDAS 108 • Assisting with Numeracy

Through a blend of theory and practice, this course provides an overview of the development of numeric skills in children and youth. It pays particular attention to the ways that the education assistant may assist in the effective implementation of helpful strategies. Learning to adapt and modify classroom experiences to suit the learning needs of individual students is emphasized.

Hours: 30 hrs (3-0)

Credits: 1.5

Available in a Distributed Learning Format

EDAS 110 • Practicum I

Prerequisite or Corequisite: (CHPC 120 or CHPC 124) & (CHPC 121 or ENGL 123) & CHPC 122 & CHPC 123 & EDAS 101 & EDAS 108

You complete 100 hours of practicum in school settings. The primary purpose of this experience is to work directly with children under the supervision and direction of a teacher. You have the opportunity to develop and demonstrate appropriate skills and attitudes in the work environment. A seminar component of practicum (two hours per week for four weeks) provides you an

opportunity to discuss your practicum experiences and to integrate information and knowledge from program course work. **NOT OFFERED 2017-2018**

Hours: 108 hrs (2-0) 4 wks; (0-20P) 5 wks

Credits: 4

Available in a Distributed Learning Format

EDAS 120 • Practicum II

Prerequisite: CHPC 120 & CHPC 121 & CHPC 124 & EDAS 102 & EDAS 103 & EDAS 104 & EDAS 105 & EDAS 106 & EDAS 110 & ENGL 123

Corequisite: CHPC 120 & CHPC 121 & CHPC 122 & CHPC 123 & CHPC 124 & EDAS 101 & EDAS 102 & EDAS 103 & EDAS 104 & EDAS 105 & EDAS 106 & EDAS 108 & EDAS 110 & ENGL 123

You complete 100 hours of practicum in school settings. The primary purpose for this experience is for you to work directly with children under the supervision and direction of a teacher. You have the opportunity to develop and demonstrate appropriate skills and attitudes in the work environment. A seminar component of practicum (2 hours per week for four weeks) provides you and your fellow classmates an opportunity to discuss your practicum experiences and to integrate information and knowledge from program course work. **NOT OFFERED 2017-2018**

Hours: 108 hrs (2-0) 4 wks; (0-20P) 5 wks

Credits: 4

Available in a Distributed Learning Format

EDTS (Education Teaching Studies)

TG EDTS 232 • Professional Dimensions of Teaching I

This introductory course offers the opportunity to explore what is involved in being a teacher within the context of a classroom and a school. Through an examination of the teaching-learning process with reference to psycho-social, philosophical, and political influences in contemporary society, you will explore the concept of personal worldview, its impact on teaching and learning and begin to construct an understanding of your own professional identity. You will participate in relevant field experiences within local schools.

In order to ensure the safety of children in classrooms, local school jurisdictions require that student teachers submit a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children's Services Intervention Record Check. It is recommended that you possess a current Emergency or Standard First Aid Certificate and that Health Immunizations are up to date.

Hours: 84 hrs (3-1T-2P)

Credits: 4

TG EDTS 233 • Introduction to Teaching

This introductory course offers you opportunity to explore what is involved in being a teacher. Through a focus on the purpose and nature of pedagogy, you begin to understand the life of teaching – the rewards and responsibilities, difficulties and joys of spending one's life with children and young adults. The 60 hour practicum with a mentor teacher in a local classroom provides valuable experience in a school setting.

In order to ensure the safety of children in classrooms, local school jurisdictions require that student teachers submit a current Police Information Check with Vulnerable Sector Search as well as an

EDTS - EDUC

Alberta Children's Services Intervention Record Check. It is recommended that you possess a current Emergency or Standard First Aid Certificate and that Health Immunizations are up to date.

Hours: 116 hrs (3-1T-4.3P)

Credits: 4.5

TG EDTS 234 • Professional Dimensions of Teaching II

Prerequisite: EDTS 232

This course investigates the evolution of schooling through historical and personal perspectives as well as possible future development and their impact on education. You will explore philosophical orientations to teaching, the structure of classrooms and schools, the purpose and function of curriculum, the role of the teacher in this context and begin the process of constructing your own philosophical statement of belief about learning and teaching. A key outcome of this course is the development of a professional teaching portfolio. Field experiences involving diverse school environments are a required component of this course.

In order to ensure the safety of children in classrooms, local school jurisdictions require that student teachers submit a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children's Services Intervention Record Check. It is recommended that you possess a current Emergency or Standard First Aid Certificate and that Health Immunizations are up to date.

Hours: 84 hrs (3-1T-2P)

Credits: 4

TG EDTS 321 • Education Psychology for Teaching

Corequisites: EDTS 232 or EDTS 234

This course focuses on the psychological, social, and educational determinants of child development. It includes theory, research, and illustrations all dealing with the classroom application of psychological principles and will involve you in interpersonal experiences with children. Topics typically covered relate to physical, cognitive, and socio-emotional development of children, student learning and instruction, individual and group differences in student abilities, and student motivation. NOTE: Registration priority given to first year Education students.

Hours: 42 hrs (3-0)

Credits: 3

TG EDTS 325 • Tools for Teaching and Learning in the Digital Classroom

Prerequisite: EDTS 233 or (EDTS 232 & EDTS 234)

This course provides you with strategies and skills for the effective use of digital technologies within the classroom learning environment. You will develop educational resources for integrating technology into current curriculum and become familiar with emerging trends for learning and teaching in today's digital classroom. NOTE: Registration priority given to second year Education students.

Hours: 70 hrs (2-3)

Credits: 4

TG EDTS 341 • Interpersonal Communication in the School

Prerequisite: EDTS 233 or (EDTS 232 & EDTS 234)

This course is designed to develop effective interpersonal communication skills that will assist pre-service teachers as they interact with students in classroom settings and with colleagues in professional environments. The topics, readings, assignments and field experience have been constructed to develop the skills

of self analysis, introduce techniques to improve communication with children, and explore ways in which adults can work more effectively in collaborative environments with colleagues and parents. This course includes weekly lectures and tutorials as well as an eighteen (18) hour field experience in a local elementary school classroom.

In order to ensure the safety of children in classrooms, local school jurisdictions may require that student teachers submit a current Police Information Check with Vulnerable Sector Search and an Alberta Children's Services Intervention Record Check. It is also recommended that student teachers possess a current Emergency or Standard First Aid Certificate and that Health Immunization Records are up to date.

Hours: 46 hrs (1-1T-1.3P)

Credits: 3

TG EDTS 371 • Language Development and Literacy in Schools

Prerequisite: EDTS 233 or (EDTS 232 & EDTS 234)

This course focuses on the development of language and the importance of literacy for individuals as well as within the classroom setting. Specific topics for discussion include culture and language, the relationship of language to thought, memory, learning, teaching methods, and intervention strategies designed to assist children. Students will also examine learning principles in order to gain a better understanding of how language development occurs as well as to determine best practice in teaching language and literacy in elementary school classrooms. This course requires all students to participate in 20 hours of relevant field experiences within a school setting.

In order to ensure the safety of children in classrooms, local school jurisdictions may require that student teachers submit a current Police Information Check with Vulnerable Sector Search and an Alberta Children's Services Intervention Record Check. It is also recommended that student teachers possess a current Emergency or Standard First Aid Certificate and that Health Immunization Records are up to date. NOTE: Registration priority is given to second year Education students who are planning the Mount Royal University Bachelor of Education partnership program.

Hours: 62 hrs (3-1.4P)

Credits: 4

EDUC (Education)

EDUC 2271 • Introduction to Methods and Materials in Teaching English as a Second Language (TESL)

Prerequisites: EDTS 321 & EDTS 325 & EDTS 371

This course introduces students to recognized methods useful for working with beginner level ESL learners and the concomitant demands for materials and learning resources. Students will become familiar with the theoretical underpinnings of Total Physical Response (TPR), audio-lingual, Language Experience Approach (LEA) and the selection/design/ preparation of learning resources required to support these methods. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 2341 • Diversity and Education

Prerequisites: EDTS 234

This course explores key processes, perspectives and practices underlying effective learning in diverse settings. Topics include the construction of the concept of difference, stereotyping, prejudice, discrimination, racism, classism and sexism, all of which are examined with reference to their impact on learning. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 2375 • Effective Assessment - Measurement and Evaluation

Prerequisites: EDTS 321 & EDTS 325 & EDTS 371

This course is designed to assist students in developing an understanding of concepts and issues related to the differentiated assessment of learning. Participants will be required to develop competence in the construction of various instruments and processes used to measure and evaluate individual learner performance. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 3010 • Practicum I

Prerequisites: EDTS 321 & EDTS 325 & EDTS 371

This practicum focuses on inquiry, reflective planning and teaching and assessment practices. Students will be directly involved in all aspects of teaching for 50% of the required time during their last three weeks of the practicum. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 175 hrs (0-35) 5 wks

Credits: 3



EDUC 3102 • Program of Studies and Curriculum Instruction in Teaching Drama

Prerequisites: EDTS 234 & EDTS 321 & EDTS 325 & EDTS 371

This course examines the fundamental knowledge, understanding, values, attitudes, skills, and processes required to implement an effective program of studies for teaching elementary Drama. The course will address a range of approaches to develop instruction, plan units of study, integrate curriculum, develop resources and assessment strategies to meet students' needs, including test design and construction and the reporting of evaluation results. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 3103 • Program of Studies and Curriculum Instruction in Teaching English Language Arts

Prerequisites: EDTS 234 & EDTS 321 & EDTS 325 & EDTS 371

This course explores the knowledge and skills required to implement programs of studies in teaching English Language Arts in elementary schools. The course will address relevant instructional methodologies, unit planning, curriculum integration and resource development. Students will investigate a range of assessment strategies including test design and construction, and the reporting of evaluation results. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 3106 • Program of Studies and Curriculum Instruction in Teaching Science

Prerequisites: EDTS 234 & EDTS 321 & EDTS 325 & EDTS 371

This course explores knowledge and skills required to implement programs of studies in teaching Science in elementary schools. The course will address a range of approaches to develop instruction, plan units of study, integrate curriculum, develop resources and assessment strategies to meet students' needs, including test design and construction and the reporting of evaluation results. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 3108 • Program of Studies and Curriculum Instruction in Teaching Mathematics

Prerequisites: EDTS 234 & EDTS 321 & EDTS 325 & EDTS 371

This course explores knowledge and skills required to implement programs of studies in teaching Mathematics in elementary schools. The course will address a range of approaches to develop instruction, plan units of study, integrate curriculum, develop resources and assessment strategies to meet students' needs, including test design and construction and the reporting of evaluation results. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 3351 • Aboriginal Cultural Dimensions and Classroom Applications

Prerequisites: EDUC 3010

This course is designed to prepare and sensitize prospective teachers to aboriginal perspectives, values, and methods as they relate to the learning context. The course will include an in-depth examination of traditional aboriginal education and associated values. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3

EDUC




EDUC 3361 • Exceptional Students, Special Needs, and Inclusive Schooling

Prerequisites: EDUC 3010

This course examines characteristics of students exhibiting a range of mild, moderate, and severe disabilities and students exhibiting exceptional gifts and talents. Diverse educational, cultural, and linguistic backgrounds will be discussed. The course also examines methods that can be used in adapting classroom instruction and management of the diverse needs. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 3372 • Early Literacy Teaching English as a Second Language (TESL)

Prerequisite: EDTS 371

This course will introduce the student to ways of working with pre-literate ESL children as they begin to acquire early literacy concepts and skills, develop oral language and breadth, and depth of vocabulary knowledge. The course will comprise a balanced approach to an early literacy program that is necessary for later literacy success in reading comprehension. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 4020 • Practicum II

Prerequisites: EDUC 3010

This practicum II experience focuses on inquiry, reflective planning as well as teaching and assessment practices, including the major curriculum project. Students will be expected to be directly involved in all aspects of teaching for 50% by the third week, 75% by the end of the sixth week and 100% during the final three weeks of the practicum. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 315 hrs (0-35) 9 wks

Credits: 6



EDUC 4101 • Program of Studies and Curriculum Instruction in Teaching Art

Prerequisites: EDUC 3010

This course examines the fundamental knowledge, understanding, values, attitudes, skills, and processes required to implement an effective program of studies for teaching elementary Art in elementary schools. The course will address relevant instructional methodologies, unit planning, curriculum integration, and resource development. Students will investigate a range of assessment strategies including test design and construction and the reporting of evaluation results. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3




EDUC 4104 • Program of Studies and Curriculum Instruction in Teaching Music

Prerequisites: EDUC 3010

This course is designed to provide musical experiences which will help the student gain skills to appropriately enhance the musical growth of children in K – 6 classrooms. The course participant's personal skill and understanding of musical concepts will be developed; musical needs and capabilities of young children will be investigated; methods of teaching music to young children will be presented through observation and application. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 4105 • Program of Studies and Curriculum Instruction in Teaching Physical Education

Prerequisites: EDUC 3010

This course examines the fundamental knowledge, understanding, values, attitudes, skills, and processes required to implement an effective program of studies for teaching Physical Education in elementary schools. The course will address relevant instructional methodologies, unit planning, curriculum integration, and resource development. Students will investigate a range of assessment strategies including test design and construction and the reporting of evaluation results. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3




EDUC 4107 • Program of Studies and Curriculum Instruction in Teaching Social Studies

Prerequisites: EDUC 3010

This course explores the knowledge and skills required to implement programs of studies in teaching Social Studies in elementary schools. The course will address a range of approaches to develop instruction, plan units of study, integrate curriculum, develop resources and assessment strategies to meet students' needs including test design and construction and the reporting of evaluation results. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 4201 • Integrating Ideas, Values and Praxis

Prerequisites: EDUC 3010

This required capstone course is only open to pre-professional teachers in their final practicum term of the Bachelor of Education program. Participants will critically reflect upon significant issues and experiences gleaned from their Education, general Education, schooling and elective courses, field experiences and practica. The development of a Professional Teaching E-portfolio and Applied Curriculum Project will be the major focus. *Third and Fourth years of the B.Ed. Program are Mt. Royal University*

courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.

Hours: 42 hrs (3-0)

Credits: 3



EDUC 4325 • The Impact of Social Issues in Education and Schooling

Prerequisites: EDTS 232 & EDTS 234

This course examines factors such as the economy, the state, social class, gender, ethnicity, sub-cultural membership, ideology, religion, and the home environment, and their relationship to and impact on learning in general and schooling in particular. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



EDUC 4471 • ESL in Mainstream: Language through Content Teaching English as a Second Language (TESL)

Prerequisites: EDTS 371

This course will introduce students to the principles of language through content (LTC) teaching and would enable them to respond to the needs of ESL learners as they attempt to learn language AND content together in the context of the mainstream classroom. *Third and Fourth years of the B.Ed. Program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3

ELCC (Early Learning and Child Care)

ELCC 101 • Introduction to Early Learning and Child Care

Course focuses on developing understanding of the goals and philosophies for play-oriented, child-centered early childhood care, and education for children up to age eight. Roles of the early childhood professional are studied with particular emphasis on the experience of caring for other people's children.

Hours: 30 hrs (3-0) 10 wks

Credits: 1.5

Available On-Site and in a Distributed Learning Format

ELCC 102 • Development through Play I

You will explore the nature and development of play in the lives of young children, and learn to prepare and provide meaningful play experiences for children to enhance their growth and development. The course incorporates considerations of the space, time, materials, and involvement of the adult and their impact on the play of young children.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 105 • Practicum I

Corequisite: CHPC 120 & CHPC 122 & ELCC 102

You will be placed in an early learning and child care setting for observation and for practical application of ideas and theories learned in theory classes. The primary emphasis of this practicum is on 1) positive interactions with children, their parents, and other

early childhood professionals; and 2) providing and extending play opportunities for children to enhance their growth and development.

Hours: 150 hrs (2-28P) 5 wks

Credits: 4

ELCC 112 • Development through Play II

This course is an extension of ELCC 102. You have the opportunity to further your understanding of children's play, increase your sensitivity to the learning and development that occurs through this medium, and increase your skills as a provider of play experiences and as a participant with children in their play.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 113 • Music and Movement

This course introduces you to the importance of music for young children. It includes learning songs and rhymes and making simple instruments for use with children.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 115 • Practicum II

Corequisite: CHPC 124 & ELCC 101 & ELCC 112 & ELCC 113

This practicum is divided into two distinct experiences. The first requires you to spend 30 hours working in volunteer capacities in the community in settings other than child care or early learning and child care education settings, in which young children and families are involved. These settings may include recreation facilities, children's libraries, Cubs, Scouts, Brownies, and so on. The intent of this experience is to broaden your awareness of the community services available to young children and families. The second aspect of this practicum continues on from ELCC 105. You are placed in preschool care and education settings and are provided with opportunities to integrate class knowledge in a practical application with young children.

Hours: 200 hrs (0-2P) 14 wks; (2-32.4P) 5 wks

Credits: 5.5

ELCC 201 • Fine Arts

Prerequisite: ELCC 105 & ELCC 115

This course provides opportunities for you to increase your ability to provide developmentally appropriate experiences for children in the arts. Theoretical and practical applications in the areas of visual expressive arts, music and drama will be presented.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 202 • Math and Science

Prerequisite: ELCC 105 & ELCC 115

Experiences in math and science occur naturally for young children. This course is experiential as you are helped to understand the development of science and math concepts in young children and to consider ways in which you may assist that development.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC - ENGG

ELCC 203 • Interpersonal Relations II

Prerequisite: ELCC 105 & ELCC 115

This course is designed to help you develop skills in initiating, developing and maintaining effective and fulfilling interactions as professionals in the field of early childhood. Emphasis is placed on team skills and collaborative skills needed to work with parents and other professionals.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

TG ELCC 204 • Ecology of the Family

Prerequisite: ELCC 105 & ELCC 115

This course is centered on the role of early childhood professional personnel in the lives of Canadian children and families. It includes an overview of the family in today's society and of the many issues that affect the family. The course includes reference to poverty, affluence, violence, the roles of men and women as parents and as members of the labour force, and the relationship of the family to their world of work.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 205 • Practicum III

Prerequisite: ELCC 105 & ELCC 115

The focus of this practicum is a continuation of the experiences necessary to take increasing responsibility for the care and education of young children. It includes understanding administrative responsibilities, community and parent involvement, and staff relations. The importance of emergent curriculum development is explored in detail.

Hours: 150 hrs (2-28P) 5 wks

Credits: 4

ELCC 211 • Infant and Toddler Care

Prerequisite: ELCC 105 & ELCC 115

The focus of this course is on the practical implementation and application of developmentally appropriate practice with infants and toddlers. The course integrates knowledge of development in all areas - social, physical, cognitive, and emotional - with ideas for providing experiences that are both appropriate and worthwhile.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 212 • Professional Practice

Prerequisite: ELCC 105 & ELCC 115

A study in the historical, philosophical, social and political context of child care in Canada today. Contemporary models and theories that have influenced early childhood programs are examined. Codes of ethics, the roles of professional associations, and the role of research are also included in this course.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 213 • Inclusive Care and Education

Prerequisite: ELCC 105 & ELCC 115

This course is designed to look specifically at the strategies and approaches that are fundamental to the inclusion of all children, regardless of abilities and social or cultural backgrounds. You will explore various approaches to planning to ensure that these approaches are inclusive, and you will examine your attitudes and beliefs in these areas.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 214 • Children in Society

Prerequisite: ELCC 105 & ELCC 115

Opportunities to study issues within the field of early childhood care and education through involvement in primary research studies. You read, prepare and plan research questions; develop research strategies; and implement experimental or naturalistic studies aimed to increase your knowledge and understanding. The research studies are written as final reports and presented orally in seminars. You work with your fellow students on a relevant community project and provide documentation throughout this process.

Hours: 40 hrs (4-0) 10 wks

Credits: 3

ELCC 215 • Practicum IV

Prerequisite: ELCC 105 & ELCC 115

This practicum is divided into two sections. Section One requires you to spend 30 hours working in a volunteer capacity in community settings with children and families other than early childhood care and education settings. Section Two requires you to work in community placements that serve children and families. You have the opportunity to integrate theory and practice in the development of your skills. The focus is on the full integration of play into children's programs, program preparation and implementation, and building relationships with families and with other professionals in the community.

Hours: 200 hrs (0-2P) 14 wks; (2-32.4P) 5 wks

Credits: 5.5

ENGG (Engineering)

TG ENGG 205 • Engineering Mechanics I

This course mainly deals with engineering statics. It covers the following topics: force vectors; equilibrium of particles in two and three dimensions, force system resultants, equilibrium of a rigid body in two and three dimensions; trusses, frames, machines; internal forces in beams and friction.

Hours: 77 hrs (3-2.5)

Credits: 4

TG ENGG 215 • Engineering Practice, Design, and Communication

An introduction to the engineering profession and professional ethics; the practice of engineering by disciplines; the design process; engineering problem solving, preliminary ideas, refinement, analysis, description, implementation, and case studies; and oral and written presentations, including objectives, style, format, organization, reports, and correspondence.

Hours: 70 hrs (3-2)

Credits: 4

TG ENGG 233 • Computing for Engineers I

This is the first course in computer programming with the emphasis on engineering problem solving. It consists of programming in a high level language such as Matlab to solve engineering problems. The course focuses on the following topics: Scalar, Vector and array operations in Matlab, flow control; built in and user defined functions; file input/output; searching/sorting/plotting, and solving common engineering problems using numerical methods and built in functions.

Hours: 70 hrs (3-2)

Credits: 4

TG ENGG 235 • Engineering Graphics

Course focuses on graphical communications for engineers; orthographic, isometric, and pictorial projections; working, detail and assembly drawings; dimensioning; an introduction to 3D drawing; selected topics in civil engineering; and a group design project. There is no prerequisite, but normally you would have previously taken ENGG 215.

Hours: 70 hrs (2-3)

Credits: 4

TG ENGG 349 • Engineering Mechanics II

Prerequisite: ENGG 205

Corequisite: AMAT 219

A review of Mechanics I fundamentals: Mass center: moments of inertia; composite bodies. Kinematics and kinetics of particles and rigid bodies; work and energy principles; conservative systems; and impulse and momentum are featured in this course.

Hours: 77 hrs (3-2.5)

Credits: 4

ENGL (English)

ENGL 007 • Developmental English Skills

Prerequisite: Placement in the appropriate level is based on an assessment evaluation. In order to register in the course, you must have the approval of the instructor.

This course focuses on developing basic skills in English usage, spelling, punctuation, grammar, and simple sentences. The reading component consists of improving vocabulary and increasing comprehension skills.

Hours: 84 hrs (6-0)

Credits: 4

ENGL 008 • Fundamental English Skills

Prerequisite: Placement in the appropriate level is based on an assessment evaluation. In order to register in the course, you must have the approval of the instructor.

This course focuses on improving English usage, grammar, and punctuation skills. Students are introduced to the paragraph outline form and begin writing paragraphs. The reading component further develops vocabulary and comprehension skills.

Hours: 84 hrs (6-0)

Credits: 4

ENGL 009 • Intermediate English Skills

Prerequisite: Placement in the appropriate level is based on an assessment evaluation. In order to register in the course, you must have the approval of the instructor.

This course is designed to expand key reading, writing, and grammar skills that students need for success in the English 010/013 courses. Students continue to refine their paragraph-writing skills. Students are introduced to the short story and novel.

Hours: 84 hrs (6-0)

Credits: 4

ENGL 010 • Introduction to Literature and Composition

Prerequisite: 1) a grade of A- or higher in ENGL 009 or equivalent; or 2) a grade of B or higher in ENGL 013, or 3) a placement based on the Medicine Hat College Academic Assessment

The purpose of this course is to help you acquire and improve your skills in all language areas of communication. Topics include a review of the language fundamentals of spelling, grammar,

punctuation, sentence and paragraph writing; reading comprehension and analysis; and oral discussion. The literature covered includes short stories, poetry, essays, and the novel.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

ENGL 013 • Fundamental English Skills I

Prerequisite: 1) Successful completion of ENGL 009 or equivalent; or 2) a placement based on the Medicine Hat College Academic Assessment

The purpose of this course is to help you acquire and improve your skills in all language areas of communication. Topics include a review of the language fundamentals of spelling, grammar, punctuation, sentence and paragraph writing; reading and comprehension and analysis; and oral discussion.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

ENGL 020 • Literature and Composition Skills

Prerequisite: ENGL 010 or equivalent

This course continues with an introduction to literature and composition and helps you develop your ability to communicate ideas clearly and emphatically. The content includes writing paragraphs and essays and studying the short story, poetry, the novel, and drama.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

ENGL 023 • Fundamental English Skills 2

Prerequisite: ENGL 013 or ENGL 010 or equivalent

This course furthers the development of the skills and abilities developed in ENGL 013. A substantial portion of the course involves developing writing abilities. A selection of literature is also included.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

ENGL 030 • Matriculation English

Prerequisite: ENGL 020 or equivalent

This course is an advanced study of literature and composition. Selections in the essay, short story, poetry, the novel and drama are studied, and you will complete written assignments on these genres. You should have a command of essay writing before entering this level. Credit equivalent to ENGL 30-1.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

ENGL 033 • Senior English

Prerequisite: ENGL 023 or ENGL 020 or equivalent

This course completes the College Preparation non-matriculation English sequence. Focusing on developing written communication skills, this course provides concentrated instruction in grammar and the rules of composition. A selection of literature is also included.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

ENGL

TG ENGL 123 • Fundamentals of Writing and Speech

Topics for this course include grammar and punctuation, informal reports, business writing formats, proposals, library skills, and oral presentations.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 125 • Introductory Report Writing and Speech

Topics for this course include informal reports, formal technical reports, resumes and cover letters, and prepared speeches.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 155 • Scientific and Technical Writing

In this course, students will develop research skills, and become familiar with scientific and technical journals, indexes, and nical reports, summaries, descriptive/informative abstracts, business letters, memos, and a mailable resume and cover letter. Students will also review the language fundamentals of grammar and punctuation.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 202 • Reading and Writing about Literature I

This course focuses on reading and writing about literature written in English (poetry, drama, prose), with an emphasis on pre-20th-century writers. Instruction in critical writing is part of this course.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 203 • Reading and Writing about Literature II

This course focuses on reading and writing about literature written in English (poetry, drama, prose), with an emphasis on post-nineteenth-century writers. Instruction in critical writing is part of this course.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 231 • The Novel and the Short Story

This course provides an introduction to fiction in both the short story and novel forms. Instruction in critical writing is part of this course.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 235 • Introduction to Poetry

This course studies selected poetry written in English. Instruction in critical writing is part of this course.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 237 • Introduction to Dramatic Literature

This course examines the development of Western drama from various periods. Instruction in critical writing is part of this course.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 252 • Introductory Composition

This course focuses on academic essay writing and critical thinking at the university level. ENGL 252 is not a remedial course; students should have at least a senior high school level of competency in both grammar and composition.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 300 • Survey of English Literature I

Prerequisite: Any one 200 level English course; strongly recommend a second 200 level English course

This course examines English literature from the Middle Ages, the sixteenth century, the early seventeenth century, the Restoration and the eighteenth century. The development and continuity of English literature in relation to historical and social contexts are also studied. NOTE: You cannot receive credit for both ENGL 200 and ENGL 300. NOTE: You cannot receive credit for both ENGL 300 and ENGL 2210.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 301 • Survey of English Literature II

Prerequisite: Any one 200 level English course

This course examines English literature from the Romantic and Victorian periods, as well as from the twentieth century to the present. The development and continuity of English literature in relation to historical and social contexts are also studied.

NOTE: You cannot receive credit for both ENGL 201 and ENGL 301. NOTE: You cannot receive credit for both ENGL 301 and ENGL 2211.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 308 • The Novel from 1900 to Now

Prerequisite: Any 200 level English course or permission of the Dean

While we read works of literature as fiction, we also see it as mediating and reflecting certain truths about our lived experience. This course explores, through the lens of 20th century literary criticism and theory, the relationship between the novel and its borders, or texts and their contexts. Each novel will be considered in light of its mediation of socio-political and cultural concerns; this includes themes such as literature and philosophy, literature and science, and literature and identity.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 309 • Theatre & Performance from 1900 to Now

Prerequisite: Any 200 level English course or permission of the Dean

This course examines the extent to which "all the world's a stage." Theatre and performance texts and theories will be used to illuminate key issues and ideas in contemporary culture, such as ritual, realism, the absurd, the society of spectacle, subjectivity, and identity.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 311 • Modern & Postmodern Poetry and Poetics

Prerequisite: Any one 200 level English course; strongly recommended: a second 200 level English course

This course examines the diverse ways in which the English language has been used in twentieth and twenty-first century poetry. The course begins with the challenges to traditional poetry evident in the early 1900s, then highlights the effects of key literary theories on the poetry of the mid to late twentieth century, before turning to the multiple ways in which both spoken word and digital media have affected twenty-first century poetic practices. NOTE: Students cannot receive credit for both ENGL 311 and ENGL 3311.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 312 • Shakespeare I

Prerequisite: Any two 200 level English course or permission of the Dean

This course provides an introduction to the development of Shakespeare's dramatic art.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 313 • Shakespeare II

Prerequisite: Any two 200 level English course or permission of the Dean

This course examines the variety of Shakespeare's dramatic art.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 317 • Women's Literary Tradition

Prerequisite: Any two 200 level English course or permission of the Dean

This course surveys the tradition of women's writing from its beginnings to the present. Relations between gender and genre and between sexuality and textuality, as well as configurations of race, form the core themes of the course.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 320 • The History of English

Prerequisite: Any two 200 level English course or permission of the Dean

This course offers an introduction to important changes and states in the history of English.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 340 • Romantic Literature I

Prerequisite: Any two 200 level English course or permission of the Dean

This course introduces the literature of the Romantic period through studying select works by major authors from the early Romantic period.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 341 • Romantic Literature II

Prerequisite: Any two 200 level English course or permission of the Dean

This course explores the literature of the Romantic period through studying select works by major authors from the late Romantic period.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 358 • British Fiction I

Prerequisite: Any two 200 level English course or permission of the Dean

This course examines the artistic techniques and historical development of British fiction from the eighteenth century to the late nineteenth century through studying a representative selection of major authors and texts.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 359 • British Fiction II

Prerequisite: Any two 200 level English course or permission of the Dean

This course examines the artistic technique and historical development of British fiction from the late nineteenth century to the present, through studying a representative selection of major authors and texts including those of contemporary writers.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 360 • American Literature I

Prerequisite: Any two 200 level English course or permission of the Dean

This course analyzes American literature from its beginnings to 1890. A key focus is on the development and continuity of early American literature in relation to historical and social contexts.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 361 • American Literature II

Prerequisite: Any two 200 level English course or permission of the Dean

This course studies American literature from 1890 to the present. A key focus is on the development and continuity of twentieth and twenty-first century American literature in relation to historical and social contexts.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 370 • Survey of Canadian Literature I

Prerequisite: Any two 200 level English course or permission of the Dean

This course centres on Canadian literature from the late eighteenth to the mid-twentieth century. Representative selections from Canadian poets and prose writers are studied.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 371 • Survey of Canadian Literature II

Prerequisite: Any two 200 level English course or permission of the Dean

This course studies English Canadian literature from the mid-twentieth century to the present including analysis of the development of Modernism and Postmodernism.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 382 • Textualities/Sexualities

Prerequisite: Any one 200 level English course; strongly recommended: a second 200 level English course

This course examines literary textuality as a sexually infused construct in both form and content. Gendered literary genres, archetypes and stereotypes, and theoretical approaches to the sexualized body (historical and contemporary) form the basis for the course. NOTE: Students cannot receive credit for both ENGL 382 and ENGL 3382.

Hours: 42 hrs (3-0)

Credits: 3

ENGL

TG ENGL 394 • The Graphic Novel

Prerequisite: Any one 200 level English course or permission of the Dean

The graphic novel has recently emerged as a unique storytelling medium. This course focuses on both the theoretical bases of sequential art and the graphic novel's literary and aesthetic properties. Students will draw on a variety of modern and postmodern theories of texts to analyze specific graphic novels.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 397 • Children's Literature I

Prerequisite: Any two 200 level English courses or permission of the Dean

This course provides a historical and critical study of children's literature, focusing on the roots of children's literature in mythology, epic, romance, fairy tales, and allegory through an examination of representative works. NOTE: Students cannot receive credit for both ENGL 397 and ENGL 2298.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 398 • Children's Literature II

Prerequisite: Any two 200 level English courses or permission of the Dean

This course examines children's literature in relation to such topics as oral tradition and folk literature, mythology and allegory, realistic and historical fiction, and fantasy. NOTE: Students cannot receive credit for both ENGL 398 and ENGL 2299.

Hours: 42 hrs (3-0)

Credits: 3

TG ENGL 399 • Detective Fiction

Prerequisite: Any two 200 level English courses or permission of the Dean

This course studies the evolution of British, American and Canadian detective fiction. Theoretical approaches to understanding this genre of literature within the framework of popular culture are also included.

Hours: 42 hrs (3-0)

Credits: 3

ENGL 1131 • Introduction to Fiction

In this course selected novels and short stories are studied, with instruction in the writing of critical essays. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 231 and ENGL 1131.

Hours: 42 hrs (3-0)

Credits: 3

ENGL 1151 • The Art of Story: An Introduction to Literature

This course introduces the principles and practices of literary analysis by examining the narrative features of selected works of prose, poetry, or drama. Students will apply close reading techniques to a range of narratives in order to develop foundational skills in writing and thinking about literature critically. *This course is a Mt. Royal University course for students in their Third and*

Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both ENGL 202 and ENGL 1151.

Hours: 42 hrs (3-0)

Credits: 3

ENGL 1152 • Identity and Invention: An Introduction to Literature

This course introduces the principles and practices of literary analysis by examining the narrative features of selected works of prose, poetry, or drama. Students will apply close reading techniques to a range of narratives in order to develop foundational skills in writing and thinking about literature critically. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 203 and ENGL 1152.

Hours: 42 hrs (3-0)

Credits: 3

ENGL 2210 • English Literature to the Restoration

Prerequisite: One of ENGL 1000 level or ENGL 200 level or permission of the Dean

This course surveys English literature from its earliest beginnings to the Restoration (1660), with an emphasis on major authors. Students will read a variety of genres closely and critically, and will examine how these texts relate to their socio-political, religious and cultural environments. Students will be introduced to literary research. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 300 and ENGL 2210.

Hours: 42 hrs (3-0)

Credits: 3

ENGL 2211 • English Literature from the Restoration to the Present

Prerequisite: One of ENGL 1000 level or ENGL 200 level or permission of the Dean

This course surveys English literature from the Restoration (1660) to the present. Students will read a variety of texts closely and critically within various cultural contexts. Students will be introduced to literary research. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 301 and ENGL 2211.

Hours: 42 hrs (3-0)

Credits: 3

ENGL 2298 • Children's Literature: Folklore, Fairy Tale, Fantasy

Prerequisite: One of ENGL 1000 level or ENGL 200 level or permission of the Dean

This course investigates the history and development of children's fantasy from its origins in the oral tradition to its current achievements. Situating such work within its literary and cultural context, this course explores changing attitudes toward childhood and adolescence while also examining the debt that contemporary juvenile fantasy owes to classic folklore and fairy tales. *This course is a Mt. Royal University course for students in their Third*

and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both ENGL 397 and ENGL 2298.

Hours: 42 hrs (3-0)

Credits: 3



ENGL 2299 • Children's Literature: Representations of the Real

Prerequisite: One of ENGL 1000 level or ENGL 200 level or permission of the Dean

This course examines the relationship between the real and the imagined in works for children and adolescents. Focusing on classic and contemporary material that asks readers to think about who they are and what kind of world they inhabit, this course explores the literary, social, and educational values that inform the construction of juvenile realities. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 398 and ENGL 2299.

Hours: 42 hrs (3-0)

Credits: 3



ENGL 3308 • The Novel from 1900 to Now

Prerequisite: One of ENGL 2000 level or ENGL 200 level or permission of the Dean

Using critical theory to interrogate contemporary practice, this course examines the development of prose fiction from the beginning of the twentieth century to the present day. In particular, it considers how the novel, as both a literary and cultural form, mediates the aesthetic, intellectual, social, and political concerns of the twentieth and twenty-first centuries. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 308 and ENGL 3308.

Hours: 42 hrs (3-0)

Credits: 3



ENGL 3309 • Theatre and Performance from 1900 to Now

Prerequisite: One of ENGL 2000 level or ENGL 200 level or permission of the Dean

This course examines the extent to which "all the world's a stage." Theatre and performance texts and theories will be used to illuminate key issues and ideas in contemporary culture such as ritual, realism, the absurd, the society of spectacle, subjectivity, and identity. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 309 and ENGL 3309.

Hours: 42 hrs (3-0)

Credits: 3



ENGL 3394 • The Graphic Novel

Prerequisite: One of ENGL 2000 level or ENGL 200 level or permission of the Dean

The graphic novel has recently emerged as a unique storytelling medium. This course focuses on both the theoretical bases of sequential art and the graphic novel's literary and aesthetic proper-

ties. Students will draw on a variety of modern and postmodern theories of texts to analyze specific graphic novels. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 394 and ENGL 3394.

Hours: 42 hrs (3-0)

Credits: 3



ENGL 3311 • Poetry and Poetics from 1900 to Now

Prerequisite: One of ENGL 2000 level or ENGL 200 level or permission of the Dean

From the Great War to 9/11, the critical events of the past century and the continuing challenges of the 21st century have compelled poets to debate, reinvent, and sometimes reject traditional poetic forms and conventions. An overview of forms, conventions, and historic poetic practice will provide the basis for looking at more recent modern and post-modern approaches. Students will be introduced to literary research. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 311 and ENGL 3311.

Hours: 42 hrs (3-0)

Credits: 3



ENGL 3382 • Textualities/Sexualities

Prerequisite: One of ENGL 2000 level or ENGL 200 level or permission of the Dean

This course examines both the body of the text and the text of the body. While reading the body as it is represented in writing, we will investigate such concepts as representation (including what has been erased or silenced), the gendered text, the imaginary and the limits of textualized sexualities. Students will be introduced to literary research. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 382 and ENGL 3382.

Hours: 42 hrs (3-0)

Credits: 3

ENTR (Entrepreneurship)



ENTR 2301 • Innovation and the Entrepreneurial Experience

This experiential course develops an understanding of innovation and builds awareness of the practical experiences of entrepreneurs. Students participate in experiential activities and competitions, and learn using a practical framework that integrates current research, practice and lessons learned from people who have started impactful businesses with limited resources. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both MGMT 270 & ENTR 2301.

Hours: 42 hrs (3-0)

Credits: 3

ENTR - EREC



ENTR 4433 • Business Plan Development

Prerequisite: (ACCT 215 or ACCT 3224) & MKTG 171 & (MGMT 161 or MGMT 270 or ENTR 2301)

You will be able to prepare and present a solid business plan for new or existing enterprise. Areas covered will include identifying and assessing opportunities, developing a winning strategy, identifying resource requirements and selling the plan to financing sources. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both MGMT 443 and ENTR 4433.

Hours: 42 hrs (3-0)

Credits: 3

EREC (Environmental Reclamation)

TG EREC 100 • Introduction to Environmental Science Concepts

Prerequisite: ENGL 30 or equivalent

Survey of fundamental concepts of environmental science focusing on the environment of aquatic and terrestrial ecosystems. Topics include the biological and chemical principles that relate to current environmental issues, conservation of plants and animals, energy flow as well as nutrient cycling, basic ecological and technological concerns and advances, and scientific analysis and solutions to environmental problems.

Hours: 56 hrs (3-1)

Credits: 3

EREC 115 • Introduction to CAD and Surveying for Environmental Reclamation Technicians

You will be introduced to various software programs such as AutoCAD, Google Sketch UP, Google Earth and Layout to produce drawings related to the Environmental Reclamation program.

In addition to various software, you will be introduced to survey systems used in western Canada and the various survey techniques used to find elevations, angles and distances on the earth's surface.

Hours: 140 hrs (5-5)

Credits: 4

EREC 120 • Petroleum Industry Fundamentals

A general overview of the different aspects of the petroleum industry operations in Alberta and Canada. The course describes how the petroleum industry contributes to the economy of Canada, the origin of oil and gas, prospecting for petroleum, drilling and completion, production and abandonment. Environmental and safety issues in the petroleum industry are introduced. Field trips are a mandatory part of this course.

Hours: 56 hrs (4-0)

Credits: 3

EREC 140 • Environmental Chemistry

Prerequisite: Admission to the Environmental Reclamation Technician program or permission of the Dean.

Recommended Background: CHEM 30

This course will introduce the concepts of inorganic and organic chemistry that are most relevant to soils and aquatic systems.

Lectures will cover atomic and molecular structure, formulae and

equations, equilibria, gases, acids and bases, major classes and nomenclature of organic compounds, functional groups, detergents and environmental applications. The laboratory will support the lecture content with an emphasis on analytical and organic chemistry. The experiment will introduce the students to laboratory equipment, data collection and the interpretation of analytical results.

Hours: 70 hrs (3-2)

Credits: 4

EREC 160 • Integrated Vegetation Management

Prerequisite: BOTA 205

Integrated vegetation management uses an understanding of plant ecology to manage vegetation in a variety of effective, economical and environmentally responsible ways to achieve desired species composition and dominance in Southern Alberta following ground disturbance. You are introduced to the classification, importance, growth and dispersal of weeds and invasive plant species. Identification of common Western Canadian weeds are emphasized. Strategies and techniques for site preparation, vegetation re-establishment and maintenance will be introduced with the goals of minimizing environmental impact; conservation of biodiversity; and control of weeds and invasive species.

Hours: 84 hrs (3-3)

Credits: 4

EREC 210 • Agrology and Agro-Ecology for Environmental Technologists.

EREC 210 introduces the agriculture industry and practices in Alberta. It includes the study of forages, tame pasture, field crops (cereal, oil seed, and pulse) and native grasslands. Agro-Ecology topics focus on range and riparian health assessment. Other topics include soil, land and water conservation and stewardship; seed industry and quality control; farm safety and equipment; agriculture policy, legislation and programs; agricultural professional organizations and communication. All topics are relevant to environmental reclamation and restoration of disturbed agricultural landscapes. EREC 210 will be presented in both a classroom and field lab/workshop environment.

Hours: 70 hrs (3-2)

Credits: 4

EREC 220 • Environmental Sampling and Monitoring

Reclamation not only involves the collection of data and samples prior to development of a reclamation plan, but during the process and on an on-going basis for monitoring. This course will cover the development of sampling strategies, sample collection, the management of samples and related data, plus documentation and interpretation of results obtained from accredited testing facilities. This course also introduces you to the major categories of environmental contaminants encountered during environmental reclamation as well as industrial sampling and monitoring processes, which may not always be related to oil and gas sectors. This course will involve field trips, lab activities and group projects where samples from reclamation sites.

Hours: 70 hrs (3-2)

Credits: 4

TG EREC 230 • Water Fundamentals

The progression of water through the hydrologic cycle affects all people and most scientific disciplines. Many issues involving contaminants within the environment, also involve the water cycle in some way (surface water, soil water, groundwater). In this course students will learn the components of the hydrologic cycle, precipitation, snow processes, evapotranspiration, infiltration and soil water, surface runoff, and groundwater. Additionally, students will be introduced to river processes, channel hydraulics, forest hydrology, wetlands, surface water quality concerns and contaminant hydrogeology. Analytic skills regarding quantitative and qualitative hydrologic data will be enhanced through lab exercises, field trips and class assignments.

Hours: 70 hrs (3-2)

Credits: 4

EREC 240 • Environmental Assessment

This course provides an introduction to the Canadian Environmental Assessment Act (2012) and a comparison to the previous Canadian Environmental Assessment Act as well as their corresponding process of Environmental Impact Assessments (EIA). Students will learn the basic process of planning, organizing and collecting information for EIAs at both the federal and provincial level.

This course will also introduce the process of developing and implementing Phase I and II Environmental Site Assessments (ESAs) in Alberta, as well as pre-disturbance site assessments. Various provincial and federal assessment guidelines will be studied. This course has both field, tutorial components, including group projects.

Hours: 70 hrs (3-2)

Credits: 4

EREC 260 • Land Reclamation and Revegetation

Following site assessment and development of a reclamation plan this course involves you in the reclamation of a site. You gain familiarity with equipment used in this process; the correct documentation and disposal of waste materials; erosion control; soil amendment; weed management and monitoring of the reclamation site. This course also introduces the practices and techniques of revegetation of disturbed lands associated with oil and gas exploration, drilling and well abandonment. Topics include: assessment and surveying of native plant species; the collection of native plant species for revegetation; evaluation of purity and germination of seeds for reclamation sites; production of reclamation vegetation and follow-up monitoring. Bioengineering practices to reduce erosion is introduced.

Hours: 70 hrs (3-2)

Credits: 4

EREC 263 • Land Reclamation Legislation

Provincial, federal and municipal governments requires land reclamation to be carried out following environmentally related legislation, policy, directives, standards, guidelines and criteria. Familiarity with land reclamation legislation is an important aspect of being able to develop approved and successful reclamation plans and ensure compliance leading to certification. This course covers the legislation and details the legal requirements required for reclamation certification.

Hours: 56 hrs (4-0)

Credits: 3

EREC 280 • Career Work Experience

You will be assisted in obtaining a placement with a company involved in environmental reclamation where you will obtain practical on-the-job experience that will apply the concepts you have learned from your studies in the Environmental Reclamation Program. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 220 hrs (0-35P) 6 weeks

Credits: 4.5

ESLC (English as a Second Language for New Canadians)

ESLC 026 • Basic ESLC

Designed for new Canadians who have completed Language Instruction for New Canadians (LINC) but require higher skill levels to pursue educational or employment opportunities. All of the four major communicative skills; reading, writing, speaking, and listening are developed to enhance your proficiency and enable you to be successful in an English speaking work environment. You are placed into the program based on demonstrated proficiency in English, using the Canadian Language Benchmark (CLB) assessments. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 80 hrs (5-0) 16 wks

Credits: 4

ESLC 027 • Basic ESLC

Designed for new Canadians who have completed Language Instruction for New Canadians (LINC) but require higher skill levels to pursue educational or employment opportunities. All of the four major communicative skills; reading, writing, speaking, and listening are developed to enhance your proficiency and enable you to be successful in an English speaking work environment. You are placed into the program based on demonstrated proficiency in English, using the Canadian Language Benchmark (CLB) assessments. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 160 hrs (10-0) 16 wks

Credits: 6

ESLC 028 • Basic ESLC

Designed for new Canadians who have completed Language Instruction for New Canadians (LINC) but require higher skill levels to pursue educational or employment opportunities. All of the four major communicative skills; reading, writing, speaking, and listening are developed to enhance your proficiency and enable you to be successful in an English speaking work environment. You are placed into the program based on demonstrated proficiency in English, using the Canadian Language Benchmark (CLB) assessments. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 350 hrs (22-0) 16 wks

Credits: 16.5

ESLC 046 • Advanced ESLC

Designed for new Canadians who have completed Language Instruction for New Canadians (LINC) but require higher skill levels to pursue educational or employment opportunities. All of the four major communicative skills; reading, writing, speaking, and listening are developed to enhance your proficiency and enable you to be successful in an English speaking work environment. You are placed into the program based on demonstrated profi-

ESLC - ETOL

ciency in English, using the Canadian Language Benchmark (CLB) assessments. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 80 hrs (5-0) 16 wks

Credits: 4

ESLC 047 • Advanced ESLC

Designed for new Canadians who have completed Language Instruction for New Canadians (LINC) but require higher skill levels to pursue educational or employment opportunities. All of the four major communicative skills; reading, writing, speaking, and listening are developed to enhance your proficiency and enable you to be successful in an English speaking work environment. You are placed into the program based on demonstrated proficiency in English, using the Canadian Language Benchmark (CLB) assessments. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 160 hrs (10-0) 16 wks

Credits: 6

ESLC 048 • Advanced ESLC

Designed for new Canadians who have completed Language Instruction for New Canadians (LINC) but require higher skill levels to pursue educational or employment opportunities. All of the four major communicative skills; reading, writing, speaking, and listening are developed to enhance your proficiency and enable you to be successful in an English speaking work environment. You are placed into the program based on demonstrated proficiency in English, using the Canadian Language Benchmark (CLB) assessments. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 350 hrs (22-0) 16 wks

Credits: 16.5

EAPI (English for Academic Purposes)

EAPI 059 • Basic

Prerequisite: Medicine Hat College Placement test, Program Coordinator Discretion

This course is designed for the beginner to high beginner in English as another language. Students who take this course will have little to no experience speaking English prior to their arrival in Canada.

Hours: 312 hrs (23-0)

Credits: 15

EAPI 069 • Low Intermediate

Prerequisite: B- in EAPI 059, Medicine Hat College Placement test, Program Coordinator Discretion

This course is designed for students at the high beginner level for English as another language. Students in this level will have a minimal exposure to learning English prior to their arrival in Canada. The course uses a communicative approach to develop the student's ability to learn English.

Hours: 312 hrs (23-0)

Credits: 15

EAPI 079 • Intermediate

Prerequisite: B- in EAPI 069, Medicine Hat College Placement test, Program Coordinator Discretion

This course is designed for students who have had some exposure to English and have a solid working knowledge of the language. The course will work towards an academic understanding and ap-

plication of English.

Hours: 312 hours (23-0)

Credits: 15

EAPI 089 • Low Advanced

Prerequisite: B+ in EAPI 079, Medicine Hat College Placement test, Program Coordinator Discretion

This course is designed for students that still need some support in English language development. Students are expected to have good English comprehension, but still need to further develop their academic skills in areas such as writing and critical analysis of English readings.

Hours: 312 hours (23-0)

Credits: 15

EAPI 099 • Advanced

Prerequisite: B+ in EAPI 089, Placement test, PBT 525+, IELTS 5.5+, Program Coordinator Discretion

This course is designed for students with a strong grasp of the English language who need to further develop their academic English skills. The course will focus on the student's ability to write academic essays including research papers, analyze English readings, not only for comprehension but also application. Students will further develop their listening and oral skills using current media and presentations. Upon successful completion of this course, students will be considered to have satisfied the English proficiency for most Medicine Hat College programs. NOTE: you cannot have credit for both EAPI 099 and EAPI 199.

Hours: 312 hours

Credits: 15

EAPI 199 • Bridging

Prerequisite: B+ in EAPI 089, Medicine Hat College Placement test, 525 or higher on PBT, 69-79 IBT, or 5.5-6.0 on IELTS, Program Coordinator Discretion

Corequisite: 1, 3 credit program class

This course is designed for students with a strong grasp of the English language who need to further develop their academic English skills. The course will focus on the student's ability to write academic essays including research papers, analyze English readings, not only for comprehension but also application. In place of communicative courses found in EAPI 099, students in this class will be required to take 1 program based career class. Upon the successful completion of this course, students will be considered to have satisfied the English proficiency for most Medicine Hat College programs. This course must be taken in conjunction with 1 or 2 career based courses. NOTE: you cannot have credit for both EAPI 099 and EAPI 199.

Hours: 208 hours

Credits: 9

ETOL (Ecotourism and Outdoor Leadership)

ETOL 340 • Parks and Protected Area Management

Introduction to a form of environmental management that focuses on an area of land and/or freshwater/sea especially dedicated to the protection and maintenance of biological diversity, and of natural and associated cultural resources, and managed through legal or other effective means. The focus is on ecosystems planning and management tools for understanding interaction of

cultural, social, economic and ecological factors in management of protected areas.

Hours: 42 hrs (3-0)

Credits: 3

FINA (Finance)

TG FINA 255 • Finance

Prerequisite: ACCT 113 or ACCT 321

An introductory course in financial management. All managers need to understand the basic concepts and techniques of financial analysis. Quality decisions require an understanding of the analytical techniques of finance including interpretation of financial position, profit analysis, planning and budgeting, cash flow analysis, working capital management, capital budgeting and investment, cost of capital, and risk. Sources of funding will also be discussed.

Hours: 42 hrs (3-0)

Credits: 3

FNCE (Finance)



FNCE 2130 • Personal Finance

This course explores the importance of financial planning within the Canadian political and economic environment, enabling students to understand the principles and practices of managing personal finances. Students will develop an appreciation for financial planning, both in the short and long-term, including making informed decisions about personal budgeting, use of credit, insurance, taxation, investment alternatives, and other important considerations. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both FNSV 210 and FNCE 2130.

Hours: 42 hrs (3-0)

Credits: 3

FNSV (Financial Services)

TG FNSV 200 • Canadian Investment Funds

Course teaches the content of the Canadian Investment Funds (CIFIC) course of the Investment Funds Institute of Canada. The course focuses on the basics of mutual funds and the mutual funds industry in Canada. Specific topics include assessing client needs, types of mutual funds, investing and financial instruments, taxation, and pensions and retirement. In addition to MHC's tuition fee, you are required to register and pay an additional course fee to IFSE.ca. With this mandatory registration and fee, you receive all course materials and access to on-line resources, are registered with IFSE.ca and are eligible to write the mutual funds exam, which, if passed, gives you license to sell mutual funds when employed at a Canadian financial institution. As a non-Business student you are also welcome to take the course for reasons of personal interest or professional development.

Hours: 42 hrs (3-0)

Credits: 3

Required Industry Fee of \$225 (costs may vary from time of publication). NOTE: The required industry fee does not cover the textbook cost for this course.

TG FNSV 210 • Personal Investing

Course focuses on the investment process, investment portfolios, investment tools, and portfolio management from an individual investor perspective. Topics include stocks, bonds, debentures, mutual funds, securities, money markets, and financial planning.

Hours: 42 hrs (3-0)

Credits: 3

FREN (French)

TG FREN 200 • Beginner's French I

Starting with the alphabet, you progress to learning the basic elements and structures of the French language. Using cassette tapes, computer programs, and videos, you will comprehend, speak, read, and write French in everyday situations. Cultural aspects in various French-speaking countries are introduced. Dialogues and group discussions improve conversational skills and general fluency. NOTE: Not to be taken by students with native or near native proficiency in French, or with credit in French 30 or French 31 or their equivalents in Canada and other countries.

Hours: 70 hrs (4-1)

Credits: 4

TG FREN 202 • Beginner's French II

Prerequisite: FREN 200 or permission of the Dean

A continuation of FREN 200 and a preparation for FREN 219. Basic vocabulary and grammatical structures are introduced. Instruction is provided in pronunciation, oral expression, reading and writing. Comprehension and communication skills are practiced in dialogues and discussion groups. You are introduced to cultural aspects of interest to those traveling or living in various Francophone countries of the world. NOTE: Not to be taken by students with native or near native proficiency in French, or with credit in French 30 or French 31 or their equivalents in Canada.

Hours: 70 hrs (4-1)

Credits: 4

TG FREN 219 • First Year University: French I

Prerequisite: FREN 30 or FREN 31 or FREN 202 or permission of the Dean.

You expand your abilities in spoken and written French and buildup your grammatical skills. Short texts from well-known Francophone authors form a basis for study and discussion of cultural, personal, and universal themes. Through individual and group participation, this course prepares you for foreign travel or residence abroad and also for university programs such as Education, International Studies, and Commerce. NOTE: Not to be taken by students with native or near native proficiency in French.

Hours: 56 hrs (3-1)

Credits: 3

TG FREN 221 • First Year University: French II

Prerequisite: FREN 219 or permission of the Dean.

A continuation of FREN 219. You have the opportunity to converse and communicate through individual and group presentations. You will practice new grammatical structures and vocabulary and study and discuss short excerpts from Francophone authors covering topics such as careers, travel, personal goals, and current issues.

FREN - GEOG

This course provides a good basis for the requirements of further university studies, federal institutions, and global corporations.

NOTE: Not to be taken by students with native or near native proficiency in French.

Hours: 56 hrs (3-1)

Credits: 3

TG FREN 319 • Second Year University: French I

Prerequisite: FREN 221

Course further develops grammatical skills and provides a wider vocabulary. You will study and discuss short texts, and practice writing descriptive, narrative and expository prose.

Hours: 56 hrs (3-1T)

Credits: 3

TG FREN 321 • Second Year University: French II

Prerequisite: FREN 319 or permission of the Dean.

A continuation of FREN 319 and refines grammatical accuracy and fluency in speaking and writing.

Hours: 56 hrs (3-1T)

Credits: 3

FREN 1109 • Beginner's French I

Basic elements of the French language, including training in comprehension, speaking, reading and writing of French. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both FREN 200 and FREN 1109.

Hours: 70 hrs (4-1)

Credits: 4

FREN 1111 • Beginner's French II

Prerequisite: FREN 200 or FREN 1109

A continuation of French 1109. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both FREN 202 and FREN 1111.

Hours: 70 hrs (4-1)

Credits: 4

GEOG (Geography)

TG GEOG 201 • The Physical Environment

An introduction to the physical elements of the environment (weather, climate, hydrology, land forms, soils, vegetation and the processes producing variations of these elements on the surface of the earth). Examples of environmental inter-relationships and problems that affect people are studied.

Hours: 70 hrs (3-2)

Credits: 4

TG GEOG 203 • The Human Environment

This course is the study of people - their origins, culture, technology, economy and impact on the environment, and the manner in which people attempt to impose order upon the surface of the earth. Concepts of relative location are introduced, with particular regard to both the external orientation and the internal organization of urban areas. There will be project work in the laboratories.

Hours: 70 hrs (3-2)

Credits: 4

TG GEOG 321 • Environmental Problems and Resource Management

Prerequisite: Any 200 level Geography course

Environmental and resource issues are studied, with emphasis on such topics as: Principles of resource use; global environmental and resources management strategies including sustainable development; and environmental impact assessment. Case examples are highlighted.

Hours: 42 hrs (3-0)

Credits: 3

TG GEOG 332 • Map and Air Photo Interpretation

Prerequisite: GEOG 201 or permission of the Dean.

The purpose of this course is to introduce you to the discipline of cartography through the detailed examination and use of maps and air photographs. Concepts stressed in the course include scale, location, direction, evaluation, projections, and elements of air photography.

Hours: 70 hrs (3-2)

Credits: 4

TG GEOG 334 • Remote Sensing

Prerequisite: GEOG 201 or permission of the Dean

This course covers the use of aerial photographs for the interpretation and mapping of renewable resources, and is an introduction to the physical basis of remote sensing. A full range of data products are used including black and white, black and white infrared, colour, colour infrared photographs, and satellite images.

Hours: 70 hrs (3-2)

Credits: 4

TG GEOG 338 • Introduction to Geographic Information Systems (GIS)

Prerequisite: GEOG 201

This course focuses on spatial data, its nature, acquisition and manipulation. Several of the industry-leading GIS software programs are utilized in exploring spatial relationships.

Hours: 70 hrs (3-2)

Credits: 4

TG GEOG 379 • The United States of America

The physical and cultural framework of the country and its historical significance, and the patterns and characteristics of geographic regions are studied in this course. NOTE: You are strongly advised to have taken a previous course in geography.

Hours: 42 hrs (3-0)

Credits: 3

TG GEOG 381 • Canada

Course focuses on the regional geography and physical framework of Canada and its significance in Canada's historical development. The concept of the geographic region, the patterns and characteristics of these regions, and selected detailed studies are included in this course. NOTE: You are strongly advised to have taken a previous course in geography.

Hours: 42 hrs (3-0)

Credits: 3

TG GEOG 387 • Russia

The systematic and topical geography of Russia and aspects of economic activity, transportation, regional development settlement patterns, and population distribution are discussed in this course.

NOTE: You are strongly advised to have taken a previous course in geography.

Hours: 42 hrs (3-0)

Credits: 3

TG GEOG 397 • Geography of the Northlands

Course focuses on the environment, resource development and human activity with emphasis on Alaska, Yukon, Northwest Territories, Nunavut, Russia, Scandinavia, Greenland and Iceland.

NOTE: You are strongly advised to have taken a previous course in geography.

Hours: 42 hrs (3-0)

Credits: 3

GLGY (Geology)

TG GLGY 201 • Principles of Geology and Geophysics I

Introduction to the origin, composition and evolution of the Earth and the solar system. Introduction to plate tectonics and the rock cycle with a description of surface processes and internal processes. Simple energy balances and interactions between radiation and the atmosphere, land, oceans, ice masses, and the global hydro geological cycle. Laboratory: Rocks and minerals, topographic and geologic maps.

Hours: 84 hrs (3-3)

Credits: 4

GNED (General Education)

TG GNED 210 • Scientific and Mathematical Literacy for the Modern World

You will expand your understanding of the intersections of mathematics, science and technology with daily life. The course will develop and apply critical thinking and scientific reasoning skills through the examination of issues drawn from the real world and current events.

Hours: 42 hrs (3-0)

Credits: 3

TG GNED 220 • Texts and Ideas

"Texts and Ideas" is a course that explores how specific ideas shape attitudes, belief systems, and values through the perspectives of various disciplines. You will learn about the nature, origins and relevance of one or more complex concepts, such as beauty, mind, identity, modernity, or the good life.

Hours: 42 hrs (3-0)

Credits: 3

TG GNED 221 • Aesthetic Experience & Ideas

This course examines human aesthetic responses and our capacities to interpret diverse forms of cultural expressions. Students will study some of the following: literary and/or religious texts, paintings, sculpture, architecture, music, film, dance, opera the decorative arts, as well as other forms of aesthetic expression. Students will critically explore the values, beliefs and ideas that shape, and are shaped by human experience, and are expressed by individuals, communities, and societies, through their art and cultural expression. Students will also explore the various media through which cultural expression takes place.

Hours: 42 hrs (3-0)

Credits: 3

TG GNED 230 • Citizenship Without Borders

You will gain an understanding of the impact and opportunities of globalization, as well as the barriers. A thorough discussion of the pros and cons of globalization will be included. The international environment will be introduced through a holistic analysis of political, economic, and cultural differences. International institutions and trading blocs will be discussed, and the factors contributing to cross-cultural effectiveness will be introduced.

Hours: 42 hrs (3-0)

Credits: 3

TG GNED 234 • Communities and Societies

In this course students will be guided to develop a richer awareness of the various communities and societies in which they live and participate. This course will progressively examine family, communities of belonging, post-secondary education, the city, the province, the state, and global economic, political and cultural concentric systems. In the course, stereotypes will be questioned, critical skills developed, and key topics will be addressed and examined. Themes and topics to be considered include the following: Community building, power and authority, social systems, institutions, and rules and responsibilities.

Hours: 42 hrs (3-0)

Credits: 3

GNED 1101 • Scientific and Mathematical Literacy for the Modern World

Students will expand their understanding of the intersections of mathematics, science and technology with daily life. The course will develop and apply critical thinking and scientific reasoning skills through the examination of issues drawn from the real world and current events. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both GNED 210 and GNED 1101.

Hours: 42 hrs (3-0)

Credits: 3

GNED 1201 • Aesthetic Experience and Ideas

This course examines human aesthetic responses and our capacities to interpret diverse forms of cultural expression. Students will study some of the following: literary and/or religious texts, paintings, sculpture, architecture, music, film, dance, opera, the decorative arts, as well as other forms of aesthetic expression. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both GNED 221 and GNED 1201.

Hours: 42 hrs (3-0)

Credits: 3

GNED 1202 • Texts and Ideas

"Texts and Ideas" is a course that explores how specific ideas shape attitudes, belief systems, and values through the perspectives of various disciplines. Through the critical reading of key texts, students will learn about the nature, origins and relevance of one or more ideas, such as "leadership," "mind," "the self," "modernity," or "the good life". *This course is a Mt. Royal University*

GNED - HCAP

course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both GNED 220 and GNED 1202.

Hours: 42 hrs (3-0)

Credits: 3



GNED 1301 • Citizenship without Borders

Students will gain a broad overview and understanding of issues related to global interaction and global interconnectedness. The complex concept of 'globalization' will be analyzed through interdisciplinary perspectives and students will be encouraged, through debating key issues, to be active global citizens. Instructors may approach the course through the use of specific thematic structures. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both GNED 230 and GNED 1301.

Hours: 42 hrs (3-0)

Credits: 3



GNED 1304 • Communities and Societies

Local, national, and global communities suffer from similar problems. This interdisciplinary course will critically examine key issues within communities and societies, explore the meaning, power, and obligations of citizenship, and begin to develop the skills necessary to create positive, effective, and sustainable change. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both GNED 234 and GNED 1304.

Hours: 42 hrs (3-0)

Credits: 3



GNED 1401 • Writing for Academic Success

This course develops students' skills in the types of writing, reading, and thinking required in university today. Students will review basics, analyze contemporary examples, develop research and referencing skills, and design their writing for specific audiences. Writing for Academic Success provides an opportunity to develop new talents and gain confidence in expressing ideas. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both ENGL 252 and GNED 1401.

Hours: 42 hrs (3-0)

Credits: 3

GNST (Gender Studies)

TG GNST 300 • Gender Studies

Course provides theoretical, historical, cultural, and ethical contexts for the study of gender. What is gender? How are gender and sex different? How have gender roles been determined in the past and present? How are gender and gender roles depicted in our culture and through the media? How are issues pertaining to gender related to personal identity, race and ethnicity, family,

economics, education, law, medicine and health care? This course has no prerequisites but SOCI 201 or PSYC 205 are highly recommended.

Hours: 42 hrs (3-0)

Credits: 3

HCAP (Health Care Aide)

HCAP 104 • Medication Administration

Prerequisite: Successful completion of a Health Care Aide certificate program or recognized equivalent. (To be determined by the Program Coordinator)

You obtain the knowledge and skills to safely and accurately administer oral medications packaged in dosettes, blister packs or pouches; topical eye, ear, nasal, rectal, vaginal, and inhalant medications, as well as those applied to the skin.

Hours: 21 hrs

Credits: 1.5

Available in a Distributed Learning Format Only

HCAP 105 • Psychomotor Skills

Prerequisite: Successful completion of a Health Care Aide certificate program or recognized equivalent. (To be determined by the Program Coordinator)

You obtain the knowledge and skills to safely perform suprapubic catheter care, administration of large volume and micro enemas, alternate feeding, oral suctioning and nebulizer administration, assist with use of incentive spirometers, apply compression stockings, blood glucose monitoring, blood pressure monitoring, sterile dressings, and sterile glove application, and heat and cold applications.

Hours: 21 hrs

Credits: 1.5

Available in a Distributed Learning Format Only

HCAP 106 • Dementia Care

Prerequisite: Successful completion of a Health Care Aide certificate program or recognized equivalent. (To be determined by the Program Coordinator)

Course focuses on the nature of Dementia and Alzheimer's Disease, including Carewest and Supportive Pathways present several Dementia care models. You are prepared to work with families from the time of diagnosis until death in both community and institutional settings with practical suggestions for providing a safe, secure environment; assisting with day-to-day activities; strategies for dealing with challenging behaviours as well as caring for the caregiver.

Hours: 21 hrs

Credits: 1.5

Available in a Distributed Learning Format Only

HCAP 120 • Safety

You will obtain the knowledge to provide safe care for both the client and yourself in a variety of settings and to recognize hazards. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 34 hrs (2.4-0) 14 wks

Credits: 3

Available On-Site or in a Distributed Learning Format

HCAP 121 • Caring for the Client

You will learn how to deliver basic physical care such as personal care, hygiene, positioning, lifts and transfers in a safe, ethical manner. You will also acquire knowledge and skills related to client nutrition and elimination needs. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 42 hrs (0.7-2.3) 14 wks

Credits: 3

Available On-Site or in a Distributed Learning Format

HCAP 122 • Medication Delivery and Dementia

You will obtain the knowledge and skills to safely and accurately assist with the administration of oral medications packaged in various manners as well as topical eye, ear, nasal, rectal, vaginal and inhaled medications as well as those applied to the skin surface. The dementia portion will prepare you to work with those suffering from various forms of dementia and their families providing strategies for dealing with challenging behaviours, assisting with day-to-day activities and how to provide and maintain a safe, secure environment. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 36 hrs (1.4-1.1) 14 wks

Credits: 3

Available On-Site or in a Distributed Learning Format

HCAP 130 • Foundation and Communication

You will gain an understanding of the role of a Health Care Aide and the aspects of healthy aging as well as the importance of the maintenance and fostering of client independence. You will also acquire skills in both written and oral communications and how to deal with conflict. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 47 hrs (3.4-0)

Credits: 3

Available On-Site or in a Distributed Learning Format

HCAP 131 • The Body and The Mind

You will gain an understanding of basic normal anatomy and physiology and the changes that occur with chronic conditions. Normal human growth and development will be discussed and any variants that produce both physical disabilities and developmental delays as well as any implications for health care delivery. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 48 hrs (3.42-0)

Credits: 3

Available On-Site or in a Distributed Learning Format

HCAP 132 • Knowledge and Skills I

Prerequisite: HCAP 120 & HCAP 121 & HCAP 122 & HCAP 130 & HCAP 131

You will build on the skills learned at the 120's level and expand your range of skills at the basic level of personal care to include caring for more complex elimination and care needs. Classroom, laboratory and clinical components are included. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 60 hrs (1.28-1.28-1.71C)

Credits: 3

Available On-Site or in a Distributed Learning Format

HCAP 133 • Knowledge and Skills II

Prerequisite: HCAP 132

This course covers the more complex skills required for complete personal care such as wound care, measuring vital signs, tube feeding systems respiratory and end of life care. Classroom,

laboratory and clinical components are included. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 60 hrs (1.36-1.79-1.14C)

Credits: 3

Available On-Site or in a Distributed Learning Format

HCAP 134 • Practicum

Prerequisite: HCAP 133

You will expand on the learning experience in HCAP 131 through to HCAP 134. This opportunity allows you to experience the various types of responsibilities and care to be delivered in the varied settings available to the HCA as employment. You will be partnered with another HCA who is experienced in the particular setting. Shift and weekend work will be required. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 200 hrs (0-33P) 6 wks

Credits: 4.5

Available On-Site or in a Distributed Learning Format

HIST (History)

TG HIST 203 • History of Europe

This course focuses on the major issues in modern European history, emphasizing the relationship between ideas and events. Sample themes: Revolution and social change; the scientific outlook and democratic ideals; liberalism and industrialization; theory and practice in socialism and Soviet communism.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 205 • The Americas

Course discusses selected topics in the history of conquest, expansionism and migrations in the New World. Special attention is given to exploration, social and economic development, race relations, colonial and military rivalries, frontiers, and revolutions.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 217 • The United States 1607-1865

Course focuses on a survey of major themes and issues in American history from colonial settlement to the end of the Civil War. Topics include: Early exploration, colonial society, religion and education, the road to revolution, the revolutionary war, American democracy, American expansion, race relation, and the Civil War.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 219 • United States 1865 to Present

Focus of the course is a survey of American history from the Civil War to the present. Topics include: Reconstruction and black freedom, the response to industrialization, the emergence of the USA as a world power, the Great Depression and the New Deal, involvement in war (WWI, WWII, Cold War, Vietnam War), student rebellion in the 1960s, and conservatism in the Reagan era.

Hours: 42 hrs (3-0)

Credits: 3

HIST

TG HIST 231 • Canada, Origins to 1867

A historical introduction to the dynamic themes in early Canadian history. Special attention is devoted to social, economic, and political development. White-Aboriginal relations and the opening of the Canadian West is also studied.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 233 • Canada Since 1867

This course focuses on the development of the Canadian nation from Confederation to 1945, with particular attention to federal-provincial relations, economic development, social movements, and western political protest.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 331 • Canadian Social Development

A study of the growth of Canadian society from colonial times to the present. Emphasis is placed on European and American backgrounds of Canadian social institutions and their development in various regional settings. Consideration is given to the role of immigrants, social and ethnic groups, health, crime and punishment, education, religion, the arts, and recreation. NOTE: Students cannot receive credit for both HIST 331 and HIST 2232.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 333 • Popular Culture in Nineteenth Century Canada

This course focuses on selected themes in 19th century Canadian culture: Working class culture and leisure; rural and urban lifestyles; social class and the Victorian family; newspapers and periodicals; regional societies and folk myths; and political culture.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 345 • Crime and Criminal Justice in Canada

This course focuses on the history of crime and criminal justice in Canada from the earliest settlement by Europeans to the late twentieth century. Topics include crime and the development of the criminal law, criminal courts and jurisdictions, the police, punishments, correctional institutions in Eastern, Central and Western Canada during the time period. Attention will be given to the relationship of criminality to the moral attitudes and socio-economic conditions, and the historic role of crime and punishment in the local communities, society and the state.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 350 • Eighteenth Century Europe, 1715-1815 Age of Enlightenment and Revolution

Topics for this course include: State building and international relations; aristocracy, peasants, and the urban middle classes; popular culture; critical spirit of the Enlightenment; crises of the old regimes; and the era of the French Revolution and Napoleon.

Hours: 42 hrs (3-0)

Credits: 3

TG HIST 351 • Nineteenth Century Europe, 1815-1914

Material Progress and Political Collapse

Topics for this course include: New ideologies of liberalism, conservatism, nationalism, and socialism; 19th century revolutions; industrialization and its social consequences; emergence of new nation-states; imperialism, partial emancipation of women; new cultural trends; and the successes and ultimate failure of the European balance of power.

Hours: 42 hrs (3-0)

Credits: 3



HIST 1131 • Canada, Origins to 1867

This course introduces students to key issues and events in early Canadian history. Themes include social and cultural change, as well as economic and political developments. Topics such as the interactions between Natives and non-Natives, war and conflict, and French and British relations will be examined. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both HIST 231 and HIST 1131.

Hours: 42 hrs (3-0)

Credits: 3



HIST 1133 • Modern Canada, 1867 to Present

This course introduces students to key issues and events in modern Canadian history. Themes include social and cultural change, as well as economic and political developments. Specific topics covered may include Canada's military participation, the Cold War, immigration and regionalism. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both HIST 233 and HIST 1131.

Hours: 42 hrs (3-0)

Credits: 3



HIST 2232 • Canadian Social History

This course focuses on the history of Canadians in a number of spaces such as home, workplace and recreational settings. A variety of topics such as religion, education, health, crime and punishment, the arts, and popular culture may be examined, as may issues such as race and ethnicity, gender and sexuality, regional identity and class. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for HIST 331 and HIST 2232.

Hours: 42 hrs (3-0)

Credits: 3



HIST 2243 • Europe in the Nineteenth and Twentieth Centuries

This course examines the history of Europe between 1789 and 1989. This period is distinguished by transformations in virtually every area of human life; the creation and destruction of a European dominated world order; the rise, spread and collapse of communism; increasingly destructive spasms of organized violence; and ongoing efforts at collective identity formation. *This course is a Mt. Royal University course for students in their Third and*

Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both HIST 351 and HIST 2243.

Hours: 42 hrs (3-0)

Credits: 3

HLSC (Health Sciences)

HLSC 151 • Personal Health and Wellness

This course offers an overview of the physical, social, mental, environmental and spiritual aspects of personal health and wellness within the context of community and the Canadian health care system.

Hours: 45 hrs (3-0) 15 wks

Credits: 3

TG HLSC 200 • Introduction to Addictions Studies

Prerequisite: Admission into the Addictions Counselling program

This foundational course provides an overview of the study and treatment of addictive behaviours and compulsive disorders.

Hours: 42 hrs (3-0)

Credits: 3

TG HLSC 220 • Introduction to Counselling

Prerequisite: HLSC 200 & PSYC 205 & IDST 100 or permission of the Dean

An introduction to the theory and practice of counselling individuals experiencing addictions.

Hours: 84 hrs (3-3)

Credits: 4

TG HLSC 230 • Physiology and Processes of Addictions

Prerequisite: HLSC 200 or permission of the Dean

This course examines the physiology and processes of addictions. Methods and agents used for the restoration of physiologic equilibrium are also discussed.

Hours: 42 hrs (3-0)

Credits: 3

TG HLSC 320 • Counselling II (Individuals and Groups)

Prerequisite: HLSC 220

Theories and techniques of counselling individuals and groups are examined. Lab work includes techniques for working with individuals and groups of addicted persons.

Hours: 98 hrs (3-4)

Credits: 4

TG HLSC 340 • Assessment of Addictions

Prerequisite: HLSC 220 & HLSC 230

This course provides you with the necessary knowledge and skills to identify and understand clients with needs related to addictions and to plan interventions in partnership with the client.

Hours: 84 hrs (3-3)

Credits: 4

TG HLSC 350 • Internship in Addictions Counselling

Prerequisite: All first and second year courses

You observe and participate in the practice of addictions counselling within a fieldwork experience. On-line and on-site seminars

facilitate the integration of theory, research, and practice. You are required to attend a one week seminar on campus part way through the semester. NOTE: You must have access to the Internet at your placement site or residence in order to participate in the online weekly assignments and discussions. *Additional Requirements:* Prior to starting practicum students must receive certification in Applied Suicide Intervention Skills Training (ASIST). Opportunity for this training will be coordinated by the program but students are responsible for the cost. (Approx \$200)

Hours: 490 hr (3-32P)

Credits: 12

TG HLSC 365 • Health Education and Promotion

Prerequisite: Admission into the Addictions Counselling program

An overview of the theory essential to health education including health promotion, models of health, health education, and learning; ethical concerns in education and basic teaching methods and tools. NOTE: You cannot receive credit for both HLSC 365 and NURS 365.

Hours: 42 hrs (3-0)

Credits: 3

HPED (Health and Physical Education)

HPED 1010 • Historical and Philosophical Foundations

This course provides an examination of the cultural meanings of sport, leisure, and physical education; and the place of the body in our culture both historically and in the present *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both KNES 264 and HPED 1010.

Hours: 42 hrs (3-0)

Credits: 3

HPED 2507 • Nutrition and Health

This course will provide the student with a basic understanding of the role of nutrition in health and fitness. By surveying the basics of human nutrition, and considering practical applications, the student will be prepared to apply nutrition guidelines to their individual nutrition needs and those of specialized populations. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both NUTR 200 and HPED 2507.

Hours: 42 hrs(3-0)

Credits: 3

HPED 2510 • Sport & Exercise Psychology

Prerequisite: PSYC 205 or PSYC 1105

This course provides an introduction to the psychosocial concepts underlying an understanding of human behaviour in physical activity, sport and health. This course is divided into two equal components. The first examines the perspective of Exercise and Health

HPED - INBU

Psychology, while the second uses the perspective of Personality and Social Psychology. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both KNES 206 and HPED 2510.

Hours: 42 hrs (3-0)

Credits: 3



HPED 2520 • Introductory and Intermediate Coaching

This course provides exposure to motor learning, growth and development, philosophy, psychology, audio visual, public relations, administration and training methods as it pertains to coaching. Students will be introduced to the material included in the National Coaching Certification Program Part A and Part B of the Multi-Sport Competition Introduction Stream. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both KNES 260 and HPED 2520.

Hours: 42 hrs (3-0)

Credits: 3



HPED 3010 • Sociological Perspectives

An examination of current methodologies in the study of cultural meaning of sport, leisure and physical education. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both KNES 204 and HPED 3010.

Hours: 42 hrs (3-0)

Credits: 3



HPED 3320 • Adaptive Physical Education

This course provides an examination of specific problems within the psychomotor domain and the related delivery systems for their identification and amelioration. This is an applied course that focuses on the issues and challenges of providing physical activity experiences for persons with a disability. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both KNES 240 and HPED 3320.

Hours: 56 hrs (3-0)

Credits: 3

IDST (Interdisciplinary Studies)

TG IDST 100 • Introductory Communications for Helping Professionals

This introductory course provides foundational knowledge and skills in communication for students beginning studies in the helping professions.

Hours: 78 hrs (3-3) 13 wks

Credits: 4

Available On-Site and in a Distributed Learning Format

TG IDST 485 • Death and Dying

Society's attitudes towards death and dying, rituals associated with death, and the impact of technology are examined. The effect of death and dying on those who are dying, on their families and friends, and on those providing care and comfort is discussed.

Hours: 39 hrs (3-0) 13 wks

Credits: 3

IMIN (Infection and Immunity)

TG IMIN 200 • Infection and Immunity

Prerequisite or Corequisite: CMMB 343 & (BCEM 200 or BCEM 393)

Infection and Immunity introduces the fundamental principles, components and functioning of the immune system. It examines how the immune system responds to each of the three major groups of infectious agents (bacteria, viruses and parasites) and the strategies employed by these agents in order to evade an effective immune response.

Hours: 42 hrs (3-0)

Credits: 3

TG IMIN 202 • Infection and Immunity for Health Care Professionals

Prerequisite or Corequisite: BIOL 275 and permission of the Dean

Infection and Immunity for Health Care Professionals introduces the fundamental principles, components and functioning of the immune system. It examines how the immune system responds to each of the three major groups of infectious agents (bacteria, viruses and parasites) and the strategies employed by these agents in order to evade an effective immune response.

Hours: 42 hrs (3-0)

Credits: 3

INBU (International Business)

TG INBU 330 • International Marketing

This course provides students with an understanding of the role of marketing in international business and how it differs from marketing in the domestic market. A brief review of the basic principles of marketing and its relationship to the other functional areas of Marketing will be included. The course will focus on identifying international marketing opportunities and developing appropriate market access strategies. The influence of cultural, political, economic and legal factors on the marketing decisions will be a vital component of the market research which will be used to gain a better understanding of the identified target market. NOTE: Students cannot receive credit for both INBU 330 and INBU 3302.

Hours: 42 hrs (3-0)

Credits: 3



INBU 3301 • Global Business Environment

An introduction to the field of international business: national economic, political and cultural differences; the issues surrounding globalization; the role of international institutions in facilitating international trade; international trade agreements; the international monetary system; current international business

trends and developments. The course will stress Canada's place in the global economy and the challenges Canadian businesses face in doing international business. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both MGMT 330 and INBU 3301.

Hours: 42 hrs (3-0)

Credits: 3



INBU 3302 • International Marketing

This course provides students with an understanding of the role of marketing in international business and how it differs from marketing in the domestic market. A brief review of the basic principles of marketing and its relationship to the other functional areas of Marketing will be included. The course will focus on identifying international marketing opportunities and developing appropriate market access strategies. The influence of cultural, political, economic and legal factors on the marketing decisions will be a vital component of the market research which will be used to gain a better understanding of the identified target market. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both INBU 330 and INBU 3302.

Hours: 42 hrs (3-0)

Credits: 3

ITEC (Information Technology)

ITEC 100 • Professional Communications I

This introductory course helps you develop the skills, strategies, and techniques needed to prepare a variety of business and technical documents. Instruction will include a focus on grammar proficiency, document development, and oral presentation skills. You will use Microsoft Office Suite to create, edit and track changes to documents.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 110 • A+ Computer Technology I

Named after CompTIA A+, a microcomputer industry-wide proficiency standard, this course includes essential operating system competencies and hardware knowledge for a microcomputer service technician. In conjunction with ITEC 130, it will also serve as preparation for the CompTIA A+ examinations. (It is not mandatory to write the CompTIA exams to pass the course.)

Hours: 84 hrs (2-4)

Credits: 4

ITEC 120 • Applied Mathematics

A combination of technical and business mathematics, this course is designed to improve general math and problem solving capabilities particularly in areas relevant to information technology. Topics include a thorough treatment of binary and hexadecimal number systems and related conversions, review of arithmetic and algebra, exponents and logarithmic functions, IP addressing, truth tables, etc. as well as some business mathematics such as percentages,

interest, break-even analysis, etc. Lab exercises include hands on work with spreadsheets (e.g. Microsoft Excel) and some programming.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 130 • A+ Computer Technology II

Prerequisite: ITEC 110

This course extends the range and depth of coverage begun in ITEC 110. It is also named after CompTIA A+, a microcomputer industry-wide proficiency standard, and continues coverage of essential operating system competencies and hardware knowledge for a microcomputer service technician. In conjunction with ITEC 110, it will also serve as preparation for the CompTIA A+ examinations. (It is not mandatory to write the CompTIA exams to pass the course.)

Hours: 84 hrs (2-4)

Credits: 4

TG ITEC 140 • Programming Fundamentals I

Introduction to computer programming using a mainstream object oriented, event driven language. Topics include user interface design, algorithms, and various foundational programming concepts such as types, variables, objects, expressions, control structures, and so on. In the labs you are given the opportunity to complete a variety of event driven, windows based programs.

Hours: 70 hrs (2-3)

Credits: 4

TG ITEC 145 • Programming Fundamentals II

Prerequisite: ITEC 140

Continuing from ITEC 140, you will continue to develop your expertise in object oriented, event driven programming. Topics include: additional control structures, arrays, subprograms and parameters, file handling, and introduction to classes.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 150 • Application Software

This course focuses primarily on database software and introductory database concepts. Main topics include database design, relationships, tables, queries, forms and reports. Additional software topics include software installation, requirements, licensing, compatibility and data transfer between different applications.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 155 • Applications Support

From the perspective of the information technology professional, this course examines a range of current software applications and productivity tools with a view to understanding their purpose and functionality, extensibility, system requirements, and client support needs. Applications include desktop productivity tools, e-mail, Internet applications, communication tools, anti-malware programs, etc. Emphasis is on client/desktop support, and network and operating system issues relating to applications use and support.

Hours: 70 hrs (2-3)

Credits: 4

ITEC

TG ITEC 170 • Networking Fundamentals

This course covers networking and communications fundamentals and terminology, communication protocols, the OSI model, TCP/IP and encapsulations. You will work with current networking hardware and software to study the appropriate configuration of these components. Networking concepts such as routing and remote access are introduced in the context of an Internet connection. The course represents the program's primary preparation for the CompTIA Network+ certification exam which you will be encouraged to complete by the middle of the third term of the IT program.

Hours: 84 hrs (2-4)

Credits: 4

ITEC 180 • Business and Accounting Principles

You are introduced to the terms, concepts and practices of business as well as elementary accounting (the accounting cycle, the accounting equation, and financial statements). Through a business simulation, you will learn about the business environment, organization, management, marketing, and financial considerations of operating and being part of a business. You will use Microsoft Office Suite to create and edit professional-looking spreadsheets and documents for a variety of purposes and situations.

Hours: 70 hrs (3-2)

Credits: 4

TG ITEC 190 • Web Development I

Focus is on the development of web pages and complete web sites. Utilizing HTML and/or XHTML you are introduced to various tags, attributes and scripting syntax necessary to ready text and images for use on the World Wide Web. Enabling technologies such as browser software and web page publishing are also covered.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 205 Work Experience Preparation

Prerequisite: ITEC 100

This course prepares students in the Co-op stream for the work experience, ITEC 291. Seminars are given to help you improve resume writing skills, acquaint yourself with workplace procedures, familiarize yourself with job interviews and the co-op evaluation process. Successful completion of the course will enable you to make a smooth transition to the workplace for your co-op term.

Hours: 14 hrs (1-0)

Credits: 1

ITEC 230 • Emerging Technologies I

Prerequisite: ITEC 140 or ITEC 170

New technologies continually rise to prominence in information technology. This course focuses on important current technologies that round out the skill set of the information technology graduate. Students will choose from a number of technical 'modules' that allow them to focus their studies and build their strengths in certain areas of their choice.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 235 • Emerging Technologies II

Prerequisite: ITEC 140 or ITEC 170

Students will select a number of learning modules focused on current topics. This course will include a self-directed capstone project.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 240 • Web Server Administration

This course focuses on the systems administration of Web servers and sites. Topics include the installation, configuration, monitoring, maintenance and management of at least two variations of server environments (currently Microsoft Internet Information Services [IIS] and Linux Apache). Emphasis is on practical, hands-on application and configuration.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 260 • Applied Technical Support I

Prerequisite: ITEC 130

This course prepares students to provide technical support in industry. You learn how to deal effectively with a wide variety of customer situations and to create positive interaction between customers and co-workers. Practical experience gained by completing projects in the community is a major component of this course.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 265 • Applied Technical Support II

Prerequisite: ITEC 260

Being an integral part of the Information Technology Support function can be challenging, frustrating, and exciting all at once. This course continues from ITEC 260 and teaches innovative and "best practice" techniques in solving problems and developing solutions to meet client needs. Hands-on projects and 'real-world' experience continue to provide students with job preparation.

Hours: 70 hrs (2-3)

Credits: 4

TG ITEC 270 • Database Management I

An introduction to data, databases, and data management, this course offers a combination of theory and hands-on experience necessary for a foundational understanding of data management. Topics include database design and normalization, Structured Query Language (SQL), indexes, forms, queries and reports.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 275 • Database Management II

Prerequisite: ITEC 270

Following ITEC 270, you expand your ability to analyze and develop database related applications. Course topics include examination of client server models, multi-user support, distributed databases, Internet connectivity, and n-tier software design. In the labs, you work on developing solutions for various business data management applications using relevant software development tools and programming for Internet/Intranet and or Windows.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 285 • Security

Prerequisite: ITEC 170

This course focuses on the operational and technical aspects of computer and network security such as managing permissions, accounts, security updates, virus protection, encryption, firewall installation and configuration, network monitoring, and auditing. Good network management and administration techniques, primarily in a Microsoft operating systems environment are emphasized as fundamentals to maintaining secure systems and networks. You will learn a fundamental working knowledge of key cryptography concepts, authentication methods and public key infrastructures in support of the development of a secure network infrastructure. The course represents the program's primary preparation for the CompTIA Security+ certification exam.

Hours: 70 hrs (2-3)

Credits: 4

ITEC 291 Work Experience

Prerequisite: ITEC 205

The work experience is the core of the Co-op stream of the Information Technology program. You will be placed in employment situations at competitive wages with local employers. Progress will be evaluated by employers, students and Co-op Coordinator who will supervise the course. The work experience normally takes place in the spring/summer session between the first and second years of the Information Technology program. Graded on a CR (Pass)/NC (Fail) basis. Total tuition for this course is \$760.90.

Hours: 4 mths

Credits: 15

ITPL (Information Technology Placement)

ITPL 220 • Information Technology Career Advancement

This course provides special coverage of new and emerging technologies within the computer industry and/or relevant industry certification topics.

Hours: 70 hrs (0-17.5) 4 wks

Credits: 4

KNES (Kinesiology)

TG KNES 200 • Developing Critical Thinking

Critical thinking is designed to improve your ability to analyze and evaluate the kinds of arguments and assertions commonly met within everyday life. This course also helps you improve your own arguments and presentations by showing you how to draw sound conclusions from available evidence, and how to construct well-reasoned cases to support these conclusions.

Hours: 42 hrs (1.5-1.5)

Credits: 3

TG KNES 203 • Principles and Concepts of Physical Activity

Exploration of the principles and concepts that underlie movement of individuals and groups in a variety of settings. It is designed as a lead up course to the required study of Biomechanics. The focus of the course is the development of a conceptual understanding of movement. A wide range of activities and their contexts is examined and experienced.

Hours: 56 hrs (1-3)

Credits: 3

TG KNES 204 • Sociocultural Aspects of Leisure and Sport

Course focuses on the study of play, physical education, recreation, sport, and leisure as institutionalized ways in which society organizes and teaches attitudes and skills.

Hours: 42 hrs (3-0)

Credits: 3

TG KNES 206 • Psychology of Sport and Physical Activity

Prerequisite: PSYC 205

This course introduces you to select psychological theory as it relates to sport and physical activity. Psychological constructs along with their theoretical perspectives will be viewed within a cognitive, emotional and behavioral framework.

Hours: 42 hrs (3-0)

Credits: 3

TG KNES 210 • Motor Skill Acquisition and Performance

This course presents a behavioral approach to understanding human movement. The course examines the processes involved in learning motor skills and controlling movement, and the factors that influence acquisition and performance. The course content relies on theoretical frameworks and empirical support for principles of motor control and learning. Critical neural and cognitive concepts underlying an understanding of human behavior in physical activity, sport and health are also examined.

Hours: 42 hrs (3-0)

Credits: 3

TG KNES 211 • Leadership Communication and Instruction

Focus on the study and application of knowledge, skills, and abilities that contribute to effective leadership and communication in kinesiology and physical education. This course provides study and application of theories, concepts, skills, and practice of effective communication, leadership, and instruction in fitness leadership, sport leadership, physical activity settings, and other related professional areas.

Hours: 70 hrs (3-2)

Credits: 4

TG KNES 220 • Prevention and Care of Athletic Injuries

Prerequisite: KNES 261 or BIOL 275 & BIOL 277

The principles of injury prevention, and the study of selected sports injuries and how to manage them are studied in this course. Upon successful completion of this course, students can apply to the Sports Medicine Council of Alberta for an equivalency certificate in Athletic First Aid and Sport Taping and Strapping. This course includes an additional fee for taping and strapping supplies

Hours: 70 hrs (3-2)

Credits: 4

TG KNES 240 • Adapted Physical Education

An introduction to research, theory and practice pertaining to participation in sport, physical education and leisure by persons with impairments.

Hours: 56 hrs (3-1)

Credits: 3

KNES - LING

TG KNES 247 • Introduction to Wellness, Fitness & Nutrition

This course is designed to introduce students to the general concepts of wellness, fitness and nutrition. Topics include dimensions of wellness, nutrition and body composition, components of fitness, exercise prescription and physical activity. Laboratory experiences will provide students with an introduction to basic wellness activities that, in combination with lecture material, can be applied to individual needs and circumstances.

Hours: 70 hrs (3-2)

Credits: 4

TG KNES 250 • Introduction to the Administration of Sport and Physical Education Programs

Course provides you with the basic skills required to successfully administer a sport and/or Physical Education Program.

Hours: 56 hrs (3-1)

Credits: 3

TG KNES 255 • Biomechanics

Prerequisite: KNES 261 or BIOL 275 & BIOL 277

Corequisite: KNES 265 or permission of Dean

Recommended Background: PHYS 20 & MATH 30

A study of motion with applications to athletics. The principles of mechanical physics are also studied.

Hours: 70 hrs (3-2)

Credits: 4

TG KNES 260 • Introduction to Coaching

Coaching theory, incorporating components of the National Coaching Certification Program, is part of this course. This class has supplemental costs for certification requirements. Students will complete the National Coaching Certification Program (NCCP) Theory Part A & B upon successful completion of the course.

Hours: 42 hrs (3-0)

Credits: 3

TG KNES 261 • Human Anatomy

Topics for this course include: Systemic human anatomy, and a study of anatomical systems and their structural interrelationships - skeletal, artrodial, muscular, circulatory, digestive, respiratory, urogenital and neural.

Hours: 84 hrs (3-3)

Credits: 4

TG KNES 264 • History and Philosophies of Physical Education, Sports and Recreation

A study of the philosophies and the development of physical education, sport, recreation and athletics from ancient to modern times. The Canadian setting is emphasized.

Hours: 42 hrs (3-0)

Credits: 3

TG KNES 265 • Functional Anatomy

Prerequisite: KNES 261

Introduction to functional anatomy as it relates to human movement.

Hours: 70 hrs (3-2)

Credits: 4

Available On-Site and in a Distributed Learning Format

TG KNES 281 • Introduction to Movement Activities of Children and Youth

Introduction to the theory and practice of instruction in physical activity settings, instructional techniques are applied to a variety of activities and environments in order to enhance the development of instructional skills that can promote skill learning.

Hours: 56 hrs (2-2)

Credits: 3

TG KNES 290 • Growth and Development

Study of the sequential changes in physical growth and motor development with emphasis on individual differences.

Hours: 70 hrs (3-2)

Credits: 4

TG KNES 373 • Exercise Physiology

Prerequisite: PHSL 370 & PHSL 371

This course will provide an overview of acute physiological responses and chronic adaptations to exercise. Focus will be on the nervous, muscular, cardiovascular and respiratory systems as well as the effects of exercise and training on the human body as a whole.

Hours: 84 hrs (3-3)

Credits: 4

LING (Linguistics)

TG LING 201 • Introduction to Linguistics I

This course provides: A survey of basic linguistic concepts, including universals of language; articulatory phonetics and phonology of English and other languages; words and meaning; linguistic rules and the formation of sentences.

Hours: 42 hrs (3-0)

Credits: 3

TG LING 203 • Introduction to Linguistics II

Prerequisite: LING 201

This course focuses on language in historical and social contexts; writing systems; language change; language families and areas; elements of sociolinguistics/ psycho linguistics; and Canadian bilingualism.

Hours: 42 hrs (3-0)

Credits: 3

LING 1111 • The Nature of Language I

This course provides a survey of the field of theoretical linguistics: its content, techniques and objectives through the solution of problems from selected languages. Topics include articulatory phonetics and phonology; words and their meaning; and the formation of sentences. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both LING 201 and LING 1111.

Hours: 42 hrs (3-0)

Credits: 3

LING 1113 • The Nature of Language II

Prerequisite: LING 201 or LING 1111

This course provides a survey of the field of applied linguistics; its content, techniques and objectives. Topics include language in historical and social context; language change and variation; lan-

guage families; writing systems; language acquisition; and psycholinguistics. This course provides a survey of the field of theoretical linguistics: its content, techniques and objectives through the solution of problems from selected languages. Topics include articulatory phonetics and phonology; words and their meaning; and the formation of sentences. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both LING 203 and LING 1113.

Hours: 42 hrs (3-0)

Credits: 3

LSCM (Logistics and Supply Chain Management)



LSCM 3403 • Operations Management

Prerequisite: MGMT 284

This course is a survey of the decision processes in production and operations management, and the relationship to other business areas. Topics covered include forecasting, product and service design, capacity planning, waiting line models, facility location and layout, process selection, design of work systems, linear optimization, quality inspection and control, life cycle management, inventory management, aggregate planning, material requirements planning, project operations management, and operation scheduling. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both MGMT 440 and LSCM 3403.

Hours: 42 hrs (3-0)

Credits: 3

MAST (Master Student)

MAST 100 • Master Student

Corequisite: ENGL 010 or ENGL 013

This course focuses on the study skills necessary for success in the college environment. Topics include test-taking skills, time management, writing skills, and an introduction to resources available to promote academic success. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 39 hrs (3-0) 13 wks

Credits: 3

MATH (Mathematics)

MATH 007 • Developmental Math Skills

Prerequisite: Placement in the appropriate level is based on an assessment evaluation. In order to register in the course, you must have the approval of the instructor.

This course is designed to provide you with basic skills in arithmetic. Topics may include basic arithmetic operations, fractions, decimals, and an introduction to solving equations.

Hours: 84 hrs (6-0)

Credits: 4

MATH 008 • Fundamental Math Skills

Prerequisite: Placement in the appropriate level is based on an assessment evaluation. In order to register in the course, you must have the approval of the instructor.

This course is designed to give you a review of basic skills in arithmetic and extend the concepts learned in MATH 007. Topics may include basic arithmetic operations, fractions, decimals, solving equations, ratios, and percents.

Hours: 84 hrs (6-0)

Credits: 4

MATH 009 • Intermediate Math Skills

Prerequisite: Placement in the appropriate level is based on an assessment evaluation. In order to register in the course, you must have the approval of the instructor.

This course is designed to give you a review of basic skills in arithmetic and extend the concepts learned in MATH 008. Topics may include basic arithmetic operations, fractions, decimals, ratios, percent, measurement, geometry, real numbers and an introduction to algebra. Upon successful completion of MATH 009, you will be prepared to proceed to MATH 010R, MATH 010FN, or MATH 010.

Hours: 84 hrs (6-0)

Credits: 4

MATH 010 • Introductory Algebra

Prerequisite: 1) A grade of A or higher in MATH 009 or equivalent, OR 2) a grade of B or higher in MATH 010R

This course has the transfer equivalency of Alberta Education's MATH 10C and consists primarily of the topics in the MATH10C program. Topics include the real number system, linear equations and inequalities, linear systems and graphing, and polynomials. Rational expressions, radicals, quadratic equations, and trigonometry will be introduced.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

MATH 010FN • Introductory Math Foundations

Prerequisite: 1) A grade of A or higher in MATH 009 or equivalent, OR 2) Successful completion of MATH 010R or equivalent

This is the first course in the MATH 010FN/020FN/030FN sequence. Topics include a review of number skills, geometry and measurement, radicals, polynomials and factoring, coordinate geometry, and trigonometry.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

MATH 010R • Preparation for MATH 010/MATH 010FN

Prerequisite: Successful completion of MATH 009 or equivalent

This course provides you with the basic numerical and algebraic skills necessary to succeed in either MATH 010 or MATH 010FN. Topics include number concepts and operations, equations and inequalities, polynomials and factoring, coordinate geometry, and trigonometry.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

MATH

MATH 020 • Intermediate Math

Prerequisite: MATH 010 or equivalent

This course has the transfer equivalency of Alberta Educations MATH 20-1 and consists primarily of the topics in the MATH 20-1 program. Topics at this level include linear equations and inequalities, graphs and functions, linear systems, polynomials, rational expressions, radicals, exponents, and quadratics.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

MATH 020FN • Intermediate Math Foundations

Prerequisite: MATH 010FN or MATH 010 or equivalent

This is the second course in the MATH 010FN/020FN/030FN sequence. This course has the transfer equivalency of MATH 20-2 and consists primarily of the topics found in the MATH 20-2 program. The content covered includes a review of operations on real numbers, equations and inequalities, coordinate geometry, trigonometry, polynomials and factoring, and quadratic equations.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

MATH 030 • Algebra and Trigonometry

Prerequisite: MATH 020 or equivalent

This course has the transfer equivalency of MATH 30-1 and consists primarily of the topics found in the current MATH 30-1 program. The content includes a review of basic concepts and a study of some special functions and conic sections. The functions of special interest are polynomial, exponential, logarithmic and trigonometric.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

MATH 030FN • Senior Math Foundations

Prerequisite: MATH 020FN or MATH 020 or equivalent

This is the last course in the MATH 010FN/MATH 020FN/MATH 030FN sequence. This course has the transfer equivalency of MATH 30-2 and consists primarily of the topics found in the MATH 30-2 program. The content covered includes a review of basic algebra, equations and inequalities, rational expressions, polynomials and factoring, functions and graphing, logarithms and exponential functions, and probability.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

MATH 031 • Introduction to Calculus

Prerequisite: MATH 030 or equivalent

This course has the transfer equivalency of Alberta Education's Math 31 and consists primarily of the topics in the MATH 31 program. This course is designed to prepare you for courses such as MATH 202, MATH 203, MATH 221, and CHEM 201. Topics include a pre-calculus review, limits, differentiation, applications of differentiation, and an introduction to integration.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

TG MATH 145 • Algebra, Trigonometry, Calculus

You are required to take this course - preparation and introduction of calculus - as a student in the CADD or CADD Technical Illustration programs. Introductory topics include the review of products and factoring; algebraic fractions; exponents, radical functions and graphs; linear and quadratic equations; systems of equations; angles; trigonometry functions; solutions of right triangles; and graphs of trigonometric functions, sine and cosine laws. A calculus component will include an introduction to limits, tangent and secant lines, average and instantaneous rates of change; delta process, and differential of algebraic functions; product line rule; chain rule; implicit differentiation application; maxima and minima; related rates; integration of algebraic functions; u-substitution; area under curves; and use of tables' trapezoid rule.

Hours: 96 hrs (6-0) 16 wks

Credits: 4

MATH 150 • Technical Math

An introductory mathematics course for engineering technicians. Elementary algebra, geometry, and trigonometry will be introduced to prepare students to solve mathematical problems at a technician level. Students will learn and employ mathematical strategies such as models, geometric representations, formulas, algebraic equations, descriptive statistical methods and mathematical reasoning.

Hours: 56 hrs (4-0)

Credits: 3

TG MATH 160 • Mathematical Literacy for the 21st Century

Prerequisite: MATH 30-1 or MATH 30-2

Mathematics often comes to us as pre-packaged collections of abstract concepts, words, symbols, relations, and manipulations. Typically, individuals memorize "one-size-fits-some" algorithms but remain perplexed at how, when, or why these methods work. This course tracks the historical and conceptual foundations of mathematics with a view to understanding mathematics as a language and way of thinking and discovering its relevance to our world.

Hours: 56 hrs (3-1)

Credits: 3

TG MATH 202 • Elementary Calculus I

Prerequisite: MATH 30-1 or equivalent

A review of analytical geometry, functions and graphs. Differentiation and integration of polynomial, trigonometric, exponential and logarithmic functions; applications including curve sketching and optimization; and the fundamental theorem of calculus are featured.

Hours: 56 hrs (4-0)

Credits: 3

TG MATH 203 • Elementary Calculus I

Prerequisite: MATH 30-1 & MATH 31 or equivalents

Topics of this course include: A review of analytical geometry, functions and graphs; differentiation and integration of polynomial, trigonometric, exponential and logarithmic functions; applications including curve sketching and optimization; and the fundamental theorem of calculus. NOTE: Credit not given if credit for MATH 202 completed.

Hours: 42 hrs (3-0)

Credits: 3

TG MATH 204 • Elementary Calculus II

Prerequisite: MATH 202 or MATH 203

Topics of this course include the inverse trigonometric functions; techniques of integration; indeterminate forms and improper integrals; applications including areas and volumes; numerical integration; introduction to differential equations including separable equations; and linear first order and linear second order with constant coefficients.

Hours: 42 hrs (3-0)

Credits: 3

TG MATH 221 • Linear Algebra

Prerequisite: 1) a grade of 70% or higher in MATH 30-1, or, 2) a grade of 60% or higher in MATH 31, or, 3) MATH 202 or MATH 203 or AMAT 217.

Topics of this course include systems of equations and matrices, vector geometry in two and three dimensions, vectors in n-space, matrix algebra and determinants. Introduction to linear transformations; complex numbers, eigenvalues, eigenvectors; orthogonality; and applications in the physical science.

Hours: 56 hrs (4-0)

Credits: 3

TG MATH 271 • Discrete Mathematics

Prerequisite: MATH 221

This course features sets and relations; functions; induction; counting, recurrence and trees; symbolic logic; graphs; and applications.

Hours: 56 hrs (4-0)

Credits: 3

TG MATH 311 • Linear Methods II

Prerequisite: MATH 221

This course features: vector spaces and subspaces; linear independence; matrix representation of linear transformations; eigenvalues and eigenvectors; quadratic forms; inner products; and Gram-Schmidt orthogonalization. This course is available as a directed study course. For more information, consult the Dean of Science.

Hours: 56 hrs (3-1T)

Credits: 3

TG MATH 331 • Calculus and Linear Algebra

Prerequisite: MATH 204

A brief introduction to linear algebra, this course features calculus of functions of several variables and an introduction to vector analysis. NOTE: Credit is allowed for only one of MATH 331, MATH 353 or AMAT 309. This course is available as a directed study course. For more information, consult the Dean of Science

Hours: 56 hrs (3-1T)

Credits: 3

TG MATH 349 • Calculus III

Prerequisite: MATH 204 & MATH 221

This course features Taylor polynomials; infinite sequences and series; polar coordinates, parametric equations, and arc length; vector geometry; and differentiation of vector-valued functions. This course is available as an independent study course. For more information, consult the Dean of Science.

Hours: 42 hrs (3-0)

Credits: 3

MGMT (Management)

TG MGMT 161 • Management Theory

Focus of this course is on the management functions of planning, organizing, leading and controlling within the context of today's dynamic and changing world. Specific topics include strategic planning, decision making, organizational design, staffing, motivation, and ethics.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 193 • Business Problems Software Applications

This course is designed to challenge you to think critically and to find effective solutions to realistic business problems. You will use contemporary and integrated software applications including Microsoft Office as the tools to analyze business problems for decision making. NOTE: Students cannot receive credit for both MICO 193 and MGMT 193.

Hours: 70 hrs (0-5)

Credits: 4

MGMT 221 • Retail Management

Course features a study of merchandising methods, retail organization, retail planning and policies, pricing strategy, sale planning, stock control, purchases and profits, retail budgeting and control, retail advertising, display; store layout; site selection, and ration analysis as a planning and control tool. A project must be completed, which involves an operational analysis of a start-up retail operation.

Hours: 42 hrs (3-0)

Credits: 3

MGMT 230 • Management Principles for Power Engineers

Course focuses on three components of management for power engineers. The first component provides an overview of the general elements of management and touches on topics such as planning, decision-making, human resource management, and communications. The second component addresses the management of plant maintenance and covers topics such as preventative and corrective maintenance, scheduling, and plant budgeting. The last section focuses on the processes and management of plant safety.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 243 • Human Resource Management

This course examines a range of topics essential to effective management of human resources in today's organizations. Topics include job analysis, performance appraisal, employee selection, training, compensation, and labour relations.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 263 • Organizational Behaviour

A behavioural approach to the understanding of people who influence the workings of organizations. Topics of study include team dynamics, motivation, communication, leadership, decision-making, and organizational culture.

Hours: 42 hrs (3-0)

Credits: 3

MGMT

TG MGMT 267 • Leadership Development

Prerequisite: MGMT 161 or MGMT 263 & second year standing

Corequisite: MGMT 263

Introduction to leadership issues and focuses on developing knowledge and capacities that contribute to leadership success. This course assumes a personal level of interest in the subject: the purpose in learning about leaders and leadership is to enable you to become a better leader. The focus is not so much on leadership in terms of content, but more so about leadership processes and in developing your self-confidence and the skills necessary to lead. Topics include knowledge of leadership techniques and theories, teamwork, learning styles, values, personal needs, behavioral styles, individual and group conflict, and supportive communications.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 268 • Business Integration

Prerequisite: (ACCT 113 or ACCT 321) & MGMT 161 & second year standing

Business Integration is the study of general management. The general manager's primary responsibility is the direction and performance of an organization as a whole. The pervasive concept in the Business Integration course is that of strategy as a general management tool to guide the survival, growth and profitability of an enterprise. The case analysis approach is used extensively to uncover the social, political, and competitive environments faced by organizations in developing viable strategic choices.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 270 • The Entrepreneurial Experience

This highly experiential course develops an understanding of entrepreneurship and builds awareness of the experiences an entrepreneur will have in the real world. You will be exposed to industry entrepreneurs and participate in entrepreneurial competitions. A framework of entrepreneurial attitudes, behaviors and skills will be examined based on current entrepreneurial research and practices observed in industry. Entrepreneurial experiences are explored in developing and industrial nations, in new and existing companies and in non-profit settings. NOTE: Students cannot receive credit for both MGMT 270 and MGMT 215.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 284 • Business Statistics I

This course introduces descriptive and inferential statistical analysis while emphasizing thinking skills and computer literacy. Topics include descriptive statistics, probability theory, simple random samples, discrete and continuous random variables, the central limit theorem, confidence intervals and hypotheses testing. This course will emphasize the application of statistical analysis to business situations, the understanding of which will be further enhanced through exposure to current statistical computer software.

Hours: 56 hrs (4-0)

Credits: 3

TG MGMT 285 • Business Statistics II

Prerequisite: MGMT 284

This second level course in applied statistics examines inferential statistical analysis while emphasizing thinking skills and computer literacy. Topics include parametric and nonparametric hypothesis testing procedures. Simple and multiple regression analysis will also be examined and applied to business situations. The understanding of the course material will be further enhanced through exposure to both manual and computerized methods using current statistical computer software.

Hours: 56 hrs (4-0)

Credits: 3

TG MGMT 326 • Management Information Systems

Prerequisite: ACCT 113 or ACCT 321

This course focuses on the role of information technology in an organization and its application to business problems. Techniques for designing, implementing and managing information systems are presented. Topics covered include hardware and software, file management, database organization, networking and telecommunications, systems development and design, flowcharting, system security, backup and recovery, and artificial intelligence.

NOTE: Students cannot receive credit for both MGMT 326 and MGMT 3265.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 330 • Global Business Environment

An introduction to the field of international business: national economic, political and cultural differences; the issues surrounding globalization; the role of international institutions in facilitating international trade; international trade agreements; the international monetary system; current international business trends and developments. The course will stress Canada's place in the global economy and the challenges Canadian businesses face in doing international business.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 395 • Business Law

An analysis of the legal framework of law that establishes the basis for rules of conduct among business people and that influences business policy, this course seeks to develop insight into the functions of the law as a system of social thought and economic development. Course deals with the importance and role of law in society, the legal system of Canada, private property and contract, and legal attitudes toward business. Torts, contract, and law of negotiable instruments are emphasized.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 440 • Operations Management

Prerequisite: MGMT 284

This course is a survey of the decision processes in production and operations management, and the relationship to other business areas. Topics covered include forecasting, product and service design, capacity planning, waiting line models, facility location and layout, process selection, design of work systems, linear optimization, quality inspection and control, life cycle man-

agement, inventory management, aggregate planning, material requirements planning, project operations management, and operation scheduling.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 443 • Business Plan Development

Prerequisite: ACCT 215 & (MGMT 161 or MGMT 270) & MKTG 171

You will be able to prepare and present a solid business plan for new or existing enterprise. Areas covered will include identifying and assessing opportunities, developing a winning strategy, identifying resource requirements and selling the plan to financing sources.

Hours: 42 hrs (3-0)

Credits: 3

TG MGMT 533 • Strategic Management

Prerequisite: ACCT 215 & FINA 255 & MGMT 243 & MGMT 263 & MKTG 171

Prerequisite or Corequisite: MGMT 440

This capstone course develops the conceptual and applied skills associated with analyzing a competitive situation from a general management point of view. It addresses issues affecting the fundamental direction of the firm, considers the formulation and implementation of strategy, focuses on the extent to which different aspects of the firm fit with key environmental forces, and discusses the organization's ability to leverage its unique core competencies. The course views the organization holistically and, as such, goes beyond the mere integration of specific organizational functions.

Hours: 42 hrs (3-0)

Credits: 3



MGMT 3265 • Management Information Systems

Prerequisite: ACCT 113 or ACCT 321

This course focuses on the role of information technology in an organization and its application to business problems. Techniques for designing, implementing and managing information systems are presented. Topics covered include hardware and software, file management, database organization, networking and telecommunications, systems development and design, flowcharting, system security, backup and recovery, and artificial intelligence. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

NOTE: Students cannot receive credit for MGMT 326 and MGMT 3265.

Hours: 42 hrs (3-0)

Credits: 3



MGMT 4431 • Leadership Development

Prerequisite: MGMT 161 or MGMT 263

Corequisite: MGMT 263

Introduction to leadership issues and focuses on developing knowledge and capacities that contribute to leadership success. This course assumes a personal level of interest in the subject: the purpose in learning about leaders and leadership is to enable you to become a better leader. The focus is not so much on leadership in terms of content, but more so about leadership processes and in developing your self-confidence and the skills necessary to lead. Topics include knowledge of leadership techniques and theories,

teamwork, learning styles, values, personal needs, behavioral styles, individual and group conflict, and supportive communications. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

NOTE: Students cannot receive credit for both MGMT 267 and MGMT 4431.

Hours: 42 hrs (3-0)

Credits: 3



MGMT 5333 • Strategic Management

Prerequisite: ACCT 215 or ACCT 3224 & FINA 255 & MGMT 243 & MGMT 263 & MKTG 171

Prerequisite or Corequisite: MGMT 440 or LSCM 3403

This capstone course develops the conceptual and applied skills associated with analyzing a competitive situation from a general management point of view. It addresses issues affecting the fundamental direction of the firm, considers the formulation and implementation of strategy, focuses on the extent to which different aspects of the firm fit with key environmental forces, and discusses the organization's ability to leverage its unique core competencies. The course views the organization holistically and, as such, goes beyond the mere integration of specific organizational functions. *Third and Fourth years of the BBA program are Mt. Royal University courses. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both MGMT 533 and MGMT 5333.*

Hours: 42 hrs (3-0)

Credits: 3

MICO (Microcomputers)

TG MICO 191 • Introduction to Microcomputers

This course provides an overview of commercial business software packages, with emphasis on word-processing, spreadsheet, database, and presentation software. An introduction to the Internet is also included. It is recommended that if you are registering in MICO 191 you have a minimum keyboarding speed of 20 wpm.

Hours: 42 hrs (3-0)

Credits: 3

Available On-Site and in a Distributed Learning Format

MKTG (Marketing)

TG MKTG 171 • Marketing

Introductory look at the concepts and activities involved in the marketing of goods and services. Central to the course is understanding the marketing mix variables of product, pricing, promotion, and distribution. Other topics include consumer behavior, marketing research, and the strategic marketing process.

Hours: 42 hrs (3-0)

Credits: 3

MKTG

TG MKTG 206 • Advertising and Promotions

Prerequisite: MKTG 171 or 3rd year standing in Visual Communications Program

Introduction to the fast changing field of advertising and promotion. While advertising is a primary focus of the course, it is but one element of a larger integrated marketing communications perspective. Course content includes the role of advertising and promotion in marketing, communication theories and models of how consumers respond to advertising, creative strategy, media planning, and promotional tools including sales promotion, publicity, and direct marketing.

Hours: 42 hrs (3-0)

Credits: 3

TG MKTG 208 • Professional Selling Skills

This course is designed to provide the fundamental knowledge of the principles and skills required by today's salesperson. Lectures on such subjects as qualifying prospects, making forceful sales presentations, and building long term relationships with clients will be supplemented by case studies, class discussions, and student sales presentations.

Hours: 42 hrs (3-0)

Credits: 3

TG MKTG 271 • Consumer Behaviour

Prerequisite: MKTG 171

Developed to follow MKTG 171, this course concentrates on the area of consumer marketing as follows: Market classification, the Canadian market, customer analysis, marketing management and consumer preparation, attitudes, and reaction.

Hours: 42 hrs (3-0)

Credits: 3

TG MKTG 272 • Marketing Research

Prerequisite: MGMT 284 & MKTG 171

A study of the methodology of problem definition, data collection, analysis of data, and presentation of results for problems in the area of marketing. Research methods that can be utilized in all functions of business are outlined, with an emphasis on the marketing function. Specific areas of marketing research (including product research and advertising research) are discussed.

Hours: 42 hrs (3-0)

Credits: 3

TG MKTG 280 • International Business and Culture

Prerequisite: MKTG 171 or permission of the Dean

Designed to provide specific knowledge about particular countries, this course presents an opportunity for an international experience, including the study of the business culture, competitive opportunities and challenges in these locations. Fee approximately \$4500 (dependant on destination).

Hours: 70 hrs (17.5 - 0) 4 wks

Credits: 4

TG MKTG 315 • Science of Persuasion

Prerequisite: MKTG 171

Marketing ultimately hinges on the ability to comprehend human motivation in order to understand the attitudes and behaviours of people and organizations. In this course, students investigate the theory and practice of persuasion, learning to use these concepts to develop persuasive and compelling stories in visual, verbal and

written formats. NOTE: Students cannot receive credit for both MKTG 315 and MKTG 3150.

Hours: 42 hrs (3-0)

Credits: 3

TG MKTG 325 • Evidence-Based Marketing

Prerequisite: MKTG 171

This course explores the goals of evidence-based marketing and essential methodologies used to gain insight. Students will have the opportunity to learn how to support effective marketing decisions through focused marketing research and analysis. A key outcome of this course is the initial development of a student's marketing portfolio. NOTE: Students cannot receive credit for both MKTG 325 or MKTG 3258.

Hours: 42 hrs (3-0)

Credits: 3

TG MKTG 345 • Managing Marketing Relationships

Prerequisite: MKTG 325

Business success depends on relationships with diverse groups of people, including customers, employees, shareholders, suppliers, distribution partners, communities and regulators. In this course students will learn to identify, evaluate and prioritize these relationships. This will include areas of study such as social exchange theory, market segmentation and network analysis.

NOTE: Students cannot receive credit for both MKTG 345 and MKTG 3458.

Hours: 42 hrs (3-0)

Credits: 3

TG MKTG 355 • Creating Brand Intelligence

Prerequisite: MKTG 315 or MKTG 171 or 3rd year standing in the Visual Communications Program

Meaningful marketing campaigns are developed through a trans-disciplinary, rigorous, and creatively-driven process. In this course, students are immersed in the deconstruction, critique and reconstruction of the creative and emotional potential of existing marketing assets.

Using Brand Intelligence tools and techniques, student then reframe, redesign, rewrite and develop new narrative elements for extraordinary advertising and promotion campaigns.

NOTE: Students cannot receive credit for both MKTG 355 and MKTG 3550.

Hours: 42 hrs (3-0)

Credits: 3

MKTG 3150 • Science of Persuasion

Prerequisite: MKTG 171

Marketing ultimately hinges on the ability to comprehend human motivation in order to understand the attitudes and behaviours of people and organizations. In this course, students investigate the theory and practice of persuasion, learning to use these concepts to develop persuasive and compelling stories in visual, verbal and written formats. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College but pay MRU fees.* NOTE: Students cannot receive credit for both MKTG 315 and MKTG 3150.

Hours: 42 hrs (3-0)

Credits: 3



MKTG 3258 • Evidence-Based Marketing

Prerequisite: MKTG 171

This course explores the goals of evidence-based marketing and essential methodologies used to gain insight. Students will have the opportunity to learn how to support effective marketing decisions through focused marketing research and analysis. A key outcome of this course is the initial development of a student's marketing portfolio. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College but pay MRU fees.* NOTE: Students cannot receive credit for both MKTG 325 and MKTG 3258.

Hours: 42 hrs (3-0)

Credits: 3



MKTG 3458 • Managing Marketing Relationships

Prerequisite: MKTG 325 or MKTG 3258

Business success depends on relationships with diverse groups of people, including customers, employees, shareholders, suppliers, distribution partners, communities and regulators. In this course students will learn to identify, evaluate and prioritize these relationships. This will include areas of study such as social exchange theory, market segmentation and network analysis. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College but pay MRU fees.* NOTE: Students cannot receive credit for both MKTG 345 and MKTG 3458.

Hours: 42 hrs (3-0)

Credits: 3



MKTG 3550 • Creating Brand Intelligence

Prerequisite: MKTG 315 or MKTG 3150

Meaningful marketing campaigns are developed through a trans-disciplinary, rigorous, and creatively-driven process. In this course, students are immersed in the deconstruction, critique and reconstruction of the creative and emotional potential of existing marketing assets.

Using Brand Intelligence tools and techniques, student then reframe, redesign, rewrite and develop new narrative elements for extraordinary advertising and promotion campaigns.

This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College but pay MRU fees. NOTE: Students cannot receive credit for both MKTG 355 and MKTG 3550.

Hours: 42 hrs (3-0)

Credits: 3

MUHL (Music History and Literature)

TG MUHL 209 • Music Past and Present

Directed listening to and study of important music of the past and present. Course is intended for non-majors.

Hours: 42 hrs (3-0)

Credits: 3

TG MUHL 211 • Music and the Humanities

Study of the interrelationship of music and the humanities in a broad cultural and historical framework. Course is intended for non-majors.

Hours: 42 hrs (3-0)

Credits: 3

MUPF (Music Performance)

TG MUPF 201 • Chamber Choir I

Prerequisite: Successful audition

Performance experience in the Chamber Choir.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG MUPF 202 • Chamber Choir I

Prerequisite: Successful audition

Performance experience in the Chamber Choir.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG MUPF 215 • Orchestra

Prerequisite: Successful audition

Performance experience in the Orchestra.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG MUPF 216 • Orchestra

Prerequisite: Successful audition

Performance experience in the Orchestra

Hours: 42 hrs (0-3A)

Credits: 1.5

NETW (Networking)

NETW 200 • Cisco Networking

Prerequisite: ITEC 170

This course will provide an introduction to Cisco based networking including Cisco devices and their configuration. You will learn how to configure a router, manage routing tables and configure various routing protocols.

Hours: 84 hrs (2-4)

Credits: 4

NETW 220 • Microsoft Server Technologies

Prerequisite: ITEC 170

This course teaches the implementation, deployment and support of current Microsoft client and server network operating systems. Topics include planning and implementation of Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Routing in an Active Directory environment. The course will examine in detail, the TCP/IP protocol stack including the use of variable length subnet masks as well as an introduction to IPv6. Various Microsoft implementations of Network Address Translation (NAT) will also be examined.

Hours: 84 hrs (2-4)

Credits: 4

NETW 222 • Advanced Microsoft Server Technologies

Prerequisite: NETW 220

Advanced server management topics will include Windows Server Update Services (WSUS), performance monitoring and auditing, and remote access methods, including Virtual Private Networks (VPNs). You will learn the advanced configuration of network infrastructure services such as DNS, DHCP and group policy.

Hours: 84 hrs (2-4)

Credits: 4

NETW - OPTA

TG NETW 290 • Network Administration

Prerequisite: ITEC 170

Focusing on account and resource management in a Windows Server environment, this course covers topics such as appropriate and efficient creation and management of users, computers, groups and organizational units in Active Directory Domains. Students will learn how to effectively control access and permissions on the files, folders and printers, and configure group policy for network management and security.

Hours: 84 hrs (2-4)

Credits: 4

NUTR (Nutrition)

TG NUTR 200 • Introduction to Nutrition

An introductory course designed to provide students with a basic understanding of the role of nutrition in health, disease & fitness. The course will cover both fundamental nutrition principles and practical applications. Current topics in the field will be examined critically. The overall goal of this course is to gain an understanding of individual nutrition needs as well as those of specialized populations.

Hours: 42 hrs (3-0)

Credits: 3

OCTA (Occupational Therapist Assistant)

OCTA 215 • OTA Therapeutic Processes I

Prerequisite: A minimum of a C grade in OPTA 212

This course introduces you to occupational therapy and the advanced skills required of an occupational therapist assistant (OTA). Topics include but may not be limited to those that help you gain an understanding of the components and interventions related to the physical, cognitive and affective/psychosocial elements of the person, as well as the occupation of self-care.

Hours: 84 hrs (3-3)

Credits: 4

Available On-Site and in a Distributed Learning Format

OCTA 216 • OTA Therapeutic Processes II

Prerequisite: A minimum of a C grade in OPTA 212

This course increases the knowledge and advanced skills required of an occupational therapist assistant (OTA). The components and interventions related to the occupations of productivity and play & leisure are addressed. Topics include but may not be limited to assistive technology, joint protection and energy conservation, splinting and wheelchairs.

Hours: 84 hrs (3-3)

Credits: 4

Available On-Site and in a Distributed Learning Format

OCTA 217 • OTA Therapeutic Processes III

Prerequisite: A minimum of a C grade in OCTA 215 &

OCTA 216 & PHTA 215 & PHTA 216 & TAPC 210

A fieldwork placement of five weeks under the supervision of an Occupational Therapist allows you to use the skills and knowledge learned in the educational program. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 175 hrs (0-35P) 5 wks

Credits: 4

Available On-Site and in a Distributed Learning Format

OMGT (Office Management)

OMGT 235 • Work Experience III

Prerequisite: A minimum of a C grade in APRO 190 and acceptance into the Administrative Office Management Diploma program.

For your work experience, you will work in an office setting applying the skills you have acquired in the first year of your diploma program.

Hours: 42 hrs (0-3P)

Credits: 1.5

OMGT 237 • Work Experience IV

Prerequisite: A minimum of a C grade in OMGT 235 and acceptance into the Administrative Office Management Diploma program.

For your work experience, you will work in an office setting applying the skills you have acquired from the Administrative Office Management Diploma program.

Hours: 42 hrs (0-3P)

Credits: 1.5

OPTA (Occupational/Physical Therapist Assistant)

OPTA 212 • Principles and Techniques of Client Contact

Prerequisite: A minimum of a C grade in KNES 265 & TAPC 111 & TAPC 112 & TAPC 113

This course will assist OTA/PTA students to gain knowledge of and practice in performing fundamental interventions used by therapist assistants working with clients in rehabilitation settings. Topics include but are not limited to bed mobility, lifting, transferring, use of ambulation devices and wheelchairs, and the use/application of heat and cold.

Hours: 60 hrs (3-1.5)

Credits: 3

Available On-Site and in a Distributed Learning Format

OPTA 217 • OTA/PTA Therapeutic Processes IV

Prerequisite: A minimum of a C grade in OCTA 215 & OCTA 216 & PHTA 215 & PHTA 216 & TAPC 210

A fieldwork placement of five weeks under the supervision of an Occupational Therapist and/or Physical Therapist allows you an opportunity to further your working knowledge of therapeutic processes taught in the academic program. This clinical placement focuses on a different caseload than that of previous fieldwork. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 175 hrs (0-35P) 5 wks

Credits: 4

Available On-Site and in a Distributed Learning Format

OPTA 218 • Career Preparation for the OTA/PTA

Prerequisite: A minimum of a C grade in OCTA 215 & OCTA 216 & PHTA 215 & PHTA 216 & TAPC 210

Corequisite: OCTA 217 or OPTA 217 or PHTA 217

This online course provides the employment-seeking knowledge and skills necessary to enter the workplace as an OTA/PTA, including the job search, application and interview process. This

course should be completed concurrently with a fieldwork course.

Hours: 14 hrs (1-0)

Credits: 1

Available in a Distributed Learning Format Only

PARA (Paramedic)

PARA 100 • Foundations of Paramedic Practice I

Introduction to the EMS system, its origins, and provincial, national, and international structure and organization. Emphasis is placed on developing understanding of the roles of various levels of practitioners. Medical terminology is introduced as well as concepts related to legal and ethical issues inherent in the EMS system. Professional responsibilities of the contemporary EMS practitioner are also considered.

Hours: 42 hrs (3-0)

Credits: 3

PARA 115 • Professional Communications for Paramedics

Prerequisite: BIOL 275 & IDST 100 & PARA 100

This course is focused on enhancing the written and oral communications for those entering the paramedic profession. There will be an emphasis on medical terminology, academic and professional writing (e.g. patient care reports) and case presentations.

Hours: 42 hrs (3-0)

Credits: 3

PARA 120 • Foundations of Paramedic Practice II

Prerequisite: BIOL 275 & IDST 100 & PARA 100

This course provides an introduction to the concepts and skills in peripheral intravenous insertion, fluid administration, introductory pharmacology and medication administration, cardiac monitoring, and ECG interpretation. Scene safety, triage, mass casualty response, communication systems, and transport techniques are also presented. Documentation, record management, and infection control procedures are also discussed.

Hours: 98 hrs (3-4)

Credits: 4

TG PARA 125 • Assessment and Diagnostics

Prerequisite: BIOL 275 & IDST 100 & PARA 100

This course provides an introduction to a systems based approach to gathering comprehensive health data from patients. The focus is on the development of skills for effective interview, examination, and evaluation techniques and on integration of assessment finding into treatment plans for patients experiencing medical and traumatic events.

Hours: 84 hrs (3-3)

Credits: 4

PARA 130 • Introductions to Paramedic Management of Emergency Situations

Prerequisite: BIOL 275 & IDST 100 & PARA 100

Focus of this course is the acquisition of knowledge and problem-solving skills essential for the care of various patient populations: scene assessment, patient management, and basic life support.

Hours: 112 hrs (4-4)

Credits: 4

PARA 145 • Introduction to Primary Care Practice

Prerequisite: BIOL 277 & IDST 100 & PARA 120 & PARA 125 & PARA 130

In this course, you are placed in various rural and urban

clinical settings. Your focus is on the consolidation of previous learning and on development of critical skills necessary to function effectively as a health care provider. Physical assessment, history taking, and interventions are stressed. Graded On a CR (Pass)/NC (Fail) basis. NOTE: If you have an EMT-A/PCP certification from a CMA accredited program you may apply for transfer credit for this course. NOTE: You are required to present registration with ACP at the EMR level prior to practicum.

Hours: 56 hrs (0-28C) 2 wks

Credits: 3

PARA 150 • Primary Care Practice

Prerequisite: BIOL 277 & IDST 100 & PARA 120 & PARA 125 & PARA 130

Corequisite: PARA 145

Under the supervision of an EMS provider, you refine and expand your cognitive and practical skills. In addition, you serve as team leader for a variety of calls. Graded on a CR (Pass)/NC (Fail) basis. NOTE: If you are from a CMA accredited program you must present proof of current employment as an EMT/PCP to apply for transfer credit. NOTE: You are required to present registration with the ACP at the EMR level prior to practicum.

Hours: 200 hrs (0-25P) 8 wks

Credits: 4.5

PARA 200 • Introduction to Advanced Care

Prerequisite: PARA 145 & PARA 150

Course enhances and builds upon existing theoretical base and on assessment and psychomotor skills to increase your depth of assessment, treatment, and communication skills.

Hours: 84 hrs (3-3)

Credits: 4

PARA 205 • Mental Health for First Responders

Prerequisite: PARA 100

This course will provide an overview of mental illness, the symptoms of the mental illnesses often presented in emergency services, and strategies for responding to with people who are experiencing symptoms of mental illnesses. The course will also provide information on work related stress, work place trauma, and self-care.

Hours: 42 hrs (3-0)

Credits: 3

PARA 210 • Advanced Critical Care Practice

Prerequisite: PARA 230 & PARA 240

Focus of course is on continued synthesis of knowledge and skills in relation to patients experiencing chronic and acute alterations in health status. Experience occurs in a variety of clinical settings and under the direct supervision of appropriate practitioners and educators. NOTE: You are required to present registration with the ACP certification at the EMT or PCP level prior to practicum. Graded On a CR (Pass)/NC (Fail) basis.

Hours: 182 hrs (0-13C)

Credits: 7.5

PARA 215 • Pharmacology for the Prehospital Professional

Prerequisite: PARA 150 or permission of the Dean

The focus of this course is a holistic approach to pharmacology. The course is designed to enhance critical thinking between the relationship of disease process and pharmacological management.

Hours: 42 hrs (3-0)

Credits: 3

PARA

PARA 220 • Paramedic Management of Trauma and Environmental Conditions

Prerequisite: PARA 145 & PARA 150

Focus of course is quick identification and treatment of life-threatening conditions, including recognition and evaluation of the mechanism of injury, performance of critical interventions, and rapid stabilization and transport.

Hours: 77 hrs (2.5-3)

Credits: 4

PARA 230 • Skills and Practice in Patient Modalities

Prerequisite: PARA 200 & PARA 215 & PARA 220 & PHSL 200

Focus of course is the advanced skills required for patient management in medical and trauma situations. Experience will occur in lab and clinical settings. Integration and enhancement of advanced patient assessments, diagnostics, and interventions are assessed.

Hours: 84 hrs (3-3)

Credits: 4

PARA 240 • Management of Special Population Groups

Prerequisite: PARA 200 & PARA 215 & PARA 220 & PHSL 200

Focus of this course is on development of knowledge, skills, and judgment to successfully care for patients experiencing unique health care challenges and is facilitated through lab and clinical experiences. Key concepts regarding pediatric, geriatric, obstetric, psychiatric, and other special need populations are presented.

Hours: 84 hrs (3-3)

Credits: 4

PARA 300 • Advanced Care Paramedic Practice I

Prerequisite: PARA 210

You begin to integrate ALS knowledge and skills into the delivery of patient care, under the direct supervision of a practicing paramedic. Emphasis is placed on the management of a variety of emergency calls. NOTE: You must show proof of EMT-A or PCP registration with the Alberta College of Paramedics prior to beginning the course. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 500 hrs (0-36P)

Credits: 10.5

PARA 305 • Advanced Paramedic Care

Corequisite: PARA 300

Focus of this course is the management of the critically ill and injured patient. Learning concentrates on advanced cardiac life support (ACLS) techniques as well as care of the critically ill and injured pediatric patient (PALS). Management of the aeromedical patient and trauma patients, are also studied. NOTE: PALS, ACLS, ITLS & NRP certifications will be granted upon successful completion of this course.

Hours: 60 hrs (30-0) 2 wks

Credits: 3

PARA 310 • Advanced Care Paramedic Practice II

Prerequisite: PARA 305

Continue to expand on the cognitive and practical skills required of the professional paramedic, under the direct supervision of a practicing paramedic. Graded on a CR (Pass)/NC (Fail) basis. NOTE: You may opt to exit with a diploma upon successful completion of this course. NOTE: You are required to present registration with the ACP certification at the EMT or PCP level prior to practicum.

Hours: 500 hrs (0-36P)

Credits: 10.5

PARA 452 • EMS and the Canadian Health System

Prerequisite: Paramedic (ACP) Diploma or Certificate

This distance delivery course will introduce you to the history and development of the Canadian Health Care system. In addition, the course will extend your current understanding of health delivery systems and categories. It will also build on your present understanding of the recipients and providers of care.

Hours: 39 hrs (3-0) 13 wks

Credits: 3

Available in Distributed Learning Format Only

PARA 453 • Community Focused Theory

Prerequisite: Paramedic (ACP) Diploma or Certificate

This course explores the concepts and models related to the focus of community as client - with an emphasis on dimensions of community and population health, health promotion perspectives, team building and partnerships, community assessment, planning and evaluation approaches, and intervention strategies. (You should be aware that this course is equivalent to NURS 453).

Hours: 52 hrs (4-0) 13 wks

Credits: 3

Available in Distributed Learning Format Only

PARA 454 • Leadership in Health Care

Prerequisite: Paramedic (ACP) Diploma or Certificate.

Focus on professional and interpersonal relationships with an emphasis on leadership, interdisciplinary collaboration, and the management of EMS at the micro and macro levels.

Hours: 42 hrs (3-0)

Credits: 3

Available in Distributed Learning Format Only

PARA 455 • Research

Prerequisite: Paramedic (ACP) Diploma or Certificate

Completion of a statistics course is highly recommended.

Introduction to quantitative and qualitative research methods appropriate to health care, with an emphasis on the critique of studies for their application to practice.

Hours: 39 hrs (3-0) 13 wks

Credits: 3

Available in Distributed Learning Format Only

PARA 470 • Paramedic Work Term I

Prerequisite: PARA 452 & PARA 453 & PARA 454 & PARA 455 or permission of the Program Coordinator

This field study course will focus on a project that will apply and integrate knowledge from the prerequisite courses. The student will design the project which must be approved by the assigned instructor. The project must also meet the relevance and collaborative expectations of the student's employer. Results of the project are submitted to the instructor and the work term employer. Graded on a CR (Pass)/NC (Fail) basis. Total tuition for this course is \$760.90

Hours: 4 mths (0-35P)

Credits: 15

Available in Distributed Learning Format Only

PARA 480 • Paramedic Work Term II

Prerequisite: PARA 470 & MGMT 243 & PHIL 313 & STAT 333

This field study course provides you further opportunity to apply concepts to the EMS industry. The work term is designed to allow

you to develop and apply a project in leadership, education, or community health. The topic or focus is determined by the student in collaboration with the assigned instructor. The project must be approved by the student's employer. The results of the project are submitted to the instructor and the work term employer. Graded on a CR (Pass)/NC (Fail) basis. Total tuition for this course is \$760.90
Hours: 4 mths (0-35P)

Credits: 15

Available in Distributed Learning Format Only

PEAC (Physical Activity Class)

TG PEAC 200 • Aquatics

Development of basic swimming strokes and aquatic skills equivalent to Red Cross Senior (white) level, this course is not intended for non-swimmers.

Hours: 42 hrs (0-3A)

Credits: 1.5

PEAC 210 • Strength Training

Course provides the acquisition of basic skills and the understanding of principles that apply to resistance training.

Hours: 42 hrs (1-2)

Credits: 3

TG PEAC 211 • Basketball

Focus of course is the acquisition of basic skills and fundamentals of team play.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG PEAC 218 • Soccer

Focus of course is the acquisition of basic skills and fundamentals of team play.

Hours: 42 hrs (0-3A)

Credits: 1.5

PEAC 228 • Cardiovascular Training

Course provides an opportunity to improve your levels of cardiovascular fitness through a variety of training methods. Theory is combined with activity, giving you an information base with which you are able to develop personalized training programs. You are expected to train both during and outside of the normally scheduled class time.

Hours: 42 hrs (1-2)

Credits: 3

TG PEAC 231 • Badminton

Focus of course is the development of introductory skills, strategies, and techniques.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG PEAC 233 • Racquetball and Squash

Focus of course is the acquisition of basic skills and understanding of game strategies.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG PEAC 235 • Tennis

Focus of course is the development of introductory skills, strategies, and techniques.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG PEAC 237 • Volleyball

Focus of course is the acquisition of basic skills and the understanding of team play.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG PEAC 245 • Golf

Focus of course is the acquisition of skills in the basic shots of golf and instruction in the rules, and etiquette of the game. You must provide your own equipment. NOTE: \$45.00 is charged to cover the costs of green and range fees.

Hours: 42 hrs (0-3A)

Credits: 1.5

TG PEAC 256 • Yoga for Beginners

This course is designed to introduce students to fundamental yoga postures while developing a basic appreciation of yoga theory as it pertains to health and wellness.

Hours: 42 hrs (0-3A)

Credits: 1.5

PEAC 266 • Power Skating

Focus of course is the acquisition of skills in the basic elements of skating. You must provide your own skates, helmets, and sticks.

Hours: 42 hrs (0-3A)

Credits: 1.5

PEAC 270 • Track and Field

Focus of course is the development of basic skills and fundamentals in competitive track and field events.

Hours: 42 hrs (0-3A)

Credits: 1.5

PECA (Pre-Employment Carpenter)

PECA 001 • Pre-Employment Carpenter

Graded on a CR (Pass)/NC (Fail) basis.

Hours: 360 hrs 12 wks

PEEL (Pre-Employment Electrical)

PEEL 001 • Pre-Employment Electrical

Graded on a CR (Pass)/NC (Fail) basis.

Hours: 360 hrs 12 wks

PEPL (Pre-Employment Plumbing)

PEPL 001 • Pre-Employment Plumbing

Graded on a CR (Pass)/NC (Fail) basis.

Hours: 360 hrs 12 wks

PEWE (Pre-Employment Welding)

PEWE 001 • Pre-Employment Welding

Graded on a CR (Pass)/NC (Fail) basis.

Hours: 360 hrs 12 wks

PHIL

PHIL (Philosophy)

TG PHIL 201 • Problems of Philosophy

Introduction to philosophy through the discussion of selected topics such as skepticism, perception, personal identity, free will and determinism, and God.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 249 • Morality, Virtue, and Society

This course provides a first enquiry into the nature and justification of moral standards.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 275 • Reason and Argument

An introduction to deductive and inductive techniques used in appraising arguments, this course contains some elementary formal logic, but its main focus will be on analyzing arguments as they occur in everyday life and ordinary language. An alternative to PHIL 279. NOTE: Not open to students with credit in PHIL 279.

Hours: 56 hrs (3-1T)

Credits: 3

TG PHIL 279 • Logic I

Sentential and first-order logic from both deductive and semantic points of view, and some elementary metatheorems are studied in this course.

Hours: 56 hrs (3-1T)

Credits: 3

TG PHIL 313 • Bioethics

A critical and analytical examination of ethical and legal problems arising in and about health care. Issues to be considered may include euthanasia, abortion, the conditions for withdrawal of treatment, the physician-patient relationship, research on human subjects, and genetic engineering. The course emphasizes the practical applications of ethical and legal theory. NOTE: Students cannot receive credit for both PHIL 313 and PHIL 2223.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 319 • Philosophy of Law

This course is an investigation of philosophical accounts of the nature of law and legal systems, intended if you are interested in any facet of the legal system. Acquaints you with central concepts, issues, and themes in jurisprudence, such as descriptive theories of law and the relations between law and morality. NOTE: Students cannot receive credit for both PHIL 319 and PHIL 2219.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 321 • Metaphysics

Prerequisite: Any 200-level university transfer course

An examination of such topics as categories, existence, persons, space, time, and necessity.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 330 • Professional Ethics

Introduction to the ethical and conceptual issues which are

inherent in the practice of professions. Questions such as, what does it mean to identify oneself as a 'professional', what special character issues arise for people engaged in professional practice, is there a difference between the moral issues one might face as a professional as opposed to the other roles one fills, are there special moral issues with respect to practice in multicultural settings, and how are the interests of the practitioner, client, and community related, will form the core of the course's inquiry.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 347 • Contemporary Moral Problems

A critical and analytic examination of some current moral issues is studied in this course. Topics investigated may include authority, religion in society, suicide, sexual morality, abortion, and the legal enforcement of morality, justice.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 353 • Social and Political Philosophy

Prerequisite: Any 200-level university transfer course

In this course some of the fundamental issues in social and political thought are studied. Issues to be studied may include rights, justice, authority, equality, freedom, democracy, property, liberalism, the family, and communitarianism.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 363 • Epistemology

Prerequisite: Any 200-level university transfer course

A study of some of the central problems in theory of knowledge and belief, empirical (perceptual and inductive) knowledge, a priori knowledge, appearance and reality, truth and skepticism.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 367 • Philosophy of Science

This course provides an understanding of some of the fundamental principles of scientific enquiry. Topics include scientific explanation, theory, prediction, and confirmation. (Open to students in any discipline.)

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 383 • Philosophy of Mind

Prerequisite: Any 200-level course in PHIL or permission of the Dean

This course is a philosophical study of topics such as thought, emotions, action and the will, mind-body identity, personal identity, and theories about the nature of mind.

Hours: 42 hrs (3-0)

Credits: 3

TG PHIL 399 • Topics in Philosophy

Prerequisite: Any 200-level course in PHIL or permission of the Dean

This course is a detailed examination of a topic or tradition in Anglo-American philosophy. In years when the course is being offered a detailed course outline giving the topic or tradition to be discussed will be available. This course may be repeated for credit.

Hours: 42 hrs (3-0)

Credits: 3



PHIL 1149 • Philosophy: Values and Ethics

This course provides an introduction to philosophy through a first enquiry into the nature and justification of moral standards. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both PHIL 249 and PHIL 1149.

Hours: 42 hrs (3-0)

Credits: 3



PHIL 2219 • Philosophy of Law

This course is an investigation of philosophical accounts of the nature of law and legal systems, intended if you are interested in any facet of the legal system. Acquaints you with central concepts, issues, and themes in jurisprudence, such as descriptive theories of law and the relations between law and morality. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE:

Students cannot receive credit for both PHIL 319 and PHIL 2219.

Hours: 42 hrs (3-0)

Credits: 3



PHIL 2223 • Bioethics

A critical and analytical examination of ethical and legal problems arising in and about health care. Issues to be considered may include euthanasia, abortion, the conditions for withdrawal of treatment, the physician-patient relationship, research on human subjects, and genetic engineering. The course emphasizes the practical applications of ethical and legal theory. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both PHIL 313 and PHIL 2223.

NOTE: Students cannot receive credit for both PHIL 313 and PHIL 2223.

Hours: 42 hrs (3-0)

Credits: 3

PHSL (Physiology)

PHSL 200 • Pathophysiology

Prerequisite: PARA 150 or PRNU 152 or BIOL 152

This course relates the knowledge of anatomy and physiology to the causes, treatment and usual courses of illness. It provides a body systems approach to common health care issues, focusing on physiological changes that occur with alterations in biological health.

Hours: 60 hrs (4.6-0) 13 wks

Credits: 3

TG PHSL 370 • Introduction to Human Physiology I

An examination of the basics of human physiology, including the body's physiological adaptation to stress. Emphasis is on function of individual organs and organ systems.

Hours: 63 hrs (3-3/2)

Credits: 4

TG PHSL 371 • Introduction to Human Physiology II

Prerequisite: PHSL 370

Continuation of PHSL 370.

Hours: 63 hrs (3-3/2)

Credits: 4

PHTA (Physical Therapist Assistant)

PHTA 215 • PTA Therapeutic Processes I

Prerequisite: A minimum of a C grade in OPTA 212

An introduction to the essential background, knowledge and skills in therapeutic exercise for Physical Therapist Assistants (PTA) to provide intervention to clients as assigned. You learn the purposes, benefits and safe and correct implementation of therapeutic exercise. The role of the PTA in client care in various settings is also addressed. Anatomy background for this course is essential.

Hours: 84 hrs (3-3)

Credits: 4

Available On-Site and in a Distributed Learning Format

PHTA 216 • PTA Therapeutic Processes II

Prerequisite: A minimum of a C grade in OPTA 212

An introduction to physical and electrotherapy modalities as utilized by Physical Therapist Assistants (PTA). Other modalities utilized by PTA's may also be addressed. An understanding of the principles of these modalities as well as the safe application of the modalities are emphasized.

Hours: 84 hrs (3-3)

Credits: 4

Available On-Site and in a Distributed Learning Format

PHTA 217 • PTA Therapeutic Processes III

Prerequisite: A minimum of a C grade in OCTA 215 & OCTA 216 & PHTA 215 & PHTA 216 & TAPC 210

A fieldwork placement of five weeks under the supervision of a Physical Therapist allows you an opportunity to gain actual working knowledge and practice with the therapeutic modalities common in physiotherapy practice. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 175 hrs (0-35P) 5 wks

Credits: 4

Available On-Site and in a Distributed Learning Format

PHYS (Physics)

PHYS 020 • General Elementary Physics

Prerequisite: (MATH 010 or MATH 010FN [minimum grade of B]) & SCIE 010 or equivalent

The concepts relating to measurement and motion from SCIE 010 will be expanded upon, and you will predict and describe motion using vectors, graphs and equations. Forces causing changes in motion are investigated. Other topics include periodic motion and conservation of mechanical energy. Lab work is required.

Hours: 84 hrs (4-2)

Credits: 4

Available On-Site and in a Distributed Learning Format

PHYS 030 • Matriculation Physics

Prerequisite: PHYS 020 or equivalent

Prerequisite/Corequisite: MATH 030 [highly recommended] or MATH 030FN.

PHYS 030 builds on the concepts in Newton's Laws from PHYS 020 and deals with the topics of momentum and impulse. Other topics will deal with electric and magnetic fields and the forces from these fields. Electromagnetic radiation, the electric

PHYS - PLSC

nature of the atom and quantization of energy are other topics covered. Lab work is required.

Hours: 84 hrs (4-2)

Credits: 4

Available On-Site and in a Distributed Learning Format

TG PHYS 241 • Physics I

Prerequisite: PHYS 30 & MATH 30-1

Introductory general physics, primarily for students in the life sciences. Topics include particle kinematics, force and acceleration, gravitational forces and satellite orbits, rotational motion, conservation of energy and momentum, oscillations and waves, optics and an introduction to quantum physics; quantization of radiation, and the Bohr atom.

Hours: 98 hrs (3-1T-3)

Credits: 4

TG PHYS 243 • Physics II

Prerequisite: PHYS 241

Introductory general physics, primarily for students in the life sciences. Topics include fluid statics and dynamics; electric forces, fields and potentials; electrical current, resistance and DC circuits; magnetic forces and fields; magnetic induction; alternating current circuits and an introduction to nuclear physics, nuclear radiation, nuclear reactions, and fundamental particles.

Hours: 98 hrs (3-1T-3)

Credits: 4

TG PHYS 259 • Electricity and Magnetism

Corequisite: AMAT 219

This course focuses on electric charges and electric current; Ohm's Law; Kirchhoff's Laws; application to simple circuits; potential and capacitance; electromagnetic induction, electro-motive force, and electrical properties of materials.

Hours: 98 hrs (3-1T-3)

Credits: 4

TG PHYS 269 • Oscillation, Waves, and Optics

Prerequisite: MATH 31 & PHYS 30 or equivalents

Corequisite: AMAT 217

Advanced calculus methods are applied to oscillatory and wave motion. Topics in wave motion include energy transport, interference, standing waves and resonance. Topics in sound include Doppler shifts, and the decibel scale. Topics in optics include polarization, reflection, image formation, interference and refraction.

Hours: 77 hrs (3-1T-3/2 wks)

Credits: 4

PLAB (Power Engineering Lab)

PLAB 116 • First Lab

Prerequisite: Acceptance into the Power Engineering Technology program.

Introductory lab focusing on safety, tool use, water treatment and industrial steam plant equipment.

Hours: 60 hrs (0-6) 10 wks

Credits: 3

PLAB 117 • Second Lab

Prerequisite: PLAB 116

Operation of industrial steam plant equipment.

Hours: 108 hrs (0-9) 12 wks

Credits: 4

PLAB 118 • Third Lab

Prerequisite: PLAB 117

An intermediate lab which increases the student's competency in operating industrial steam plant equipment.

Hours: 72 hrs (0-6.55) 11 wks

Credits: 4

PLAB 201 • Power Lab Transition

This transition course will familiarize (or refamiliarize) you with the EnCana Power Engineering Training Centre to prepare you for PLAB 219. You will be required to trace and sketch all systems, including: make-up water, feedwater, steam, condensate, cooling water, and chemical feed systems. You will be required to review all operating procedures and control systems for each operating system. This course is required if you have not successfully completed PLAB 118 at Medicine Hat College.

Hours: 14 hrs (0-3.5) 4 wks

Credits: 1

PLAB 219 • Fourth Lab

Prerequisite: PLAB 118 or PLAB 201 (in special circumstances ONLY) & ABSA Fourth Class Certificate of Competency (or other regulatory body equivalent certificate)

An advanced level lab which increases the student's skills in plant operation, with a focus on troubleshooting.

Hours: 128 hrs (0-8) 16 wks

Credits: 4

PLAC (Power Engineering Placement)

PLAC 111 • Field Placement

Prerequisite: PLAB 116 & POWE 141 & POWE 142 & POWE 143 or permission of the Dean AND must possess a valid First Aid with CPR, H2S Alive, and Confined Space Entry


This course is designed to provide you with 80 hrs of unpaid industrial work experience. Upon successful completion of PLAC 111 and all other first year courses, you will be eligible to write the Fourth Class Part B ABSA exams. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 80 hrs (0-40F) 2 wks

Credits: 3

PLSC (Political Science)

PLSC 1101 • Introduction to Government and Politics

 This course provides a systematic introduction to the basic concepts and institutions of the process of politics. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both POLI 201 and PLSC 1101.*

Hours: 42 hrs (3-0)

Credits: 3

PMAT (Pure Math)

TG PMAT 315 • Abstract Algebra

Prerequisite: MATH 221

This course features integers - division algorithm, prime factorization; groups - permutations, Lagrange's theorem; and rings - congruences, polynomials. This course is available as an independent study course. For more information, consult the Dean of Science.

Hours: 56 hrs (3-1T)

Credits: 3

POLI (Political Science)

TG POLI 201 • Introduction to Government and Politics

The focus of this course is a systematic introduction to the basic concepts and institutions of the process of politics. Course studies the relationship among man, society and the states; examines key political ideologies and explores different political systems and structures.

Hours: 42 hrs (3-0)

Credits: 3

TG POLI 223 • Conflict and Unity: Canadian Issues

Course examines topics in Canadian politics such as federalism and regionalism, the place of Quebec in Confederation, the Charter of Rights, class conflict and immigration, and foreign policy.

Hours: 42 hrs (3-0)

Credits: 3

TG POLI 310 • History of Political Thought I

This course provides an introduction to some of the most profound attempts to think about the meaning, limits, and possibilities of political life through an examination of selected texts within the early history of Western political philosophy.

Hours: 42 hrs (3-0)

Credits: 3

TG POLI 311 • History of Political Thought II

This course provides an introduction to some of the most profound attempts to think about the meaning, limits, and possibilities of political life through an examination of selected texts within the later history of Western political philosophy.

Hours: 42 hrs (3-0)

Credits: 3

TG POLI 313 • Political Ideologies

An introduction to the study of political ideologies (i.e., nationalism, socialism, liberalism and fascism, populism and conservatism).

Hours: 42 hrs (3-0)

Credits: 3

POWE (Power Engineering)

POWE 141 • Introductory Mechanics & Thermodynamics

Prerequisite: Acceptance into Power Engineering Technology

This course will provide the student with an introduction to applied mathematics, mechanics, and thermodynamics. It will also cover sketching fundamentals and administration.

Hours: 80 hrs (8-0) 10 wks

Credits: 4

POWE 142 • Safety

Prerequisite: Acceptance into Power Engineering Technology

An introduction to safety, fire protection, and the environment as it impacts the power engineer.

Hours: 70 hrs (7-0) 10 wks

Credits: 4

POWE 143 • Introduction to Boilers

Prerequisite: Acceptance into Power Engineering Technology

This is an introductory course focusing on boiler design, fittings, operation and combustion. Feedwater treatment will also be discussed.

Hours: 80 hrs (8-0) 10 wks

Credits: 4

POWE 146 • Introductory Prime Movers & Types of Plants

Prerequisite: Acceptance into Power Engineering Technology

This course will introduce prime movers, engines, compressors, and pumps. Steam and water heating systems will be discussed. Types of plants will be introduced.

Hours: 90 hrs (7.5-0) 12 wks

Credits: 4

POWE 147 • Introductory Electricity and Instrumentation

Prerequisite: Acceptance into Power Engineering Technology

An introduction to electricity and instrumentation as it applies to power engineering.

Hours: 90 hrs (7.5-0) 12 wks

Credits: 4

POWE 148 • Refrigeration and Air Conditioning

Prerequisite: Acceptance into Power Engineering Technology

This course focuses on refrigeration and air conditioning.

Hours: 90 hrs (7.5-0) 12 wks

Credits: 4

POWE 151 • Intermediate Mechanics and Thermodynamics

Prerequisite: POWE 141

An intermediate level study of applied mechanics and thermodynamics.

Hours: 84 hrs (7.64-0) 11 wks

Credits: 4

POWE 152 • Metallurgy

Prerequisite: POWE 142

Metallurgy, corrosion, and chemistry fundamentals will be discussed as they pertain to power engineering. This course will also provide an intermediate level study of legislation, safety and fire protection systems.

Hours: 58 hrs (5.45-0) 11 wks

Credits: 3

POWE 153 • Codes and Drawings

Prerequisite: Acceptance into Power Engineering Technology

The student will take a more in depth look at industrial drawings. Code calculations, piping, traps and valves will also be discussed.

Hours: 58 hrs (5.45-0) 11 wks

Credits: 3

POWE 154 • Intermediate Electricity and Instrumentation

Prerequisite: POWE 147

An intermediate level study of electrical and instrumentation theory.

Hours: 80 hrs (7.64-0) 11 wks

Credits: 4

POWE - PRNU

POWE 260 • Intermediate Boilers

Prerequisite: POWE 143

This is an intermediate course focusing on boiler design, construction, and operation. Plant operation and maintenance will also be discussed.

Hours: 96 hrs (6-0) 16 wks

Credits: 4

POWE 261 • Intermediate Prime Movers

Prerequisite: POWE 146

An intermediate course on turbines, internal combustion engines, and compressors.

Hours: 96 hrs (6-0) 16 wks

Credits: 4

POWE 262 • Water Treatment and Special Equipment

Prerequisite: POWE 143

This course focuses on water treatment, refrigeration, pumps, and special industrial equipment.

Hours: 96 hrs (6-0) 16 wks

Credits: 4

POWE 265 • Advanced Boilers

Prerequisite: POWE 260

An advanced level course on boilers and legislation.

Hours: 60 hrs (3.75-0) 16 wks

Credits: 3

POWE 266 • Advanced Pumps and Water Treatment

Prerequisite: POWE 262

An advanced level course on pumps and water treatment.

Hours: 60 hrs (3.75-0) 16 wks

Credits: 3

POWE 270 • Advanced Codes

Prerequisite: POWE 153

An advanced level code calculations course.

Hours: 60 hrs (3.75-0) 16 wks

Credits: 3

POWE 271 • Plant Installation and Management

Prerequisite: Acceptance into Power Engineering Technology

An advanced level plant installation and management course for power engineers.

Hours: 60 hrs (3.75-0) 16 wks

Credits: 3

POWE 272 • Advanced Mechanics

Prerequisite: POWE 151

An advanced level applied mechanics course.

Hours: 96 hrs (6-0) 16 wks

Credits: 4

POWE 280 • Advanced Thermodynamics

Prerequisite: POWE 151

An advanced level thermodynamics course.

Hours: 96 hrs (6-0) 16 wks

Credits: 4

POWE 281 • Advanced Metallurgy

Prerequisite: POWE 152

An advanced level course on metallurgy and corrosion.

Hours: 72 hrs (4.5-0) 16 wks

Credits: 4

PRNU (Practical Nursing)

TG PRNU 156 • Nursing Theory I and Nursing Science Lab I

Nursing Theory I – In this course holistic nursing care (developmental, psychological, sociocultural and spiritual) is emphasized within the framework of the nursing process. Focus is on the principles underlying nursing actions, health promotion and integration of concepts from other courses.

Nursing Science Lab I - In the nursing skills lab, utilizing the underlying theoretical principles, students will begin to develop psychomotor nursing skills to provide safe, competent care.

Hours: 90 hrs (3-3) 15 wks

Credits: 4

PRNU 158 • Clinical Experience I - Continuing Care

Prerequisite: PRNU 151 or HLSC 151 & PRNU 152 or

BIOL 152 & PRNU 153 or PSYC 153 & PRNU 154 or COMM 154 & PRNU 156

This course will provide the student with hands-on experience in a continuing care facility. The schedule for this clinical experience will be at the discretion of the clinical instructor. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 78 hrs (0-39C) 2 wks

Credits: 4

PRNU 160 • Adult Health Assessment

Prerequisite: PRNU 158

The course applies the knowledge of anatomy and physiology to the skill of completing an adult health assessment. Includes development of related nursing skills in the lab setting.

Hours: 60 hrs (1.5 - 3.1) 13 wks

Credits: 3

PRNU 162 • Applied Pharmacology and Medication Administration Lab

Prerequisite: PRNU 158

This course deals with developing the body of knowledge needed to administer therapeutic medications. The practical nurse must understand the pharmacokinetics of medications, the rationale for their use, and the expected results of the therapy. The practical nurse must also learn to use critical thinking skills to assess the need for, and response to medication. Practical nurse competencies, scope of practice and legal responsibilities will also be emphasized. Accurate/successful demonstration of the math skills to safely calculate dosages will be imperative. In the nursing skills lab, utilizing the underlying theoretical principles, students will develop psychomotor skills to provide safe, competent medication administration to clients with multiple health care issues.

Hours: 85 hrs (4.6-1.9) 13 wks

Credits: 4

PRNU 166 • Nursing Theory II and Nursing Science Lab II

Prerequisite: PRNU 158

Holistic nursing care (developmental, psychological, sociocultural and spiritual) and skills are emphasized within the framework of the nursing process. Focus is on the principles underlying nursing actions, adult physical assessment, health promotion and integration of concepts from other courses. In the nursing skills lab, learners, utilizing the underlying theoretical principles will develop psychomotor nursing skills to provide safe, competent care to clients with multiple health care issues. This course builds

on the knowledge and nursing therapeutics introduced in previous courses. Diversity, culture and spiritual needs are incorporated into caring for clients.

Hours: 80 hrs (4.6-1.5)13 wks

Credits: 4

PRNU 168 • Clinical Experience II - Continuing & Acute Care

Prerequisite: PRNU 160 & PRNU 162 & PRNU 166 & PHSL 200

The focus of this second clinical experience is the practical nurse's role in both continuing care and acute care settings. During this time, the student will be assigned to specific clients and expected to research adequately to provide safe, organized nursing care.

Graded on a CR (Pass)/NC (Fail) basis.

Hours: 155 hrs (0-38.8C) 4 wks

Credits: 6

PRNU 200 • Nursing Theory III & Nursing Science Lab III

Prerequisite: PRNU 168

Nursing Theory III – This course presents individualized nursing care of clients in acute care settings, perioperative surgical specialties, emergency care, palliative care, rehabilitation and community clinical based care. The emphasis is on critical thinking within the framework of the nursing process. The course focuses on the principles and rationale underlying nursing actions utilizing a problem solving approach, integrated multi-system assessment of clients with complex needs. Discharge planning and assisting the client to transition to community settings will also be included, integrating knowledge from previous courses.

Nursing Science Lab III - In the nursing skills lab, utilizing the underlying theoretical principles, learners will develop psychomotor nursing skills to provide safe, competent care for clients requiring medical or surgical interventions.

Hours: 105 hrs (3.75-5) 12 wks

Credits: 4

PRNU 201 • Maternity Nursing

Prerequisite: PRNU 168

A family-centered introduction to the needs and nursing care of childbearing families. Community resources and client teaching needs are addressed. This course focuses on the care of the mother and infant during pregnancy, labor and delivery and the postpartum period within the context of the family.

Hours: 50 hrs (3.75-0.4) 12 wks

Credits: 3

PRNU 203 • Mental Health Nursing

Prerequisite: PRNU 168

Introduction to the assessment and treatment of clients with psychiatric/mental health issues. Includes basic mental health concepts, therapeutic relationships, assessment strategies and the nursing process, legal and ethical practices, mental health issues and treatments.

Hours: 45 hrs (3.75 - 0) 12 wks

Credits: 3

PRNU 204 • Clinical Experience III - Acute Care

Prerequisite: PRNU 200 & PRNU 201 & PRNU 203 & PRNU 205

The focus of this third clinical experience will be the practical nurse's role in the acute care setting. During this time, the student will be assigned to specific clients and expected to research adequately to provide safe, organized nursing care. The focus of care is to assist people who have had surgery or have multiple

medical problems. Working with a variety of health team members, assessment and communication with clients and staff will be stressed.

Hours: 271 hrs (0-38.7C) 7 wks

Credits: 12

PRNU 205 • Pediatric Nursing

Prerequisite: PRNU 168

A family centered introduction to the needs and nursing care of child rearing families. Community resources and client teaching are addressed. This course provides you with an introduction to common health issues of children related nursing care.

Hours: 40 hrs (3.33-0) 12 wks

Credits: 3

PRNU 208 • Transition to Practical Nursing Graduate

Prerequisite: PRNU 204

This course will facilitate the transition from learner roles to the graduate roles within the context of the practical nurse profession. A strong emphasis will be placed on professional roles and responsibilities in general and practical nurse roles and responsibilities in particular. Learners will gain knowledge of leadership skills required for their leadership roles in a health care team. Legal, ethical and management concepts will be integrated into the course, with the expectation that learners apply these principles to prepare for and participate in the workforce.

Hours: 45 hrs (11.25-0) 4 wks

Credits: 3

PRNU 209 • Community Nursing

Prerequisite: PRNU 204

The present focus of community health nursing is on community wide approaches to promote health of populations. Community health nursing includes working with individuals and defining risk factors for illness and injury and encompasses a broad scope of practice. This course will introduce learners to the practice of community health nursing: nursing roles and activities, levels of prevention, primary health care and determinants of health, nursing strategies and varied practice settings within the community. The purpose will be to provide a theory base and understanding of community health concepts that will provide the learner with the basis for nursing practice with individuals, families and groups within the community setting.

Hours: 45 hrs (11.25-0) 4 wks

Credits: 3

PRNU 215 • Final Practicum

Prerequisite: PRNU 208 & PRNU 209

This course will provide an opportunity to apply nursing knowledge and skills within a variety of settings. Eighty hours will be spent in a leadership role in a continuing care facility and 220 hours will be spent on a medical/surgical nursing unit, giving the student the opportunity to apply nursing knowledge and skills into practice. In each component, the student nurse will experience a more independent role while mentored by a Licensed Practical Nurse who acts as a resource to assist the student to achieve his/her goals. Graded on a CR (Pass)/NC (Fail) basis.

Hours: 300 hrs (0 - 33P) 9 wks

Credits: 6

PROG - PSYC

PROG (Programming)

TG PROG 210 • Systems Analysis and Design

This course covers tools, techniques and methods used by system analysts in the work place to achieve workable computer solutions for a wide range of problems. Topics include hardware/software/network planning; requirements analysis; feasibility study and research; cost benefit analysis; hardware/software evaluation; design of custom applications; database design; and user interface design. Assignments and case studies used provide practice with the above concepts.

Hours: 70 hrs (2-3)

Credits: 4

TG PROG 225 • Intermediate Programming

Prerequisite: ITEC 145

Building on two prior programming courses, you will gain an in depth grounding in object oriented programming concepts and practices. Topics include class and interface design, the principles of encapsulation, inheritance and polymorphism, components generics, delegates, unit testing, etc. In the labs, you construct and test your own classes and DLL's as well as continue to enlarge your familiarity with various framework objects.

Hours: 70 hrs (2-3)

Credits: 4

PROG 245 • Dynamic Web Application Development

Prerequisite: PROG 225

Building on knowledge gained in Web Development and Programming Fundamentals, this course examines concepts and application of server side Internet development with dynamic content. Topics include web controls, state management, database access, display of real time data, web services and emerging web development methodologies. Reflecting the industry trend of using teamwork for development of complex applications, this course may involve project teamwork in the lab component.

Hours: 70 hrs (2-3)

Credits: 4

TG PROG 280 • Advanced Programming

Prerequisite: PROG 225

This course takes various programming concepts to greater depth and includes topics such as parallelism and multi-threading, network programming, distributed applications, synchronous and asynchronous web services, object serialization, optimizations, software design patterns, programming language comparison, etc. Lab assignments and projects related to the above topics form an essential component of the course.

Hours: 70 hrs (2-3)

Credits: 4

PSYC (Psychology)

PSYC 153 • Growth and Development for Practical Nurses

This course presents a comprehensive overview of human growth and development and normal behavioral responses throughout the life span. Emphasis is placed upon the stages of development and their linkage to common events and adaptations.

Hours: 45 hrs (3-0) 15 wks

Credits: 3

TG PSYC 205 • Principles of Psychology

Focuses of course are fundamental procedures, findings, terminology and theories in the major areas of psychology. This course is a prerequisite to all of the senior psychology courses.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 312 • Research Methods in Social Science

Prerequisite: PSYC 205 or permission of the Dean

This course will introduce you to experimental and non-experimental research methods in social science. You will learn to think critically about research claims in the social sciences, develop an awareness of ethical concerns in research, and gain understanding of research methodology, its benefits, and its shortcomings.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 340 • Positive Psychology

Prerequisite: PSYC 205

Positive Psychology is the scientific study of how human beings prosper. Its goal is to identify and enhance the human strengths and virtues that make life worth living and allow individuals and communities to thrive. This course will provide an introduction to positive psychological theory, research and practice.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 343 • Social Interaction and Perception

Prerequisite: PSYC 205

An introduction to research and theory in the areas of social perceptions, social attractions, language and communication, and group processes.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 345 • Social Psychology

Prerequisite: PSYC 205

Social psychological approaches to understanding social influence, social perception and cognition, attitudes and group dynamics are studied in this course. NOTE: Not open to students with credit in PSYC 343.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 351 • Developmental Psychology

Prerequisite: PSYC 205

The focus of this course is the study of psychological development through childhood.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 357 • Human Development

Prerequisite: PSYC 205

This course is a continuation of PSYC 351. The curriculum includes an overview of physical, intellectual, personality and social development through adolescence, early adulthood, middle adulthood, and late adulthood. Key social issues affecting adolescents and adults are highlighted.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 365 • Cognitive Psychology

Prerequisite: PSYC 205

This course provides an overview of research and theory in cognitive psychology. Topics include but are not limited to: attention, memory, thinking, and other mental processes.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 368 • Perception

Prerequisite: PSYC 205

Introduction to the theoretical and experimental issues associated with sensory and perceptual experience. It focuses primarily on visual perception. Major topics include the visual system, visual attention, the perception of colour, space, form, visual art, and motion, as well as the constancies. Other topics examined include the auditory system and hearing, touch, taste, and smell. In addition to lectures, the course provides you with hands-on activities intended to illustrate perceptual processes.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 383 • Personality

Prerequisite: PSYC 205

This course studies the approaches to the study of personality.

Hours: 42 hrs (3-0)

Credits: 3

TG PSYC 385 • Introduction to Abnormal Psychology

Prerequisite: PSYC 205

Focus of course is an overview of abnormal behaviour and experiences, their causes and treatment.

Hours: 42 hrs (3-0)

Credits: 3

PSYC 1105 • Introduction to Psychology

This course introduces the history, methods, and current state of knowledge in modern psychological research. A wide range of content areas will be surveyed, including biological psychology, learning, memory, perception, personality, psychological disorders, therapy, stress, social psychology, psychological development in children, and the ethics of research. Additional topics may be included at the discretion of the instructor. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both PSYC 205 and PSYC 1105.

Hours: 42 hrs (3-0)

Credits: 3

PSYC 2219 • Psychology of Death and Dying

Prerequisite: PSYC 205 or PSYC 1105

The course examines social and psychological aspects of death and dying, such as: historical and cross cultural variability in death attitudes, spirituality, the dying process, ethical issues such as euthanasia and suicide, bereavement, burial practices and death perceptions across the life-span. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both IDST 485 and PSYC 2219.

Hours: 42 hrs (3-0)

Credits: 3



PSYC 2245 • Social Psychology

Prerequisite: PSYC 205 or PSYC 1105

Students will examine social psychological approaches to understanding social influence, social perception and cognition, attitudes and group dynamics. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both PSYC 345 and PSYC 2245.

Hours: 42 hrs (3-0)

Credits: 3



PSYC 2285 • Introduction to the Psychology of Abnormal Behaviour

Prerequisite: PSYC 205 or PSYC 1105

Introduction to the Psychology of Abnormal Behaviour
This senior-level course is a survey of the symptoms, causes and treatment of psychological disorders as they occur across the lifespan. Through lecture, videos and in-class applied exercises, students will consider the experience of psychological abnormality and study contemporary methods used in clinical diagnosis and intervention. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.*

Hours: 42 hrs (3-0)

Credits: 3



PSYC 3351 • Topics in Child Development

Prerequisite: PSYC 205 or PSYC 1105

This course focuses on psychological development from conception through childhood and adolescence, examining such topics as the development of cognition, emotion, identity, moral thinking, and psychosocial abilities. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both PSYC 351 and PSYC 3351.

Hours: 42 hrs (3-0)

Credits: 3



PSYC 3355 • Topics in Adolescence

Prerequisite: PSYC 205 or PSYC 1105

This course emphasizes the biological, cognitive, social and emotional changes that occur within adolescent development. It investigates the impact of various contexts (family, peers, school, etc) on developmental outcomes. Topics include the transitory difficulties and psychosocial problems that may arise during this period as well as cultural and historical aspects of development. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both PSYC 357 and PSYC 3355.

Hours: 42 hrs (3-0)

Credits: 3

RELI - SLPA

RELI (Religious Studies)

TG RELI 205 • The Nature of Religion

This course examines the histories and worldviews of a number of religious traditions, as well as philosophical issues arising within and from these traditions. Some ancient and tribal traditions are studied, but the focus is on major, living world religions. Philosophical topics that may be addressed are the existence and nature of ultimate reality, life after death, pain and evil, faith and knowledge, and religious pluralism.

Hours: 42 hrs (3-0)

Credits: 3

SCIE (Science)

SCIE 009 • Basic Science

Prerequisite: ENGL 009 or equivalent & MATH 009 or equivalent

This course will focus on the core science skills, knowledge, and vocabulary needed for further study in the science areas. Topics to be covered will include formulas, units, graphs, temperature scales, heat, simple machines, cells, and properties of matter.

Hours: 56 hrs (3-1)

Credits: 3

SCIE 010 • Introductory Science

Prerequisite: SCIE 009 or equivalent & ENGL 009 or equivalent

Corequisite: MATH 010 or MATH 010FN or equivalent

This course is designed to review basic concepts in science including the metric system, measurement, and the scientific method. These skills are used to investigate the relationships and changes between matter and energy in living systems, during chemical change, and in the physical world.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

SLGY (Sociology)

SLGY 1101 • Introduction to Sociology

This course introduces students to the discipline of Sociology. Sociology is the study of social life in all its forms. A variety of topics within the discipline will be explored throughout this course, such as social theory, social research methods, culture, with a strong focus on gender, sexuality, class, and racial inequality. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both SOCI 201 and SLGY 1101.

Hours: 42 hrs (3-0)

Credits: 3

SLGY 2229 • Crime and Society

Prerequisite: SOCI 201 or SLGY 1101

This course serves as an introduction to the sociological study of crime. The goal is to critically assess crime as it intersects with race, class, and gender. Students will become familiar with classical and contemporary theories of crime as well as strategies toward rehabilitation or social change. *This course is a Mt. Royal University course for students in their Third and Fourth year. The*

numbering system is based upon their guidelines. Students register through Medicine Hat College. NOTE: Students cannot receive credit for both SOCI 225 and SLGY 2229.

Hours: 42 hrs (3-0)

Credits: 3

SLGY 2233 • Sociology of Gender

Gender operates on four dimensions in Canadian society: within individuals; through interaction with others; in the features of social institutions such as work, law, and family; and in the norms and values that shape the socio-cultural landscape. This course will introduce students to gender on each of these dimensions.

This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.

NOTE: Students cannot receive credit for both GNST 300 and SLGY 2233.

Hours: 42 hrs (3-0)

Credits: 3

SLGY 2271 • Sociology of Families

Prerequisite: SOCI 201 or SLGY 1101

This course offers a sociological investigation into families. The focus will be on theories of family and the social history of families.

Some specific topics covered include the structure and function of families, family systems, family life stages (dating, marriage, parenting and old age), diverse family forms, and problems in family life such as violence and divorce. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both SOCI 371 and SLGY 2271.

Hours: 42 hrs (3-0)

Credits: 3

SLPA (Speech Language Pathologist Assistant)

SLPA 206 • Therapeutic Processes III

Prerequisite: DBSS 160 & (EDAS 101 or CHPC 124) and a minimum of a C grade in SLPA 215 & SLPA 216 & TAPC 210

A fieldwork placement of six weeks under the supervision of a Speech-Language Pathologist which provides the opportunity to integrate theory and practice. Graded on a CR/NC (Pass/Fail) basis.

Hours: 225 hrs (0-37.5P) 6 wks

Credits: 4.5

Available On-Site and in a Distributed Learning Format

SLPA 207 • Therapeutic Processes IV

Prerequisite: DBSS 160 & (EDAS 101 or CHPC 124) and a minimum of a C grade in SLPA 215 & SLPA 216 & TAPC 210

A fieldwork placement of six weeks under the supervision of a Speech-Language Pathologist which provides the opportunity to integrate theory and practice. This placement focuses on a different caseload than previous fieldwork, although the setting may remain the same. Graded on a CR/NC (Pass/Fail) basis.

Hours: 225 hrs (0-37.5P) 6 wks

Credits: 4.5

Available On-Site and in a Distributed Learning Format

SLPA 212 • Basics for the Speech Language Pathologist Assistant

Prerequisite: A minimum of a C grade in KNES 265 & TAPC 111 & TAPC 112 & TAPC 113

This course provides the basic skills required by a Speech-Language Pathologist Assistant to function effectively in the workplace. Topics include but are not limited to goal-based intervention, hearing disorders, and roles and responsibilities of Speech-Language Pathologist Assistants.

Hours: 60 hrs (3 - 1.5)

Credits: 3

Available On-Site and in a Distributed Learning Format

SLPA 215 • SLPA Therapeutic Processes I

Prerequisite: Minimum of a C grade in SLPA 212

An introduction to advanced skills required of a Speech-Language Pathologist Assistant (SLPA) in understanding speech disorders and providing intervention for articulation, phonology and motor speech disorders. Fluency, voice and swallowing disorders are also discussed.

Hours: 84 hrs (3-3)

Credits: 4

Available On-Site and in a Distributed Learning Format

SLPA 216 • SLPA Therapeutic Processes II

Prerequisite: Minimum of a C grade in SLPA 212

This course covers the essential background, knowledge and skills for a Speech-Language Pathologist Assistant (SLPA) to provide intervention to clients of all ages with developmental and acquired language disorders.

Hours: 84 hrs (3-3)

Credits: 4

Available On-Site and in a Distributed Learning Format

SLPA 218 • Career Preparation for the SLP Assistant

Prerequisite: DBSS 160 & (EDAS 101 or CHPC 124) and a minimum of a C grade in SLPA 215 & SLPA 216 & TAPC 210
Corequisite: SLPA 206 or SLPA 207

This online course provides the employment-seeking knowledge and skills necessary to enter the workplace as an SLPA, including the job search, application and interview process. This course should be completed concurrently with a fieldwork course.

Hours: 14 hrs

Credits: 1

Available in a Distributed Learning Format only

SLWK (Social Work)

TG SLWK 100 • Introduction to Social Work Practice

SLWK 100 is a foundation course for the Social Work program. You study the history of Social Work and learn the basic theoretical principles, concepts and values of Generalist Social Work Practice, and how to apply these principles in a variety of helping situations. You will also be asked to reflect on your own values and beliefs and to evaluate your compatibility with the Social Work profession. Learning about stress, reactions to stress, and stress management is also a key component of the course.

Hours: 42 hrs (3-0)

Credits: 3

SLWK 101 • Social Work Theories & Practice

Prerequisite: Minimum of a C grade in SLWK 100

SLWK 101 is a continuation of SLWK 100 with a focus on areas of Generalist Practice and theoretical models of Social Work practice. You will also learn about the Social Work Code of Ethics and Standards of Practice.

Hours: 42 hrs (3-0)

Credits: 3

TG SLWK 102 • Social Problems & Policies

The focus of SLWK 102 is an exploration of social issues, problems and concerns, and a review and analysis of social policies as they relate to the development and delivery of appropriate social services. You will learn what constitutes a social problem and how social policies are developed.

Hours: 42 hrs (3-0)

Credits: 3

SLWK 103 • Social Work with Individuals

Prerequisite: Minimum of a C grade in IDST 100 & SLWK 100

SLWK 103 concentrates on the further development of social work attitudes and skills focusing on working with individuals and the close examination of your attitude as a help or a hindrance in working with individuals. This course focuses on expanding interpersonal communication skills, exploring the role of the helper, and developing counselling skills. You will also learn about the interviewing process and the development of the counselling relationship.

Hours: 42 hrs (1.5-1.5)

Credits: 3

SLWK 105 • Social Work with Groups

Prerequisite: Minimum of a C grade in IDST 100 & SLWK 100

SLWK 105 is designed to further develop and refine social work skills for working with groups. The class is designed to create experiential learning opportunities in a group environment. You will learn about group development process, stages of group development, types of groups, and theories related to Social Work with groups. You will also learn about yourself as a group leader and as a group member.

Hours: 42 hrs (3-0)

Credits: 3

SLWK 206 • Social Work Research & Leadership in Human Services

Prerequisite: Minimum of a C grade in IDST 100 & SLWK 101 & SLWK 102

SLWK 206 covers the topics of social work research and human service organizations. In the first part of the course you will gain an understanding and appreciation of social work research. You will learn the basic elements of research, research design, and ethics and research. You will also learn about different ways of knowing, evidence based practice, and evaluation. In the second part of the course you will study the various aspects of human service organizations, social work administration, and leadership. You will learn about organizational culture, theories of organization function and structure, and theories of leadership.

Hours: 42 hrs (3-0)

Credits: 3

SLWK

SLWK 208 • Social Work with Families

Prerequisite: Minimum of a C grade in SLWK 101 & SLWK 102 & (SLWK 103 or HLSC 220) & (SLWK 105 or HLSC 320)

SLWK 208 provides you with a framework for understanding the diversity and changing concepts of family dynamics as related to social work practice and to develop skills for working with families. You will apply social work process to working with families and learn about theories of family, problems and how they manifest in families, to reflect on your personal values of family, and to view the family as a client.

Hours: 42 hrs (3-0)

Credits: 3

SLWK 209 • Social Work with Communities

Prerequisite: Minimum of a C grade in (SLWK 103 or HLSC 220) & (SLWK 105 or HLSC 320) & SLWK 206

The focus of the course is on community practice and theory. SLWK 209 provides you with an opportunity to develop skills in community organization and development. You will learn about the application of the social work process to community, exploring community development, social determinants of health, capacity building, and partnership development. You will also learn to view the community as the client.

Hours: 42 hrs (3-0)

Credits: 3

SLWK 211 • Social Work with Mental Illness, Trauma, and Addictions

Prerequisite: Minimum of a C grade in SLWK 101 & SLWK 102 & (SLWK 103 or HLSC 220) & (SLWK 105 or HLSC 320)

SLWK 211 provides you with an understanding of the many inter-related factors that affect various client populations and the roles of social workers in dealing with mental illness, trauma, and addictions. You will learn the importance of a cross cultural perspective, and to examine traditional beliefs and assumptions about mental illness and addictions. From a best practices model you will review creative preventative programs looking at the social determinants of health. You will be invited to challenge your personal views about mental illness and addictions.

Hours: 42 hrs (3-0)

Credits: 3

SLWK 212 • Social Work Practicum I

Prerequisite: Minimum of a C grade in SLWK 101 & SLWK 102 & (SLWK 103 or HLSC 220) & (SLWK 105 or HLSC 320)

SLWK 212 involves supervised study and practice. You spend three days a week in a social service agency. After an initial orientation period, you are expected to assume responsibility for assigned agency duties in order to enhance your knowledge, skills, values and attitudes in social work methods. During agency work, attention is given to teaching you specific skills, developing competence in terms of offering services to clients, and participating in overall agency programs. Biweekly seminars focus on integrating the program philosophy, common themes and social work theory with practicum experiences. NOTE: You must receive a minimum of a "C" grade in Social Work Practicum I in order to go on to Social Work Practicum II. *Additional Requirements: Prior to starting practicum students must receive certification in Applied Suicide Intervention Skills Training (ASIST). Opportunity for this training*

will be coordinated by the program but students are responsible for the cost. (Approximately \$200) NOTE: Students in Addictions Counselling/Social Work Combined diplomas program must also have a minimum of a C grade in HLSC 340 & HLSC 365.

Hours: 357 hrs (1.5-24P)

Credits: 9

SLWK 213 • Social Work Practicum II

Prerequisite: Minimum of a C grade in SLWK 206 & SLWK 208 & SLWK 212

SLWK 213 involves supervised study and practice. You spend three days a week in a social service agency. After an initial orientation period, you are expected to assume responsibility for assigned work in order to enhance your knowledge, skills, values, and attitudes in social work methods, and actively engage in social work practice. During agency work, attention is given to teaching you specific skills, developing competence in terms of offering services to clients, and participating in overall agency programs. Biweekly seminars focus on integrating the program philosophy, common themes and social work theory with practicum experiences. NOTE: You must achieve a minimum of a "C" grade in this placement in order to get credit for the course.

Hours: 357 hrs (1.5 - 24P)

Credits: 9

SLWK 219 • International Social Work

Prerequisite: Approval of the Program Coordinator

SLWK 219 is an internet course. This is the preparation course for the International Practicum. Students must successfully complete this course in order to participate in the international practicum. In this course you will learn about social work in an international context. You explore the similarities and differences of social work practice in another country and in Canada. This course is only offered when SLWK 220 is in place.

Hours: 21 hrs (1.5-0)

Credits: 1.5

SLWK 220 • International Social Work Practicum

Prerequisite: Minimum of a C grade in SLWK 101 & SLWK 102 & SLWK 103 & SLWK 105 & SLWK 219

This course involves supervised study and practice abroad. An international practicum gives you new perspectives on social work, greater cultural awareness and an appreciation of comparative social policies. This course will be a block placement opportunity eight weeks in duration and will include both practice and seminar components. The seminars focus on integrating the program philosophy, common themes and social work theory with practicum experiences. This opportunity is open as a first or second practicum requirement. In addition to tuition costs, students are also responsible for the expenses of any required vaccinations, travel insurance, and incidentals. This course is only available when there is sufficient student interest and available program resources.

Hours: 344 hrs (3-40P) 8 wks

Credits: 7.5

SOCI (Sociology)

TG SOCI 201 • Introductory Sociology

The focus of this course is the study of socialization, social institutions, group behaviour, identity formation and social change.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 203 • Current Social Issues

Issues such as population growth, industrial conflict, abortion, drug abuse, status of women, etc. is treated from a sociological perspective. NOTE: This course is not a substitute for SOCI 201.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 205 • Canadian Society

An examination of the major institutions of Canadian Society, consideration is given to the diversity of the Canadian population and to the dynamics of contemporary patterns of social change.

NOTE: This course is not a substitute for SOCI 201.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 225 • Criminology

Prerequisite: SOCI 201

Criminology is the search for, and explanation of, general patterns characterizing the socially unacceptable and/or law breaking behavior of individuals. This course is an introduction to the sociological study of crime and critical appraisal of theoretical explanations and methods of conducting research.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 305 • Sociology of Work

Prerequisite: Any 200-level Sociology (SOCI 201 recommended)

This course uses the students' own experiences of work as the starting point for exploration of paid and unpaid work in a globalized world. Topics include the following: definitions of work, employment relations, carework, international migration of workers, education and work, precarious work, outsourcing, offshoring, defining skill and competence, job satisfaction, finding a job, rewards of work, occupational health and safety, unemployment, and retirement.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 321 • Youth Crime

Prerequisite: Any 200-level Sociology (SOCI 201 recommended)

This course examines the nature and extent of youth crime in Canada and its treatment and control. Matters to be examined include family, school, peers, and the economy as influences; legislation, and social responses to youthful deviance; theories of delinquency; measurement of youth crime; public policy; and future trends.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 325 • Deviant Group Behaviour

Prerequisite: Any 200-level Sociology (SOCI 201 recommended)

A systematic analysis of deviant group behaviour with an emphasis on the non-legal aspects of deviance. Such topics as mental disorder, homosexuality, alcoholism and religious deviance are covered.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 333 • Offender Rehabilitation

Prerequisite: Any 200 level PSYC or SOCI course (PSYC 205 or SOCI 201 is highly recommended)

This course will examine how society attempts to rehabilitate those who have contravened the law. The focus will be on Canadian criminal justice, but relevant global approaches to offender rehabilitation will also be considered. Both the theory and practice of rehabilitative practices will be explored.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 345 • Mass Communication

Prerequisite: Any 200-level Sociology (SOCI 201 recommended)

This course provides an analysis of socio-psychological effects of the mass media of communication, radio, television, movies, comic books, etc.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 357 • Human Ecology

Prerequisite: Any 200-level Sociology (SOCI 201 recommended)

Human Ecology integrates information from diverse disciplines in exploring the evolution of human social systems. Among the topics examined are ecological principles and paradigms; the emergence and evolution of human societies; the effects on human society of the transition from food collecting to food production; the emergence of social stratification; the development of the state and civilization; the challenges of urban life; the impact on human populations of disease, especially newly emerging and re-emerging diseases; the population explosion and the impact on human society of globalization.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 361 • Comparative Social Organization

Prerequisite: Any 200-level Sociology (SOCI 201 recommended)

The focus of this course is the study of social groups and organizations, stratification, conflict, and change.

Hours: 42 hrs (3-0)

Credits: 3

TG SOCI 365 • Social Stratification

Prerequisite: Any 200-level Sociology (SOCI 201 recommended)

The focus of this course is an introduction to theories of social stratification and different types of social stratification systems.

Hours: 42 hrs (3-0)

Credits: 3

SOCI - SPCH

TG SOCI 371 • Sociology of Families

Prerequisite: Any 200-level Sociology (SOCI 201 recommended)

Structure and functions of families, family systems, life course (childhood, adolescence, adulthood, old age), contemporary trends, and problems of families are studied in this course.

Hours: 42 hrs (3-0)

Credits: 3

SOSC (Soil Science)

TG SOSC 213 • Soil Resources

This course provides an investigation into the formation, description, identification, and classification of soils. The lab emphasizes the basic biological, chemical, and physical techniques used to describe and classify soils. Emphasis is placed on management of soil as a resource in natural and altered ecosystems.

Hours: 70 hrs (3-2)

Credits: 4

SOST (Social Studies)

SOST 010 • Canada Today (Selected Topics)

Corequisite: ENGL 010

Development of Canada's sovereignty, national security and role in the world are the basic topics covered in this course. A study of Canada throughout history with regards to politics, laws, internal struggles and international involvement are covered.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

SOST 020 • The Contemporary World: Political and Social Changes

Prerequisite: SOST 010 strongly recommended

Corequisite: ENGL 020

This course is divided into two major sections - tradition and change, and interdependence in the global environment. The first section deals with the history of Europe from the Renaissance to WWI. The second section focuses on the economic and social aspects of the global community.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

SOST 030 • Perspectives on Ideology

Prerequisite: ENGL 020

Students will explore the origins and complexities of ideologies and examine multiple perspectives regarding the principles of classical and modern liberalism. An analysis of various political and economic systems will allow students to assess the viability of the principles of liberalism. Developing understandings of the roles and responsibilities associated with citizenship will encourage students to respond to emergent global issues.

Hours: 84 hrs (6-0)

Credits: 4

Available On-Site and in a Distributed Learning Format

SOST 033 • Understanding of Ideologies

Students will examine the origins, values and components of competing ideologies. They will explore multiple perspectives

regarding relationships among individualism, liberalism, common good and collectivism. An examination of various political and economic systems will allow students to determine the viability of the values of liberalism. Developing understandings of the roles and responsibilities associated with citizenship will encourage students to respond to emergent global issues.

Credits: 4

Available in Distributed Learning Format Only

SPAN (Spanish)

SPAN 101 • Beginners' Spanish I

Introduction to Spanish designed to meet your needs if you have no previous knowledge of the language and if you want to learn the language for practical reasons (for example, for purposes of travel, tourism, and basic commerce). The course provides instruction in all aspects of communication in Spanish (listening, speaking, reading, and writing). NOTE: Not to be taken by students with native or near native proficiency in Spanish, or with credit in Spanish 30 or its equivalents in Canada and other countries.

Hours: 70 hrs (4-1)

Credits: 4

SPAN 103 • Beginners' Spanish II

Prerequisite: SPAN 101

Continuation of SPAN 101. NOTE: Not to be taken by students with native or near native proficiency in Spanish, or with credit in Spanish 30 or the its equivalents in Canada and other countries.

Hours: 70 hrs (4-1)

Credits: 4

TG SPAN 201 • University Transfer: Beginners' Spanish I

This is a comprehensive Spanish course designed to meet your needs if you are a university transfer student with no prior knowledge of the language. The course includes training in listening, speaking, reading and writing of Spanish in its cultural context. SPAN 201 and its continuation course, SPAN 203, are designed to prepare you for more advanced level university study in the language. NOTE: Not to be taken by students with native or near native proficiency in Spanish, or with credit in Spanish 30 or its equivalents in Canada and other countries.

Hours: 70 hrs (4-1)

Credits: 4

TG SPAN 203 • University Transfer: Beginners' Spanish II

Prerequisite: SPAN 201

Continuation of Spanish 201. NOTE: Not to be taken by students with native or near native proficiency in Spanish, or with credit in Spanish 30 or their equivalents in Canada and other countries.

Hours: 70 hrs (4-1)

Credits: 4

SPCH (Speech)

SPCH 2001 • Introduction to Public Speaking

This course provides an introduction to current theories of communication. An understanding of effective communication and its potential is promoted through participation in a variety of speaking situations. Opportunity is given for group discussion;

audience analysis; development of good listening habits and how to research, organize and prepare various types of speeches. *This course is a Mt. Royal University course for students in their Third and Fourth year. The numbering system is based upon their guidelines. Students register through Medicine Hat College.* NOTE: Students cannot receive credit for both COMM 250 and SPCH 2001.

Hours: 42 hrs (3-0)

Credits: 3

STAT (Statistics)

TG STAT 213 • Introduction to Statistics I

Prerequisite: MATH 30

Introduction to the collection and presentation of data. You receive an introduction to probability including Bayes' law, expectations and distributions. The properties of the normal curve will be discussed. An introduction to estimation and hypothesis testing is also provided.

Hours: 70 hrs (3-2)

Credits: 4

TG STAT 217 • Introduction to Statistics II

Prerequisite: STAT 213 or STAT 251 or STAT 333

This course includes estimation of population parameters, confidence intervals for means, and choice of sample size. You also cover topics such as test of hypotheses including two-sample tests and paired comparisons, the Chi-squared tests for association and goodness-of-fit, regression and correlation, variance estimates, tests for regression and correlation coefficients, non-parametric methods and associated tests, analysis of variance.

Hours: 70 hrs (3-2)

Credits: 4

TG STAT 251 • Introduction to Applied Statistics

Prerequisite: MATH 030 or equivalent

Introduction to data collection, data presentation and descriptive statistics. Probability distributions, sampling distributions and the central limit theorem are covered, as are point estimation and hypotheses testing. Subjects such as correlation and regression analysis, goodness to fit, A.N.O.V.A., and contingency tables are included.

Hours: 70 hrs (3-2)

Credits: 4

TG STAT 333 • Statistics for the Life Sciences

Prerequisite: MATH 30 or equivalent

This course includes exploratory data analysis, relationships between variables, elementary probability, random variables, statistical inference, and hypothesis testing, as well as the application of statistical methods to medical and biological problems through data simulations.

Hours: 84 hrs (3-3)

Credits: 4

TAPC (Therapist Assistant Program)

TAPC 110 • Introduction to Health Care and Rehabilitation

This course examines current health care in Canada. The rehabilitation fields are discussed in detail with emphasis on the rehabilitation philosophy and the different roles of the physical therapy,

occupational therapy, and speech language pathology professions. You develop an understanding of and begin to build the skills required in the role of a Therapist Assistant (OTA/PTA or SLPA). Integral to this course is exposure to clinical rehabilitation settings as well as an introduction to institutional policies and procedures, universal precautions, and documentation.

Hours: 56 hrs (1.5-2.5)

Credits: 3

Available On-Site and in a Distributed Learning Format

TAPC 111 • Rehabilitation Process

Prerequisite: A 100-level or 200-level ENGL & PSYC 205 and a minimum of a C grade in IDST 100 & KNES 261 & TAPC 110

This course continues the introduction to client care practices and processes in rehabilitation. Topics addressed include means of monitoring client health, ethical concerns in rehabilitation, awareness of the effects of disability, and helping relationships. In addition, you will gain knowledge and practice in fundamental interventions such as body mechanics, positioning, client instruction, managing challenging behaviors and group work. Administrative and data measurement activities required of the assistant are also covered.

Hours: 70 hrs (3-2)

Credits: 4

Available On-Site and in a Distributed Learning Format

TAPC 112 • Human Disorders & (Dis)Abilities

Prerequisite: A 100-level or 200-level ENGL & PSYC 205 and a minimum of a C grade in IDST 100 & KNES 261 & TAPC 110

An introduction to a number of mental health, physical, and developmental disorders frequently experienced by clients served by rehabilitation personnel. Topics include essential terms, etiology, signs and symptoms, medical/rehabilitation goals and interventions, as well as primary and long term effects of the disorder/disability.

Hours: 56 hrs (3-1)

Credits: 3

Available On-Site and in a Distributed Learning Format

TAPC 113 • Growth and Development for Rehabilitation Service Providers

Prerequisite: A 100-level or 200-level ENGL & PSYC 205 and a minimum of a C grade in IDST 100 & KNES 261 & TAPC 110

An introduction to the study of growth and development from conception to old age with an emphasis on individual, task, and environmental influences. The focus will be the applicability of this information to rehabilitation service providers.

Hours: 60 hrs (3-1.25)

Credits: 3

Available On-Site and in a Distributed Learning Format

TAPC 209 • Directed Study

Prerequisite: Coordinator approval

TAPC 209 is a bridging course used to help you blend previous education and experience into current program requirements. It is aimed at addressing topics specific to the individual needs of the Therapist Assistant (OTA, PTA, OTA/PTA or SLPA) student.

Hours: 42 hrs (3-0)

Credits: 3

Available by Directed Study Only

TAPC - TRAV

TAPC 210 • Professional Integration for the Therapist Assistant

Prerequisite: A minimum of a C grade in OPTA 212 or SLPA 212

An integrative course covering current rehabilitation topics including but not limited to research, interprofessional collaboration, and professional rehabilitation organizations.

Hours: 14 hrs (1-0)

Credits: 1

Available On-Site and in a Distributed Learning Format

TRAV (Travel Counsellor)

TRAV 101 • Introduction to Global Distribution Systems (GDS)

You are introduced to airline computer terminology using the Global Distribution Systems (GDS). Subjects covered include making, changing, and cancelling airline reservations; understanding and interpreting availability and fare displays as well as ticketing procedures including e-ticketing. You must have access to a computer with internet capabilities in order to complete on-line lessons, reviews and tests.

Credits: 3

Available through Distributed Learning

TRAV 102 • Advanced Global Distribution Systems (GDS)

Prerequisite: TRAV 101 with a "C-" or higher or approval of the Dean.

Continuation of TRAV 101. Areas covered include automated car rental and hotel bookings; the TIMATIC, how to access and book tours and cruises through Leisure Link/Galileo Vacations.

Credits: 3

Available through Distributed Learning

TRAV 103 • Destination Geography I

Course examines the physical and cultural geography of various countries and destinations in the Western Hemisphere from a travel industry perspective. The focus of this course is to develop the skills required to evaluate the tourism potential of any destination using basic geographic concepts and tools. The course provides an overview of the geography of North, Central and South America as well as the Caribbean, with an emphasis on major tourism destinations.

Credits: 3

Available through Distributed Learning

TRAV 105 • Destination Geography II

Continuation of Travel 103. The physical and cultural geography of various countries and destinations in the Eastern Hemisphere is examined from a travel industry perspective. The course provides an overview of the geography of Europe, Asia, Australia, and the South Pacific with an emphasis on major tourism destinations.

Credits: 3

Available through Distributed Learning

TRAV 112 • Travel Industry Products

Introduction to the daily operations of a travel agency including terminology and procedures. Other units will include client counseling, legal guidelines, health and documentation requirements, travel insurance and customer service and sales skills.

Credits: 3

Available through Distributed Learning

TRAV 115 • Independent and Group Travel

Introduction to the range of tour operators and suppliers available in the travel industry and become familiar with the sales features of various types of packages and custom-design vacations for independent travelers. All transactions required to complete a travel booking, such as calculating payment dates and amounts are covered. A look at the car rental industry, domestic and international rail services and motorcoach industry is also included.

Credits: 3

Available through Distributed Learning

TRAV 118 • Communications for Business

This course develops both written and oral communication skills so that you learn how to present information, concepts, and ideas clearly, concisely, and correctly for a variety of audiences and situations. Since this is a career-oriented communications course, time will be spent on helping you develop a clear, persuasive communication style. Techniques for improving listening and reading, as well as a review of basic grammar, are also presented.

Credits: 3

Available through Distributed Learning

TRAV 129 • The Airline Industry

Prerequisite: TRAV 101 & TRAV 102

This course provides you with the necessary information regarding all aspects of domestic, transborder and international airline ticketing. You will learn airline terminology, and airline policies and procedures. The three avenues to research the best fares for clients: GDS, internet and consolidators, will be covered. How to read electronic tickets and perform refunds and ticket exchanges is also learned.

Credits: 3

Available through Distributed Learning

TRAV 184 • Career Experience

You spend a total of four weeks at a tourism-related company of your choice acquiring practical hands-on experience. Possible placements include travel agencies, airlines, tour operators, and tourist information centres. A satisfactory supervisor evaluation and student report will form the basis for the grade assigned.

Credits: 3

Available through Distributed Learning

TRAV 191 The Cruise Line Industry

Introduction to the world of cruising, including marine terminology, cruising areas, cruise product and reservation and payment procedures. The sales features of major cruise lines are also covered.

Credits: 3

Available through Distributed Learning

ZOOL (Zoology)

TG ZOOL 375 • An Introduction to Invertebrate Zoology

Prerequisite: BIOL 231 & BIOL 233 or permission of the Dean

This course provides a structural, functional, and phylogenetic survey of protist and metazoan invertebrate phyla that comprise a majority of all animals with an emphasis on the lophotrochozoan and ecdysozoan protostomes and the deuterostomes. Laboratories emphasize the functional morphology of major phyla occurring in Canada's streams, lakes and oceans, including insect and parasite representatives.

Hours: 84 hrs (3-3)

Credits: 4

TG ZOOL 377 • Comparative Anatomy of the Vertebrates

Prerequisite: BIOL 231 & BIOL 233 & ZOOL 375 or permission of the Dean

This course focuses on comparative anatomy of the vertebrates; providing an understanding of the functional and structural organization, development, and adaptive radiation of vertebrates in the environment.

Hours: 84 hrs (3-3)

Credits: 4

COLLEGE FACULTY AND STAFF



College Faculty and Staff

Board of Governors

(Members Appointed by the Lieutenant Governor)

Hirsch, Darren (Chair)..... Medicine Hat
 Allan, Glen (Faculty Member) Medicine Hat
 Egert, Dennis..... Medicine Hat
 Henning, Denise (President)..... Medicine Hat
 Idriss, Mohammed (Vice Chair) Brooks
 Lewis, Beth (Student Member)..... Medicine Hat
 Lloyd, Deborah Medicine Hat
 Mitchell, Barbara (Non-Academic Staff Representative).... Medicine Hat
 Reeder, Kenneth..... Medicine Hat

Executive Administration

Henning, Denise President
 B.Sc., M.Sc. (Nebraska-Omaha); Ph.D. (New Mexico)
 Gillespie, Michael Vice President, Academic
 BHK (Windsor); M.Sc. (Wisconsin); M.B.A. (London);
 Ph.D. (Ohio)
 Petis, David Vice President, Advancement & Community Relations
 Price, Irlanda Associate Vice President, Student Development
 B.S.W., M.S.W. (Northern British Columbia)
 Resch, Wayne Vice President, Administration & Finance
 Business Admin - Acct. Dipl (MHC); B. Mgmt (Athabasca);
 CPA, CMA

Division of Arts, Education & Business

Chapman, Terry Dean
 B.A., M.A. (Calgary); Ph.D. (Alberta)
 Penzes, Erin Associate Dean
 B.Ed. (Calgary); M.A. Distributed Learning (Royal Roads)
 Akins, Alison OLC Science
 Env. Tech Diploma (Mount Royal); B.Sc., B.Ed (Lethbridge)
 Allan, Glen Business Administration
 B.Comm. (Calgary); FICB; M.B.A. (Dalhousie)
 Archibald, Vivian OLC Mathematics & Physics
 B.Ed. (Lethbridge)
 Banks, Michelle English
 B.A., M.A. (Dalhousie); Ph.D. (Western Ontario)
 Boschman, Lorelei Education
 B.Ed., M.Ed. (Lethbridge)
 Burnett, A. Nicole Psychology
 B.Sc., M.Sc. (Northern British Columbia); Ph.D. (Calgary)
 Cote, Craig Visual Communications
 Vis.Comm.Dip. (MHC); B.F.A. (Lethbridge); M.F.A. (Montana)
 Davies, Miranda Business Administration
 B.A. (Alberta); M.B.A. (Dalhousie)
 DeSandoli, Gino ESL
 B.A. (Northern British Columbia)
 Desjarlais-DeKlerk, Kristen Sociology
 PH.D. (Calgary)
 Dirk, Gwen English
 B.Ed. (Victoria)
 Fandrich, Carol ESL
 B.Ed (Alberta)
 Flaig, Garrett Chemistry & Physics
 B.Sc., B.Ed. (Lethbridge)
 Gall, Diane Philosophy
 B. A. (Windsor); B.Sc., B.A., M.A., Ph.D. (York)

Groom, Jim Criminal Justice
 Law & Security Admin. Dipl. (Fanshawe); B.A. (Saskatchewan);
 M.A. (Leicester)
 Higashitani, Mato Visual Communications
 B.F.A., M.F.A.(Montana)
 Howes, Darren Business Administration
 B.Comm, M.B.A. (Saskatchewan); DBA (Northcentral)
 Jeal, Lorne Business Administration
 Business Programming Cert. (SIAST); B.A. (BBC);
 M.Sc. (Mississippi)
 Kaethler, Mark English
 B.A.; M.A.(Lakehead); Ph.D. (Guelph)
 Kirchner, Janice English
 B.Ed. (Lethbridge)
 Klassen, Jeffrey Linguistics & Language
 B.A. (Alberta); Ph.D. (McGill)
 Koch, Betty English
 B.A. (Alberta); B.Ed., M.Ed. (Lethbridge)
 Kuehn, James Visual Communications/Computer Aided Drafting & Design
 Dipl.Comp. Graph and Web Med. (AMTC); CADD (Cert. & Dipl.)
 (MHC); BPA (Athabasca)
 Kumar, Navneet English
 B.A., M.A., M.Phil. (Delhi); Ph.D. (Calgary)
 Lattery, Adrienne Business Administration
 B.Comm. (Calgary); MBA (Cape Breton)
 Lawrence, Clint Visual Communications/History
 B.A., M.A. (Lethbridge)
 Lees, Roxanne ESL
 B.A. (Bethany, CA)
 Lerner, Rod Mathematics
 B.Ed.(Alberta)
 Liew, Koi Neng Visual Communications
 B.F.A. (Alfred); M.F.A.. (Nebraska)
 Linowski, Cathy Biology/Environmental Reclamation Technology
 B.Sc., Prof. Cert. Ed. (Simon Fraser)
 Loverock, David Psychology
 B.A., M.A., Ph.D. (Simon Fraser)
 Main, Carolyn Business Administration
 M.P.A. (Saskatchewan); C.A.
 MacDougall, Pamela Early Learning and Child Care
 B.A., B.Ed., M.Ed. (Brock)
 MacKenzie, Michael ESL
 B.Sc., B.Ed. (Alberta)
 McLester, Jason Education/Kinesiology
 B.P.E. (Alberta); M.Ed. (Victoria)
 Middleton Freitag, Marla Administrative Office Professional
 Secretarial.Cert.(Olds); B.Ed. (Lethbridge); M.Sc. (Montana
 State); Ph.D. (Alberta)
 Moffat, Ben Geography
 B.A. Hon.(Simon Fraser); M.A. (British Columbia);
 Ph.D. (Saskatchewan)
 Ostojic, Lily Sociology & Criminal Justice
 B.A. Hon. (Guelph); M.A. (Simon Fraser)
 Pardi, Sandi ESL
 B.A. (Lethbridge)
 Pennefather-O'Brien, Elizabeth Anthropology/Archaeology/Biology
 B.A. (Alberta); M.A., Ph.D. (Indiana)
 Rahim, Sheba English & General Education
 B.A. (Calgary); M.A.(Western Ontario), Ph.D. (Calgary)
 Robinson, Rick Business Administration
 Bus.Admin. Dipl. (MHC); B.Mgmt. (Athabasca); MBA (New
 England)

College Faculty and Staff

Smale, Dean Visual Communications
 B.F.A. (Alberta); M.F.A. (Calgary)
 Smith, Michelle Criminal Justice
 Law Enforcement Dipl. (Lethbridge); B.Sc. (Houston);
 M.S.C.S. (Texas)
 St. Yves, Kim OLC English & Social Studies
 B.Ed. (Regina)
 Taylor, Marla OLC Mathematics
 B.Physical Activities Studies (Regina); B.Ed. (Calgary)
 Topp, Kelly ESL
 ESL Cert., B.A., B.Ed. (Saskatchewan)
 Wang, Yulin Visual Communications
 B.F.A. (Nanjing Institute of Arts); M.A. (Texas);
 M.F.A. (New Mexico State)
 Whalen, Juanita Psychology
 B.Sc. (Mt Saint Vincent); M.Sc., Ph.D. (Calgary)
 Whidden, Colleen Education
 B.Ed.; M.Ed. (Alberta); M.A., Ph.D. (Calgary)
 Williams, Tara Business Administration
 B.Comm.; M.Sc. (Saskatchewan)

Visual & Performing Arts

Bigras, Alicia Voice
 B.Mus.; B.Ed. (Lethbridge)
 Bootland, Christine Cello
 A.M.R.C. (Performance) Dipl.(Mt. Royal);
 B.Mus. (British Columbia)
 Burns, Athena Dance
 Dobek-Shandro, Elaine Piano
 B.Mus., M.Mus. (Alberta); A.Mus. (Western Board)
 Doresett, Jadah Dance
 Gale, Theresa Dance
 Dipl. Theatre/Dance (Ryerson Polytechnical Institute)
 Ibach, Calla Dance
 Kastelic, Gabriel Violin/Viola
 B.Mus. (McGill)
 Kohls-Walters, Shauna Piano
 A.R.C.T., B.Mus. (Victoria); M.Mus. (British Columbia)
 Lett, Rick Brass
 B.Mus., B.Ed. (Saskatchewan)
 Ling, Shee Violin
 B.Mus. (Missouri); M.Mus. (Arizona)
 Massini, Ryan Percussion
 Neidermayer, Mark Guitar
 Dip. (Grant MacEwan)
 Rebbeck, Lyle Woodwinds
 B.Mus.(Saskatchewan); M.Mus. (Northwestern)
 Schmaltz, Stephanie Theory
 Dipl. (Royal Conservatory of Music); Dipl. (SIAST)
 Shandro, Constantine Piano
 B.Mus. (Alberta)
 Supeene, Susan Voice
 B.Mus, B. Ed. (Western Ontario)
 van Middlekoop, Bradley Voice
 B.A. (Concordia); B.Ed. (Alberta); M. Mus. (Calgary)
 Wilks, Justine Voice
 B.Mus., M.Mus. (Toronto)

Division of Trades & Technology

Beaudoin, Dennis Dean
 Alberta & Interprovincial Journeyman Plumber/Steamfitter/
 Pipefitter/Welder/First Class Gasfitter
 Aasman, Cal Welder
 Alberta & Interprovincial Welder; Alberta Grade "B"
 Pressure Welder's Cert.(ABSA)
 Aisman, Gordon Power Engineering
 Industrial Instrumentation Cert. (STI); Vocational/Technical
 Education Cert. (Regina); Inspector of Boilers & Pressure
 Vessels (Boiler & Pressure Vessel Inspectors Commission);
 Millwright Cert. of Qualification (Alberta Advanced Education
 & Manpower); Refrigeration Engineer's Cert. (Saskatchewan
 Municipal Government); Saskatchewan & Interprovincial
 Journeyman Welder; Alberta Second Class Power Engineers
 Cert. (ABSA)
 Baron, Chad Steamfitter/Pipefitter
 Alberta & Interprovincial Journeyman Steamfitter/Pipefitter
 Bingham, Ray Electrician
 Alberta & Interprovincial Journeyman Electrician
 Bishell, Jason Heavy Equipment Technician
 Alberta & Interprovincial Journeyman Heavy Equipment
 Technician - Truck-Trailer Mechanic
 Bonogofsky, Jason Welder
 Alberta & Interprovincial Journeyman Welder; Alberta Grade B
 Pressure Welder's Cert. (ABSA); B.P.E. (Calgary)
 Bos, Clayton Computer Aided Drafting & Design
 & Built Environment Engineering Technology
 CADD Cert. (MHC); Engineering Drafting Technology
 Dipl.(SAIT); B.Sc.Eng. (Calgary); M.Sc.(Clemson);
 P.Eng (APEGA)
 Clift, Keon Heavy Equipment Technician
 Alberta & Interprovincial Journeyman Heavy Equipment
 Technician
 Cullen, Andy Carpenter
 Environmental Tech. - Architecture Dipl.; Journeyman Carpenter
 Cert. (SAIT); Provincial & Interprovincial Journeyman Carpenter
 Desrochers, Randy Power Engineering
 Alberta & Interprovincial Journeyman Steamfitter-Pipefitter/
 First Class Gasfitter; Alberta Third Class Power Engineers Cert.
 (ABSA)
 Eiserman, Lee Automotive Service Technician
 Alberta & Interprovincial Journeyman Motor Mechanic
 Fischer, Darren Heavy Equipment Technician
 Alberta & Interprovincial Journeyman Heavy Equipment
 Technician; Interprovincial Heavy Equipment Technician -
 Interprovincial Heavy Duty Equipment Mechanic Off Road/
 Heavy Equipment Technician - Truck and Transport Mechanic/
 Heavy Equipment Technician - Truck-Trailer Mechanic
 Grove, Joe Electrician
 Alberta & Interprovincial Journeyman Electrician (MHC); Alberta
 Master Electrician.; B.A. (Briercrest)
 Haas, Nelson Heavy Equipment Technician
 Alberta & Interprovincial Journeyman Heavy Duty Mechanic;
 Alberta & Interprovincial Journeyman Motor Mechanic
 Hansen, Stan Electrician
 Alberta & Interprovincial Journeyman Electrician
 Hansen, Stan Electrician
 Alberta & Interprovincial Journeyman Electrician
 Hennessey, Amanda Electrician
 Alberta & Interprovincial Journeyman Electrician; Alberta Master
 Electrician

College Faculty and Staff

Iwanicki, Barry Power Engineering
 Alberta Second Class Power Engineer's Cert. (ABSA)

Johnson, Doug Welder
 Alberta & Interprovincial Journeyman Welder;
 Journeyman Steamfitter/Pipefitter; Alberta Grade "B" Pressure
 Welder's Certificate (ABSA)

Kading, Lianne Power Engineering
 Dipl.(MHC); B.A. (Lethbridge); Alberta Second Class Power
 Engineer's Cert. (ABSA)

Kaushish, Rakesh Power Engineering
 Alberta Third Class Power Engineer's (ABSA)

Kelly, Peter Computer Aided Drafting & Design
 & Built Environment Engineering Technology
 Architectural Technology Dipl. (SAIT); B.A. (Carleton);
 M.A. (Royal Roads)

Lauzon, Paul Steamfitter/Pipefitter
 Alberta & Interprovincial Journeyman Welder

Letkeman, Steven Information Technology
 Electronic Engineering Technology Dipl (Selkirk College);
 B.Sc. (Great Falls); MBA (Minnesota)

Letkeman, Todd Welder
 Alberta & Interprovincial Journeyman Welder; Alberta Grade "B"
 Pressure Welder's Cert. (ABSA)

MacKenzie, Jody Power Engineering
 Power Engineering Technology Dipl. (MHC); Alberta First Class
 Power Engineers Cert. (ABSA)

Martineau, Joe Electrician
 Interprovincial Journeyman Electrician; Alberta Master
 Electrician Cert. (MHC); Fifth Class Power Engineering &
 Building Operator Cert. (SAIT)

Mayer, Merl Welder
 Alberta & Interprovincial Journeyman Welder; Journeyman Auto-
 motive Service Technician; Alberta Grade "B" Pressure Welder's
 Certificate (ABSA)

Schaan, Paul Carpenter
 Alberta & Interprovincial Journeyman Carpenter Cert. (MHC);
 B.Ed. (Saskatchewan); B.P.E. (Alberta); M.A. (Watertown, WI)

Schulz, Chad Heavy Equipment Technician
 Alberta Journeyman Heavy Equipment Technician/Heavy
 Equipment Technician-Transport Trailer Mechanic; Alberta &
 Interprovincial Journeyman Automotive Service Technician/
 Heavy Equipment Technician-Heavy Duty Equipment Mechanic
 Off Road/Heavy Equipment Technician-Truck and Transport
 Mechanic

Shannon, Raymond Automotive Service Technician
 Provincial & Interprovincial Journeyman Automotive Service
 Technician; B.Sc.Hon., M.Sc. (Saskatchewan)

Slack, Larry Information Technology
 B.Sc. (Calgary)

Stickel, Scott Plumber/Gasfitter
 Alberta & Interprovincial Journeyman Plumber; Journeyman
 Gasfitter-Second Class; Journeyman Steamfitter-Pipefitter;
 Cross Connections Control Specialist

Streifel, Ruth Welder
 Alberta & Interprovincial Journeyman Welder

Stroh, Rob Plumber/Gasfitter
 Journeyman and Interprovincial Plumber; Journeyman
 Gasfitter - First Class

Wagman, Andrew Steamfitter/Pipefitter
 Red Seal Steamfitter-Pipefitter, Plumber, Class "A" Gasfitter,
 Rigging Technician

Weatherhead, Jamie Power Engineering
 Mechanical Eng Tech Dipl. (NAIT); Alberta Second Class
 Engineers Cert. (ABSA)

White, Sean Electrician
 Journeyman Electrical Cert. (LCC); Alberta & Interprovincial
 Journeyman Electrician; Alberta Master Electrician

Division of Science & Health

Vanderburgh, Sandy Dean
 B.Sc., M.Sc. (Calgary); Ph. D. (Simon Fraser)

Brown, Nancy Department Chair, Science
 B.Sc. Hon.(Saskatchewan); Ph.D. (Alberta)

Gregory, Richard Department Chair, Health & Human Services
 Social Work Dipl., RSW (Mt. Royal); BSW (Calgary);
 M.Sc. (Ft Lauderdale)

Baheri, Hamid Engineering
 B.Sc. (Abadan Institute); M.Sc. (Shiraz, Iran);
 Ph.D. (Saskatchewan)

Bell, Cynthia Therapist Assistant
 B.Sc., M.Sc (Minot)

Clark-Miller, Jodi Child & Youth Care Counsellor
 B.A. (Malaspina); M.S.W. (Victoria)

Clizbe, Lorrie Practical Nurse
 B.Sc.N. (Montana State); M.N. (Athabasca)

Delaurier, Duane Paramedic
 EMT-P (NAIT)

Forsyth, Leana Nursing
 B.N. (Calgary); M.N.(S.Queensland)

Fortin, Debby Nursing
 B.Sc.N. (London, ON); M.S.N. (Indiana State)

French, Brenda Nursing
 R.N. Dipl. (Wascana); B.N. (Lethbridge); M.N.(S.Queensland)

Fritz, Sandra Nursing
 R.N. Dipl. (MHC); B.N. (Calgary); M.N. (S. Queensland)

Hart, Kate Practical Nurse
 B.Sc.N. (St. Francis Xavier)

Hasper, Marie Practical Nurse/Health Care Aide
 R.N. Dipl. (Holy Cross Hospital); Outpost & Public Health
 Nursing Dipl. (Dalhousie); B.N., M.N. (Athabasca)

Hawley, Pamela Nursing
 B.Ed. (Alberta); B.N., M.Ed. (Calgary)

Hellman, Denise Nursing
 R.N. Dipl., Adv. Comm. Nursing Cert. (MHC); CPNC,
 B.N. (Lethbridge); M.N. (S. Queensland)

Hillock, Colleen Addictions Counselling
 B.A.(Concordia); M.Ed. (Leslie College)

Hughes, Gareth Paramedic
 EMT-P (SAIT)

Krasnuik, Russel Kinesiology
 B.P.E. (Calgary); M.A. Leadership (Royal Roads)

Linowski, Cathy Environmental Reclamation Technology
 B.Sc., Prof. Cert. Ed. (Simon Fraser)

Linowski, Ronald Environmental Sciences
 B.Sc., MPM (Simon Fraser)

Lloyd, Brian Chemistry
 B.Sc.Hon., Ph.D. (W. Ontario)

Loughlin, Jim Kinesiology/ Head Coach Men's-Women's Soccer
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Macaulay, Jodi Nursing
 R.N. (MHC); B.N. (Calgary); M.Ed. (Lethbridge)

Maurer, Alannah Kinesiology/Science
 B.Kin., Ph.D. (Calgary)

College Faculty and Staff

Milne, Dean Child & Youth Care Counsellor
CYC Dipl. (LCC); B.A. (Lethbridge); M.Ed. (Calgary)

Mueller, Karl..... Statistics
B.Sc. Hon. (Calgary); M.A., Ph.D. (Victoria)

Mullin, Scott..... Paramedic
EMT-P (SAIT); B.A.H.Sc-Paramedic (MHC)

Nielsen, Clayton Kinesiology/Head Coach Women's Basketball
B.P.E. (Alberta); M.A.Sc. (Queensland)

Nowaczyk, Stephanie Practical Nurse
P.N. Cert, PTA Dipl., HCA Cert. (MHC)

O'Sullivan, Margaret L. Biology
B.Sc. (Alberta); MSSC (Montana)

Pavelich, Brad J..... Chemistry
B.Sc., M.Sc. (Calgary)

Reynolds, Jo-Anne Ecotourism and Outdoor Leadership/Biology
B.Sc. (Alberta); M.E.Des. (Calgary)

Robinson, Tanis Nursing
R.N. Dipl. (SIAST); B.N.(Lethbridge); M.N. (S. Queensland)

Sadowsky, Leeanne Therapist Assistant
B.A. (Augustana); B.Sc.O.T. (Alberta); M.Sc. O.T. (Alberta)

Schottner, Anna Nursing
R.N. Dipl. (MHC); B.N., M.Ed. (Lethbridge)

Scott, Wanda Paramedic
EMT-P (SIAST)

Sexsmith, Susan..... Health Care Aide/Nursing
Critical Care Nursing Cert., Emergency Nursing Cert. (Algonquin); B.N. (New Brunswick); M.N. (S. Queensland)

Skrynnikov, Yuri Math
M.Sc., Ph.D. Physics (Moscow Institute of Physics & Technology); Ph.D. Math (Monash)

Stonehouse, Kim Kinesiology/Head Coach, Women's Volleyball
B.Sc. (Montana State)

Summers, Lori Kinesiology
B.S.P.E. (Saskatchewan); M.Sc. Kin (Texas)

Thompson, Mary Jean..... Nursing
R.N.Dipl. (MHC); B.N. (Lethbridge); M.H.S., M.P.C. (Great Falls)

Torrance, Grace..... Therapist Assistant
B.Sc.P.T. (Alberta)

Weich, Una Nursing
R.N. (Calgary); B.N. (Lethbridge); M.N. (Saskatchewan)

Wentzel, JoDee Nursing
B.N. (Calgary); M.N. (S. Queensland)

Wilson, Peter Physics
B.Sc. Hon.-Physics (Simon Fraser); M.Sc.-Physics;
M.A.Sc.-Elec. Eng. (Waterloo)

Wood, Donna..... Paramedic
EMT-P(Canadian College of EMS); B.A.H.Sc. (MHC);
B.N.(Calgary); M.N. (Charles Sturt)

Academic & Student Development

Albano, Brier..... Associate Registrar
B.A., B.A. (Calgary)

Ballard, Terry Manager, Sport & Wellness
B. Ed, M.P.E. (New Brunswick)

Drummond, Hadija.... Manager, International Education & Diversity
B.A. (Regina); M.Ed. (Alberta)

Henderson, Sandy.....Registrar
B.Com (Alberta), CPA, CMA

Langat, Nicholas..... Manager, Student Engagement
B.A. (Nairobi); M.Ed., Ph.D (Alberta)

Openo, Jason Manager, Teaching & Learning
B.A. (Albion); M.L.I.S. (Washington)

Payne, Chuck Director, Library & Information Technology
Computer Systems Technology Dipl. (MHC); B.Ed. (Alberta);
B.A.; M.Ed. (Calgary)

Administration & Finance

Arthur, Melinda Director, Facility Operations
Associate of Arts Dipl. (MHC); MBA (Royal Roads)

Bennett, Carla.....Director, Financial Services
B.Comm. Hon (Laurentian); CPA, CGA

Blair, MorganDirector, Strategic Research & Analysis
B.A. (Lethbridge); M.Sc., Ed. D. (Calgary)

Gyorkos, Teresa Policy Analyst & Human Rights Advisor
CHRP (HRIA)

Plante, Roxanne Director, Human Resources
Associate of Arts Dipl. (MHC); MBA (Royal Roads)

Advancement & Community Relations

Crockford, Cathy..... Manager, Continuing Studies
B.A. (Trent)

Henning, John Manager, Business Operations
B.Sc. (Omaha)

Keller, Mark..... Director, College Advancement
Journalism Arts Dipl. (SAIT); Aviation Dipl. (Mount Royal);
M.B.A. (Royal Roads)

Slenders, Cindy Director, Brooks Campus & Regional Stewardship
B.Ed. (Lethbridge); M.Ed. (Concordia)

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